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# DISCUSSION & ACTION CALENDAR



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Date: August 26, 2025

To: Honorable Mayor and Councilmembers

From: Joe Bettencourt, Community Development and Services Director  
Marti Brown, City Manager

Subject: WWCRS Inc. Retail/Dispensary Cannabis Business License, 130 North Butte Street

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**Recommendation:**

Adopt Resolution XX-2025 (Attachment 1), approving a Retail/Dispensary Cannabis Business License for WWCRS Inc. to operate at 130 North Butte Street.

**Rationale for Recommendation:**

The City Manager has determined the application is complete, including City Council approval of an appeal for CUP 25-02, and the item is being considered by the City Council in accordance with WMC 9.20.071(3).

**Background:**

The City established its cannabis regulatory program in 2017 through Ordinance 736-2017. The Council adopted Resolution 32-2017, which set the maximum number of retail/dispensary cannabis business licenses at two, established an initial 1,000-foot separation from churches, schools, licensed daycares/preschools, playgrounds, and parks, and directed the Planning Commission to identify appropriate zoning for such businesses.

In 2018, Ordinances 738-2018 and 739-2018 allowed retail/dispensary businesses in certain commercial and combined zones with a conditional use permit.

On May 28, 2024, the Council adopted Resolution 19-2024 removing setback requirements from churches, licensed daycares, playgrounds, and parks while retaining school setbacks; subsequent Council direction culminated in a 600-foot school setback and expanded zoning eligibility to include the Central Commercial, General Commercial, and Light Industrial districts.

To enhance oversight and transparency, the Council established an Ad Hoc Committee to work with the City Manager and Community Development and Services (CD&S) Director on Cannabis Dispensary application review. WWCRS Inc. (WWCRS) submitted their Phase One application on March 6, 2025. The City Manager and CD&S Director determined that WWCRS' Phase One application was complete on March 21, 2025, and authorized them to proceed to the Phase Two application. WWCRS submitted

all required Phase Two materials, which were reviewed by the City Manager, CD&S Director, and the Ad Hoc Committee. Their application was deemed complete, and review of their Conditional Use Permit application was scheduled for the July 1, 2025, Planning Commission meeting. However, the 300-foot setback letters for the July 1, 2025, meeting were not sent out in advance of the 10-day notice requirement. As a result, the meeting was continued to the August 5, 2025, Planning Commission meeting.

On August 5, 2025, the Planning Commission denied CUP 25-02. WWCRS appealed the Planning Commission decision scheduled for the August 26, 2025, City Council meeting.

### **Discussion & Analysis:**

According to the WMC 9.20.071 Retail/dispensary business license applications, Section (3) Review by City Council, (b)The City Council shall, in its sole discretion:

- (i) Require any additional information deemed necessary or appropriate for consideration of issuance of the license; or*
- (ii) Deny the application and state the grounds therefore; or*
- (iii) By resolution, vote to issue the license, subject to any reasonable conditions (Attachment 2) imposed by the City Council, upon applicant's payment of the business cannabis license fee established by the City Council.*

According to the WMC 9.20.075 Denials, revocations and suspensions, Section (3) Grounds for Denial of Application, License Renewal, or Suspension or Revocation of License, the granting of a retail/dispensary cannabis business license, or a renewal thereof, may be disapproved, and an existing license revoked or suspended if:

- (a) The applicant or licensee has knowingly made a false statement in the application or in any reports or other documents furnished to the city of Willows.*
- (b) The owner of the business premises withholds or revokes consent for the sale of cannabis and cannabis products on the premises.*
- (c) The licensee has violated the terms of this code or California law relating to the conduct of commercial cannabis activities.*
- (d) Revocation or suspension of the required state-issued license.*
- (e) The licensee failed to properly and truthfully report sales of cannabis and cannabis products, and/or failed to pay all fees and taxes in full as and when due.*
- (f) The licensee has engaged in the sale or distribution of cannabis or cannabis products in a location other than the licensed premises.*

*(g) The licensee has engaged in or permitted the sale or distribution of other controlled substances on or from the premises.*

*(h) Excessive traffic, neighborhood and/or law enforcement activity at the location of the applicant's or licensee's business premises.*

*(i) The licensee's failure to maintain the premises in a secure manner and/or to protect the safety and security of employees and customers.*

*(j) The granting or renewing of the license would perpetuate or encourage any of the following:*

- (i) Engaging in the illegal sale or distribution of cannabis or cannabis products or other controlled substances;*
- (ii) Providing cannabis or cannabis products to minors;*
- (iii) Diversion of cannabis or cannabis products to jurisdictions outside of the state where cannabis and cannabis products are unlawful under state or local law;*
- (iv) Trafficking of other illegal drugs or facilitation of other illegal activity;*
- (v) Violence and the use of firearms in the sale or distribution of cannabis and cannabis products;*
- (vi) The applicant or licensee or a cannabis business owner has been sanctioned by a licensing authority or other city or county for unauthorized commercial cannabis activity;*
- (vii) The applicant or licensee violates any provision of the MCRSA, AUMA, this article or any other permits issued by the city for the cannabis activity.*

*(k) The cannabis business owner has been convicted of an offense that is substantially related to the qualifications, functions, or duties of the cannabis business for which the application is made, which includes but is not limited to:*

- (i) A violent felony conviction, as specified in Penal Code Section 667.5(c).*
- (ii) A serious felony conviction, as specified in Penal Code Section 1192.7.*
- (iii) A felony conviction involving fraud, deceit or embezzlement.*
- (iv) A felony conviction for drug trafficking with an enhancement pursuant to Health and Safety Code Section 11370.4 or 113798.*
- (v) A felony conviction for hiring, employing, or using a minor in transporting, carrying, selling, giving away, preparing for sale, or peddling any controlled substance to a minor; or selling, offering to sell, furnishing, offering to furnish, administering, or giving any controlled substance to a minor.*

*(l) Except as provided in subsection (3)(k) of this section, an application for a permit shall not be denied if the sole ground for denial is based upon a prior conviction of California Health and Safety Code Section 11357. An application for a permit also shall not be denied if the state would be prohibited from denying a license pursuant to either California Business and Professions Code Section 26057(b)(5) or Section 26059. Conviction of any controlled substance felony subsequent to permit issuance shall be grounds for revocation of a permit or denial of the renewal of a permit. [Ord. 736-17 § 7 (Exh. B), 11-28-17].*

Staff recommended two additional Conditions of Approval (Attachment 2) regarding revenue sharing and binding of all records related to this application. The council may add additional conditions or modify/remove conditions that were recommended by staff.

The site lies within the Central Commercial district where retail/dispensary uses are conditionally allowed and as evidenced by CUP 25-02, the project meets applicable zoning and development standards. The record demonstrates compliance with operating requirements in the WMC, including setback requirements, hours of operation, security protocols such as access control and camera coverage, cash-handling, alarm procedures, odor, labeling and packaging consistent with State law, routine inspections, and accurate sales and inventory accounting. Delivery operations will adhere to State and local regulations.

Staff find this action exempt from CEQA under Guidelines §15301 (Existing Facilities) because licensing a retail operation in an existing building does not expand the building envelope and is served by existing utilities and public services.

**Consistency with Council Priorities and Goals:**

Priority Financial Stability, Goal #2: *Seek Cost Savings and Revenue Generation Opportunities*. The cannabis business license and regulatory fees recover program costs while retail sales increase the City's sustainable revenue base and General Fund.

**Fiscal Impact:**

Approval of the license is expected to generate new sales tax revenue. In addition, the applicant will remit five percent (5%) of gross receipts to the City, separate from and in addition to sales tax. If a cannabis business tax is approved by voters, that voter-approved tax will apply in lieu of the five percent (5%) remittance. There may also be increased foot traffic in the downtown district that benefits nearby businesses.

**Attachments:**

- Attachment 1: Cannabis Business License Resolution
- Attachment 2: Proposed City Council Conditions of Approval



**City of Willows  
Resolution XX-2025**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPROVING A RETAIL/DISPENSARY CANNABIS BUSINESS LICENSE FOR WWCRS INC. FOR THE PROPERTY LOCATED AT 130 N. BUTTE STREET, ASSESSOR'S PARCEL NUMBER 003-044-005 WITHIN THE CENTRAL COMMERCIAL ZONE**

**WHEREAS**, the City of Willows regulates cannabis businesses pursuant to Willows Municipal Code (WMC) Chapter 9.20, which establishes a phase process for retail/dispensary cannabis business license applications with final City Council consideration under WMC 9.20.071; and

**WHEREAS**, on November 28, 2017, the City Council adopted Resolution No. 32-2017 establishing, among other things, a maximum of two retail/dispensary cannabis business licenses within the City and initial separation standards, thereby setting the framework for subsequent licensing actions; and

**WHEREAS**, in 2018 the City Council adopted Ordinances 738-2018 and 739-2018 to allow cannabis retail/dispensary uses in certain commercial and combined zones with a Conditional Use Permit; and in 2024–2025 the City modernized the program by removing certain setbacks and expanding eligibility to the Central Commercial, General Commercial, and Light Industrial zones; and

**WHEREAS**, the applicant, WWCRS Inc. ("Applicant"), submitted a Phase One application that the City Manager determined complete, after which the Applicant submitted all Phase Two materials, which was also determined complete by the City Manager, Community Development and Services Director and the Cannabis Retail Business Application Ad hoc Committee.

**WHEREAS**, on August 26, 2025, the City Council approved the appeal of CUP 25-02 for the proposed retail/dispensary at 130 N. Butte Street with conditions addressing security, odor control, operations, delivery compliance, recordkeeping, and other standards, thereby completing the zoning entitlement for Phase Two; and the City Council's resolution approving CUP 25-02 is incorporated into the record by this reference; and

**WHEREAS**, staff prepared a City Council staff report for the August 26, 2025 meeting describing the project, documenting completion of Phases One and Two, and recommending approval of a business license pursuant to WMC 9.20.071(3); that staff report is incorporated into the record by this reference; and

**WHEREAS**, the City Council finds that approval of the license is categorically exempt from the California Environmental Quality Act (CEQA) under Guidelines section 15301 (Existing Facilities) because it consists of operating a commercial retail use within an existing building, does not expand the building envelope, and is served by existing utilities and public services.

**NOW THEREFORE, BE IT RESOLVED**, the City Council of the City of Willows as follows:

**Section 1. Approval.** The City Council approves a Retail/Dispensary Cannabis Business License for WWCRS Inc. to operate a retail/dispensary with delivery services at 130 N. Butte Street (APN 003-044-005), consistent with WMC Chapter 9.20 and the City Council's approval of CUP 25-02.

**Section 2. Conditions of Approval.** The licensee shall comply with all Conditions of Approval as approved by the City Council at its August 26, 2025 meeting and all applicable provisions of WMC Chapter 9.20.

**Section 3. CEQA.** The City Council finds this action exempt under CEQA Guidelines §15301 (Existing Facilities) and directs staff to file a Notice of Exemption as appropriate.

**Section 4. Term.** The initial license term shall be one year from the date of issuance of the Certificate of Authorization by the City Manager.

**Section 5. Fiscal.** The City of Willows will collect five percent (5%) of gross receipts in addition to sales tax. If a cannabis tax is approved by voters, WWCRS Inc. will pay the voter-approved tax in lieu of the five percent (5%) remittance.

**Section 6. Enforcement.** Failure to comply with any applicable condition of this approval, CUP 25-02, WMC Chapter 9.20, or State law shall be grounds for corrective action, suspension, or revocation pursuant to WMC 9.20.075, in addition to any other remedies available at law.

**Section 7. Effective Date.** This Resolution shall take effect immediately upon its adoption on August 26, 2025.

**PASSED AND ADOPTED** by the City Council of the City of Willows this 26<sup>th</sup> day of August 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

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Evan Hutson, Mayor

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Karleen Price, City Clerk

**Conditions of Approval  
For Retail / Dispensary Cannabis Business License  
WWCRS Inc.  
130 N. Butte Street /APN: 003-044-005  
City Council Approval Date: August 26, 2025**

**GENERAL**

- (1) The City of Willows will collect five percent (5%) of the gross sale receipts in addition to sales tax and any other payment made to the City of Willows. If a cannabis tax is approved by voters, WWCRS Inc. will be responsible for paying the voter approved tax in lieu of the five percent (5%) revenue sharing.
- (2) The entire administrative record for this license (the "Record") is incorporated herein by reference as though fully set forth and is binding on the applicant/licensee. The Record includes, without limitation: (i) the Phase One application and all attachments; (ii) the Phase Two application and all attachments; (iii) all supplemental or revised submittals; (iv) all responses to City requests for additional information; (v) all written and electronic correspondence, including emails and text messages, and any verbal statements made by or on behalf of the applicant to City staff or officials as reflected in the City's files, notes, recordings, minutes, or transcripts; and (vi) all Planning Commission and City Council agendas, staff reports, findings, resolutions, minutes, and conditions. All representations, commitments, plans, specifications, and operational measures described by the applicant anywhere in the Record constitute enforceable conditions of this approval and material terms of the City's action.

The undersigned acknowledges receipt of the Conditions of Approval and agrees to be bound by and fully comply with all Conditions of Approval as approved by the City Council.

The undersigned acknowledges receipt of the Conditions of Approval and agrees to be bound by and fully comply with all Conditions of Approval as approved by the City Council.

WWCRS Inc.  
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Vallejo, CA 94590  
File #B20250153826

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Margaret Sharkey, Incorporator  
PO Box 4160  
Vallejo, CA 94590

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Date

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Homar O Crespo, Agent  
600 Marin St.  
Vallejo, CA 94590

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Date



Date: August 26, 2025

To: Honorable Mayor and Councilmembers

From: Joe Bettencourt, Community Development and Services Director  
Marti Brown, City Manager

Subject: Cali Love Willows, LLC. Retail/Dispensary Cannabis Business License, 157 North Butte Street

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**Recommendation:**

Adopt Resolution XX-2025 (Attachment 1), approving a Retail/Dispensary Cannabis Business License for Cali Love Willows, LLC. to operate at 157 North Butte Street.

**Rationale for Recommendation:**

The City Manager has determined the application is complete, including Planning Commission issuance of CUP 25-01, and the item is being considered by the City Council in accordance with WMC 9.20.071(3).

**Background:**

The City established its cannabis regulatory program in 2017 through Ordinance 736-2017. The Council adopted Resolution 32-2017, which set the maximum number of retail/dispensary cannabis business licenses at two, established an initial 1,000-foot separation from churches, schools, licensed daycares/preschools, playgrounds, and parks, and directed the Planning Commission to identify appropriate zoning for such businesses. In 2018, Ordinances 738-2018 and 739-2018 allowed retail/dispensary businesses in certain commercial and combined zones with a conditional use permit.

On May 28, 2024, the Council adopted Resolution 19-2024 removing setback requirements from churches, licensed daycares, playgrounds, and parks while retaining school setbacks; subsequent Council direction culminated in a 600-foot school setback and expanded zoning eligibility to include the Central Commercial, General Commercial, and Light Industrial districts.

To enhance oversight and transparency the Council established an Ad Hoc Committee to work with the City Manager and Community Development and Services (CD&S) Director on application review. Cali Love Willows, LLC. (Cali Love) submitted their Phase One application on March 5, 2025. The City Manager and CD&S Director determined that Cali Love's Phase One application was complete on March 21, 2025, and authorized them to proceed to the Phase Two application. Cali Love submitted all required Phase Two materials, which were reviewed by the City Manager, CD&S Director, and the Ad-

Hoc Committee. Their application was deemed complete and they were scheduled for review of their Conditional Use Permit on the July 1 Planning Commission meeting. The 300-foot letters for the July 1, 2025 meeting were not sent out in advance of the 10-day notice requirement. Therefore, the meeting was continued to the August 5, 2025 Planning Commission meeting.

On August 5, 2025, the Planning Commission approved CUP 25-01 by resolution (Attachment 2) and approved the Conditions of Approval (Attachment 3).

**Discussion & Analysis:**

According to WMC 9.20.071, Retail/dispensary business license applications, Section (3) Review by City Council, (b)The City Council shall, in its sole discretion:

- (i) Require any additional information deemed necessary or appropriate for consideration of issuance of the license; or*
- (ii) Deny the application and state the grounds therefore; or*
- (iii) By resolution, vote to issue the license, subject to any reasonable conditions (Attachment 2) imposed by the City Council, upon applicant's payment of the business cannabis license fee established by the City Council.*

According to WMC 9.20.075 Denials, revocations and suspensions, Section (3) Grounds for Denial of Application, License Renewal, or Suspension or Revocation of License. The granting of a retail/dispensary cannabis business license, or a renewal thereof, may be disapproved, and an existing license revoked or suspended if:

- (a) The applicant or licensee has knowingly made a false statement in the application or in any reports or other documents furnished to the city of Willows.*
- (b) The owner of the business premises withholds or revokes consent for the sale of cannabis and cannabis products on the premises.*
- (c) The licensee has violated the terms of this code or California law relating to the conduct of commercial cannabis activities.*
- (d) Revocation or suspension of the required state-issued license.*
- (e) The licensee failed to properly and truthfully report sales of cannabis and cannabis products, and/or failed to pay all fees and taxes in full as and when due.*
- (f) The licensee has engaged in the sale or distribution of cannabis or cannabis products in a location other than the licensed premises.*
- (g) The licensee has engaged in or permitted the sale or distribution of other controlled substances on or from the premises.*

*(h) Excessive traffic, neighborhood and/or law enforcement activity at the location of the applicant's or licensee's business premises.*

*(i) The licensee's failure to maintain the premises in a secure manner and/or to protect the safety and security of employees and customers.*

*(j) The granting or renewing of the license would perpetuate or encourage any of the following:*

- (i) Engaging in the illegal sale or distribution of cannabis or cannabis products or other controlled substances;*
- (ii) Providing cannabis or cannabis products to minors;*
- (iii) Diversion of cannabis or cannabis products to jurisdictions outside of the state where cannabis and cannabis products are unlawful under state or local law;*
- (iv) Trafficking of other illegal drugs or facilitation of other illegal activity;*
- (v) Violence and the use of firearms in the sale or distribution of cannabis and cannabis products;*
- (vi) The applicant or licensee or a cannabis business owner has been sanctioned by a licensing authority or other city or county for unauthorized commercial cannabis activity;*
- (vii) The applicant or licensee violates any provision of the MCRSA, AUMA, this article or any other permits issued by the city for the cannabis activity.*

*(k) The cannabis business owner has been convicted of an offense that is substantially related to the qualifications, functions, or duties of the cannabis business for which the application is made, which includes but is not limited to:*

- (i) A violent felony conviction, as specified in Penal Code Section 667.5(c).*
- (ii) A serious felony conviction, as specified in Penal Code Section 1192.7.*
- (iii) A felony conviction involving fraud, deceit or embezzlement.*
- (iv) A felony conviction for drug trafficking with an enhancement pursuant to Health and Safety Code Section 11370.4 or 113798.*
- (v) A felony conviction for hiring, employing, or using a minor in transporting, carrying, selling, giving away, preparing for sale, or peddling any controlled substance to a minor; or selling, offering to sell, furnishing, offering to furnish, administering, or giving any controlled substance to a minor.*

*(l) Except as provided in subsection (3)(k) of this section, an application for a permit shall not be denied if the sole ground for denial is based upon a prior conviction of California Health and Safety Code Section 11357. An application for a permit also shall not be denied if the state would be prohibited from denying a license pursuant to either California Business and Professions Code Section 26057(b)(5) or Section 26059. Conviction of any controlled substance felony subsequent to permit issuance shall be grounds for revocation of a permit or denial of the renewal of a permit. [Ord. 736-17 § 7 (Exh. B), 11-28-17].*

Staff recommend two additional Conditions of Approval (Attachment 4) regarding revenue sharing and binding of all records related to this application. The council can add additional conditions or modify/remove conditions that were recommended by staff.

The site lies within the Central Commercial district where retail/dispensary uses are conditionally allowed and as evidenced by CUP 25-01, the project meets applicable zoning and development standards. The record demonstrates compliance with operating requirements in the WMC, including setback requirements, hours of operation, security protocols such as access control and camera coverage, cash-handling, alarm procedures, odor, labeling and packaging consistent with State law, routine inspections, and accurate sales and inventory accounting. Delivery operations will adhere to State and local regulations.

Staff find this action exempt from CEQA under Guidelines §15301 (Existing Facilities) because licensing a retail operation in an existing building does not expand the building envelope and is served by existing utilities and public services.

**Consistency with Council Priorities and Goals:**

Financial Stability Goal 2: *Seek Cost Savings and Revenue Generation Opportunities.* The cannabis business license and regulatory fees recover program costs while retail sales increase the City's sustainable revenue base and General Fund.

**Fiscal Impact:**

Approval of the license is expected to generate new sales tax revenue. In addition, the applicant will remit two percent (2%) of gross receipts to the City, separate from and in addition to sales tax. If a cannabis business tax is approved by voters, that voter-approved tax will apply in lieu of the two percent (2%) remittance. There may also be increased foot traffic in the downtown district that benefits nearby businesses.

**Attachments:**

- Attachment 1: Cannabis Business License Resolution
- Attachment 2: Planning Commission Resolution
- Attachment 3: Planning Commission Conditions of Approval
- Attachment 4: Proposed City Council Conditions of Approval



**City of Willows  
Resolution XX-2025**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPROVING A RETAIL/DISPENSARY CANNABIS BUSINESS LICENSE FOR CALI LOVE WILLOWS, LLC. FOR THE PROPERTY LOCATED AT 157 N. BUTTE STREET, ASSESSOR'S PARCEL NUMBER 002-162-006 WITHIN THE CENTRAL COMMERCIAL ZONE**

**WHEREAS**, the City of Willows regulates cannabis businesses pursuant to Willows Municipal Code (WMC) Chapter 9.20, which establishes a phase process for retail/dispensary cannabis business license applications with final City Council consideration under WMC 9.20.071; and

**WHEREAS**, on November 28, 2017, the City Council adopted Resolution No. 32-2017 establishing, among other things, a maximum of two retail/dispensary cannabis business licenses within the City and initial separation standards, thereby setting the framework for subsequent licensing actions; and

**WHEREAS**, in 2018 the City Council adopted Ordinances 738-2018 and 739-2018 to allow cannabis retail/dispensary uses in certain commercial and combined zones with a Conditional Use Permit; and in 2024–2025 the City modernized the program by removing certain setbacks and expanding eligibility to the Central Commercial, General Commercial, and Light Industrial zones; and

**WHEREAS**, the applicant, Cali Love Willows, LLC ("Applicant"), submitted a Phase One application that the City Manager determined complete, after which the Applicant submitted all Phase Two materials, which was also determined complete by the City Manager, Community Development and Services Director and the Cannabis Retail Business Application Ad hoc Committee.

**WHEREAS**, on August 5, 2025, the Planning Commission approved CUP 25-01 for the proposed retail/dispensary at 157 N. Butte Street with conditions addressing security, odor control, operations, delivery compliance, recordkeeping, and other standards, thereby completing the zoning entitlement for Phase Two; and the Planning Commission's resolution approving CUP 25-01 is incorporated into the record by this reference; and

**WHEREAS**, staff prepared a City Council staff report for the August 26, 2025 meeting describing the project, documenting completion of Phases One and Two, and recommending approval of a business license pursuant to WMC 9.20.071(3); that staff report is incorporated into the record by this reference; and

**WHEREAS**, the City Council finds that approval of the license is categorically exempt from the California Environmental Quality Act (CEQA) under Guidelines section 15301 (Existing Facilities) because it consists of operating a commercial retail use within an existing building, does not expand the building envelope, and is served by existing utilities and public services.

**NOW THEREFORE, BE IT RESOLVED,** the City Council of the City of Willows as follows:

**Section 1. Approval.** The City Council approves a Retail/Dispensary Cannabis Business License for Cali Love Willows, LLC to operate a retail/dispensary with delivery services at 157 N. Butte Street (APN 002-162-006), consistent with WMC Chapter 9.20 and the Planning Commission's approval of CUP 25-01.

**Section 2. Conditions of Approval.** The licensee shall comply with all Conditions of Approval as approved by the City Council at its August 26, 2025 meeting, together with all conditions contained in CUP 25-01 and all applicable provisions of WMC Chapter 9.20.

**Section 3. CEQA.** The City Council finds this action exempt under CEQA Guidelines §15301 (Existing Facilities) and directs staff to file a Notice of Exemption as appropriate.

**Section 4. Term.** The initial license term shall be one year from the date of issuance of the Certificate of Authorization by the City Manager.

**Section 5. Fiscal.** The City of Willows will collect two percent (2%) of gross receipts in addition to sales tax. If a cannabis tax is approved by voters, Cali Love Willows, LLC will pay the voter-approved tax in lieu of the two percent (2%) remittance.

**Section 6. Enforcement.** Failure to comply with any applicable condition of this approval, CUP 25-01, WMC Chapter 9.20, or State law shall be grounds for corrective action, suspension, or revocation pursuant to WMC 9.20.075, in addition to any other remedies available at law.

**Section 7. Effective Date.** This Resolution shall take effect immediately upon its adoption on August 26, 2025.

**PASSED AND ADOPTED** by the City Council of the City of Willows this 26<sup>th</sup> day of August 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

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Evan Hutson, Mayor

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Karleen Price, City Clerk



**City of Willows  
Resolution 12-2025**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING CONDITIONAL  
USE PERMIT APPROVAL OF A NEW RETAIL / DISPENSARY CANNABIS BUSINESS LICENSE (CUP 25-01)  
TO CALI LOVE WILLOWS, LLC FOR THE PROPERTY LOCATED AT 157 N BUTTE STREET, ASSESSORS  
PARCEL NUMBER 002-162-006 WITHIN THE CENTRAL COMMERCIAL ZONE**

**WHEREAS**, the applicant, CALI LOVE WILLOWS, LLC, has submitted an application for Conditional Use Permit approval to allow the operation of a new retail / dispensary cannabis business license; and

**WHEREAS**, City of Willows Municipal Code Chapter 18.55.030 requires approval of a Conditional Use Permit for the operation of a cannabis retail / dispensary business; and

**WHEREAS**, City of Willows Municipal Code Chapter 9.20.070 – 9.20.080 establishes processes and general conditions for retail / dispensary cannabis business licenses; and

**WHEREAS**, notice of the Planning Commission meeting held on August 5, 2025, was published in a newspaper of general circulation in the City in accordance with law, and mailing to property owners within 300 feet were sent; and

**WHEREAS**, the Planning Commission did, on August 5, 2025 hold a public hearing to consider all public oral and written comments, letters and documents, staff reports, and all other documents and evidence which are a part of the Record; and

**WHEREAS**, the Planning Commission does find that the proposed project qualifies as a Categorical Exemption under Section 15301 (Class 1) pursuant to the California Environmental Quality Act (CEQA); and

**WHEREAS**, pursuant to Willows Municipal Code Chapter 18.135.050, the following findings are made for the approval of a use permit:

- 1) That the use is consistent with the purposes of the district in which the site is located. *Willows Municipal Code (WMC) Chapter 18.55.030(20) allows for cannabis retail / dispensary business within the Central Commercial zone with approval of a conditional use permit.*
- 2) That the proposed location of the use and the conditions under which it may be operated or maintained will not be detrimental to the public health, safety, or welfare or materially injurious to properties or improvements in the vicinity. *The location of the cannabis retail / dispensary business would be in an existing commercial building. Minor tenant improvements would be required. Conditions of Approval outlined in WMC Chapter 9.20.080 including hours of operation, odor control and security measures would be included in the project to ensure the business is operated*

*and maintained in a manner that is not detrimental to the public health, safety or welfare of those in the vicinity.*

- 3) That the proposed use is in conformance with the General Plan.  
*Commercial businesses are allowed within the land use designation of Central Commercial.*

**NOW THEREFORE, BE IT RESOLVED**, that the Planning Commission of the City of Willows does hereby find that the Conditional Use Permit to allow the operation of a retail / dispensary cannabis business license is consistent with the City of Willows Municipal Code and General Plan, and findings incorporated, and hereby approves Conditional Use Permit #CUP 25-01, subject to the attached conditions of approval.

**PASSED AND ADOPTED** by the Planning Commission of the City of Willows this 5<sup>th</sup> day of August 2025, by the following vote:

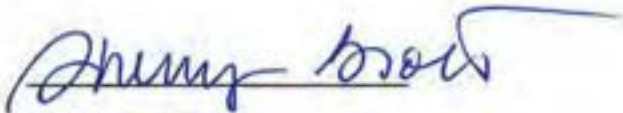
AYES: Vice Chair Corum, Commissioners Ocampo and Nygard

NOES: Chair Brott

ABSENT: Commissioner Valencia

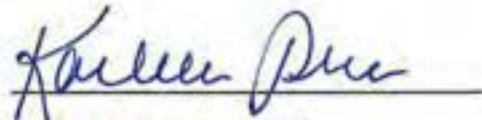
ABSTAIN: None

APPROVED:



Sherry Brott, Chair

ATTESTED:



Karleen Price, City Clerk

**Conditions of Approval**  
**Conditional Use Permit (CUP 25-01)**  
**For Retail / Dispensary Cannabis Business License**  
**157 N Butte Street /APN: 002-162-006**  
**Planning Commission Approval Date: August 5, 2025**

**GENERAL**

- (1) This Conditional Use Permit (CUP 25-01) allows for the operation of a cannabis retail / dispensary cannabis business (Storefront Retailer). Storefront Retailer is defined as a licensee that owns or operates a physical location where cannabis goods are sold directly to consumers. Storefront retailers may also provide delivery services under the same license. the required license for a Storefront Retailer is a Type 10 – Storefront Retailer (walk-in dispensary, with optional delivery) license issued by the State of California. Any future proposal for Storefront Retailer related use, such as delivery shall be subject to separate review and approval in accordance with applicable zoning, licensing, and regulatory requirements.
- (2) Prior to commencing business operations pursuant to a cannabis retail/dispensary business license issued by the city of Willows, the applicant shall hold a certificate of authorization issued by the City of Willows. Certificates of authorization shall be issued only to applicants who hold (a) a retail/dispensary cannabis sales license issued by the City of Willows, (b) a use permit issued by the city of Willows planning commission, and (c) California state-issued Type 10- Storefront Retailer license.
- (3) In the event of any conflict between the Conditions of Approval for CUP 25-01 and the State of California (State) regulations, these Conditions of Approval shall prevail to the maximum extent of the City's legal authority; any provision for which the City lacks such authority shall defer to the applicable State of California regulation.
- (4) Where any system is referenced in Attachment 1 (Application Materials), the applicant shall install and use that system, and no deviation shall occur unless the City Manager authorizes a written exemption. The installed system shall match make/model, specifications, design and other details as described in Attachment 1. This includes but is not limited security systems, age verification systems, lighting systems, odor control systems, tracking systems labeling and packaging requirements, building plans and specifications and any other system as described in Attachment 1.
- (5) Hours of Operation. All permitted Storefront Retailer business premises shall be closed to the general public, including deliveries, shall be prohibited between the hours of 7:00 p.m. and 8:00 a.m. Transporter deliveries and pick-ups shall be prohibited between the hours of 7:00 p.m. and 8:00 a.m.
- (6) Odor Control. Odors shall be contained on the property on which the commercial cannabis activity is located. If the city receives any odor complaints, the cannabis business shall work with the building official or his designee to correct odor concerns. Unresolved or repeated odor complaints may be basis for suspension or revocation of the license or denial of license renewal.

(7) Business Conducted within Building. No production, distribution, storage, display or wholesale of cannabis and cannabis-infused products shall be visible from the exterior of the building where the commercial cannabis activity is being conducted.

(8) Security Measures. Maintain a commercial alarm monitoring system and video surveillance system in accordance with local, state and federal regulations.

(9) Security Breach. A cannabis business shall notify the city and the Glenn County sheriff's office within 24 hours after discovering any of the following:

- a. Diversion, theft, loss, or any criminal activity involving the cannabis or cannabis product or any agent or employee of the permittee.
- b. The loss or unauthorized alteration of records related to cannabis or cannabis product, registered qualifying patients, primary caregivers or employees or agents.
- c. Significant discrepancies identified during inventory.
- d. Any other material breach of security.

(10) Labeling and Packages. Labels and packages of cannabis and cannabis products shall meet all state and federal labeling and packaging requirements.

(11) Inspection Records. Inspections, if necessary, shall take place at a reasonable time with prior notice to the cannabis business. Notwithstanding the foregoing, upon reasonable suspicion of a material violation of the law or the provisions of this code or the conditions of a license, inspections may be made at any time, with or without prior notice. Upon request, the cannabis business shall timely provide the city official with reports and records related to the business including, but not limited to, sales reports, utility bills from the commercial energy provider for the premises. This section shall not limit any inspection authorized under any other provision of law or regulation.

(12) In addition to a retail/dispensary cannabis business license, obtain and maintain a business license from the City of Willows.

(13) Maintain at all times commercial general liability insurance providing coverage at least as broad as ISO CGL Form 00 01 on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury with limits of not less than \$1,000,000 per occurrence and comprehensive automobile liability (owned, nonowned, hired) providing coverage at least as broad as ISO Form CA 00 01 on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than \$1,000,000. The commercial general liability policy shall provide contractual liability, shall include a severability of interest or equivalent wording, shall specify that insurance coverage afforded to the city shall be primary, and shall name the city of Willows, its officials, employees and attorneys as additional insured. Failure to maintain insurance as required herein at all times shall be grounds for suspension of the license immediately, and ultimately, revocation.

(14) By accepting the license, each licensee agrees to indemnify, defend and hold harmless to the fullest extent permitted by law the city of Willows, its officers, employees, attorneys, agents and consultants from and against any and all actual and alleged damages, claims, liabilities, costs

(including attorney's fees), suits or other expenses resulting from and arising out of or in connection with licensee's operations, except such liability caused by the gross negligence or willful misconduct of city of Willows, its officers, employees, attorneys, agents and consultants.

- (15) Maintain for a minimum of three years a written accounting or ledger of all cash, receipts, credit card and other financial transactions, and reimbursements (including any in-kind contributions) as well as records of all operational expenditures and costs incurred by the licensee in accordance with generally accepted accounting practices and standards typically applicable to business records, which shall be made available to the city, its auditors or consultants during business hours for inspection upon reasonable notice by the city manager and for purposes of audit.
- (16) Inform the city manager, in writing, of any change of or to any of the information submitted to the city in phase one and phase two applications, any renewal application, or any amendments thereto, within 10 days of any such change including, but not limited to, any change in ownership of five percent or more in a single transaction or cumulatively.
- (17) Notify the city manager within three days of any notices of violations or other corrective action ordered by a state or other local licensing authority, and provide copies of the relevant documents. [Ord. 745-19 § 6, 7-9-19; Ord. 736-17 § 7 (Exh. B), 11-28-17].
- (18) Cannabis businesses that sell edible cannabis products shall have a valid Glenn County health permit. Permit holders shall comply with Health and Safety Code Section 13700 et seq., and Glenn County Health Department permit requirements.
- (19) Drive-through or walk-up window services are prohibited at all retail/dispensary cannabis establishments in the City of Willows.
- (20) An application for renewal of a retail/dispensary cannabis business license, together with all applicable fees, must be submitted to the city manager at least 90 days before the expiration of the then-current license. Failure to submit a renewal application at least 90 days prior to the expiration date of the then-current license will result in the automatic expiration of the license on the expiration date.
- (21) A retail/dispensary cannabis business license is nontransferable to another person, entity or location, and no such transfer may be made except in accordance with this section. Any such transfer made without the prior consent of the city of Willows shall result in the revocation of the license. Any change in ownership of five percent or more, singly or cumulatively, shall be considered a "change in ownership" and constitute a "transfer" for purposes of this section.
- (22) Whenever an enforcement officer has reason to believe that a nuisance exists or that an inspection is necessary to enforce any provision of this chapter, the officer may enter the premises at any reasonable time to perform the inspection or any other duty imposed by this title. The enforcement officer shall provide reasonable notice of the need to enter and inspect. Notwithstanding the foregoing, in the event there is reasonable suspicion of the existence of a nuisance or violation that presents an immediate or imminent danger to the health, safety or welfare of the employees of licensee, its customers or the community at large, the enforcement officer or other city official may enter the premises at any time without notice.

- a. The enforcement officer shall present proper identification, state the purpose of the visit and request permission of the owner or responsible person to enter the premises. If entry is refused, the enforcement officer shall have recourse to every remedy provided by law to secure entry. Any such refusal shall be grounds for suspension of the licensee's license.
- b. When the enforcement officer has first obtained a proper inspection warrant or other remedy provided by law to secure entry, no owner or responsible person shall fail or neglect, after proper request is made as provided in this title, to promptly permit entry therein by the enforcement officer for the purpose of inspection and examination pursuant to this title. [Ord. 736-17 § 7 (Exh. B), 11-28-17]

(23) Electronic age verification will be utilized to verify the age and identity of any individuals purchasing cannabis goods. Cannabis will not be sold to the public without electronic age verification. Licensees shall ensure that no person less than 21 years of age is permitted to work as an employee of the Storefront Retailer.

(24) Cannabis goods will only be received by the customer.

(25) On-site consumption of cannabis is prohibited at all times by all individuals on the property.

(26) No cannabis or cannabis products or graphics depicting cannabis or cannabis products will be visible from the exterior of the business premises, or on any vehicles owned or used as part of the business.

(27) The front entrance of the dispensary will have a secure lobby and no products will be visible within this area.

(28) The entrance will maintain clear and legible notice, visibly posted stating that smoking, ingesting, or otherwise consuming cannabis on the premises or in the areas adjacent to the commercial cannabis business is prohibited. No loitering signage will be posted. All signage for the facility will be submitted to the City of Willows for review including but not limited to signs required by local, state and federal regulations, identifying signs and all additional signs visible to the public.

(29) The business, operator, or employees will not provide free cannabis or cannabis products to any person and will abide by legal sales limits set by the Department of Cannabis Control.

(30) A current copy of the commercial cannabis business permit issued by the City and the State license will be posted inside the business premises in a location readily visible.

(31) That the applicant/developer shall enter into a *Pass-Through Agreement* with the City of Willows to pay the cost of all planning review, plan checking and field inspection of this project.

(32) If the use is not made on the project subject to the permit within one (1) year after the date of granting the permit, then without further action, the permit shall be null and void, and such use shall not be made of the property except upon the granting of a new permit.

(33) All plans for additional uses, which are not covered by this review, shall be submitted to the City Manager and Planning Commission for review and approval prior to use.

(34) All landscaping shall be maintained in good condition and any dead or dying plants, bushes, or trees shall be replaced with new healthy stock of a size compatible with the remainder of the growth at the time of replacement.

(35) The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies and fees of the City of Willows and all state regulations

(36) All contractors/sub-contractors doing work on the project shall obtain a City business license prior to commencing operation. Facility shall operate in accordance with local laws.

(37) Changes in hours, days, or operating procedures must be reported to the Community Development Department.

#### **BUILDING DEPARTMENT**

(38) If you intend to construct, enlarge, alter, repair, move, demolish, or change the occupancy of the building or structure or to erect, install, alter, repair, remove, convert, or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by code, or to cause any such work to be done, you shall first make application for a building permit and obtain the required permit for the development.

(39) Applicant shall submit a completed building permit application with detailed scope of work, 3 complete sets of plans, calculations, specifications, etc. for review. Appropriate plan review fees shall be paid at the time of submittal.

(40) All work shall comply with current applicable Federal, State, local building codes and ordinances and be shown on the plans submitted for building permit review.

(41) Conditions of approval shall be shown on the plans submitted for building permit review.

(42) Prior to issuance of a Building Permit for the construction of any structures on the site, a Final Lighting Plan shall be submitted to the City and reviewed by the Engineer. The final lighting plan shall include, but not limited to the following: (a) details regarding exterior lighting with lighting sources that are full cut-off, hooded, and down-cast, or otherwise shielded to ensure that light does adversely shine towards neighboring properties or toward the night sky, (b) lighting sources with the minimum wattage necessary to provide adequate security without causing excessively bright night glow, (c) sufficient details regarding the proposed wattage and area of coverage for all site lights.

#### **FIRE DEPARTMENT**

(43) All fire and security alarm systems must meet the approval of the Fire Chief per WMC Chapter 15.15.

(44) The Site shall be equipped with a Knox box holding a master key per WMC Chapter 15.15.

(45) Fire extinguishers shall be provided in accordance with the latest CFC.

(46) The building address shall meet all WMC Chapter 15.15. criteria and be reviewed and approved by the Fire Department prior to installation. An illuminated address sign shall be provided for the property.

(47) Provide illuminated exit signs over all exit doors in accordance with the latest CBC and CFC.

(48) All exit doors shall have no knowledge door locks, be posted "this door to remain unlocked when building occupied" and swing in the direction of exit travel.

(49) All utility rooms will need to be identified by signage.

(50) A Pre-Fire Plan and Inspection will need to be completed before occupancy of the building.

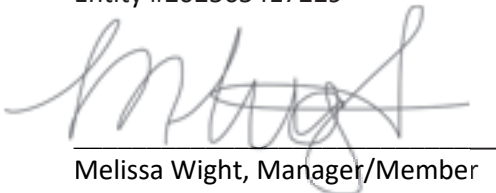
(51) Regular Fire Department safety inspections shall occur annually.

**GLENN COUNTY ENVIRONMENTAL HEALTH DEPARTMENT**

(52) The applicant will need to plan check and obtain health/food permits from the Glenn County Environmental Health Department. A copy of the permits shall be provided to the City as well as renewals and any non-compliance issues

The undersigned acknowledges receipt of the Conditions of Approval and agrees to be bound by and fully comply with all Conditions of Approval as approved by the Planning Commission.

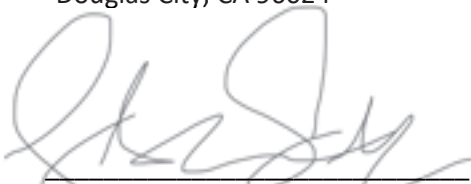
Cali Love Willows LLC.  
157 N. Butte St.  
Willows, CA 95988  
Entity #202565417229



Melissa Wight, Manager/Member  
PO Box 531  
Douglas City, CA 96024

8/20/25

Date



Stephen Sutton, Manager/Member  
PO Box 531  
Douglas City, CA 96024

8/20/25

Date



## CANNABIS RETAIL/DISPENSARY PHASE 1 APPLICATION CHECKLIST

1. ☐ **Identity of the Retail/Dispensary Cannabis Business:** Provide a description of the statutory entity or business form that will serve as the legal structure for the business and a copy of its formation and organizing documents, including but not limited to articles of incorporation, certificate of amendment, statement of information, articles of association, bylaws, partnership agreement, operating agreement, and fictitious business name statement. If a corporation, limited liability company, or a general or limited partnership is a stockholder owning more than five percent of the stock or membership interest of an applicant's business, or is one or more of the partners in an applicant's business, the applicant shall set forth the names and addresses of each of the partners, officers, directors, and stockholders of the corporation, limited liability company, or general or limited partnership.
2. ☐ **Management Information:** The name, address, telephone number, title, and function(s) of each manager of the business. For each manager, a legible copy of one valid government- issued form of photo identification, such as a state driver's license, a passport issued by the United States, or a permanent resident card.
3. ☐ **Applicant's Phone Number and Mailing Address:** The phone number and address to which notice of action on the application and future correspondence are to be mailed.
4. ☐ **Previous Addresses:** Previous addresses of the applicant for the past five years immediately prior to the present address.
5. ☐ **Verification of Age:** Evidence that the applicant and all managers of the dispensary are at least 21 years of age.
6. ☐ **Criminal Background:** A list of each misdemeanor and/or felony conviction, if any, of the applicant, its owner(s) and manager(s), whether the conviction was by verdict, plea of guilty, or plea of nolo contendere. The list shall, for each conviction, set forth the date of arrest, the offense charged, and the offense of which the applicant or manager was convicted.
  - a. By signing the application each owner/manager consents to fingerprinting, a background investigation and for the city manager to seek verification of all information provided by the applicant.
7. ☐ **Employee Information:** Number of employees, volunteers, and other persons who will work or provide services at the business.

8. ☐ **State Licenses:** Copies of the state licenses relating to marijuana, including cultivation licenses, the applicant holds, and/or a description of the state licenses the application for which the applicant intends to apply.
9. ☐ **Plan of Operations:** A plan describing how the business will operate consistently with state law and the provisions of this article.
10. ☐ **Business Description:** A description of the proposed location, including the street address and parcel number, the square footage, and the characteristics of the neighborhood or surrounding area.
11. ☐ **Response to the Zoning Code:** An explanation of how the business complies or expects to comply with the zoning code, including, but not limited to, the location requirements.
12. ☐ **Compliance with Applicable Taxes:** The applicant shall provide a current copy of its business operations tax certificate and state sales tax seller's permit.
13. ☐ **Statement of Property Owner's Consent:** Consent to operate a cannabis business at the proposed location, specifying the street address and parcel number, from the owner or landlord, of the proposed location. (Attachment 2)
14. ☐ **Revenue Sharing:** Applicant(s) shall provide a proposed level of revenue sharing to be paid to the City e.g. *Applicant will share 5% of gross receipts and revenues with the City, no later than 10 days following the completion of each calendar month.* Applicant must further acknowledge that sales records are subject to audit by the City or a contracted representative of the City, as set forth in the WMC, and applicant will bear one-half of the cost of each such audit.
15. ☐ **Application Fee:** A fee of \$2,000 is to be collected at the time of a phase one application submittal.



City of Willows  
201 N Lassen Street  
Willows, CA 95988  
Ph: 530-934-7041  
Fax: 530-934-7402

# CANNABIS RETAIL DISPENSARY LICENSE APPLICATION PHASE 1

S T A F F  U S E	LICENSE APPLICATION #:	DATE RECEIVED
	NON-REFUNDABLE PHASE 1 LICENSE APPLICATION FEE:	<div style="border: 2px solid blue; padding: 10px; text-align: center;"> <b>RECEIVED</b>  <b>MAR 05 2025</b>  City of Willows  2:53 pm KP </div>
	OTHER FEES COLLECTED:	
	RECEIPT NUMBER(S):	
	PUBLIC HEARING NOTICE REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	

G E N E R A L	LOCATION OF PROJECT (ADDRESS): <b>157 N BUTTE ST</b>	NAME OF PROPOSED PROJECT: <b>CAVE LOVE WILLOWS LLC</b>
	APN: <b>002 162-006</b>	PROPERTY SIZE (ACRES):
	NOTE TO APPLICANT: ALL SUBMITTAL REQUIREMENTS SPECIFIC TO THE CANNABIS RETAIL DISPENSARY LICENSE APPLICATION PHASE 1, AS DESCRIBED IN THE ATTACHED CHECKLIST, MUST BE SUBMITTED WITH THIS LICENSE APPLICATION.	

C O N T A C T  I N F O	APPLICANT: <b>MELISSA WILLY</b>	BUSINESS PHONE: <b>707 499-6944</b>	CELL PHONE:
	MAILING ADDRESS: <b>PO BOX 531 DOUGLAS CITY CA</b>	FAX:	EMAIL: <b>CALLOVEWILLOWSLLC@GMAIL</b>
	ARCHITECT/ENGINEER: <b>TVCE</b>	BUSINESS PHONE: <b>530 623-4440</b>	CELL PHONE:
	MAILING ADDRESS: <b>2380 MAIN ST</b>	FAX:	EMAIL:
	PROPERTY OWNER: <b>AMARO INVESTMENT</b>	BUSINESS PHONE: <b>530 517-0922</b>	CELL PHONE:
	MAILING ADDRESS: <b>PO BOX 1295</b>	FAX:	EMAIL:

I HEREBY CERTIFY THAT THE INFORMATION GIVEN ABOVE AND ATTACHED HERETO IS TRUE AND CORRECT, THAT THE PROPERTY OWNER IS AWARE OF AND AGREES WITH THIS APPLICATION, AND THAT FALSIFICATION OF FACT WILL RESULT IN INVALIDATION OF THE APPLICATION. FURTHER, I UNDERSTAND THAT ANY APPROVAL GIVEN IS VALID FOR THE SPECIFIC PROJECT APPROVED ONLY AND IS SUBJECT TO ALL APPLICABLE LAWS, REGULATIONS AND CONDITIONS. THE APPLICATION SHALL BE SIGNED UNDER PENALTY OF PERJURY.	
APPLICANT SIGNATURE: <u>MELISSA WILLY</u>	DATE: <u>2/8/25</u>
APPLICANT NAME PRINT: <u>MELISSA WILLY</u>	
PROPERTY OWNER SIGNATURE: <u>Diane Amaro</u>	DATE: <u>2-70-25</u>
PROPERTY OWNER NAME PRINT: <u>Diane Amaro</u>	

**CALIFORNIA ACKNOWLEDGMENT**

CIVIL CODE § 1189

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 California

County of Glenn

On 2/10/25 before me, Rebecca E.A. Padgett Jones, Notary Public  
Date Here Insert Name and Title of the Officer

personally appeared Diane Amaro  
Name(s) of Signer(s)

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.

Place Notary Seal and/or Stamp Above

Signature Rebecca E.A. Padgett Jones  
Signature of Notary Public

**OPTIONAL**

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: Cannabis Retail Dispensary License

Document Date: 2/10/25 Number of Pages: \_\_\_\_\_

Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: Diane Amaro

☐ Corporate Officer – Title(s): \_\_\_\_\_

☐ Partner – ☐ Limited ☐ General

☒ Individual ☐ Attorney in Fact

☐ Trustee ☐ Guardian or Conservator

☐ Other: \_\_\_\_\_

Signer is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_

☐ Corporate Officer – Title(s): \_\_\_\_\_

☐ Partner – ☐ Limited ☐ General

☐ Individual ☐ Attorney in Fact

☐ Trustee ☐ Guardian or Conservator

☐ Other: \_\_\_\_\_

Signer is Representing: \_\_\_\_\_



City of Willows  
701 N Lassen Street  
Willows, CA 95988  
Ph: 530-934-7041  
Fax: 530-934-7402

# CANNABIS RETAIL DISPENSARY LICENSE APPLICATION PHASE 1

S T A F F  U S E	LICENSE APPLICATION #:	DATE RECEIVED:
	NON-REFUNDABLE PHASE 1 LICENSE APPLICATION FEE:	<div style="border: 2px solid blue; padding: 5px; text-align: center;"> <b>RECEIVED</b>  <b>MAR 05 2025</b>  City of Willows </div>
	OTHER FEES COLLECTED:	
	RECEIPT NUMBER(S):	
	PUBLIC HEARING NOTICE REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	

5:53 pm KP

G E N E R A L	LOCATION OF PROJECT (ADDRESS): <u>151 N BOONE ST</u>	NAME OF PROPOSED PROJECT: <u>CANLOVE WILLIAMS LLC</u>
	APN: <u>002-142-006</u>	PROPERTY SIZE (ACRES):

NOTE TO APPLICANT: ALL SUBMITTAL REQUIREMENTS SPECIFIC TO THE CANNABIS RETAIL DISPENSARY LICENSE APPLICATION PHASE 1, AS DESCRIBED IN THE ATTACHED CHECKLIST, MUST BE SUBMITTED WITH THIS LICENSE APPLICATION.

C O N T A C T  I N F O	APPLICANT: <u>STEPHEN SUTTON</u>	BUSINESS PHONE: <u>909 747-5680</u>	CELL PHONE: <u>909 747-5680</u>
	MAILING ADDRESS: <u>PO BOX 531 DOUGLAS CITY</u>	FAX:	EMAIL: <u>CANLOVEWILLIAMSLLC@GMAIL</u>
	ARCHITECT/ENGINEER: <u>NICE</u>	BUSINESS PHONE: <u>530 423-4446</u>	CELL PHONE:
	MAILING ADDRESS: <u>2200 MAIN ST WIL CA</u>	FAX:	EMAIL:
	PROPERTY OWNER: <u>AMARO INVESTMENT</u>	BUSINESS PHONE: <u>530-517-0922</u>	CELL PHONE:
	MAILING ADDRESS: <u>PO BOX 1295 WILLOWS</u>	FAX:	EMAIL: <u>amaro97@aol.com</u>

I HEREBY CERTIFY THAT THE INFORMATION GIVEN ABOVE AND ATTACHED HERETO IS TRUE AND CORRECT. THAT THE PROPERTY OWNER IS AWARE OF AND AGREES WITH THIS APPLICATION, AND THAT FALSIFICATION OF FACT WILL RESULT IN INVALIDATION OF THE APPLICATION. FURTHER, I UNDERSTAND THAT ANY APPROVAL GIVEN IS VALID FOR THE SPECIFIC PROJECT APPROVED ONLY AND IS SUBJECT TO ALL APPLICABLE LAWS, REGULATIONS AND CONDITIONS. THE APPLICATION SHALL BE SIGNED UNDER PENALTY OF PERJURY.

APPLICANT SIGNATURE: <u>[Signature]</u>	DATE: <u>2/10/25</u>
APPLICANT NAME PRINT: <u>Stephen Sutton</u>	
PROPERTY OWNER SIGNATURE: <u>[Signature]</u>	DATE: <u>2-10-25</u>
PROPERTY OWNER NAME PRINT: <u>Diane Amaro</u>	

**CALIFORNIA ACKNOWLEDGMENT**

CIVIL CODE § 1189

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 California

County of Glenn }

On 2/10/25 before me, Rebecca E.A. Padgett-Jones Notary Public  
Date Here Insert Name and Title of the Officer

personally appeared Diane Amaro  
Name(s) of Signer(s)

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.

Place Notary Seal and/or Stamp Above

Signature Rebecca E.A. Padgett-Jones  
Signature of Notary Public

**OPTIONAL**

*Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.*

**Description of Attached Document**

Title or Type of Document: Cannabis Retail Dispensary License

Document Date: 2/10/25 Number of Pages: \_\_\_\_\_

Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: Diane Amaro

☐ Corporate Officer – Title(s): \_\_\_\_\_  
☐ Partner – ☐ Limited ☐ General  
☒ Individual ☐ Attorney in Fact  
☐ Trustee ☐ Guardian or Conservator  
☐ Other: \_\_\_\_\_  
 Signer is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_

☐ Corporate Officer – Title(s): \_\_\_\_\_  
☐ Partner – ☐ Limited ☐ General  
☐ Individual ☐ Attorney in Fact  
☐ Trustee ☐ Guardian or Conservator  
☐ Other: \_\_\_\_\_  
 Signer is Representing: \_\_\_\_\_



202565417229



**STATE OF CALIFORNIA**  
*Office of the Secretary of State*  
**ARTICLES OF ORGANIZATION**  
**CA LIMITED LIABILITY COMPANY**  
California Secretary of State  
1500 11th Street  
Sacramento, California 95814  
(916) 657-5448

For Office Use Only

**-FILED-**

File No.: 202565417229

Date Filed: 1/21/2025

B3374-0837 01/21/2025 1:22 PM Received by California Secretary of State

Limited Liability Company Name	
Limited Liability Company Name	Cali Love Willows LLC
Initial Street Address of Principal Office of LLC	
Principal Address	157 N BUTTE ST WILLOWS, CA 95988
Initial Mailing Address of LLC	
Mailing Address	PO BOX 531 DOUGLAS CITY, CA 96024
Attention	Melissa Wight
Agent for Service of Process	
Agent Name	Melissa Wight
Agent Address	157 N BUTTE ST WILLOWS, CA 95988
Purpose Statement	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.
Management Structure	
The LLC will be managed by	One Manager
Additional information and signatures set forth on attached pages, if any, are incorporated herein by reference and made part of this filing.	
Electronic Signature	
<input checked="" type="checkbox"/> By signing, I affirm under penalty of perjury that the information herein is true and correct and that I am authorized by California law to sign.	
Melissa Wight	01/21/2025
Organizer Signature	Date



BA20250243241



**STATE OF CALIFORNIA**  
*Office of the Secretary of State*  
**STATEMENT OF INFORMATION**  
**LIMITED LIABILITY COMPANY**

California Secretary of State  
1500 11th Street  
Sacramento, California 95814  
(916) 657-5448

For Office Use Only

**-FILED-**

File No.: BA20250243241

Date Filed: 2/3/2025

B3413-6660 02/03/2025 9:40 AM Received by California Secretary of State

<b>Entity Details</b>							
Limited Liability Company Name	Cali Love Willows LLC						
Entity No.	202565417229						
Formed In	CALIFORNIA						
<b>Street Address of Principal Office of LLC</b>							
Principal Address	157 N BUTTE ST WILLOWS, CA 95988						
<b>Mailing Address of LLC</b>							
Mailing Address	PO BOX 531 DOUGLAS CITY, CA 96024						
Attention	Melissa Wight						
<b>Street Address of California Office of LLC</b>							
Street Address of California Office	None						
<b>Manager(s) or Member(s)</b>							
<table border="1"><thead><tr><th>Manager or Member Name</th><th>Manager or Member Address</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/> Melissa Wight</td><td>PO BOX 531 DOUGLAS CITY, CA 96024</td></tr><tr><td><input checked="" type="checkbox"/> Stephen Sutton</td><td>PO BOX 531 DOUGLAS CITY, CA 96024</td></tr></tbody></table>	Manager or Member Name	Manager or Member Address	<input checked="" type="checkbox"/> Melissa Wight	PO BOX 531 DOUGLAS CITY, CA 96024	<input checked="" type="checkbox"/> Stephen Sutton	PO BOX 531 DOUGLAS CITY, CA 96024	
Manager or Member Name	Manager or Member Address						
<input checked="" type="checkbox"/> Melissa Wight	PO BOX 531 DOUGLAS CITY, CA 96024						
<input checked="" type="checkbox"/> Stephen Sutton	PO BOX 531 DOUGLAS CITY, CA 96024						
<b>Agent for Service of Process</b>							
Agent Name	Melissa Wight						
Agent Address	157 N BUTTE ST WILLOWS, CA 95988						
<b>Type of Business</b>							
Type of Business	Retail						
<b>Email Notifications</b>							
Opt-in Email Notifications	Yes, I opt-in to receive entity notifications via email.						
<b>Chief Executive Officer (CEO)</b>							
<table border="1"><thead><tr><th>CEO Name</th><th>CEO Address</th></tr></thead><tbody><tr><td colspan="2">None Entered</td></tr></tbody></table>	CEO Name	CEO Address	None Entered				
CEO Name	CEO Address						
None Entered							
<b>Labor Judgment</b>							
No Manager or Member, as further defined by California Corporations Code section 17702.09(a)(8), has an outstanding final judgment issued by the Division of Labor Standards Enforcement or a court of law, for which no appeal is pending, for the violation of any wage order or provision of the Labor Code.							

Electronic Signature

☒ By signing, I affirm under penalty of perjury that the information herein is true and correct and that I am authorized by California law to sign.

*Melissa Wight*

Signature

02/03/2025

Date

## **Cali Love Willows Retail Cannabis Applicant and Management Information**

**Applicant Names:** Melissa Wight and Stephen Sutton

**Applicant Business Address:** 157 N Butte St, Willows CA 95988

**Applicant Phone Number:** 7074996944

**Applicant Title/Functions:** Melissa Wight- Owner/Management

Stephen Sutton- Owner/Management

**Applicant Mailing Address:** PO Box 531 Douglas City CA 96024

**Applicant Corporation:** CL WILLOWS LLC

**Applicant DBA:** Cali Love Willows

**Applicant Previous Addresses 5 Years Prior:**

Melissa Wight- 4594 Summit Creek Rd

Hayfork CA 96041

Stephen Sutton – 4594 Summit Creek Rd

Hayfork CA 96041

**Applicant Ownership Percentages:** Melissa Wight 50% Stephen Sutton 50%

**Applicant/Management Felony and Misdemeanor Convictions:**

Melissa Wight- None

Stephen Sutton- None

**Proposed Employees:** Four Proposed Employees



Department of  
Cannabis Control  
CALIFORNIA

Department of Cannabis Control  
CANNABIS CONTROL

## Cannabis Retailer License Adult-Use

Business Name:  
CAL LOVE LLC

CAL LOVE LLC

License Number: C10 0001730 LIC  
License Type: Retailer  
(Shareholder)

Premises Address:  
1615 MAIN ST UNIT 1  
WEAVERVILLE CA 95093

Valid: 2/27/2023  
Expires: 2/27/2024

The Department of Cannabis Control is responsible for issuing and managing all cannabis licenses in California. This license is issued to the business named above and is valid for the period of time stated. The license holder is responsible for ensuring that the business complies with all applicable laws and regulations. This license is not transferable and is subject to renewal. The license holder is responsible for ensuring that the business complies with all applicable laws and regulations. This license is not transferable and is subject to renewal.

Scan to verify this  
license.



Non-Transferable

Post in Public View



Department of  
Cannabis Control  
CALIFORNIA

Department of Cannabis Control  
licensing@cannabis.ca.gov, www.cannabis.ca.gov

# Cannabis Cultivation License Adult-Use

**Business Name:**

MtMama Farms

**Doing Business As DBA:**

**Main Premises:**

4598 summit creek rd

Unincorporated, CA 96021

**License Number:** CCL20-0001320

**Main APN:** 015-130-021-000

**License Type:** Annual Adult-Use-Small Mixed-Light Tier 1

**Valid:** 04/16/2024

**Expires:** 04/16/2025

The licensee authorizes MtMama Farms to engage in commercial cannabis cultivation at the premises address listed above until the expiration date of this license. This license issued is pursuant to Division 10 of the California Business and Professions Code and is not transferable to any other person or premises location. This license shall always be displayed in a prominent place at the licensed premises. This license shall be subject to suspension or revocation if the licensee is determined to be in violation of Division 10 of the Business and Professions Code or regulations adopted thereunder.

**Additional Premises APN(s) and Addresses:**

Trinity County - 015-130-021-000

4598 summit creek rd - hayfork

Non-Transferable

Post in Public View



Department of  
Cannabis Control  
CALIFORNIA

Department of Cannabis Control  
licensing@cannabis.ca.gov, www.cannabis.ca.gov

# Cannabis Cultivation License Adult-Use

**Business Name:**

IN THE TREEZ LLC

**Doing Business As DBA:**

IN THE TREEZ LLC

**License Number:** CCL22-0001773

**License Type:** Annual Adult-Use-Nursery

**Total Canopy:** square feet

**Main Premises:**

2183 Kenyon Dr

Redding, CA 96001

**Main APN:** 045-100-035

**Valid:** 12/28/2024

**Expires:** 12/28/2025

The licenses authorizes IN THE TREEZ LLC to engage in commercial cannabis cultivation at the premises address listed above until the expiration date of this license. This license issued is pursuant to Division 10 of the California Business and Professions Code and is not transferable to any other person or premises location. This license shall always be displayed in a prominent place at the licensed premises. This license shall be subject to suspension or revocation if the licensee is determined to be in violation of Division 10 of the Business and Professions Code or regulations adopted thereunder.

**Additional Premises APN(s) and Addresses:**

Shasta County - 049-100-035-000

2183 Kenyon DR - Redding

Non-Transferable

Post in Public View

## **Cali Love Willows Plan of Operations**

**Hours of Operation:** Hours of Operation will be 9 am to 7pm, 7 days a week. These hours are in compliance with Department of Cannabis Control regulation 15403 and City of Willows code section 9.20.080 B.

**Premises Access:** Employees will enter through front door with a key and unique Bay Alarms passcode 15 to 30 minutes before operating hours. Customers will enter and exit through front door during business hours. Deliveries of cannabis goods will occur through backdoor only from a licensed distributor per DCC regulation 15422.

**Identification/Age Verification:** Cali Love will only hire employees 21 or older per DCC regulations and City of Willows code section 9.20.080 D. All employees will have name badges with our business name, state license number, employee name, a picture, and unique identification number as required by DCC regulation 15043. Customers will go through an identification check immediately upon entering the premises, before entering the sales floor as required by DCC regulation 15402 (a). All customers must be 21 or older as required by DCC regulations and City of Willows code 9.20.080 D. Our employees will scan the customer ID into our Cova POS system for authentication. Our ID verification system automatically checks for age and ID expiration. Their information is instantly uploaded into our system for future visits. Our employee will also visually check the ID against the information on the screen and the person standing in front of them to further verify that this is the correct person matched with the correct ID. Expired IDs will not be accepted per DCC regulations.

**Sales:** After ID check and age verification, the customer will enter the main display/sales floor where they will be met by an employee who will assist them with their purchase. An employee shall always be physically present in the retail area when customers are also present in the retail area as required by DCC regulation 15402 (b). Our employee will help answer questions and guide the customer to which products they are seeking based on the customer's individual needs. Our display floor will hold products for display/selection in cases which will not be physically accessible to the customer. Once a customer selects their order, the budtender will transport the products to the cash register to complete the transaction. The cashier will verify the order is correct and then tender the transaction. Our POS system will include automatic enforcement of the state daily purchase limit which is 1 ounce of flower, 8 grams of concentrate, and 6 immature plants per DCC regulation 15409. Our system will track daily purchases of each customer. If they come back more than once in a day our POS will not allow employees to sell over the daily limit. The cannabis products will be put into an opaque bag which is required by DCC regulation 15413 (c). The customer

will be given a receipt with city cannabis tax, state/city sales tax, and state cannabis excise tax listed on the receipt. The customer will then exit the premises through the front door with an opaque bag carrying their purchase. No cannabis products will be visible through their bag or front window/door per DCC and City of Willows regulation 9.20.080 E.

**Inventory Management/Storage:** Daily inventory will be stored in display cases and drawers in front sales/retail area with all products not physically accessible to the public. Backstock Inventory will be stored in a locked and secured limited access storage room. This room will only be accessible by owners and management per DCC regulations. This room will be accessible by punch code. This room will store safes for secured inventory storage. Cali Love will maintain an accurate record of its inventory at all times as required by DCC regulation 15423. Inventory will be brought into the front sales room as needed, by owners and/or management. All inventory will be tracked by the state track and trace program, Metrc. Our Cova POS system will communicate with Metrc when products are sold, removing them from inventory and creating a sales record. Cova will be directly connected to Metrc via API key and will communicate back and forth with Metrc to ensure inventory accounting accuracy. All invoices, manifests, and Metrc tags will be stored in filing cabinets for record keeping accuracy. All records must be kept for at least 7 years per DCC regulation 15037 (a).

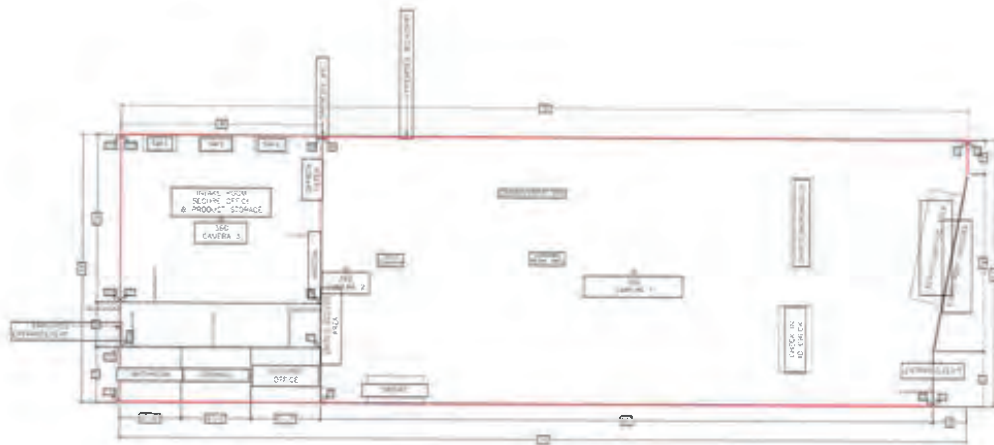
**Vendor Deliveries:** All deliveries will occur through the back door only per DCC regulation 15422. All deliveries will occur during business our business hours, 9am to 7pm as required by City of Willows code 9.20.080 B. Cannabis goods will be delivered by licensed distributors only per DCC regulation 15422. All cannabis goods will come prepackaged and labeled up to DCC labeling requirement standards. All products will be accompanied by an invoice, Metrc manifest, and unique Metrc tags. Accuracy of order will be checked against invoice and manifest upon delivery.

**Security:** Cali Love will have a BSIS registered security guard on location during business hours as required by DCC regulation 15045 (a). Our location will have 24/7 burglar alarm protection as required by DCC regulation 15047. Our location will be monitored by Bay Alarms by motion detection, glass break alarms, and automatic 911 calls if alarms sound. Our premises will be under 24/7 video surveillance at a minimum of 15 frames per second as required by DCC regulation 15044 (f). The video surveillance system will include 16 cameras with a minimum resolution of 1280 x 720 as required by DCC regulation 15044 (a). Video coverage will span the whole premises, inside and out. Doors that can open to the public will be under video surveillance within 20 feet of the entrance and exit as required by DCC regulation 15044 (c). For video storage, The Gallery will utilize a 16-channel network video recorder with 40 terabyte storage capacity and 10 terabyte hard disc drive for

mandatory 90-day storage, per DCC regulation 15044 (h). Owners will be able to remotely access live video footage and recordings via phone app and in person, via hard drive. This video surveillance system is in compliance with all sections of DCC regulation, 15044 video surveillance systems.

**Odor Mitigation:** All cannabis products will come prepackaged. Our main sales floor and storage room will be equipped with more than adequate odor filtration. The Gallery will use a photo-catalytic oxidation air filtration system in our storage room. This is considered state of the art for odor filtration. In addition to this we will use two carbon air filtration systems in the main sales room for an additional level of odor mitigation. No cannabis odor will be detectable outside of the premises.

# PREMISES DIAGRAM



Sl. No.	Name of the Premises	Address	Pin Code	State
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Sl. No.	Name of the Premises	Address	Pin Code	State
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Sl. No.	Name of the Premises	Address	Pin Code	State
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APN: 002-162-006-0	162-006-002	162-006-003	162-006-004	162-006-005	162-006-006	162-006-007	162-006-008	162-006-009	162-006-010	162-006-011	162-006-012	162-006-013	162-006-014	162-006-015	162-006-016	162-006-017	162-006-018	162-006-019	162-006-020	162-006-021	162-006-022	162-006-023	162-006-024	162-006-025	162-006-026	162-006-027	162-006-028	162-006-029	162-006-030	162-006-031	162-006-032	162-006-033	162-006-034	162-006-035	162-006-036	162-006-037	162-006-038	162-006-039	162-006-040	162-006-041	162-006-042	162-006-043	162-006-044	162-006-045	162-006-046	162-006-047	162-006-048	162-006-049	162-006-050	162-006-051	162-006-052	162-006-053	162-006-054	162-006-055	162-006-056	162-006-057	162-006-058	162-006-059	162-006-060	162-006-061	162-006-062	162-006-063	162-006-064	162-006-065	162-006-066	162-006-067	162-006-068	162-006-069	162-006-070	162-006-071	162-006-072	162-006-073	162-006-074	162-006-075	162-006-076	162-006-077	162-006-078	162-006-079	162-006-080	162-006-081	162-006-082	162-006-083	162-006-084	162-006-085	162-006-086	162-006-087	162-006-088	162-006-089	162-006-090	162-006-091	162-006-092	162-006-093	162-006-094	162-006-095	162-006-096	162-006-097	162-006-098	162-006-099	162-006-100
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PROPERTY DIAGRAM

162-006-002	162-006-003	162-006-004	162-006-005	162-006-006	162-006-007	162-006-008	162-006-009	162-006-010	162-006-011	162-006-012	162-006-013	162-006-014	162-006-015	162-006-016	162-006-017	162-006-018	162-006-019	162-006-020	162-006-021	162-006-022	162-006-023	162-006-024	162-006-025	162-006-026	162-006-027	162-006-028	162-006-029	162-006-030	162-006-031	162-006-032	162-006-033	162-006-034	162-006-035	162-006-036	162-006-037	162-006-038	162-006-039	162-006-040	162-006-041	162-006-042	162-006-043	162-006-044	162-006-045	162-006-046	162-006-047	162-006-048	162-006-049	162-006-050	162-006-051	162-006-052	162-006-053	162-006-054	162-006-055	162-006-056	162-006-057	162-006-058	162-006-059	162-006-060	162-006-061	162-006-062	162-006-063	162-006-064	162-006-065	162-006-066	162-006-067	162-006-068	162-006-069	162-006-070	162-006-071	162-006-072	162-006-073	162-006-074	162-006-075	162-006-076	162-006-077	162-006-078	162-006-079	162-006-080	162-006-081	162-006-082	162-006-083	162-006-084	162-006-085	162-006-086	162-006-087	162-006-088	162-006-089	162-006-090	162-006-091	162-006-092	162-006-093	162-006-094	162-006-095	162-006-096	162-006-097	162-006-098	162-006-099	162-006-100
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PROPERTY DIAGRAM  
APN: 002-162-006-0

FOR  
MELISSA WIGHT  
145 N BUTTE ST.  
WILLOWS, CA 95065



**OWNER'S NOTICE**

NOTICE IS HEREBY GIVEN that the undersigned, MELISSA WIGHT, owner of the above described property, has filed this declaration with the County Clerk of Butte County, California, for recording. The purpose of this declaration is to establish the ownership of the above described property for the purpose of the proposed subdivision. The undersigned hereby certifies that the information contained herein is true and correct to the best of her knowledge and belief.

MELISSA WIGHT  
Owner

**OWNER'S NOTICE**

NOTICE IS HEREBY GIVEN that the undersigned, MELISSA WIGHT, owner of the above described property, has filed this declaration with the County Clerk of Butte County, California, for recording. The purpose of this declaration is to establish the ownership of the above described property for the purpose of the proposed subdivision. The undersigned hereby certifies that the information contained herein is true and correct to the best of her knowledge and belief.

MELISSA WIGHT  
Owner

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MELISSA WIGHT  
Owner

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MELISSA WIGHT  
Owner



## **Cali Love Willows Business Description**

Our proposed dispensary, Cali Love Willows, will be located at 157 N Butte St, Willows, CA 95988, in the heart of downtown. The site, identified by APN 002-162-006-0, consists of an 1,824-square-foot unit strategically chosen to contribute to the revitalization of downtown Willows. By drawing foot traffic from the I-5 corridor, we aim to bring new energy and economic growth to the surrounding local businesses.

At Cali Love, we believe in the power of collaboration. To support the local business ecosystem, we will prominently feature menus, brochures, and business cards from other businesses in the City of Willows, helping to drive customers their way. Beyond a traditional dispensary, The Gallery will also showcase works by local artists to highlight the beauty, creativity and talent within the community.

Our dispensary will offer a refined, high-end experience, combining cannabis retail with a celebration of local art and culture. We are committed to operating with class and intention, creating an inviting space that residents and visitors alike will enjoy. Cali Love is more than a place for cannabis sales—it's a platform for fostering connections, creativity, and commerce in Willows.

Our mission is to add lasting value to downtown and the City of Willows, working symbiotically with other businesses to ensure mutual success and prosperity.

## **Response to Zoning Code**

Our proposed business location is compliant with all City of Willows zoning codes for Retail Cannabis Dispensaries. Our business is located in Central Commercial zoning. City of Willows adopted ordinance 760-2024 allowing Retail Cannabis as an accepted use in Central Commercial zoning when first securing a Conditional Use Permit. We meet all specific Cannabis Retail required setbacks in City of Willows Municipal Code. See attachment map for reference.


**ZONING DIAGRAM**

1,000 SETBACK

PROPERTY LOCATION



CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

**CANNABIS RETAILER EXCISE TAX PERMIT**



PERMIT NUMBER

259043936-00001

CALI LOVE WILLOWS LLC  
157 N BUTTE ST  
WILLOWS CA 95988-2801

THIS PERMIT HAS BEEN ISSUED TO YOU UNDER  
SECTION 34014 OF THE CALIFORNIA REVENUE  
AND TAXATION CODE.

PLEASE RETAIN THIS DOCUMENT FOR YOUR  
RECORDS.

THIS PERMIT IS VALID UNTIL REVOKED OR CANCELED AND IS NOT TRANSFERABLE.  
FOR GENERAL TAX QUESTIONS, PLEASE CALL OUR CUSTOMER SERVICE CENTER AT 1-800-400-7115 (TTY:711).  
FOR INFORMATION ON YOUR RIGHTS, CONTACT THE TAXPAYERS' RIGHTS ADVOCATE OFFICE AT 1-888-324-2798.

CDTFA-442-CRE (8-22)

**A MESSAGE TO OUR PERMIT HOLDER**

**As a permittee, you have certain rights and responsibilities under the Cannabis Tax Law. For assistance, we offer the following resources:**

- Our website at [www.cdtfa.ca.gov](http://www.cdtfa.ca.gov).
- Our toll-free Customer Service Center at 1-800-400-7115 (TTY:711). Customer service representatives are available Monday through Friday from 7:30 a.m. to 5:00 p.m. (Pacific time), except state holidays.

As a permittee, you are expected to maintain the normal books and records of a prudent businessperson. You are required to maintain these books and records for no less than four years, and make them available for inspection by a California Department of Tax and Fee Administration (CDTFA) representative when requested.

You must notify us if you are buying, selling, or discontinuing your business; adding or dropping a partner, officer, or member; or when you are moving. This permit is valid only for the owner specified on the permit. A person who obtains a permit and ceases to do business or never commenced business, shall surrender their permit by immediately notifying the CDTFA in writing at this address: California Department of Tax and Fee Administration, Business Tax and Fee Division, P.O. Box 942879, Sacramento, CA 94279-0088. You may also surrender the permit to a CDTFA representative.

If you would like to know more about your rights as a taxpayer, or if you are unable to resolve an issue with CDTFA, please contact the Taxpayers' Rights Advocate Office for help by calling 1-888-324-2798 or by faxing 1-916-323-3319.

As authorized by law, information provided by an applicant for a permit may be disclosed to other government agencies.

**DISPLAY THIS PERMIT CONSPICUOUSLY AT THE PLACE OF BUSINESS FOR WHICH IT IS ISSUED**

**CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION  
SELLER'S PERMIT**



PERMIT NUMBER

225489504 - 00001

CALI LOVE WILLOWS LLC  
157 N BUTTE ST  
WILLOWS CA 95988-2801

**START DATE:**  
February 6, 2025

IS HEREBY AUTHORIZED PURSUANT TO SALES AND USE TAX  
LAW TO ENGAGE IN THE BUSINESS OF SELLING TANGIBLE  
PERSONAL PROPERTY AT THE ABOVE LOCATION.

YOU ARE REQUIRED TO OBEY ALL FEDERAL AND  
STATE LAWS THAT REGULATE OR CONTROL  
YOUR BUSINESS. THIS PERMIT DOES NOT ALLOW  
YOU TO DO OTHERWISE.

THIS PERMIT IS NOT VALID AT ANY OTHER ADDRESS.

PLEASE RETAIN THIS DOCUMENT FOR YOUR  
RECORDS.

THIS PERMIT IS VALID UNTIL REVOKED OR CANCELED AND IS NOT TRANSFERABLE.  
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CDTFA-442-R REV. 20 (2-22)

**A MESSAGE TO OUR PERMIT HOLDER**

**As a permittee, you have certain rights and responsibilities under the Sales and Use Tax Law. For assistance, we offer the following resources:**

- Our website at [www.cdtfa.ca.gov](http://www.cdtfa.ca.gov).
- Our toll-free Customer Service Center at 1-800-400-7115 (TTY:711). Customer service representatives are available Monday through Friday from 7:30 a.m. to 5:00 p.m. (Pacific time), except state holidays.

As a permittee, you are expected to maintain the normal books and records of a prudent businessperson. You are required to maintain these books and records for no less than four years, and make them available for inspection by a California Department of Tax and Fee Administration (CDTFA) representative when requested. You are also required to know and charge the correct sales or use tax rate, including any local and district taxes.

You must notify us if you are buying, selling, adding a location, or discontinuing your business; adding or dropping a partner, officer, or member; or when you are moving any or all of your business locations. This permit is valid only for the owner specified on the permit. A person who obtains a permit and ceases to do business, or never commenced business, shall surrender their permit by immediately notifying CDTFA in writing at this address: California Department of Tax and Fee Administration, Field Operations Division, P.O. Box 942879, Sacramento, CA 94279-0047. You may also surrender the permit to a CDTFA representative.

If you would like to know more about your rights as a taxpayer, or if you are unable to resolve an issue with CDTFA, please contact the Taxpayers' Rights Advocate Office for help by calling 1-888-324-2798 or by faxing 1-916-323-3319.

As authorized by law, information provided by an applicant for a permit may be disclosed to other government agencies.



**COMMERCIAL CANNABIS  
RETAIL DISPENSARY PERMIT APPLICATION  
OWNER'S STATEMENT OF CONSENT**

If the applicant is not the owner of record of the subject site, the following Statement of Consent must be completed by the owner or the owner's legally authorized representative, granting the applicant permission to apply for a commercial cannabis cultivation permit. ***This form must be notarized.***

To: City of Willows  
201 N Lassen Street  
Willows, CA 95988

I, the undersigned legal owner of record, hereby grant permission to:

Applicant:

MELISSA L WILLY  
First Name Middle Initial Last Name

Mailing Address:

PO BOX 531 DOUGLAS CITY CA 96024  
Street Unit # City State Zip

To operate a commercial cannabis retail dispensary business on the property described below.

The subject property is located at:

157 N BUTTE ST WILLOWS CA 95988  
Street City State Zip

Assessor's Parcel Number: 002-162-004-0

Print Name of Owner of Record:

Diane M Amaro  
First Name Middle Initial Last Name

Address of Owner of Record:

880 Pacific Ave Willows CA 95988  
Street Unit # City State Zip

Phone Number: 530-517-0922 Email Address: amaro97@aol.com  
Home Phone

Signature of Owner of Record:

[Signature] 2-10-25  
Signature Date

**CALIFORNIA ACKNOWLEDGMENT**

CIVIL CODE § 1189

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 California

County of Glenn

On 2/10/25

Date

before me,

Rebecca E.A. Padgett-Jones, Notary Public  
Here Insert Name and Title of the Officer

personally appeared Diane Amaro

Name(s) of Signer(s)

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.

Place Notary Seal and/or Stamp Above

Signature

Rebecca E.A. Padgett-Jones  
Signature of Notary Public

**OPTIONAL**

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: Commercial Cannabis Retail Dispensary

Document Date: 2/10/25

Number of Pages: \_\_\_\_\_

Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: Diane Amaro

☐ Corporate Officer – Title(s): \_\_\_\_\_

☐ Partner – ☐ Limited ☐ General

☒ Individual ☐ Attorney in Fact

☐ Trustee ☐ Guardian or Conservator

☐ Other: \_\_\_\_\_

Signer is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_

☐ Corporate Officer – Title(s): \_\_\_\_\_

☐ Partner – ☐ Limited ☐ General

☐ Individual ☐ Attorney in Fact

☐ Trustee ☐ Guardian or Conservator

☐ Other: \_\_\_\_\_

Signer is Representing: \_\_\_\_\_

City of Willows, California  
Monthly Revenue Sharing Sales Record  
for  
Commercial Cannabis Retail Dispensary

Business Name: CALF LOVE WILLOWS LLC

Address of Business: 157 N BUTTE

Reporting Period from \_\_\_\_\_ to \_\_\_\_\_

Due Date: No later than 10 days following the completion of each calendar month

Total Gross Receipts and Revenues: \_\_\_\_\_

**I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF,  
THE STATEMENTS HEREIN ARE TRUE AND CORRECT.**

**I understand that sales records are subject to audit by the city or a contracted  
representative of the city, as set forth in the WMC, and applicant will bear one-half of the  
cost of each such audit.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Make checks payable to the City of Willows and mail to: City of Willows Finance Department,  
201 North Lassen Street, Willows, CA 95988

EMAIL TO JOE



# COMMERCIAL LEASE AGREEMENT

(C.A.R. Form CL, Revised 10/01)

Date (For reference only): 11-14-24

Melissa Wright and Stephen Sutton (Landlord) and Amara Investments (Tenant) agree as follows:

1. **PROPERTY:** Landlord rents to Tenant and Tenant rents from Landlord, the real property and improvements described as: 157 A. Butler St. Willow ("Premises"), which comprise approximately 157 % of the total square footage of rentable space in the entire property. See exhibit 1 for a further description of the Premises.

2. **TERM:** The term shall be for 5 years and 0 months, beginning on (date) 12-1-24 ("Commencement Date"). (Check A or B):

☒ A. Lease: and shall terminate on (date) 11-30-29 at 11:59 ☐ AM ☒ PM. Any holding over after the term of this agreement expires, with Landlord's consent, shall create a month-to-month tenancy that either party may terminate as specified in paragraph 2B. Rent shall be at a rate equal to the rent for the immediately preceding month, payable in advance. All other terms and conditions of this agreement shall remain in full force and effect.

☐ B. Month-to-month: and continues as a month-to-month tenancy. Either party may terminate the tenancy by giving written notice to the other at least 30 days prior to the intended termination date, subject to any applicable local laws. Such notice may be given on any date.

☐ C. **RENEWAL OR EXTENSION TERMS:** See attached addendum

## 3. BASE RENT:

A. Tenant agrees to pay Base Rent at the rate of (CHECK ONE ONLY):

☐ (1) \$ \_\_\_\_\_ per month, for the term of the agreement.  
☐ (2) \$ \_\_\_\_\_ per month, for the first 12 months of the agreement. Commencing with the 13th month, and upon expiration of each 12 months thereafter, rent shall be adjusted according to any increase in the U.S. Consumer Price Index of the Bureau of Labor Statistics of the Department of Labor for All Urban Consumers ("CPI") for

(the city nearest the location of the Premises), based on the following formula: Base Rent will be multiplied by the most current CPI preceding the first calendar month during which the adjustment is to take effect, and divided by the most recent CPI preceding the Commencement Date. In no event shall any adjusted Base Rent be less than the Base Rent for the month immediately preceding the adjustment. If the CPI is no longer published, then the adjustment to Base Rent shall be based on an alternate index that most closely reflects the CPI.

☐ (3) \$ \_\_\_\_\_ per month for the period commencing \_\_\_\_\_ and ending \_\_\_\_\_ and  
\$ \_\_\_\_\_ per month for the period commencing \_\_\_\_\_ and ending \_\_\_\_\_ and  
\$ \_\_\_\_\_ per month for the period commencing \_\_\_\_\_ and ending \_\_\_\_\_ and

☒ (4) In accordance with the attached rent schedule.

☐ (5) Other: \_\_\_\_\_

B. Base Rent is payable in advance on the 1st (or ☐ ) day of each calendar month, and is delinquent on the next day.

C. If Commencement Date falls on any day other than the first day of the month, Base Rent for the first calendar month shall be prorated based on a 30-day period. If Tenant has paid one full month's Base Rent in advance of Commencement Date, Base Rent for the second calendar month shall be prorated based on a 30-day period.

## 4. RENT:

A. Definition: ("Rent") shall mean all monetary obligations of Tenant to Landlord under the terms of this agreement, except security deposit.

B. Payment: Rent shall be paid to (Name) Amara Investments at (address) PO Box 1295 Willow St 95103, or at any other location specified by Landlord in writing to Tenant.

C. Timing: Base Rent shall be paid as specified in paragraph 3. All other Rent shall be paid within 30 days after Tenant is billed by Landlord.

## 5. EARLY POSSESSION: Tenant is entitled to possession of the Premises on \_\_\_\_\_

If Tenant is in possession prior to the Commencement Date, during this time (i) Tenant is not obligated to pay Base Rent, and (ii) Tenant ☐ is ☐ is not obligated to pay Rent other than Base Rent. Whether or not Tenant is obligated to pay Rent prior to Commencement Date, Tenant is obligated to comply with all other terms of this agreement.

## 6. SECURITY DEPOSIT:

A. Tenant agrees to pay Landlord \$ 700 as a security deposit. Tenant agrees not to hold Broker responsible for its return. (IF CHECKED:) ☐ If Base Rent increases during the term of this agreement, Tenant agrees to increase security deposit by the same proportion as the increase in Base Rent.

B. All or any portion of the security deposit may be used, as reasonably necessary, to: (i) cure Tenant's default in payment of Rent, late charges, non-sufficient funds ("NSF") fees, or other sums due; (ii) repair damage, including ordinary wear and tear, caused by Tenant or by a guest or licensee of Tenant; (iii) broom clean the Premises, if necessary, upon termination of tenancy; and (iv) cover any other unfulfilled obligation of Tenant. SECURITY DEPOSIT SHALL NOT BE USED BY TENANT IN LIEU OF PAYMENT OF LAST MONTH'S RENT. If all or any portion of the security deposit is used during tenancy, Tenant agrees to reinstate the total security deposit within 5 days after written notice is delivered to Tenant. Within 30 days after Landlord receives possession of the Premises, Landlord shall: (i) furnish Tenant an itemized statement indicating the amount of any security deposit received and the basis for its disposition, and (ii) return any remaining portion of security deposit to Tenant. However, if the Landlord's only claim upon the security deposit is for unpaid Rent, then the remaining portion of the security deposit, after deduction of unpaid Rent, shall be returned within 14 days after the Landlord receives possession.

C. No interest will be paid on security deposit, unless required by local ordinance.

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Landlord and Tenant acknowledge receipt of a copy of this page.

Landlord's Initials (PW) ( SA )  
Tenant's Initials (SA) ( SA )

Reviewed by \_\_\_\_\_  
Broker or Designee \_\_\_\_\_ Date \_\_\_\_\_



Premises: 157 N Butler St  
7. PAYMENTS:

Date 11-14-24

	TOTAL DUE	PAYMENT RECEIVED	BALANCE DUE	DUE DATE
A. Rent: From 12-1-24 To 12-31-24 Date Date	\$ 700	\$ 700	\$ 0	
B. Security Deposit	\$ 700	\$ 700	\$ 0	
C. Other: _____ Category	\$ _____	\$ _____	\$ _____	
D. Other: _____ Category	\$ _____	\$ _____	\$ _____	
E. Total:	\$ 1400	\$ 1400	\$ 0	

8. **PARKING:** Tenant is entitled to \_\_\_\_\_ unreserved and \_\_\_\_\_ reserved vehicle parking spaces. The right to parking ☐ is ☐ is not included in the Base Rent charged pursuant to paragraph 3. If not included in the Base Rent, the parking rental fee shall be an additional \$ \_\_\_\_\_ per month. Parking space(s) are to be used for parking operable motor vehicles, except for trailers, boats, campers, buses or trucks (other than pick-up trucks). Tenant shall park in assigned space(s) only. Parking space(s) are to be kept clean. Vehicles leaking oil, gas or other motor vehicle fluids shall not be parked in parking spaces or on the Premises. Mechanical work or storage of inoperable vehicles is not allowed in parking space(s) or elsewhere on the Premises. No overnight parking is permitted.

9. **ADDITIONAL STORAGE:** Storage is permitted as follows:  
The right to additional storage space ☐ is ☐ is not included in the Base Rent charged pursuant to paragraph 3. If not included in Base Rent, storage space shall be an additional \$ \_\_\_\_\_ per month. Tenant shall store only personal property that Tenant owns, and shall not store property that is claimed by another, or in which another has any right, title, or interest. Tenant shall not store any improperly packaged food or perishable goods, flammable materials, explosives, or other dangerous or hazardous material. Tenant shall pay for, and be responsible for, the clean-up of any contamination caused by Tenant's use of the storage area.

10. **LATE CHARGE; INTEREST; NSF CHECKS:** Tenant acknowledges that either late payment of Rent or issuance of a NSF check may cause Landlord to incur costs and expenses, the exact amount of which are extremely difficult and impractical to determine. These costs may include, but are not limited to, processing, enforcement and accounting expenses, and late charges imposed on Landlord. If any installment of Rent due from Tenant is not received by Landlord within 5 calendar days after date due, or if a check is returned NSF, Tenant shall pay to Landlord, respectively, \$ 100 as late charge, plus 10% interest per annum on the delinquent amount and \$25.00 as a NSF fee, any of which shall be deemed additional Rent. Landlord and Tenant agree that these charges represent a fair and reasonable estimate of the costs Landlord may incur by reason of Tenant's late or NSF payment. Any late charge, delinquent interest, or NSF fee due shall be paid with the current installment of Rent. Landlord's acceptance of any late charge or NSF fee shall not constitute a waiver as to any default of Tenant. Landlord's right to collect a Late Charge or NSF fee shall not be deemed an extension of the date Rent is due under paragraph 4, or prevent Landlord from exercising any other rights and remedies under this agreement, and as provided by law.

11. **CONDITION OF PREMISES:** Tenant has examined the Premises and acknowledges that Premise is clean and in operative condition, with the following exceptions: \_\_\_\_\_  
Items listed as exceptions shall be dealt with in the following manner: \_\_\_\_\_

12. **ZONING AND LAND USE:** Tenant accepts the Premises subject to all local, state and federal laws, regulations and ordinances ("Laws"). Landlord makes no representations or warranty that Premises are now or in the future will be suitable for Tenant's use. Tenant has made its own investigation regarding all applicable Laws.

13. **TENANT OPERATING EXPENSES:** Tenant agrees to pay for all utilities and services directly billed to Tenant. \_\_\_\_\_

14. **PROPERTY OPERATING EXPENSES:**

A. Tenant agrees to pay its proportionate share of Landlord's estimated monthly property operating expenses, including but not limited to, common area maintenance, consolidated utility and service bills, insurance, and real estate taxes, based on the ratio of the square footage of the Premises to the total square footage of the rentable space in the entire property. \_\_\_\_\_

OR B. ☐ (If checked) Paragraph 14 does not apply.

15. **USE:** The Premises are for the sole use as cannabis retail  
No other use is permitted without Landlord's prior written consent. If any use by Tenant causes an increase in the premium on Landlord's existing property insurance, Tenant shall pay for the increased cost. Tenant will comply with all Laws affecting its use of the Premises.

16. **RULES/REGULATIONS:** Tenant agrees to comply with all rules and regulations of Landlord (and, if applicable, Owner's Association) that are at any time posted on the Premises or delivered to Tenant. Tenant shall not, and shall ensure that guests and licensees of Tenant do not, disturb, annoy, endanger, or interfere with other tenants of the building or neighbors, or use the Premises for any unlawful purposes, including, but not limited to, using, manufacturing, selling, storing, or transporting illicit drugs or other contraband, or violate any law or ordinance, or committing a waste or nuisance on or about the Premises.

17. **MAINTENANCE:**

A. Tenant OR ☐ (If checked, Landlord) shall professionally maintain the Premises including heating, air conditioning, electrical, plumbing and water systems, if any, and keep glass, windows and doors in operable and safe condition. Unless Landlord is checked, if Tenant fails to maintain the Premises, Landlord may contract for or perform such maintenance, and charge Tenant for Landlord's cost.

B. Landlord OR ☐ (If checked, Tenant) shall maintain the roof, foundation, exterior walls, common areas and \_\_\_\_\_

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Landlord's Initials

Tenant's Initials

Reviewed by

Broker or Designee

Date



Premises:

157 N. Butler St willows

Date

11-14-24

18. **ALTERATIONS:** Tenant shall not make any alterations in or about the Premises, including installation of trade fixtures and signs, without Landlord's prior written consent, which shall not be unreasonably withheld. Any alterations to the Premises shall be done according to Law and with required permits. Tenant shall give Landlord advance notice of the commencement date of any planned alteration, so that Landlord, at its option, may post a Notice of Non-Responsibility to prevent potential loss against Landlord's interest in the Premises. Landlord may also require Tenant to provide Landlord with lien releases from any contractor performing work on the Premises.
19. **GOVERNMENT IMPOSED ALTERATIONS:** Any alterations required by Law as a result of Tenant's use shall be Tenant's responsibility. Landlord shall be responsible for any other alterations required by Law.
20. **ENTRY:** Tenant shall make Premises available to Landlord or Landlord's agent for the purpose of entering to make inspections, necessary or agreed repairs, alterations, or improvements, or to supply necessary or agreed services, or to show Premises to prospective or actual purchasers, tenants, mortgagees, lenders, appraisers, or contractors. Landlord and Tenant agree that 24 hours notice (oral or written) shall be reasonable and sufficient notice. In an emergency, Landlord or Landlord's representative may enter Premises at any time without prior notice.
21. **SIGNS:** Tenant authorizes Landlord to place a FOR SALE sign on the Premises at any time, and a FOR LEASE sign on the Premises within the 90 (or ☐) day period preceding the termination of the agreement.
22. **SUBLETTING/ASSIGNMENT:** Tenant shall not sublet or encumber all or any part of Premises, or assign or transfer this agreement or any interest in it, without the prior written consent of Landlord, which shall not be unreasonably withheld. Unless such consent is obtained, any subletting, assignment, transfer, or encumbrance of the Premises, agreement, or tenancy, by voluntary act of Tenant, operation of law, or otherwise, shall be null and void, and, at the option of Landlord, terminate this agreement. Any proposed sublessee, assignee, or transferee shall submit to Landlord an application and credit information for Landlord's approval, and, if approved, sign a separate written agreement with Landlord and Tenant. Landlord's consent to any one sublease, assignment, or transfer, shall not be construed as consent to any subsequent sublease, assignment, or transfer, and does not release Tenant of Tenant's obligation under this agreement.
23. **POSSESSION:** If Landlord is unable to deliver possession of Premises on Commencement Date, such date shall be extended to the date on which possession is made available to Tenant. However, the expiration date shall remain the same as specified in paragraph 2. If Landlord is unable to deliver possession within 90 (or ☐) calendar days after agreed Commencement Date, Tenant may terminate this agreement by giving written notice to Landlord, and shall be refunded all Rent and security deposit paid.
24. **TENANT'S OBLIGATIONS UPON VACATING PREMISES:** Upon termination of agreement, Tenant shall: (i) give Landlord all copies of all keys or opening devices to Premises, including any common areas; (ii) vacate Premises and surrender it to Landlord empty of all persons and personal property; (iii) vacate all parking and storage spaces; (iv) deliver Premises to Landlord in the same condition as referenced in paragraph 11; (v) clean Premises; (vi) give written notice to Landlord of Tenant's forwarding address; and, (vii) remove all personal property.
- All improvements installed by Tenant, with or without Landlord's consent, become the property of Landlord upon termination. Landlord may nevertheless require Tenant to remove any such improvement that did not exist at the time possession was made available to Tenant.
25. **BREACH OF CONTRACT/EARLY TERMINATION:** In event Tenant, prior to expiration of this agreement, breaches any obligation in this agreement, abandons the premises, or gives notice of tenant's intent to terminate this tenancy prior to its expiration, in addition to any obligations established by paragraph 24, Tenant shall also be responsible for lost rent, rental commissions, advertising expenses, and painting costs necessary to ready Premises for re-rental. Landlord may also recover from Tenant: (i) the worth, at the time of award, of the unpaid Rent that had been earned at the time of termination; (ii) the worth, at the time of award, of the amount by which the unpaid Rent that would have been earned after expiration until the time of award exceeds the amount of such rental loss the Tenant proves could have been reasonably avoided; and (iii) the worth, at the time of award, of the amount by which the unpaid Rent for the balance of the term after the time of award exceeds the amount of such rental loss that Tenant proves could be reasonably avoided. Landlord may elect to continue the tenancy in effect for so long as Landlord does not terminate Tenant's right to possession, by either written notice of termination of possession or by reletting the Premises to another who takes possession, and Landlord may enforce all Landlord's rights and remedies under this agreement, including the right to recover the Rent as it becomes due.
26. **DAMAGE TO PREMISES:** If, by no fault of Tenant, Premises are totally or partially damaged or destroyed by fire, earthquake, accident or other casualty, Landlord shall have the right to restore the Premises by repair or rebuilding. If Landlord elects to repair or rebuild, and is able to complete such restoration within 90 days from the date of damage, subject to terms of this paragraph, this agreement shall remain in full force and effect. If Landlord is unable to restore the Premises within this time, or if Landlord elects not to restore, then either Landlord or Tenant may terminate this agreement by giving the other written notice. Rent shall be abated as of the date of damage. The abated amount shall be the current monthly Base Rent prorated on a 30-day basis. If this agreement is not terminated, and the damage is not repaired, then Rent shall be reduced based on the extent to which the damage interferes with Tenant's reasonable use of Premises. If damage occurs as a result of an act of Tenant or Tenant's guests, only Landlord shall have the right of termination, and no reduction in Rent shall be made.
27. **HAZARDOUS MATERIALS:** Tenant shall not use, store, generate, release or dispose of any hazardous material on the Premises or the property of which the Premises are part. However, Tenant is permitted to make use of such materials that are required to be used in the normal course of Tenant's business provided that Tenant complies with all applicable Laws related to the hazardous materials. Tenant is responsible for the cost of removal and remediation, or any clean-up of any contamination caused by Tenant.
28. **CONDEMNATION:** If all or part of the Premises is condemned for public use, either party may terminate this agreement as of the date possession is given to the condemner. All condemnation proceeds, exclusive of those allocated by the condemner to Tenant's relocation costs and trade fixtures, belong to Landlord.
29. **INSURANCE:** Tenant's personal property, fixtures, equipment, inventory and vehicles are not insured by Landlord against loss or damage due to fire, theft, vandalism, rain, water, criminal or negligent acts of others, or any other cause. Tenant is to carry Tenant's own property insurance to protect Tenant from any such loss. In addition, Tenant shall carry liability insurance in an amount of not less than \$ 1,000,000. Tenant's liability insurance shall name Landlord and Landlord's agent as additional insured. Tenant, upon Landlord's request, shall provide Landlord with a certificate of insurance establishing Tenant's compliance. Landlord shall maintain liability insurance insuring Landlord, but not Tenant, in an amount of at least \$ 2,000,000, plus property insurance in an amount sufficient to cover the replacement cost of the property. Tenant is advised to carry business interruption insurance in an amount at least sufficient to cover Tenant's complete rental obligation to Landlord. Landlord is advised to obtain a policy of rental loss insurance. Both Landlord and Tenant release each other, and waive their respective rights to subrogation against each other, for loss or damage covered by insurance.

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CL-11 REVISED 10/01 (PAGE 3 of 6)

Landlord and Tenant acknowledge receipt of a copy of this page.

Landlord's Initials ( DA )

Tenant's Initials ( JD )

Reviewed by

Broker or Designee

Date



COMMERCIAL LEASE AGREEMENT (CL-11 PAGE 3 OF 6)

T5300554.ZFX

Premises:

157 N. Butler St

Date

11-14-24

30. **TENANCY STATEMENT (ESTOPPEL CERTIFICATE):** Tenant shall execute and return a tenancy statement (estoppel certificate), delivered to Landlord by Landlord or Landlord's agent, within 3 days after its receipt. The tenancy statement shall acknowledge that this agreement is unmodified and in full force, or in full force as modified, and state the modifications. Failure to comply with this requirement: (i) shall be deemed Tenant's acknowledgment that the tenancy statement is true and correct, and may be relied upon by a prospective lender or purchaser; and (ii) may be treated by Landlord as a material breach of this agreement. Tenant shall also prepare, execute, and deliver to Landlord any financial statement (which will be held in confidence) reasonably requested by a prospective lender or buyer.
31. **LANDLORD'S TRANSFER:** Tenant agrees that the transferee of Landlord's interest shall be substituted as Landlord under this agreement. Landlord will be released of any further obligation to Tenant regarding the security deposit, only if the security deposit is returned to Tenant upon such transfer, or if the security deposit is actually transferred to the transferee. For all other obligations under this agreement, Landlord is released of any further liability to Tenant, upon Landlord's transfer.
32. **SUBORDINATION:** This agreement shall be subordinate in all existing liens and, at Landlord's option, the lien of any first deed of trust or first mortgage subsequently placed upon the real property of which the Premises are a part, and to any advances made on the security of the Premises, and to all renewals, modifications, consolidations, replacements, and extensions. However, as to the lien of any deed of trust or mortgage entered into after execution of this agreement, Tenant's right to quiet possession of the Premises shall not be disturbed if Tenant is not in default and so long as Tenant pays the Rent and observes and performs all of the provisions of this agreement, unless this agreement is otherwise terminated pursuant to its terms. If any mortgages, trust deeds, or ground lease or deeds to have this agreement placed in a security position prior to the lien of a mortgage, deed of trust, or ground lease, and gives written notice to Tenant, this agreement shall be deemed prior to that mortgage, deed of trust, or ground lease, or the date of recording.
33. **TENANT REPRESENTATIONS; CREDIT:** Tenant warrants that all statements in Tenant's financial documents and rental application are accurate. Tenant authorizes Landlord and Broker(s) to obtain Tenant's credit report at time of application and periodically during tenancy in connection with approval, modification, or enforcement of this agreement. Landlord may cancel this agreement: (i) before occupancy begins, upon disapproval of the credit report(s); or (ii) at any time, upon discovering that information in Tenant's application is false. A negative credit report reflecting on Tenant's record may be submitted to a credit reporting agency, if Tenant fails to pay Rent or comply with any other obligation under this agreement.
34. **DISPUTE RESOLUTION:**
- A. **MEDIATION:** Tenant and Landlord agree to mediate any dispute or claim arising between them out of this agreement, or any resulting transaction, before resorting to arbitration or court action, subject to paragraph 34B(2) below. Paragraphs 34B(2) and (3) apply whether or not the arbitration provision is initiated. Mediation fees, if any, shall be divided equally among the parties involved. If for any dispute or claim to which this paragraph applies, any party commences an action without first attempting to resolve the matter through mediation, or refuses to mediate after a request has been made, then that party shall not be entitled to recover attorney fees, even if they would otherwise be available to that party in any such action. THIS MEDIATION PROVISION APPLIES WHETHER OR NOT THE ARBITRATION PROVISION IS INITIALED.
- B. **ARBITRATION OF DISPUTES:** (1) Tenant and Landlord agree that any dispute or claim in Law or equity arising between them out of this agreement or any resulting transaction, which is not settled through mediation, shall be decided by neutral, binding arbitration, including and subject to paragraphs 34B(2) and (3) below. The arbitrator shall be a retired judge or justice, or an attorney with at least 5 years of real estate transactional law experience, unless the parties mutually agree to a different arbitrator, who shall render an award in accordance with substantive California Law. In all other respects, the arbitration shall be conducted in accordance with Part III, Title 9 of the California Code of Civil Procedure. Judgment upon the award of the arbitrator(s) may be entered in any court having jurisdiction. The parties shall have the right to discovery in accordance with Code of Civil Procedure §1283.05.
- (2) **EXCLUSIONS FROM MEDIATION AND ARBITRATION:** The following matters are excluded from Mediation and Arbitration hereunder: (i) a judicial or non-judicial foreclosure or other action or proceeding to enforce a deed of trust, mortgage, or installment land sale contract as defined in Civil Code §2985; (ii) an unlawful detainer action; (iii) the filing or enforcement of a mechanic's lien; (iv) any matter that is within the jurisdiction of a probate, small claims, or bankruptcy court; and (v) an action for bodily injury or wrongful death, or for latent or patent defects to which Code of Civil Procedure §337.1 or §337.15 applies. The filing of a court action to enable the recording of a notice of pending action, for order of attachment, receivership, injunction, or other provisional remedies, shall not constitute a violation of the mediation and arbitration provisions.
- (3) **BROKERS:** Tenant and Landlord agree to mediate and arbitrate disputes or claims involving either or both Brokers, provided either or both Brokers shall have agreed to such mediation or arbitration, prior to, or within a reasonable time after the dispute or claim is presented to Brokers. Any election by either or both Brokers to participate in mediation or arbitration shall not result in Brokers being deemed parties to the agreement.

**"NOTICE: BY INITIALING IN THE SPACE BELOW YOU ARE AGREEING TO HAVE ANY DISPUTE ARISING OUT OF THE MATTERS INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION DECIDED BY NEUTRAL ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OR JURY TRIAL. BY INITIALING IN THE SPACE BELOW YOU ARE GIVING UP YOUR JUDICIAL RIGHTS TO DISCOVERY AND APPEAL, UNLESS THOSE RIGHTS ARE SPECIFICALLY INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION, YOU MAY BE COMPELLED TO ARBITRATE UNDER THE AUTHORITY OF THE CALIFORNIA CODE OF CIVIL PROCEDURE. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY."**

**"WE HAVE READ AND UNDERSTAND THE FOREGOING AND AGREE TO SUBMIT DISPUTES ARISING OUT OF THE MATTERS INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION TO NEUTRAL ARBITRATION."**

Landlord's Initials

Tenant's Initials

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Landlord's Initials

Tenant's Initials



Reviewed by

Broker or Designee

Date

Premises: 157 N. Butte St willows Date 11-14-24

35. **JOINT AND INDIVIDUAL OBLIGATIONS:** If there is more than one Tenant, each one shall be individually and completely responsible for the performance of all obligations of Tenant under this agreement, jointly with every other Tenant, and individually, whether or not in possession.  
36. **NOTICE:** Notices may be served by mail, facsimile, or courier at the following address or location, or at any other location subsequently designated:  
Landlord: \_\_\_\_\_ Tenant: Meissa Wright

Amaro Investments  
PO Box 1295  
Willows CA 95988  
4584 Summit Creek Rd  
Hayfork CA 96041  
Stephen Sutton 4588 Summit Creek Rd  
Hayfork CA 96041

Notice is deemed effective upon the earliest of the following: (i) personal receipt by either party or their agent; (ii) written acknowledgement of notice; or (iii) 5 days after mailing notice to such location by first class mail, postage pre-paid.

37. **WAIVER:** The waiver of any breach shall not be construed as a continuing waiver of the same breach or a waiver of any subsequent breach.  
38. **INDEMNIFICATION:** Tenant shall indemnify, defend and hold Landlord harmless from all claims, disputes, litigation, judgments and attorney fees arising out of Tenant's use of the Premises.  
39. **OTHER TERMS AND CONDITIONS/SUPPLEMENTS:** \_\_\_\_\_

The following ATTACHED supplements/exhibits are incorporated in this agreement: attachment 1 and 2  
and addendum

40. **ATTORNEY FEES:** In any action or proceeding arising out of this agreement, the prevailing party between Landlord and Tenant shall be entitled to reasonable attorney fees and costs from the non-prevailing Landlord or Tenant, except as provided in paragraph 34A.  
41. **ENTIRE CONTRACT:** Time is of the essence. All prior agreements between Landlord and Tenant are incorporated in this agreement, which constitutes the entire contract. It is intended as a final expression of the parties' agreement, and may not be contradicted by evidence of any prior agreement or contemporaneous oral agreement. The parties further intend that this agreement constitutes the complete and exclusive statement of its terms, and that no extrinsic evidence whatsoever may be introduced in any judicial or other proceeding, if any, involving this agreement. Any provision of this agreement that is held to be invalid shall not affect the validity or enforceability of any other provision in this agreement. This agreement shall be binding upon, and inure to the benefit of, the heirs, assignees and successors to the parties.  
42. **BROKERAGE:** Landlord and Tenant shall each pay to Broker(s) the fee agreed to, if any, in a separate written agreement. Neither Tenant nor Landlord has utilized the services of, or for any other reason owes compensation to, a licensed real estate broker (individual or corporate), agent, finder, or other entity, other than as named in this agreement, in connection with any act relating to the Premises, including, but not limited to, inquiries, introductions, consultations, and negotiations leading to this agreement. Tenant and Landlord each agree to indemnify, defend and hold harmless the other, and the Brokers specified herein, and their agents, from and against any costs, expenses, or liability for compensation claimed inconsistent with the warranty and representation in this paragraph 42.  
43. **AGENCY CONFIRMATION:** The following agency relationships are hereby confirmed for this transaction:  
Listing Agent: \_\_\_\_\_ (Print Firm Name) is the agent of (check one):  
☐ the Landlord exclusively; or ☐ both the Tenant and Landlord.  
Selling Agent: \_\_\_\_\_ (Print Firm Name) (if not same as Listing Agent) is the agent of (check one):  
☐ the Tenant exclusively; or ☐ the Landlord exclusively; or ☐ both the Tenant and Landlord.  
Real Estate Brokers are not parties to the agreement between Tenant and Landlord.

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Landlord and Tenant acknowledge receipt of a copy of this page.  
Landlord's Initials (Signature)  
Tenant's Initials (Signature)



Reviewed by	_____
Broker or Designee	_____
Date	_____

Premises: 157 N. Buete St willows Date 11-14-24

Landlord and Tenant acknowledge and agree that Brokers: (i) do not guarantee the condition of the Premises; (ii) cannot verify representations made by others; (iii) will not verify zoning and land use restrictions; (iv) cannot provide legal or tax advice; (v) will not provide other advice or information that exceeds the knowledge, education or experience required to obtain a real estate license. Furthermore, if Brokers are not also acting as Landlord in this agreement, Brokers: (vi) do not decide what rental rate a Tenant should pay or Landlord should accept; and (vii) do not decide upon the length or other terms of tenancy. Landlord and Tenant agree that they will seek legal, tax, insurance, and other desired assistance from appropriate professionals.

Tenant MELISSA WILKINSON Date 11/14/24  
(Print name)

Address PO Box 531 City DOUGLAS CITY State CA Zip 96024

Tenant Stephen Sutton Date 11/14/24  
(Print name)

Address PO Box 531 City Douglas City State CA Zip 96024

Landlord \_\_\_\_\_ Date \_\_\_\_\_  
(owner or agent with authority to enter into this agreement)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Landlord Diane Amaro Date 11-14-24  
(owner or agent with authority to enter into this agreement)

Address PO Box 1295 City Willows State CA Zip 95988

Agency relationships are confirmed as above. Real estate brokers who are not also Landlord in this agreement are not a party to the agreement between Landlord and Tenant.

Real Estate Broker (Leasing Firm) \_\_\_\_\_

By (Agent) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Real Estate Broker (Listing Firm) \_\_\_\_\_

By (Agent) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

THIS FORM HAS BEEN APPROVED BY THE CALIFORNIA ASSOCIATION OF REALTORS® (C.A.R.). NO REPRESENTATION IS MADE AS TO THE LEGAL VALIDITY OR ADEQUACY OF ANY PROVISION IN ANY SPECIFIC TRANSACTION. A REAL ESTATE BROKER IS THE PERSON QUALIFIED TO ADVISE ON REAL ESTATE TRANSACTIONS. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL.

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528 South Virgil Avenue, Los Angeles, California 90020

CL-11 REVISED 10/01 (PAGE 6 OF 6)

COMMERCIAL LEASE AGREEMENT (CL-11 PAGE 6 OF 6)

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_  
Broker or Designee



T3300554.ZPX

**MOLD NOTIFICATION ADDENDUM  
TO RENTAL AGREEMENT/LEASE AGREEMENT**

THIS AGREEMENT made and entered into between Amaro Investments, "Owner/Agent"  
and Melissa Wignat and Stephen Sutton, "Resident"  
Resident is renting from Owner/Agent the premises located at:

157 N Bulte St, Unit # (if applicable) \_\_\_\_\_  
(Street Address)  
Willows, CA 95988  
(City) (Zip)

It is our goal to maintain the highest quality living environment for our residents. Therefore, know that the Owner/Agent has inspected the unit prior to lease and knows of no damp or wet building materials and knows of no mold or mildew contamination. Resident is hereby notified that mold, however, can grow if the premises are not properly maintained or ventilated. If moisture is allowed to accumulate in the unit, it can cause mildew and mold to grow. It is important that Residents regularly allow air to circulate in the apartment. It is also important that Residents keep the interior of the unit clean and that they promptly notify the Owner/Agent of any leaks, moisture problems, and/or mold growth.

Resident agrees to maintain the premises in a manner that prevents the occurrence of an infestation of mold or mildew in the premises. Resident agrees to uphold this responsibility in part by complying with the following list of responsibilities:

1. Resident agrees to keep the unit free of dirt and debris that can harbor mold.
2. Resident agrees to immediately report to the Owner/Agent any water intrusion, such as plumbing leaks, drips, or "sweating" pipes.
3. Resident agrees to notify owner of overflows from bathroom, kitchen, or unit laundry facilities, especially in cases where the overflow may have permeated walls or cabinets.
4. Resident agrees to report to the Owner/Agent any significant mold growth on surfaces inside the premises.
5. Resident agrees to allow the Owner/Agent to enter the unit to inspect and make necessary repairs.
6. Resident agrees to use bathroom fans while showering or bathing and to report to the Owner/Agent any non-working fan.
7. Resident agrees to use exhaust fans whenever cooking, dishwashing, or cleaning.
8. Resident agrees to use all reasonable care to close all windows and other openings in the premises to prevent outdoor water from penetrating into the interior unit.
9. Resident agrees to clean and dry any visible moisture on windows, walls, and other surfaces, including personal property, as soon as reasonably possible. (Note: Mold can grow on damp surfaces within 24 to 48 hours.)
10. Resident agrees to notify Owner/Agent of any problems with the air conditioning or heating systems that are discovered by the Resident.
11. Resident agrees to indemnify and hold harmless the Owner/Agent from any actions, claims, losses, damages, and expenses, including, but not limited to, attorneys' fees that the Owner/Agent may sustain or incur as a result of the negligence of the Resident or any guest or other person living in, occupying, or using the premises.

The undersigned Resident(s) acknowledge(s) having read and understood the foregoing and receipt of a duplicate original.

11-14-24  
Date  
11/14/24  
Date  
11-14-24  
Date

Melissa Wignat  
Resident

Stephen Sutton  
Resident

Amaro Investments  
Owner/Agent



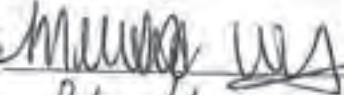
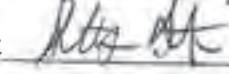
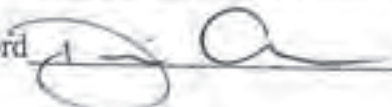
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**Amaro Investments**  
**PO Box 1295**  
**Willows, CA 95988**  
**(530) 517-0922 Diane (530) 517-1567 Mark**  
**Attachment to Rental Agreement 1**

157 North Butte Street, Willows

1. Landlord is not responsible for inside phone wiring
2. Tenant is to provide proof of renters insurance within 10 days with Amaro Investments as additional insured.
3. All fire extinguishers to be serviced by tenant yearly.
4. Tenant is renting unit As-Is, a "vanilla shell" with no improvements to be done by owners.
5. All improvements to be done by tenants must comply to all city and county regulations at their expense with proper building and city permits.
6. Owners to approve all improvements/changes in writing prior to work being started.
7. Owners will not do any upgrades to property for tenant use.
8. Tenant to leave all attached improvements upon vacating unit.
9. Tenants are responsible for PG&E, Water and Garbage
10. Tenants are responsible for any acts of vandalism and/or damage to glass windows and/or doors.
11. All tenants, whether in a lease or month to month tenancy, must give landlord a written 30 day notice to vacate property. Tenant is responsible for rent for a full 30 days from receiving notice.

Tenant		Date	<u>11-14-24</u>
Tenant		Date	<u>11/14/24</u>
Landlord		Date	<u>11-14-24</u>

**Amaro Investments**  
**PO Box 1295**  
**Willows, CA 95988**  
**(530) 517-0922 Diane (530) 517-1567 Mark**  
**Attachment to Rental Agreement 2**

157 North Butte Street, Willows

\$ 700 per month for the period commencing 12-1-24 and ending 11-30-25  
\$ 770 per month for the period commencing 12-1-25 and ending 11-30-26  
\$ 847 per month for the period commencing 12-1-26 and ending 11-30-27  
\$ 931 per month for the period commencing 12-1-27 and ending 11-30-28  
\$ 1024 per month for the period commencing 12-1-28 and ending 11-30-29  
\$ \_\_\_\_\_ per month for the period commencing \_\_\_\_\_ and ending \_\_\_\_\_

Tenant [Signature] Date 11/14/24  
Tenant [Signature] Date 11/14/24  
Landlord [Signature] Date 11-14-24

## **Cali Love Proposed Revenue Sharing**

Cali Love proposes a revenue share of 2% gross receipts, which will be due on a quarterly basis, during the standard fiscal year. If a future retail cannabis tax is voted on and passes, our revenue share will sunset, and Cali Love will pay the newly instated tax. In addition to this one of our owners, Melissa Wight is a DCC state verified equity applicant. This makes the City of Willows eligible for Phase 2 of the Department of Cannabis Control Local Jurisdiction Retail Access Grant. If Cali Love is awarded a retail cannabis license, the City of Willows is eligible to receive up to \$300,000 for awarding a retail cannabis license to an equity applicant.





# City of Willows

201 N Lassen Street  
Willows, CA 95988  
Ph: 530-934-7041  
Fax: 530-934-7402

## CANNABIS RETAIL DISPENSARY LICENSE APPLICATION PHASE 2

S T A F F  U S E	LICENSE APPLICATION #:	DATE RECEIVED:
	NON-REFUNDABLE PHASE 2 LICENSE APPLICATION FEE:	
	OTHER FEES COLLECTED:	
	RECEIPT NUMBER(S):	
	PUBLIC HEARING NOTICE REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	

G E N E R A L	LOCATION OF PROJECT (ADDRESS): 157 N BUTTE ST	NAME OF PROPOSED PROJECT: CARE LOVE WILLOWS LLC
	APN: 002-162-006	PROPERTY SIZE (ACRES):
	NOTE TO APPLICANT: ALL SUBMITTAL REQUIREMENTS SPECIFIC TO THE CANNABIS RETAIL DISPENSARY LICENSE APPLICATION PHASE 2, AS DESCRIBED IN THE ATTACHED CHECKLIST, MUST BE SUBMITTED WITH THIS LICENSE APPLICATION.	

C O N T A C T  I N F O	APPLICANT: MELISSA WILGH	BUSINESS PHONE: 707 499-6944	CELL PHONE:
	MAILING ADDRESS: PO BOX 531 DOUGLAS CITY	FAX:	EMAIL: CARELOVEWILLOWS@GMAIL.COM
	ARCHITECT/ENGINEER: TVC	BUSINESS PHONE: 530-739-0315	CELL PHONE:
	MAILING ADDRESS: 2700 MAIN ST	FAX:	EMAIL: TVC@TVC.BIZ
	PROPERTY OWNER: AMARO INVESTMENT	BUSINESS PHONE: 530-511-0922	CELL PHONE:
	MAILING ADDRESS: PO BOX 1295	FAX:	EMAIL:

I HEREBY CERTIFY THAT THE INFORMATION GIVEN ABOVE AND ATTACHED HERETO IS TRUE AND CORRECT, THAT THE PROPERTY OWNER IS AWARE OF AND AGREES WITH THIS APPLICATION, AND THAT FALSIFICATION OF FACT WILL RESULT IN INVALIDATION OF THE APPLICATION. FURTHER, I UNDERSTAND THAT ANY APPROVAL GIVEN IS VALID FOR THE SPECIFIC PROJECT APPROVED ONLY AND IS SUBJECT TO ALL APPLICABLE LAWS, REGULATIONS AND CONDITIONS. THE APPLICATION SHALL BE SIGNED UNDER PENALTY OF PERJURY.	
APPLICANT SIGNATURE: <u>Melissa Wilgh</u>	DATE: <u>4/20/25</u>
APPLICANT NAME PRINT: <u>MELISSA WILGH</u>	
PROPERTY OWNER SIGNATURE: <u>Diane Amaro</u>	DATE: <u>4.22.25</u>
PROPERTY OWNER NAME PRINT: <u>Diane Amaro</u>	





City of Willows  
201 N Lassen Street  
Willows, CA 95988  
Ph: 530-934-7041  
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**CANNABIS RETAIL DISPENSARY  
LICENSE APPLICATION  
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	NON-REFUNDABLE PHASE 2 LICENSE APPLICATION FEE	
	OTHER FEES COLLECTED:	
	RECEIPT NUMBER(S):	
	PUBLIC HEARING NOTICE REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	

<b>G E N E R A L</b>	LOCATION OF PROJECT (ADDRESS): <u>157 N ROUTE ST</u>	NAME OF PROPOSED PROJECT: <u>CALF LOVE WILLOWS</u>
	APN: <u>002-162-006</u>	PROPERTY SIZE (ACRES)
	NOTE TO APPLICANT: ALL SUBMITTAL REQUIREMENTS SPECIFIC TO THE CANNABIS RETAIL DISPENSARY LICENSE APPLICATION PHASE 2, AS DESCRIBED IN THE ATTACHED CHECKLIST, MUST BE SUBMITTED WITH THIS LICENSE APPLICATION.	

<b>C O N T A C T  I N F O</b>	APPLICANT: <u>STEPHEN SUTTON</u>	BUSINESS PHONE: <u>909-747-5680</u>	CELL PHONE:
	MAILING ADDRESS: <u>PO Box 531 DOUGLAS CITY</u>	FAX:	EMAIL:
	ARCHITECT/ENGINEER: <u>TJCE</u>	BUSINESS PHONE: <u>530-739-0315</u>	CELL PHONE:
	MAILING ADDRESS: <u>2200 MAIN ST</u>	FAX:	EMAIL:
	PROPERTY OWNER: <u>ARIARO INVESTMENT</u>	BUSINESS PHONE: <u>530-517-0922</u>	CELL PHONE:
	MAILING ADDRESS: <u>PO Box 1295</u>	FAX:	EMAIL:

I HEREBY CERTIFY THAT THE INFORMATION GIVEN ABOVE AND ATTACHED HERETO IS TRUE AND CORRECT, THAT THE PROPERTY OWNER IS AWARE OF AND AGREES WITH THIS APPLICATION. AND THAT FALSIFICATION OF FACT WILL RESULT IN INVALIDATION OF THE APPLICATION. FURTHER, I UNDERSTAND THAT ANY APPROVAL GIVEN IS VALID FOR THE SPECIFIC PROJECT APPROVED ONLY AND IS SUBJECT TO ALL APPLICABLE LAWS, REGULATIONS AND CONDITIONS. THE APPLICATION SHALL BE SIGNED UNDER PENALTY OF PERJURY.

APPLICANT SIGNATURE: Step Sutton DATE: 4/20/25  
APPLICANT NAME PRINT: Stephen Sutton  
PROPERTY OWNER SIGNATURE: Diane Amaro DATE: 4-22-25  
PROPERTY OWNER NAME PRINT: Diane Amaro

4/23/25

2:40

~~free fall~~

# Phase Two Application

# Cali Love Willows LLC Phase Two Application

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31 Applicants Certification



# City of Willows

201 N Lassen Street

Willows, CA 95988

Ph: 530-934-7041

Fax: 530-934-7402

## CANNABIS RETAIL DISPENSARY LICENSE APPLICATION

**PHASE 2**

S T A F F U S E	LICENSE APPLICATION #:	DATE RECEIVED
	NON-REFUNDABLE PHASE 2 LICENSE APPLICATION FEE	
	OTHER FEES COLLECTED:	
	RECEIPT NUMBER(S):	
	PUBLIC HEARING NOTICE REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	

G E N E R A L	LOCATION OF PROJECT (ADDRESS): <b>157 N BUTTE ST</b>	NAME OF PROPOSED PROJECT: <b>CAL LOVE WILLOWS LLC</b>
	APN: <b>002-162-006</b>	PROPERTY SIZE (ACRES)
	NOTE TO APPLICANT: ALL SUBMITTAL REQUIREMENTS SPECIFIC TO THE CANNABIS RETAIL DISPENSARY LICENSE APPLICATION <b>PHASE 2</b> , AS DESCRIBED IN THE ATTACHED CHECKLIST, MUST BE SUBMITTED WITH THIS LICENSE APPLICATION.	

C O N T A C T I N F O	APPLICANT: <b>MELISSA WILGH</b>	BUSINESS PHONE: <b>707 499-6944</b>	CELL PHONE:
	MAILING ADDRESS: <b>PO BOX 531 DOUGLAS CITY</b>	FAX:	EMAIL: <b>CALLOVEWILLOWS.LLC@gmail.com</b>
	ARCHITECT/ENGINEER: <b>TUCE</b>	BUSINESS PHONE: <b>530-739-0315</b>	CELL PHONE:
	MAILING ADDRESS: <b>2200 MAIN ST</b>	FAX:	EMAIL: <b>BRUCE.TUCE@BIZ</b>
	PROPERTY OWNER: <b>ARIANO INVESTMENT</b>	BUSINESS PHONE: <b>530-511-0922</b>	CELL PHONE:
	MAILING ADDRESS: <b>PO BOX 1295</b>	FAX:	EMAIL:

I HEREBY CERTIFY THAT THE INFORMATION GIVEN ABOVE AND ATTACHED HERETO IS TRUE AND CORRECT, THAT THE PROPERTY OWNER IS AWARE OF AND AGREES WITH THIS APPLICATION, AND THAT FALSIFICATION OF FACT WILL RESULT IN INVALIDATION OF THE APPLICATION. FURTHER, I UNDERSTAND THAT ANY APPROVAL GIVEN IS VALID FOR THE SPECIFIC PROJECT APPROVED ONLY AND IS SUBJECT TO ALL APPLICABLE LAWS, REGULATIONS AND CONDITIONS. THE APPLICATION SHALL BE SIGNED UNDER PENALTY OF PERJURY.	
APPLICANT SIGNATURE: <u>Melissa Wilgh</u>	DATE: <u>4/20/25</u>
APPLICANT NAME PRINT: <u>MELISSA WILGH</u>	
PROPERTY OWNER SIGNATURE: _____	DATE: _____
PROPERTY OWNER NAME PRINT: _____	



City of Willows  
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G E N E R A L	LOCATION OF PROJECT (ADDRESS): <b>157 N ROUTE ST</b>	NAME OF PROPOSED PROJECT: <b>CALF LOVE WILLOWS</b>
	APN: <b>002-162-006</b>	PROPERTY SIZE (ACRES)
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C O N T A C T  I N F O	APPLICANT: <b>STEPHEN SUTTON</b>	BUSINESS PHONE: <b>909-747-5680</b>	CELL PHONE:
	MAILING ADDRESS: <b>PO BOX 531 DOUGLAS CITY</b>	FAX:	EMAIL: <b>CALFLOVEWILLOWSLIC</b>
	ARCHITECT/ENGINEER: <b>TVCE</b>	BUSINESS PHONE: <b>530-739-0315</b>	CELL PHONE:
	MAILING ADDRESS: <b>2200 MAIN ST</b>	FAX:	EMAIL: <b>GRIC@TVCE-BIZ</b>
	PROPERTY OWNER: <b>AMARO INVESTMENT</b>	BUSINESS PHONE: <b>530-517-0922</b>	CELL PHONE:
	MAILING ADDRESS: <b>PO BOX 1295</b>	FAX:	EMAIL:

I HEREBY CERTIFY THAT THE INFORMATION GIVEN ABOVE AND ATTACHED HERETO IS TRUE AND CORRECT, THAT THE PROPERTY OWNER IS AWARE OF AND AGREES WITH THIS APPLICATION, AND THAT FALSIFICATION OF FACT WILL RESULT IN INVALIDATION OF THE APPLICATION. FURTHER, I UNDERSTAND THAT ANY APPROVAL GIVEN IS VALID FOR THE SPECIFIC PROJECT APPROVED ONLY AND IS SUBJECT TO ALL APPLICABLE LAWS, REGULATIONS AND CONDITIONS. THE APPLICATION SHALL BE SIGNED UNDER PENALTY OF PERJURY.	
APPLICANT SIGNATURE: <u><b>Step Sutton</b></u>	DATE: <u><b>4/20/25</b></u>
APPLICANT NAME PRINT: <u><b>Stephen Sutton</b></u>	
PROPERTY OWNER SIGNATURE: _____	DATE: _____
PROPERTY OWNER NAME PRINT: _____	

## **Cali Love Willows Security Plan**

Cali Love is an experienced dispensary operator with a comprehensive security plan designed to ensure a secure premises 24 hours per day, seven days a week. Cali Love will implement proven security measures and procedures with the intent of protecting the surrounding environment, public, customers, employees, and visitors alike.

### **On-Site Security**

Cali Love will employ a BSIS registered security guard to work on site during business hours as required by DCC regulation 15045 (a). Our security guard will visually monitor our business location and the surrounding area for suspicious activity. No loitering or cannabis consumption will be tolerated in or around our business or surrounding downtown business locations. Security guards will be directed to call police if any visitors are a threat to public safety, peace, or the right to quiet enjoyment. The presence of Security Guard will prevent individuals from remaining on premises if they are not engaged in any activity expressly related to operations. Cali Love is a proven responsible dispensary operator with zero complaints locally or at the state level. We operate in harmony with the local community, adding value to the surrounding area, while not negatively impacting the public who may not appreciate cannabis.

### **Burglar Alarm & Video Surveillance**

Cali Love Willows will have 24/7 burglar alarm protection as required by DCC regulation 15047. Our location will be monitored by Bay Alarms by motion detection, glass break alarms, and automatic 911 calls if alarms sound. Our premises will be under 24/7 video surveillance at a minimum of 15 frames per second as required by DCC regulation 15044 (f). The video surveillance system will include 16 cameras with a minimum resolution of 1280 x 720 as required by DCC regulation 15044 (a). Video coverage will span the whole premises, inside and out. Doors that can open to the public will be under video surveillance within 20 feet of the entrance and exit as required by DCC regulation 15044 (c). For video storage, Cali Love will utilize a 16-channel network video recorder with 40 terabyte storage capacity and 10 terabyte hard disc drive for mandatory 90-day storage, per DCC regulation 15044 (h). Owners will be able to remotely access live video footage and recordings via phone app and in person, via hard drive. This video surveillance system is in compliance with all sections of DCC regulation, 15044 Video Surveillance Systems.

### **Limited Facility and Inventory Access**

Cali Love will maintain a locked limited access area located towards the rear of the dispensary floor plan. This limited access area will store backstock inventory, safes, and a live video surveillance feed with backup hard drive video storage. Cali Love will maintain an accurate record of its inventory at all times as required by DCC regulation 15423. Inventory will be brought into the front sales room as needed, only by owners and/or authorized management. All inventory will be tracked by the state track and trace program, Metrc. Our Cova POS system will communicate with Metrc when products are sold, removing them from inventory and creating a sales record. Cova will be directly connected to Metrc via API key and will communicate back and forth with Metrc to ensure inventory accounting accuracy. All invoices, manifests, and Metrc tags will be stored in filing cabinets for record keeping accuracy. All records must be kept for at least 7 years per DCC regulation 15037 (a). This limited access area will only be accessible to owners and management. The door will remain shut and locked at all times, while remaining only accessible via passcode held by management or ownership. The limited access measures in place will both deter and prevent diversion, theft and loss by preventing unauthorized access to areas containing cannabis products.

### **Tamper-Proof & Tamper-Evident Packaging**

Tamper proof packaging is required by the DCC at the Distribution Licensee part of the supply chain. Dispensaries do not supply packaging but we will verify that packaging is compliant upon delivery via the DCC packaging requirements: final form cannabis goods checklist and the DCC Child-resistant Packaging checklist which can be located at <https://cannabis.ca.gov/licensees/requirements-cannabis-goods/>.

All defective cannabis products will be transferred back to their original licensed distributor via the state contracted Metrc track and trace program. All cannabis waste will be handled in compliance with DCC regulation 17223 Waste Management.

### **Limiting Cash on Premises**

Cali Love will utilize Safe Harbor Financial for cannabis banking. We will utilize local armored cash transport out of Sacramento who work in conjunction with Safe Harbor Financial for our cash deposits. We will schedule weekly cash pickups to minimize the cash that remains on site.

## Preventing Off-Site Impacts to Adjoining Properties

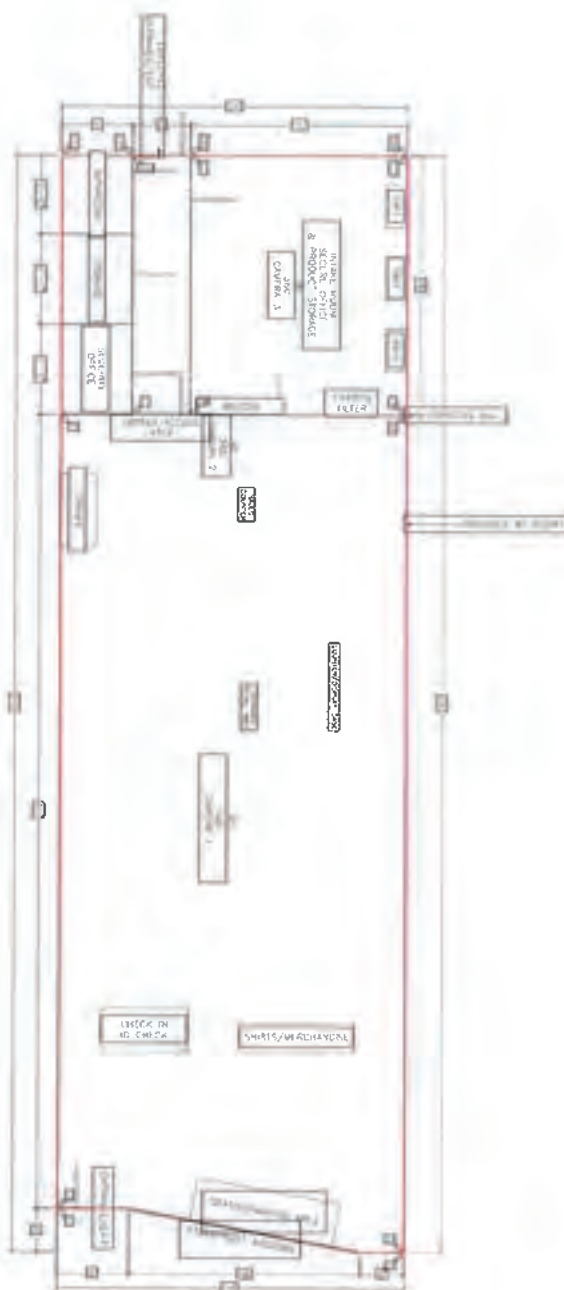
Cali Love currently operates a licensed dispensary in the highest-traffic retail shopping center in all of Trinity County—strategically located between two federal buildings. Given this prominent location, we understand the importance of maintaining a respectful presence and are committed to proactively addressing any potential off-site impacts on adjoining properties.

- Cali Love will mitigate any potential negative off-site odor impacts through multiple carbon filtration devices and a photocatalytic oxidation air filtration system. These devices are considered state of the art for odor filtration and will completely eliminate the risk of any potential undesirable off-site odor detection.
- Through physical signage located by our registers Cali Love will proactively request that its customers and visitors do not consume in the parking lot.
- Our security guard will also visually monitor outside activity on a regular basis, maintaining a safe and welcoming environment for all of the residents, businesses, and visitors of the city and Downtown Willows.
- Aesthetically pleasing branding: At Cali Love, we recognize that while cannabis is legal in California, not everyone chooses to consume it—or appreciates overt cannabis marketing. With that in mind, we've thoughtfully designed our brand and retail spaces to be discreet, refined, and respectful of all members of the community. Our logo—a heart nestled among mountains, a lake, and an owl in flight—reflects our connection to nature and wellness, without relying on clichéd or stereotypical cannabis imagery. You won't find cannabis leaves, rasta colors, or loud signage outside our locations. Instead, we've chosen a clean, elevated aesthetic that reflects the care and quality behind everything we do.
- We will also further beautify our location with potted flowers outside of our storefront, aligning with the positive reinvigoration of downtown Willows. Our goal is to add value and beauty to the city and surrounding business ecosystem while, not disturbing those who don't desire to patronize our business.

Cali Love Willows' security plan is designed to ensure the safety of the public, surrounding businesses, customers, employees, and the City of Willows at large. Our goal

is to operate a compliant cannabis business that compliments Downtown Willows, while not impacting the public who does not appreciate cannabis. Our comprehensive Security Plan will enable us to accomplish this goal, prioritizing the welfare of the local community.

## PROMISES DIAGRAM





# PROPERTY DIAGRAM APN: 002-162-006-0

FOR  
 MELISSA RIGBT  
 145 N BUTTE ST.  
 WILSON, CA. 95368

AREA MAP  
 M15



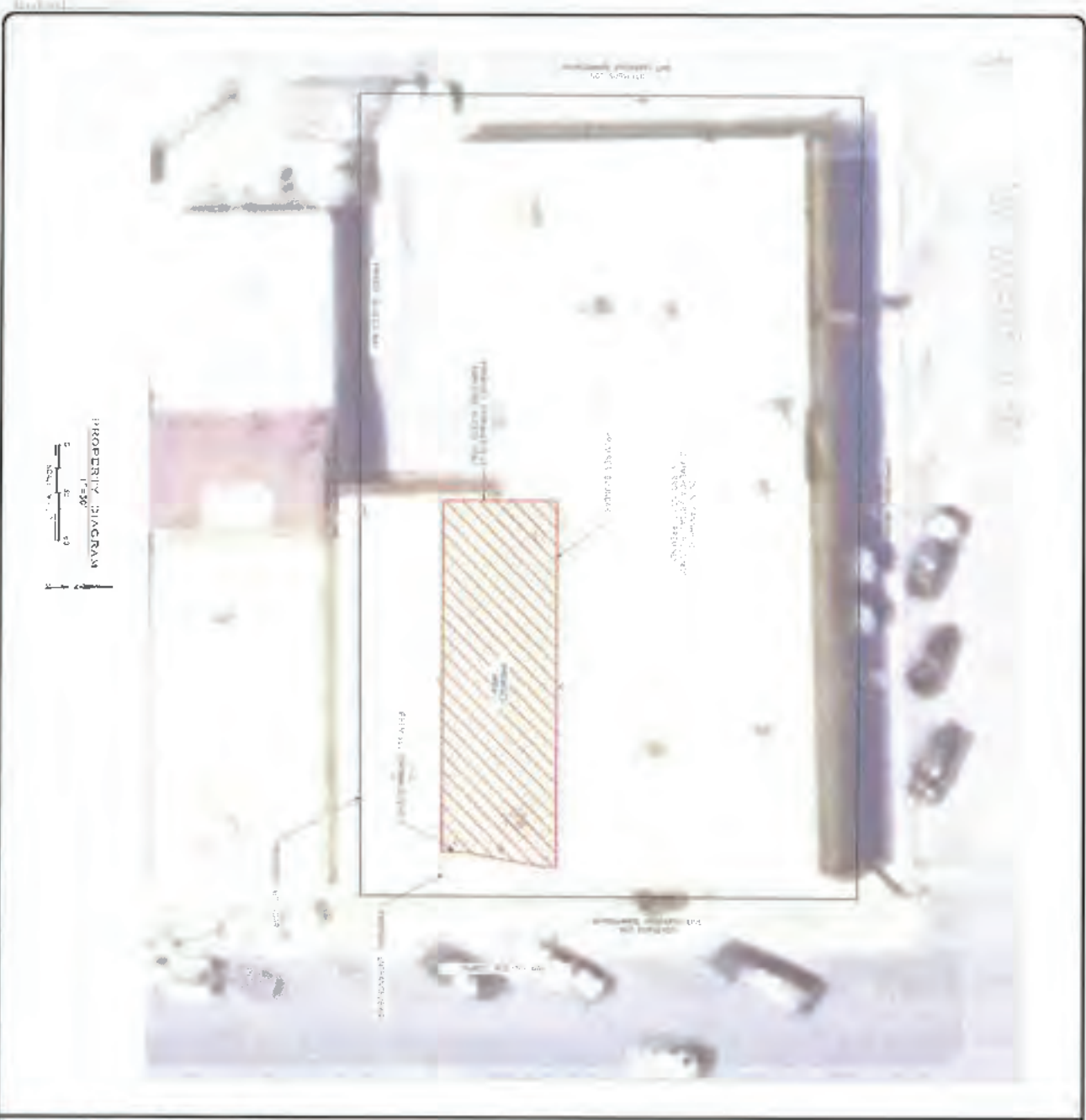
VICINITY MAP  
 M15



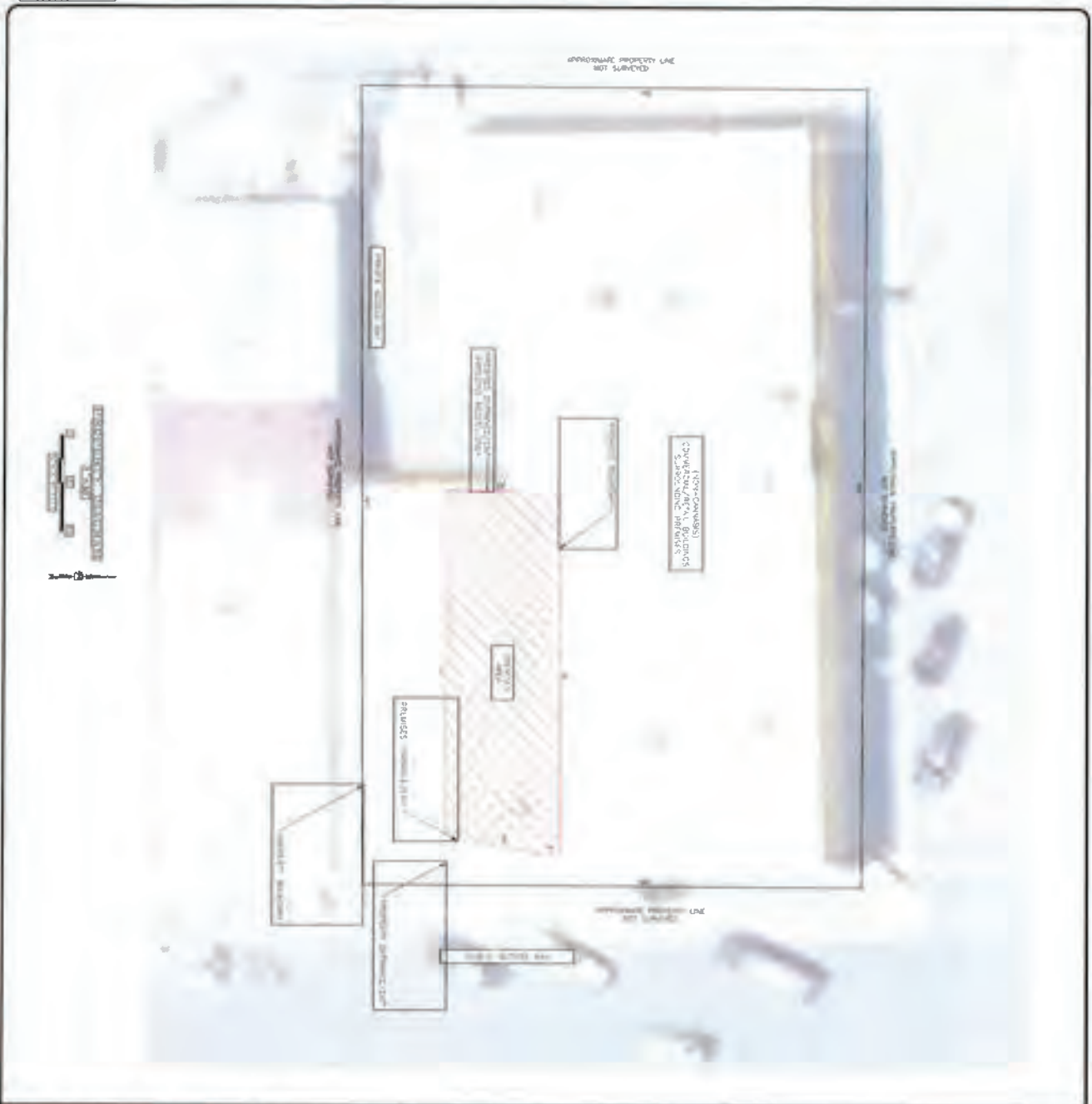
## PROPERTY DIAGRAM

<p><b>GENERAL NOTES</b></p> <p>1. ALL DIMENSIONS ARE IN FEET AND INCHES.</p> <p>2. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD.</p> <p>3. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD.</p> <p>4. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD.</p> <p>5. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD.</p>	<p><b>ADDITIONAL NOTES</b></p> <p>1. ALL DIMENSIONS ARE IN FEET AND INCHES.</p> <p>2. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD.</p> <p>3. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD.</p> <p>4. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD.</p> <p>5. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD.</p>
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<p>APN: 002-162-006-0</p> <p>OWNER: MELISSA RIGBT</p> <p>DATE: 10/15/2015</p> <p>BY: [Signature]</p>	<p>APN: 002-162-006-0</p> <p>OWNER: MELISSA RIGBT</p> <p>DATE: 10/15/2015</p> <p>BY: [Signature]</p>
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**PROPERTY DIAGRAM**  
**APN: 002-162-006-0**

FOR  
**MELISSA WIGHT**  
**145 N BUTTE ST.**  
**WILLOW, CA. 95069**



**NOTES:**  
 1. THE PROPERTY IS A 1.5 ACRE PARCEL.  
 2. THE PROPERTY IS A 1.5 ACRE PARCEL.  
 3. THE PROPERTY IS A 1.5 ACRE PARCEL.

**NOTES:**  
 1. THE PROPERTY IS A 1.5 ACRE PARCEL.  
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**PROPERTY DIAGRAM**

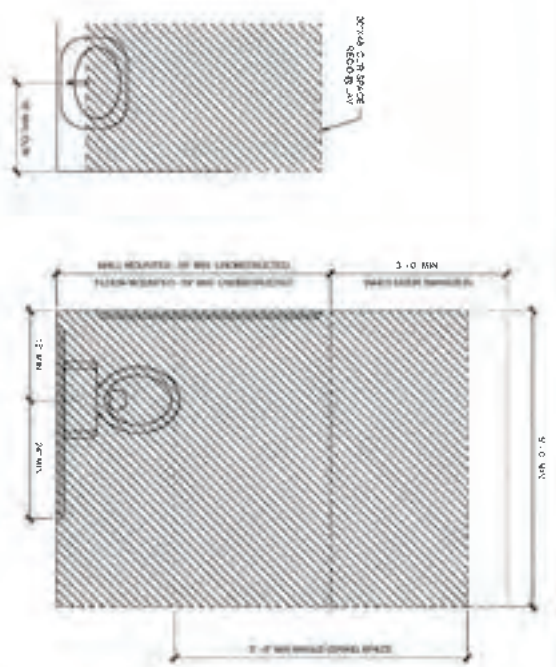




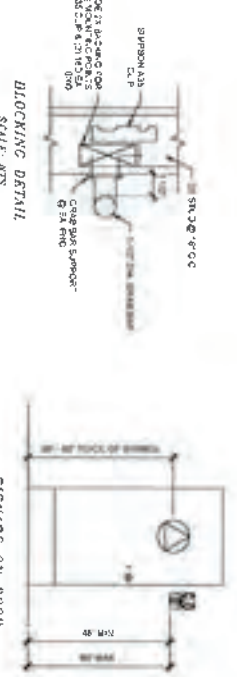
TVCE  
COMMERCIAL CANNABIS  
ACCESSIBILITY NOTES & DETAILS

# COMMERCIAL CANNABIS ACCESSIBILITY NOTES & DETAILS

DATE: 10/10/2023  
DRAWN BY: JACOB  
PROJECT: COMMERCIAL CANNABIS  
SHEET: 002.2



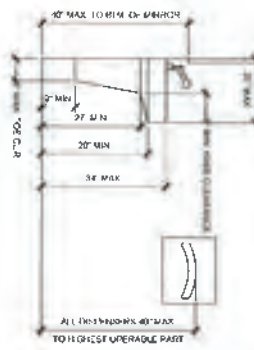
WATER CLOSET SIDE OPENING DOOR  
CLEAR FLOOR SPACE  
SCALE: NTS



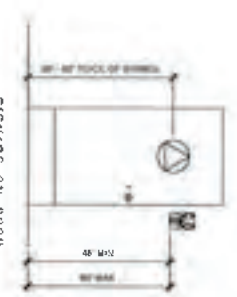
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CLEAR FLOOR SPACE  
SCALE: NTS



TOILET DETAIL  
SCALE: NTS



LAATORY DETAIL  
SCALE: NTS



SIGNAGE ON DOOR  
SCALE: NTS



BLOCKING DETAIL  
SCALE: NTS



TOILET DETAIL  
SCALE: NTS



LAATORY DETAIL  
SCALE: NTS



BLOCKING DETAIL  
SCALE: NTS



TOILET DETAIL  
SCALE: NTS



LAATORY DETAIL  
SCALE: NTS



BLOCKING DETAIL  
SCALE: NTS



TOILET DETAIL  
SCALE: NTS



LAATORY DETAIL  
SCALE: NTS



BLOCKING DETAIL  
SCALE: NTS



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LAATORY DETAIL  
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BLOCKING DETAIL  
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TOILET DETAIL  
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LAATORY DETAIL  
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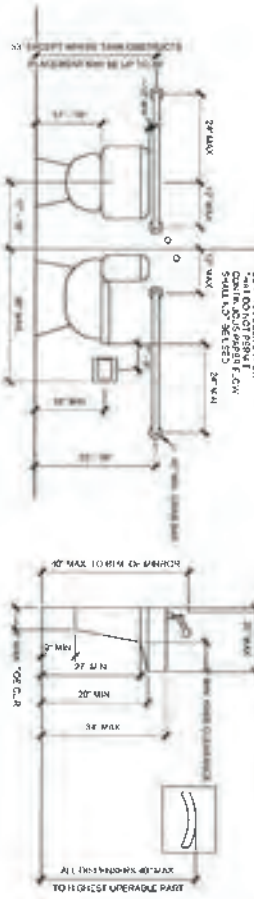
BLOCKING DETAIL  
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TOILET DETAIL  
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LAATORY DETAIL  
SCALE: NTS



BLOCKING DETAIL  
SCALE: NTS



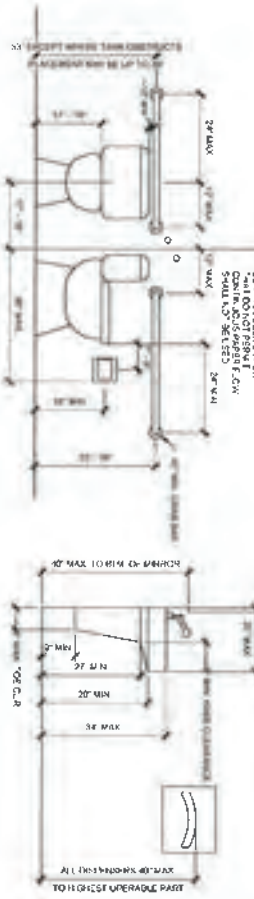
TOILET DETAIL  
SCALE: NTS



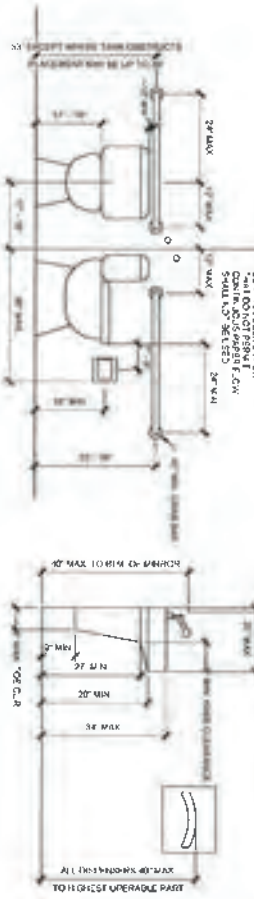
LAATORY DETAIL  
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BLOCKING DETAIL  
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TOILET DETAIL  
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BLOCKING DETAIL  
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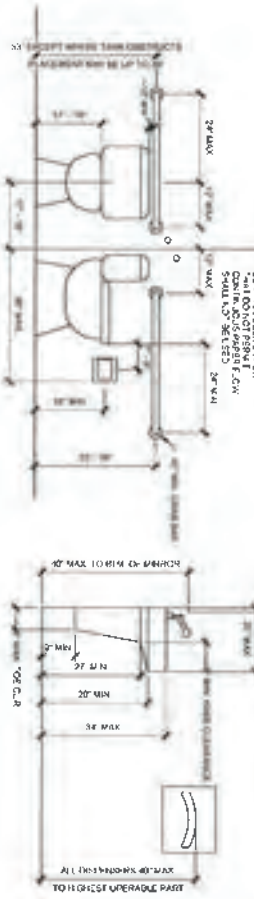
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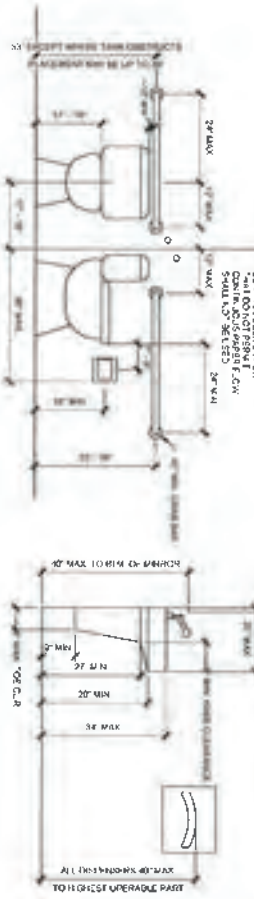
BLOCKING DETAIL  
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TOILET DETAIL  
SCALE: NTS



LAATORY DETAIL  
SCALE: NTS



BLOCKING DETAIL  
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TOILET DETAIL  
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LAATORY DETAIL  
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TOILET DETAIL  
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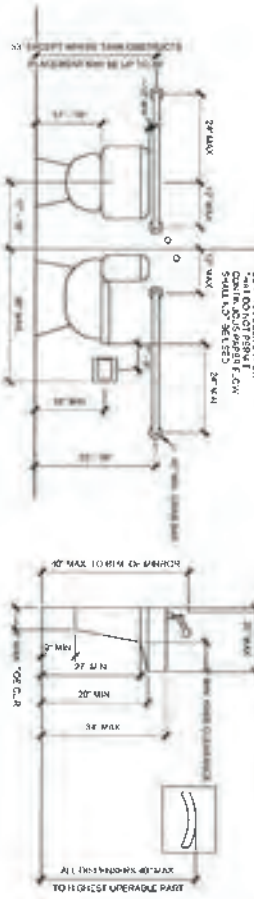
LAATORY DETAIL  
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BLOCKING DETAIL  
SCALE: NTS



TOILET DETAIL  
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LAATORY DETAIL  
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BLOCKING DETAIL  
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TOILET DETAIL  
SCALE: NTS

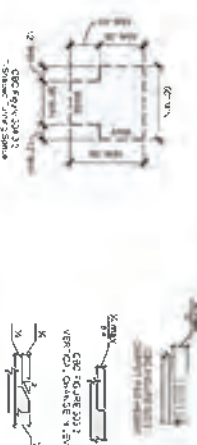


LAATORY DETAIL  
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BLOCKING DETAIL  
SCALE: NTS





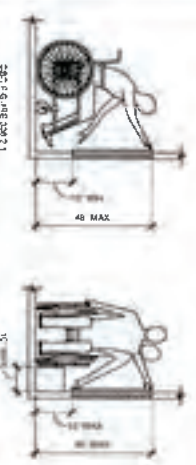
ACCESSIBLE 1-SHAPED SPACE  
SCALE: NTS

CHANGE IN LEVELS  
SCALE: NTS

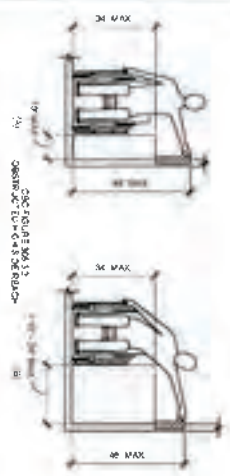
FIGURE 403.5.1  
CLEAR WIDTH OF AN ACCESSIBLE ROUTE

Diagram showing the clear width of an accessible route. The diagram includes a plan view and a side view. The plan view shows a rectangular area with a width of 48 inches and a depth of 48 inches. The side view shows a person using a wheelchair with a height of 48 inches. The notes specify that the space must be clear of any obstacles and that the wheelchair must be able to maneuver within the space.

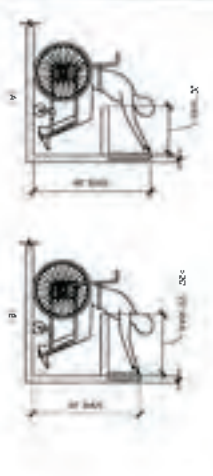
FIGURE 403.5.1  
CLEAR WIDTH OF AN ACCESSIBLE ROUTE



SCALE: NTS



SCALE: NTS



ACCESSIBLE REACH CLEARANCES  
SCALE: NTS



FIGURE 11B-404.2.3  
CLEAR WIDTH OF DOORWAYS

Diagram showing the clear width of a doorway. The diagram includes a plan view and a side view. The plan view shows a rectangular area with a width of 48 inches and a depth of 48 inches. The side view shows a person using a wheelchair with a height of 48 inches. The notes specify that the space must be clear of any obstacles and that the wheelchair must be able to maneuver within the space.

Diagram showing the clear width of a doorway. The diagram includes a plan view and a side view. The plan view shows a rectangular area with a width of 48 inches and a depth of 48 inches. The side view shows a person using a wheelchair with a height of 48 inches. The notes specify that the space must be clear of any obstacles and that the wheelchair must be able to maneuver within the space.

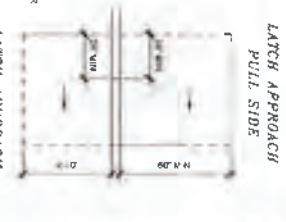
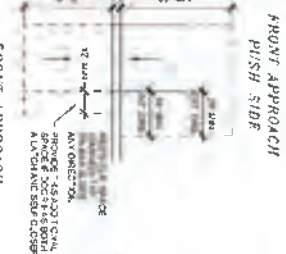
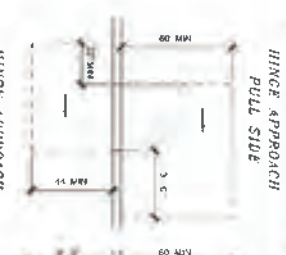
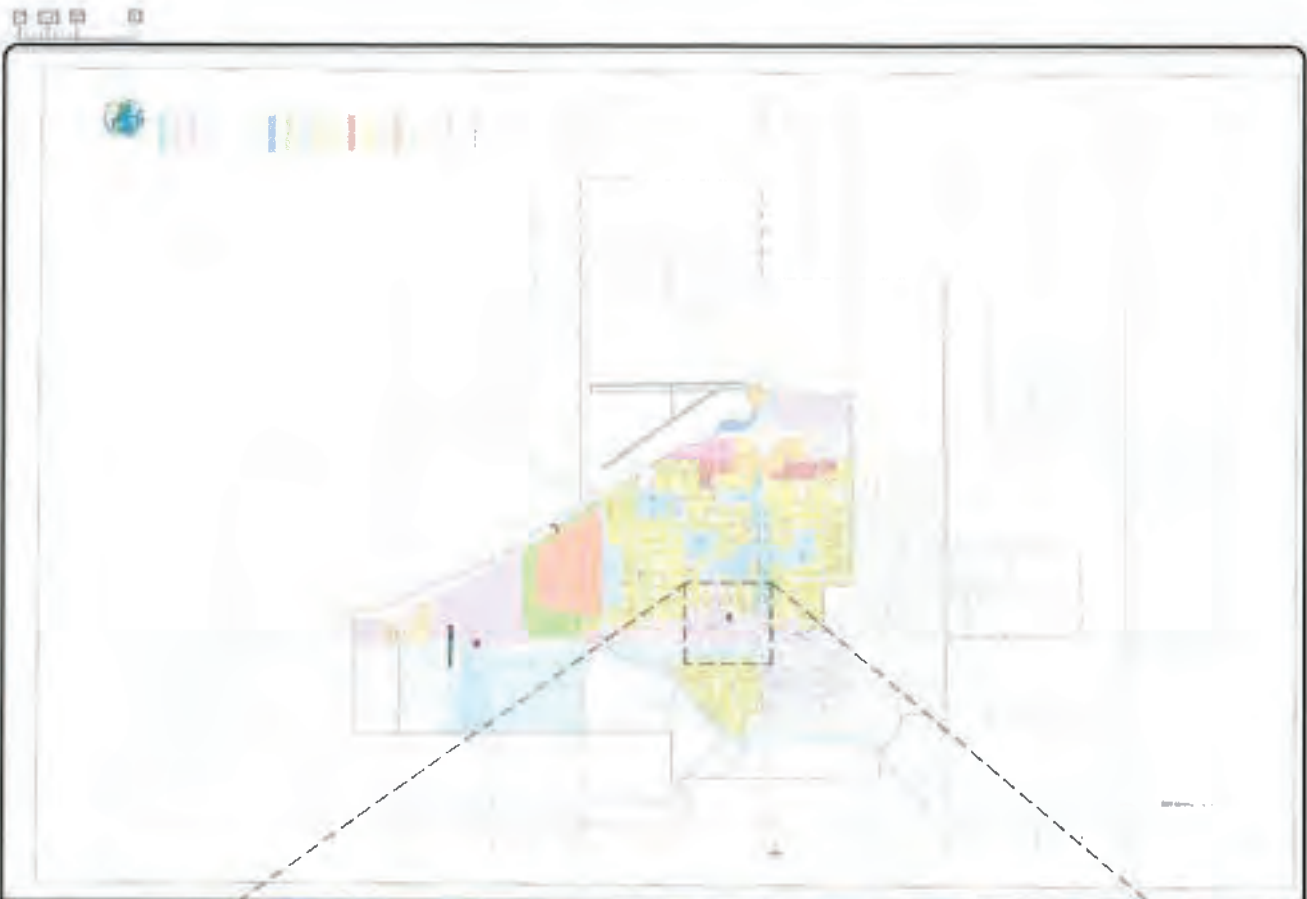


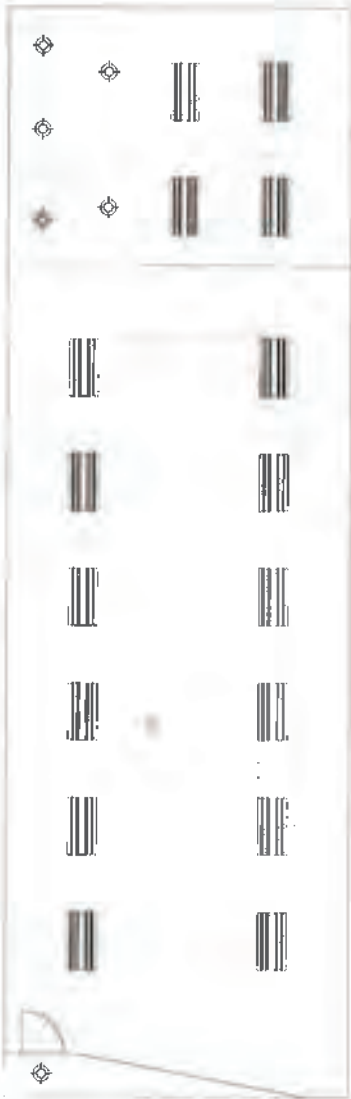
Diagram showing the clear width of a doorway. The diagram includes a plan view and a side view. The plan view shows a rectangular area with a width of 48 inches and a depth of 48 inches. The side view shows a person using a wheelchair with a height of 48 inches. The notes specify that the space must be clear of any obstacles and that the wheelchair must be able to maneuver within the space.



1,000 SETBACK

PROPERTY LOCATION

- [illegible]



BUILDING  
 LIGHTING DIAGRAM  
 SCALE: 1/4" = 1'-0"

Doc: 0679/SQAD: 0679 Date / : 2018

## **Proposed Pricing for Cannabis Goods**

Flower and Prerolls: \$3 to \$100 based on quantity, quality, and SKU

Concentrates: \$10 to \$80 based on quantity, quality, and SKU

Vapes and Cartridges: 10\$ to \$60 based on quantity, quality, and SKU

Edibles: \$5 to \$30 dollars based on quantity, quality, and SKU

Wellness Products: \$10 to \$80 based on quantity, quality and SKU

## Cali Love Willows Demonstration of Experience

### 1. Executive Summary / 2. Professional Background: Melissa Wight and Stephen Sutton

Melissa Wight is an accomplished pioneer of the California Cannabis Industry. In 1998, she attended college in Humboldt County California. Humboldt County is globally recognized as the birthplace of the medical cannabis industry and the modern recreational cannabis industry. Humboldt County is the known originator of medical cannabis cultivation, knowledge, genetics, and industry innovation. In her early days, Melissa worked at the original sole hydroponic store in Humboldt County California. It was there she honed her knowledge of medical cannabis through networking, hands on experience, exposure to cutting edge technology and knowledge of the most up to date cannabis cultivation techniques available. After successfully immersing herself in the Humboldt Cannabis Scene, she opted to move to Trinity County to further hone her medical cultivation skills. It was here where Melissa truly learned the importance of outdoor organic cannabis cultivation. In 2016, Proposition 64 legalized recreational cannabis in California. Melissa continued her journey as a cannabis industry pioneer, becoming one of the first state licensed recreational cultivators in the Trinity County. Humboldt, Trinity, and Mendocino counties are recognized collectively as the “Emerald Triangle.” The Emerald Triangle was known as the largest cannabis-producing region in the United States. Having spent over 20 years on the forefront of cannabis innovation in the epicenter of the industry, Melissa is an extremely qualified industry professional who has successfully transitioned from Proposition 215 to the modern industry.

Stephen Sutton is a passionate and experienced cannabis industry professional with over a decade of hands-on experience in medical cannabis cultivation. His journey began in Southern California in 2014, where he spent several years mastering indoor medical cannabis growing techniques. Looking to broaden his expertise, Stephen later moved to Northern California—specifically Trinity County—where he immersed himself in the heart of legacy cultivation.

While in the Emerald Triangle, he focused on proprietary genetics, research and development, and traditional cultivation methods that have shaped the region’s

reputation. His dedication led him to pursue the first DCC Nursery Cultivation license in Redding, California, marking a major milestone in his professional journey.

Stephen's strong understanding of cannabis genetics and the nuanced effects of various strains—both medicinal and recreational—make him a trusted and qualified curator of cannabis products. With extensive real-world experience and a commitment to serving a diverse consumer base, Stephen brings thoughtful, intelligent product selection to meet the specific needs of both patients and recreational users alike.

As owner of Mt Mama Farms, a DCC licensed 10,000 square foot mixed light cultivation facility located in Trinity County California, Melissa is a seasoned cultivator with years of experience cultivating world-class, sun-grown cannabis. Stephen, owner of In the Treez—a DCC-licensed nursery in Redding, California—brings years of experience, a strong passion for genetics, and extensive knowledge of cannabis effects to his work. Combined, Melissa and Stephen's strong combination of knowledge and expertise make them highly qualified to operate retail cannabis dispensaries. In 2023 they co-founded Cali Love LLC, Trinity County's sole dispensary. They were able to successfully navigate detailed application processes and complex industry regulations independently, following strict compliance, without outside consultation. At Cali Love LLC, Melissa manages payroll, human resources, community relations, scheduling, standard operating procedures, licensing paperwork, and product line curation. Stephen collaborates on product line curation, as well as handles taxes, Metro compliance, accounts payable, inventory fulfillment, supplier relations, and new product acquisition.

### **3. Regulatory Compliance Experience**

Melissa and Stephen possess in-depth knowledge of Department of Cannabis Control (DCC) regulations and consistently operate their dispensary Cali Love with a strong focus on compliance and industry standards. Our dispensary Cali Love LLC has had multiple state inspections with zero violations. Being active licensees, Melissa and Stephen are constantly operating within the current legal regulations and are updated regularly via DCC emails on proposed changes and updates to current DCC code. Melissa and Stephen understand compliance protocol through experience. Metro is connected from seed to sale. Owning multiple licenses has given Melissa and Stephen the ability to have a detailed understanding of Metro requirements between all aspects of the supply chain. Cali Love performs regular inventory audits and inventory reconciliation to ensure inventory accounting accuracy on a regular basis. Melissa and Stephen complete all of their own licensing paperwork for local and state licensing. Together, they carefully review local, city, county, and state ordinances, addressing applications, zoning, and ordinance-specific conditions with a strong focus on compliance.

#### **4. Operational Expertise**

Melissa and Stephen oversee daily operations of their dispensary, Cali Love LLC, in Weaverville CA. They set the entire business up from the ground level, implementing standard operating procedures, dealing with customers, and building a team that can execute when they aren't present. Melissa and Stephen personally worked in the Weaverville store regularly for 6 months before delegating tasks to management to make sure they understood the nuances and requirements of the business. They felt it was important to see the business off the ground, as startups are especially fragile in their early days. Cova, our POS system, allows Cali Love to manage inventory with ease. It is integrated with Metrc allowing for seamless inventory tracking. When a sale is made through Cova, the inventory is automatically adjusted in Metrc. It produces a record of the sale and a detailed breakdown of the taxes. It communicates all sales and adjustments with Metrc automatically, allowing the operator to focus on business. Additionally, Cova has detailed inventory reports which can show inventory count, adjustments, financials, and more. Melissa and Stephen have worked firsthand with Cova tech support to understand all facets of their software to allow them to utilize it to its full potential. Melissa and Stephen have a well-rounded understanding of the California cannabis supply chain. Owning multiple licenses allows them to understand the flow of products between different parts of the supply chain. Through the dispensary, Cali Love deals directly with licensed distribution companies to procure specific products to meet customers needs.

#### **5. Sales and Marketing**

For sales and marketing, we offer promotions for new customers, monthly sales, and customer appreciation days. These tactics allow us to acquire new customers and gain their loyalty through good business practices that engage the customer and give them value. We direct our budtenders to not be pushy or upsell products. We want to get the customers what they need, without pressure of moving specific aging products or gaining a commission for selling specific brands. We believe this fosters long-term trust and brand loyalty. We ask the customers their specific needs and give them feedback from our personal experience. We stock only products that we will personally stand behind. For Cali Love, it isn't about making the absolute most profit possible. It is about offering the best quality products available at a price points that each customer can afford. We source quality and organic grown products from distribution companies throughout the state. We are very aware of the DCC marketing and advertising regulations. We follow California code

with strict compliance. We make sure to address our target market while following specific DCC guidelines and not marketing to children. All Cali Love advertising is in compliance with DCC Article 4. Posting and Advertising.

## **6. Financial Management**

Melissa and Stephen are experienced with budgeting, forecasting, and financial reporting for Cali Love. They run POS reports, make spreadsheets, and follow current market trends to sustain profitability and feasibility in this ever changing industry. Dispensary owners must stay proactive in saving costs and developing new strategies to stay in business. We monitor expenses, negotiate with vendors, and improve efficiencies regularly in order to control costs. This allows us to make sure we stay relevant and can adjust to market conditions. The California Cannabis business is one of the most highly regulated and taxed industries in the state. Margins are extremely tight and overhead is high. Savvy decision-making is crucial for building a successful, enduring business. Melissa and Stephen understand this and implement strategies for long-term success. We will utilize Safe Harbor Financial as a compliant cannabis banking solution in California. Cannabis banking is limited so it is important to work with experience industry leaders who understand the business and security aspects. We will schedule weekly cash pickups to minimize risk and cash on hand.

## **7. Human Resources & Training**

We will hire locally in the City of Willows and employ from 4 to 8 people. We will initially open utilizing management from our existing dispensary to implement our procedures. Once our local team is solidified and confident, we will pass management to eligible local employees based on merit. We understand cannabis specific labor laws and follow them accordingly as with all DCC regulations. Leadership starts from the top and we make sure to pass down our standard operating procedures for human resources and conflict resolution so management can address situations effectively and professionally. Our goal is to foster a welcoming and productive environment for all employees to work collaboratively in a positive workspace. We have clearly documented Standard Operating Procedures that provide consistent guidelines for training and onboarding, ensure staff understand our policies, and outline proper handling of merchandise and sales—promoting fairness, security, and operational integrity.

## **8. Security & Risk Management**

Melissa and Stephen have experience with all aspects of security in the cannabis dispensary business. We have installed state-of-the-art camera systems with DCC mandated 90 day back up storage in our locations. Each owner has remote access to live feed and backup storage via phone app. We contract Bay Alarms to monitor after hours burglar alarms and make automatic 911 calls if alarms sound. We employ a BSIS registered security guard during all hours of operation as required by DCC regulations. Our point of sale verifies identification automatically upon scanning and we direct our employee to visually check the ID against the information scanned into the system. These measures help to mitigate risk. Our employees are directed to call police if crises occur. Employees are told not to guard products or money as their safety is more important than merchandise.

## **9. Customer Experience & Community Engagement**

Customer experience is a top priority. We strive to create an approachable, friendly, and welcoming atmosphere for everyone who walks through our doors—and we actively cultivate that same attitude within our team. We put customers and community first always. We foster a non-judgmental environment and educate our budtenders on the varied effects of different cannabis products. This allows them to educate the customers properly when needed and to inform the customer, not to upsell. For community outreach, we have experience collaborating with community organizations and raising awareness for good causes. In Weaverville we have supported the Weaverville rotary, the animal shelter, children's sports programs, the Trinity Pride coalition, local entertainment events, the local senior center, artists, and more. We understand the importance of local community and we support local events and programs on a regular basis.

## **10. Key Achievements**

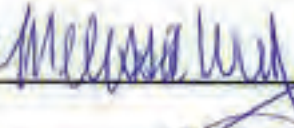
- Successfully launched and continue to operate Cali Love in Weaverville, since 2023, with consistent profitability achieved every quarter since opening.
- Cali Love has achieved 10% sales growth from 2023 to 2024. We project to continue this growth into 2025.
- Melissa brings over 20 years of farming experience and has successfully transitioned into the regulated cannabis industry—thriving where many peers have exited due to complex compliance demands.

- Stephen drives growth by staying ahead of industry changes, integrating new regulations, technologies, and innovations, and focusing on proprietary genetics, research, and traditional cultivation practices to maintain profitability and relevance.
- Cali Love has remained successful and profitable despite volatile market conditions, sustaining business growth through the cannabis industry's fluctuations.

I have added a testimonial from the Treasurer- Tax Collector of Trinity County. We have had two DCC inspections with no violations at our current dispensary. Please also feel free to reach out to chair of the Trinity County Board of Supervisors Liam Gogan at [lgogan@trinitycounty.org](mailto:lgogan@trinitycounty.org) for a reference. We have provided references from well-known California industry leaders including Terp Mansion, Bigfoot Cannabis Co, Hash and Flowers, and more. We included these references in our original City of Willows background check.

## City of Willows Right to Entry Authorization

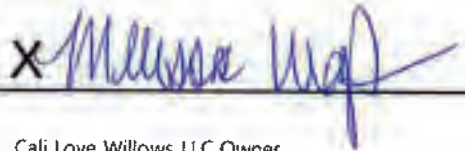
Cali Love Willows LLC consents to entry by a City of Willows representative at any time, with or without prior notice and with or without reasonable cause, for the purpose of inspecting the premises and monitoring business operations and confirming compliance with the law and license conditions.

X   
Cali Love Willows LLC Owner

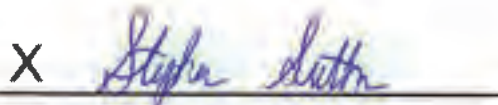
X   
Cali Love Willows LLC Owner

## City of Willows Sales Reporting and Audit Affirmation

This is an affirmation, signed by each business owner and manager of Cali Love Willows LLC, under penalty and perjury, that all sales shall be accurately and faithfully reported to the city of Willows, that other financial information reasonably requested shall be timely provided, that all taxes and fees will be properly calculated and paid as and when due. Cali Love LLC consents to audits of its business books and financial records at any time deemed necessary by the city of Willows, but not more frequent than once each 180 days.

X 

Cali Love Willows LLC Owner

X 

Cali Love Willows LLC Owner

## Applicant Certification Statement

This is a statement dated and signed by each owner and manager of Cali Love Willows LLC, under penalty of perjury, that Melissa Wight and Stephen Sutton have personal knowledge of the information contained in the phase one and two applications, that the information contained therein is true and correct, and that the applications have been completed under their direct supervision.

X

Melissa Wight 4/20/25

Cali Love Willows LLC Owner

X

Stephen Sutton 4/20/25

Cali Love Willows LLC Owner





201 North Lassen • Willows, California 95988 • (530) 934-7041 • FAX (530) 934-7402



## **City of Willows**

Joe Bettencourt  
Community Development and Services Department  
201 N. Lassen St.  
Willows, CA 95988

May 4, 2025

## **Cali Love Willows**

Attn: Melissa Wight and Stephen Sutton  
PO BOX 531  
Douglas City, CA 96024

### **Subject: Additional Information Required for Phase 2 of the Cannabis Business License Application**

Dear Ms. Wight and Mr. Sutton,

After reviewing your Phase 2 Cannabis Business License Application for 157 N. Butte St., we require additional information to proceed with the evaluation. Please provide the following documents and details no later than **Wednesday May 14, 2025, at 2:00 p.m.**

#### **1. Item 1: Security Plan –**

- a) The floor plan shows an ID check desk; however, it appears that this desk is not in a separate room from where the cannabis products are sold. Is that correct? If so, does this mean that visual observation by the security guard is the sole method to prevent unauthorized access to the sales area?

#### **2. Item 2: Floor Plan –**

- a) Identify the delivery and waste pickup locations, it is not shown on the submitted site plan or floor plan.
- b) The floor plan is very difficult to read, can an electronic version be provided or a clearer hard copy?
- c) Is the restroom employee only or open to the public?
- d) Please describe the contents and offerings of the 'DRINKS' section."

#### **3. Item 5: Neighborhood Context Map-**

- a) Please update the map to illustrate a 600-foot setback radius and indicate whether any schools are located within this area.

4. **Item 6: Lighting Plan –**

- a) Will security lighting be installed on the building's exterior, particularly in areas designated for deliveries?

5. **Item 8: Insurance-**

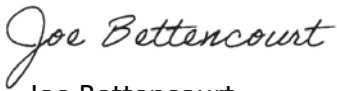
- a) An actual Certificate of Insurance needs to be provided, not just a quote.

6. **Item 11: Financial Viability-**

- a) The 3-year proforma was not included, please provide and include information on employees (part time/full time, will they receive benefits, schedule for onsite manager(s)).
- b) The bank verification letter needs to show funds available for business startup, please provide a verified fund amount.

Timely submission of clear and complete documents by the specified deadline is essential to continue processing your application. We appreciate your cooperation and look forward to receiving the requested information.

Respectfully,

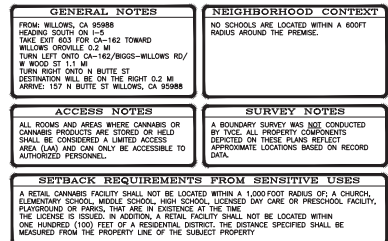


Joe Bettencourt

Community Development and Services Director  
City of Willows







## Neighborhood Context Map (Question #3)



## Lighting Plan (Question #4)

 CEILING W/ LED  
CEILING SURFACE MOUNT LIGHT

(2) TUBE W/ LED  
CEILING SURFACE MOUNT LIGHT

 OUTDOOR SECURITY WALL-MNT.  
SOLAR LIGHT FIXTURE

CEILING-MNT. LIGHT FIXTURE (MAY BE SUSPENDED)

 WALL-MNT. FIXTURE / WALL SCONCE

RECESSED / CAN LIGHT FIXTURE  
NOTED: RECESSED CAN LIGHTS MUST BE USED TO PRECLUDE INFORMATION FROM ATTACK AND COMBUSTION HAZARD.

PENDANT LIGHT FIXTURE

MINT. NO. OF WH ENERGY STAR RATED EXHAUST FAN  
TO MEET THE EXISTING BUILDING REQUIREMENTS  
CONTROLLED BY A HUMIDISTAT

 SWITCH

 120V DUPLEX CONVEENANCE RECEPTABLE

 120V DUPLEX CONVENIENCE RECEPTABLE (4 gang)

 DIMPLEX HOOD /OVER RECEPTABLE

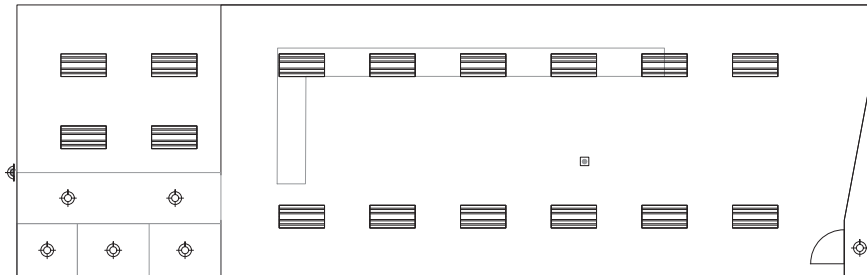
DEDICATED HOOD RECEPTABLE

DEDICATED REFR. /DW RECEPTABLE

UNDER CABINET RECEPTABLE STRIP & LIGHTING

HARD-WIRED 110V SMOKE DETECTOR  
WITH BACK-UP INTERCONNECTED

HARD-WIRED 110V SMOKE DETECTOR  
CARMER MONITOR CODED w/ BATTERY BACK-UP  
INTERCONNECTED



LIGHTS & WATTS: 22 LED @ 40W EA.  
TOTAL WATT LIGHTS: 880W  
LIGHT WATTS/SQUARE FOOT: 880W / 1,785SF  
AVERAGE LIGHT WATTS PER SQUARE FOOT = 0.49



**TVCE**  
67 WALNUT WAY  
PO BOX 1567  
WILLOW OAK, CA 95073  
PHONE (530) 829-3000  
FAX (530) 629-3011

[illegible]

MELISSA WRIGHT  
APN: 002-162-006-0  
145 N BUTTE ST.  
WILLOWS, CA. 95988

DATE OF ISSUE:	MAY 2025
SCALE:	AS SHOWN
PROJECT NO:	1520.06
DRAWING NO:	C01.1

## Insurance Certificate (Question #8)



# CERTIFICATE OF LIABILITY INSURANCE

DATE 04/23/2025

04/23/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Focus1 Insurance Group, Inc 720 E Jackson St Medford, OR 97504 License #: NPN: 16192192 & CA	<b>CONTACT</b> NAME: Bethany Tyrrel PHONE: 541-772-3120 FAX: 541-772-7956 E-MAIL: bethany@focus1ins.com ADDRESS: INSURER(S) AFFORDING COVERAGE: <b>Hull &amp; Company Denver, Co</b>
<b>INSURED</b> Cali love Willows LLC DBA Cali love Willows P.O. Box 531 Douglas City, CA 96024	<b>INSURER A:</b> <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

**COVERAGES**

CERTIFICATE NUMBER: 00028949-22378

REVISION NUMBER: 2

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	TYPE OF INSURANCE	ADOL SUBR	POLICY NUMBER	POLICY EFF	POLICY EXP	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GEN. AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		TCGL27925700001	04/21/2025	04/21/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (See occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ EXCLUDED
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS LEASED AUTOS ONLY NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (See occurrence) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS MADE GEN. RETENTIONS					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY any PROPRIETOR/PARTNER/EXECUTIVE OFFICER/AREAS EXCLUDED? (Mandatory in NH) If yes, describe under the caption of OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYED \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  Proof of Insurance	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  (BJT)
---	---

## Additional Phase 2 Follow-Up Email

## City of Willows Phase 2 Cannabis Business License Application Review Additional Follow-Up Questions



Joe Bettencourt

To: Melissa; callovetwillowsllc@gmail.com

Cc: Marti Brown

Reply

Reply All

Forward

...

Thu 5/15/2025 4:53 PM

You replied to this message on 5/29/2025 2:17 PM.

Good afternoon,

We reviewed your Phase 2 Cannabis Business License Application and had a few additional follow up questions:

1. Please edit your Three Year Proforma to show all applicable taxes that will be paid and adjust figures as needed to reflect these taxes.
2. Provide an estimated timeline from the point of being fully approved by the City to the business doors being open.
3. One of the other applicants is across the street from your proposed location, does this affect your budget or 3 year proforma? If so, please adjust and resubmit.
4. Do you plan on allowing online orders and/or deliveries?

Joe Bettencourt

Community Development & Services Director

City of Willows

Phone: 530-934-7041

[www.cityofwillows.org](http://www.cityofwillows.org)



## Cali Love Willows City of Willows Phase 2 Cannabis License

### Application Additional Follow Up Questions

1. **Provided**
2. We will be open approximately 4 to 6 months after receiving approval from the City of Willows. It takes approximately 3-6 months to obtain a state license from the DCC if done correctly. We typically run our licensing concurrently, applying for the city/county and state license at the same time. Since this is a competitive bid, we are waiting for final approval before we apply for the State license, hence a 4-6 month timeline for opening day.
3. While another similar business may be located across the street, we do not consider them direct competition. Our business has exclusive agreements with multiple award-winning vendors, including premium cultivators and Melissa's world-class cannabis from the Emerald Triangle, ensuring a unique product selection that is unavailable elsewhere in the area.

In addition to our curated cannabis offerings, our location includes a distinctive art gallery environment that enhances the customer experience and further differentiates us in the market. The business across the street does not offer this type of atmosphere or product mix.

As a result, their presence does not impact our financial projections, proforma, or strategic positioning. Our partnerships, curated selection, and elevated retail experience position us uniquely in the local market.

4. We will allow online orders for in person pickup and delivery through our e-commerce website. Yes, we would like to offer delivery as well. We will use Progressive auto insurance as they are the only cannabis delivery insurance provider in the state. Deliveries will occur during business hours only and must return during business hours and before closing per DCC regulations. All deliveries must be delivered to a physical address per DCC regulations. Delivery drivers will carry physical receipts for each individual order and Metrc manifests documenting products being transported for sale. Our driver will verify identification upon delivery

to ensure customer is over the age of 21 and products are being delivered to the correct person who placed said order. All products will be transported in a locked container that will only be opened when deliveries are made. A gps tracking device will accompany our delivery driver recording delivery routes for records purposes per DCC regulations. All deliveries will be in compliance with all DCC regulations 15415 -15421.

## Delivery Information

## Cali Love Willows Cannabis Delivery Procedures

We will allow online orders for in person pickup and delivery through our e-commerce website. We will use Progressive auto insurance as they are the only cannabis delivery insurance provider in the state. Deliveries will occur during business hours only and must return during business hours and before closing per DCC regulations. Furthermore, deliveries will not occur between 7pm and 8am to comply with City of Willows Code. All deliveries must be delivered to a physical address per DCC regulations. Delivery drivers will carry physical receipts for each individual order and Metro manifests documenting products being transported for sale. Our driver will verify identification upon delivery to ensure customer is over the age of 21 and products are being delivered to the correct person who placed said order. All products will be transported in a locked container that will only be opened when deliveries are made. A gps tracking device will accompany our delivery driver recording delivery routes for records purposes per DCC regulations. All deliveries will be in compliance with all DCC regulations 15415 -15421. DCC Delivery Regulations are attached for clarity.

§15415. Delivery Employees. (a) All deliveries of cannabis goods shall be performed by a delivery employee who is directly employed by a licensed retailer. (b) Each delivery employee of a licensed retailer shall be at least 21 years of age. (c) All deliveries of cannabis goods shall be made in person. A delivery of cannabis goods shall not be made through the use of an unstaffed vehicle. (d) Deliveries of cannabis goods shall be received by customers only during the hours of operation established by section 15403. Delivery employees shall return to the licensed premises after making their last delivery of the day if they have any unsold cannabis goods to return to the premises. (e) During the process of delivery, the licensed retailer's delivery employee may not engage in any activities except for cannabis goods delivery and necessary rest, fuel, or vehicle repair stops. (f) A delivery employee of a licensed retailer shall, during deliveries, carry a copy of the retailer's current license, a copy of the QR Code certificate issued by the Department, which complies with section 15039, subsection (d), the employee's government-issued identification, and an identification badge provided by the employer pursuant to section 15043. A delivery employee shall provide a copy of the retail license, a copy of the QR Code certificate, and their employee identification badge to a delivery customer upon request. (g) Prior to providing cannabis goods to a delivery customer, a delivery employee shall confirm the identity and age of the delivery customer as required by section 15404 and ensure that all cannabis goods sold comply with requirements of section 15413. (h) A licensed retailer shall maintain an

accurate list of the retailer's delivery employees and shall provide the list to the Department upon request. Authority cited: Section 26013, Business and Professions Code. Reference: Sections 26070 and 26090, Business and Professions Code. §15415.1. Deliveries Facilitated by Technology Platforms. (a) A licensed retailer or licensed microbusiness shall not sell or otherwise transfer any cannabis goods to a customer through the use of an unlicensed third party, intermediary business, broker, or any other business or entity. Medicinal and Adult Use Cannabis Regulations Revised April 1, 2025 116 (b) Notwithstanding subsection (a) of this section, a licensed retailer or licensed microbusiness may contract with a service that provides a technology platform to facilitate the sale and delivery of cannabis goods, in accordance with all of the following: (1) The licensed retailer or licensed microbusiness does not allow for delivery of cannabis goods by the technology platform service provider. (2) The licensed retailer or licensed microbusiness does not share in the profits of the sale of cannabis goods with the technology platform service provider, or otherwise provide for a percentage or portion of the cannabis goods sales to the technology platform service provider. (3) The licensed retailer or licensed microbusiness shall not advertise or market cannabis goods in conjunction with the technology platform service provider, outside of the technology platform, and shall ensure that the technology platform service provider does not use the licensed retailer's or licensed microbusiness's license number or legal business name on any advertisement or marketing that primarily promotes the services of the technology platform. (4) The licensed retailer or licensed microbusiness shall ensure the following information is provided to customers: (A) Any cannabis goods advertised or offered for sale on or through the technology platform shall disclose, at a minimum, the licensed retailer's or licensed microbusiness's legal business name and license number. (B) Customers placing an order for cannabis goods through the technology platform shall be able to easily identify the licensed retailer or licensed microbusiness that each cannabis good is being ordered or purchased from. This information shall be available to the customer prior to the customer placing an order or purchasing the cannabis goods. (5) All required sales invoices and receipts, including any receipts provided to the customer, shall disclose, at a minimum, the licensed retailer's or licensed microbusiness's legal business name and license number. (6) All other delivery, marketing, and advertising requirements under this division are complied with. Authority cited: Section 26013, Business and Professions Code. Reference: Sections 26001, 26070, 26090, 26151 and 26152, Business and Professions Code.

§15416. Delivery to a Physical Address. (a) A delivery employee may only deliver cannabis goods to a physical address in California. (b) A delivery employee shall not leave the State of California while possessing cannabis goods. Medicinal and Adult Use Cannabis Regulations Revised April 1, 2025 117 (c) A delivery employee shall not deliver cannabis

goods to an address located on publicly owned land or any address on land or in a building leased by a public agency. This prohibition applies to land held in trust by the United States for a tribe or an individual tribal member unless the delivery is authorized by and consistent with applicable tribal law. (d) A delivery employee may deliver to any jurisdiction within the State of California provided that such delivery is conducted in compliance with all delivery provisions of this division. (e) A delivery employee shall not deliver cannabis goods to a school providing instruction in kindergarten or any grades 1 through 12, day care center, or youth center. Authority cited: Section 26013, Business and Professions Code. Reference: Sections 26070 and 26090, Business and Professions Code.

§15417. Delivery Vehicle Requirements. (a) A licensed retailer's delivery employee, carrying cannabis goods for delivery, shall only travel in an enclosed motor vehicle. Any vehicle used in the delivery of cannabis goods shall be operated by a delivery employee of the licensee. A vehicle used in the delivery of cannabis goods shall not have any marking or other indications on the exterior of the vehicle that may indicate that the delivery employee is carrying cannabis goods for delivery. Only the licensee or an employee of the retailer licensee for whom delivery is being performed shall be in the delivery vehicle. (b) While carrying cannabis goods for delivery, a licensed retailer's delivery employee shall ensure the cannabis goods are not visible to the public. Cannabis goods shall be stored in a secure, fully enclosed trunk that cannot be accessed from inside the vehicle, or in a secured area or compartment within the interior of the vehicle. A "secured area" is defined as an area where solid or locking metal partitions, cages, or high-strength shatterproof acrylic can be used to create a secure compartment in the fully enclosed vehicle. The secured area may be comprised on three sides by any part of the body of the vehicle, provided the parts of the vehicle used for the purposes of this section are shatterproof and are not made of glass. (c) A licensed retailer's delivery employee shall not leave cannabis goods in an unattended motor vehicle unless the motor vehicle is locked and equipped with an active vehicle alarm system. Any cannabis goods left in an unattended vehicle must be stored in a container as required in subsection (b). (d) A vehicle used for the delivery of cannabis goods shall be outfitted with a dedicated Global Positioning System (GPS) device for identifying the geographic location of the delivery vehicle and recording a history of all locations traveled to by the delivery employee while engaged in delivery. A dedicated GPS device must be owned by the licensee and used for delivery only. The device shall be either permanently or Medicinal and Adult Use Cannabis Regulations Revised April 1, 2025 118 temporarily affixed to the delivery vehicle and shall remain active and inside of the delivery vehicle at all times during delivery. At all times, the licensed retailer shall be able to identify the geographic location of all delivery vehicles that are making deliveries for the licensed retailer and document the history of all locations traveled to by a delivery employee while engaged in

delivery. A licensed retailer shall provide this information to the Department upon request. The history of all locations traveled to by a delivery employee while engaging in delivery shall be maintained by the licensee for a minimum of 90 days. (e) Upon request, a licensed retailer shall provide the Department with information regarding any motor vehicle used for the delivery of cannabis goods, including the vehicle's make, model, color, Vehicle Identification Number, license plate number and Department of Motor Vehicles registration information. (f) Any motor vehicle used by a licensed retailer to deliver cannabis goods is subject to inspection by the Department. Vehicles used to deliver cannabis goods may be stopped and inspected by the Department at any licensed premises or during delivery. Authority cited: Section 26013, Business and Professions Code. Reference: Sections 26070 and 26090, Business and Professions Code.

§15418. Cannabis Goods Carried During Delivery. (a) A licensed retailer's delivery employee shall not carry cannabis goods in the delivery vehicle with a value in excess of \$10,000 at any time. (b) For the purposes of this section, the value of cannabis goods shall be determined using the current retail price of all cannabis goods carried by, or within the delivery vehicle of, the licensed retailer's delivery employee. (c) A delivery employee may only carry cannabis goods, cannabis accessories, branded merchandise of any licensee, or promotional materials in the delivery vehicle and may only perform deliveries for one licensed retailer at a time. A delivery employee must depart and return to the same licensed premises before taking possession of any cannabis goods from another licensee to perform deliveries. (d) Before leaving the licensed premises, the licensed retailer's delivery employee must have a delivery inventory ledger of all cannabis goods provided to the licensed retailer's delivery employee. The contents of the delivery inventory ledger must comply with the requirements of section 15049.3. During the delivery trip, as defined in section 15049.3, the delivery employee shall maintain the delivery inventory ledger in hard copy or electronically, the latter of which may be an electronic copy maintained in the track and trace system. The delivery inventory ledger must be updated after each completed delivery to reflect the remaining inventory carried by the delivery employee. The delivery inventory ledger must otherwise be updated in accordance with the requirements of section 15049.3, and then entered into the track Medicinal and Adult Use Cannabis Regulations Revised April 1, 2025 119 and trace system no later than the end of the calendar day on which the delivery trip occurred. (e) The licensed retailer's delivery employee shall maintain a log that includes all stops from the time the licensed retailer's delivery employee leaves the licensed premises to the time that the licensed retailer's delivery employee returns to the licensed premises, and the reason for each stop. The log shall be turned in to the licensed retailer when the licensed retailer's delivery employee returns to the licensed premises. The licensed retailer must maintain the log as a commercial cannabis activity record as required by this division.

The log may be maintained electronically. (f) Prior to arrival at any delivery location, the licensed retailer must have received a delivery request from the customer and provided the delivery request receipt to the licensed retailer's delivery employee electronically or in hard copy. The delivery request receipt provided to the licensed retailer's delivery employee shall contain all of the information required in section 15420, except for the date and time the delivery was made, and the signature of the customer. (g) Immediately upon request by the Department or any law enforcement officer, the licensed retailer's delivery employee shall provide: (1) The delivery inventory ledgers from the time the licensed retailer's delivery employee left the licensed premises up to the time of the request; (2) All delivery request receipts for cannabis goods carried by the delivery employee, in the delivery vehicle, or any deliveries that have already been made to customers; and (3) The log of all stops from the time the licensed retailer's delivery employee left the licensed premises up to the time of the request. (h) If a licensed retailer's delivery employee does not have any delivery requests to be performed for a 30-minute period, the licensed retailer's delivery employee shall not make any additional deliveries and shall return to the licensed premises. Required meal breaks shall not count toward the 30-minute period. (i) Upon returning to the licensed premises, all undelivered cannabis goods shall be returned to the licensed retailer's inventory and recorded within the track and trace system in accordance with section 15049.3. Authority cited: Section 26013, Business and Professions Code. Reference: Sections 26067, 26068, 26070, 26090 and 26160, Business and Professions Code.

§15419. Cannabis Consumption During Delivery. A licensed retailer's delivery employees shall not consume cannabis or cannabis products while delivering cannabis goods to customers. Authority cited: Section 26013, Business and Professions Code. Reference: Sections 26070 and 26090, Business and Professions Code. Medicinal and Adult Use Cannabis Regulations Revised April 1, 2025 120

§15420. Delivery Request Receipt. A licensed retailer shall prepare a hard copy or electronic delivery request receipt for each delivery of cannabis goods. (a) The delivery request receipt shall contain the following: (1) The legal business name and license number of the licensed retailer; (2) The first name and employee number of the licensed retailer's delivery employee who delivered the order; (3) The first name and employee number of the licensed retailer's employee who prepared the order for delivery; (4) The first name of the customer and a licensed retailer-assigned customer number for the person who requested the delivery; (5) The date and time the delivery request was made; (6) The delivery address; (7) A detailed description of all cannabis goods requested for delivery. The description shall include the weight, volume, or any other accurate measure of the amount of all cannabis goods requested; (8) The total amount paid for the delivery, including any taxes or fees, the cost of the cannabis goods, and any other charges related to the delivery; and (9) Upon

delivery, the date and time the delivery was made, and the handwritten or electronic signature of the customer who received the delivery. (b) At the time of the delivery, the delivery employee of the retailer shall provide the customer who placed the order with a hard or electronic copy of the delivery request receipt. The delivery employee shall retain a hard or electronic copy of the signed delivery request receipt for the licensed retailer's records. (c) For the purposes of this section, an employee number is a distinct number assigned by a licensed retailer to an employee that would allow the licensed retailer to identify the employee in documents or records using the employee number rather than the employee's full name. A licensed retailer shall be able to identify the employee associated with each employee number upon request from the Department. (d) For the purposes of this section, a customer number is a distinct number assigned by a licensed retailer to a customer that would allow the licensed retailer to identify the customer in documents or records using the customer number rather than the customer's full name. A licensed retailer shall be able to identify the customer associated with each customer number upon request from the Department. Authority cited: Section 26013, Business and Professions Code. Reference: Sections 26070, 26090 and 26160, Business and Professions Code. Medicinal and Adult Use Cannabis Regulations Revised April 1, 2025 121

§15421. Delivery Route. While making deliveries of cannabis goods, a licensed retailer's delivery employee shall only travel from the retailer's licensed premises to the delivery address; from one delivery address to another delivery address; or from a delivery address back to the retailer's licensed premises. A delivery employee of a licensed retailer shall not deviate from the delivery path described in this section, except for necessary rest, fuel, or vehicle repair stops, or because road conditions make continued use of the route unsafe, impossible, or impracticable. Authority cited: Section 26013, Business and Professions Code. Reference: Sections 26070 and 26090, Business and Professions Code.



201 North Lassen • Willows, California 95988 • (530) 934-7041 • FAX (530) 934-7402



**City of Willows**

Joe Bettencourt  
Community Development and Services Director  
201 N. Lassen St.  
Willows, CA 95988

March 21, 2025

**Cali Love Willows**

Attn: Melissa Wight and Stephen Sutton  
PO BOX 531  
Douglas City, CA 96024

**Subject: Approval of Phase 1 Cannabis Business License Application – Eligibility for Phase 2**

Dear Ms. Wight and Mr. Sutton,

We are pleased to inform you that your Phase 1 Cannabis Business License Application for 157 N. Butte St. has been approved. As a result, you are now eligible to submit a Phase 2 application for further review and consideration.

As part of the Phase 2 application process, please ensure that you provide all required items. We have provided a sample table of contents as Attachment 1 to this letter. Please number all pages and reference them in the table of contents. Timely submission of these materials is essential to ensure the continued processing of your application. Please ensure all documents are clear, complete, and submitted within the specified timeframe.

Should you require any clarification, please do not hesitate to reach out to [planning@cityofwillows.org](mailto:planning@cityofwillows.org). We appreciate your cooperation and look forward to receiving your Phase 2 application.

Joe Bettencourt  
Community Development and Services Director  
City of Willows

## Cannabis Business License Phase 2 Application

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## Cali Love Willows Cannabis Delivery Procedures

We will allow online orders for in person pickup and delivery through our e-commerce website. We will use Progressive auto insurance as they are the only cannabis delivery insurance provider in the state. Deliveries will occur during business hours only and must return during business hours and before closing per DCC regulations. Furthermore, deliveries will not occur between 7pm and 8am to comply with City of Willows Code. All deliveries must be delivered to a physical address per DCC regulations. Delivery drivers will carry physical receipts for each individual order and Metro manifests documenting products being transported for sale. Our driver will verify identification upon delivery to ensure customer is over the age of 21 and products are being delivered to the correct person who placed said order. All products will be transported in a locked container that will only be opened when deliveries are made. A gps tracking device will accompany our delivery driver recording delivery routes for records purposes per DCC regulations. All deliveries will be in compliance with all DCC regulations 15415 -15421. DCC Delivery Regulations are attached for clarity.

§15415. Delivery Employees. (a) All deliveries of cannabis goods shall be performed by a delivery employee who is directly employed by a licensed retailer. (b) Each delivery employee of a licensed retailer shall be at least 21 years of age. (c) All deliveries of cannabis goods shall be made in person. A delivery of cannabis goods shall not be made through the use of an unstaffed vehicle. (d) Deliveries of cannabis goods shall be received by customers only during the hours of operation established by section 15403. Delivery employees shall return to the licensed premises after making their last delivery of the day if they have any unsold cannabis goods to return to the premises. (e) During the process of delivery, the licensed retailer's delivery employee may not engage in any activities except for cannabis goods delivery and necessary rest, fuel, or vehicle repair stops. (f) A delivery employee of a licensed retailer shall, during deliveries, carry a copy of the retailer's current license, a copy of the QR Code certificate issued by the Department, which complies with section 15039, subsection (d), the employee's government-issued identification, and an identification badge provided by the employer pursuant to section 15043. A delivery employee shall provide a copy of the retail license, a copy of the QR Code certificate, and their employee identification badge to a delivery customer upon request. (g) Prior to providing cannabis goods to a delivery customer, a delivery employee shall confirm the identity and age of the delivery customer as required by section 15404 and ensure that all cannabis goods sold comply with requirements of section 15413. (h) A licensed retailer shall maintain an

accurate list of the retailer's delivery employees and shall provide the list to the Department upon request. Authority cited: Section 26013, Business and Professions Code. Reference: Sections 26070 and 26090, Business and Professions Code. §15415.1. Deliveries Facilitated by Technology Platforms. (a) A licensed retailer or licensed microbusiness shall not sell or otherwise transfer any cannabis goods to a customer through the use of an unlicensed third party, intermediary business, broker, or any other business or entity. Medicinal and Adult Use Cannabis Regulations Revised April 1, 2025 116 (b) Notwithstanding subsection (a) of this section, a licensed retailer or licensed microbusiness may contract with a service that provides a technology platform to facilitate the sale and delivery of cannabis goods, in accordance with all of the following: (1) The licensed retailer or licensed microbusiness does not allow for delivery of cannabis goods by the technology platform service provider. (2) The licensed retailer or licensed microbusiness does not share in the profits of the sale of cannabis goods with the technology platform service provider, or otherwise provide for a percentage or portion of the cannabis goods sales to the technology platform service provider. (3) The licensed retailer or licensed microbusiness shall not advertise or market cannabis goods in conjunction with the technology platform service provider, outside of the technology platform, and shall ensure that the technology platform service provider does not use the licensed retailer's or licensed microbusiness's license number or legal business name on any advertisement or marketing that primarily promotes the services of the technology platform. (4) The licensed retailer or licensed microbusiness shall ensure the following information is provided to customers: (A) Any cannabis goods advertised or offered for sale on or through the technology platform shall disclose, at a minimum, the licensed retailer's or licensed microbusiness's legal business name and license number. (B) Customers placing an order for cannabis goods through the technology platform shall be able to easily identify the licensed retailer or licensed microbusiness that each cannabis good is being ordered or purchased from. This information shall be available to the customer prior to the customer placing an order or purchasing the cannabis goods. (5) All required sales invoices and receipts, including any receipts provided to the customer, shall disclose, at a minimum, the licensed retailer's or licensed microbusiness's legal business name and license number. (6) All other delivery, marketing, and advertising requirements under this division are complied with. Authority cited: Section 26013, Business and Professions Code. Reference: Sections 26001, 26070, 26090, 26151 and 26152, Business and Professions Code.

§15416. Delivery to a Physical Address. (a) A delivery employee may only deliver cannabis goods to a physical address in California. (b) A delivery employee shall not leave the State of California while possessing cannabis goods. Medicinal and Adult Use Cannabis Regulations Revised April 1, 2025 117 (c) A delivery employee shall not deliver cannabis

goods to an address located on publicly owned land or any address on land or in a building leased by a public agency. This prohibition applies to land held in trust by the United States for a tribe or an individual tribal member unless the delivery is authorized by and consistent with applicable tribal law. (d) A delivery employee may deliver to any jurisdiction within the State of California provided that such delivery is conducted in compliance with all delivery provisions of this division. (e) A delivery employee shall not deliver cannabis goods to a school providing instruction in kindergarten or any grades 1 through 12, day care center, or youth center. Authority cited: Section 26013, Business and Professions Code. Reference: Sections 26070 and 26090, Business and Professions Code.

§15417. Delivery Vehicle Requirements. (a) A licensed retailer's delivery employee, carrying cannabis goods for delivery, shall only travel in an enclosed motor vehicle. Any vehicle used in the delivery of cannabis goods shall be operated by a delivery employee of the licensee. A vehicle used in the delivery of cannabis goods shall not have any marking or other indications on the exterior of the vehicle that may indicate that the delivery employee is carrying cannabis goods for delivery. Only the licensee or an employee of the retailer licensee for whom delivery is being performed shall be in the delivery vehicle. (b) While carrying cannabis goods for delivery, a licensed retailer's delivery employee shall ensure the cannabis goods are not visible to the public. Cannabis goods shall be stored in a secure, fully enclosed trunk that cannot be accessed from inside the vehicle, or in a secured area or compartment within the interior of the vehicle. A "secured area" is defined as an area where solid or locking metal partitions, cages, or high-strength shatterproof acrylic can be used to create a secure compartment in the fully enclosed vehicle. The secured area may be comprised on three sides by any part of the body of the vehicle, provided the parts of the vehicle used for the purposes of this section are shatterproof and are not made of glass. (c) A licensed retailer's delivery employee shall not leave cannabis goods in an unattended motor vehicle unless the motor vehicle is locked and equipped with an active vehicle alarm system. Any cannabis goods left in an unattended vehicle must be stored in a container as required in subsection (b). (d) A vehicle used for the delivery of cannabis goods shall be outfitted with a dedicated Global Positioning System (GPS) device for identifying the geographic location of the delivery vehicle and recording a history of all locations traveled to by the delivery employee while engaged in delivery. A dedicated GPS device must be owned by the licensee and used for delivery only. The device shall be either permanently or Medicinal and Adult Use Cannabis Regulations Revised April 1, 2025 118 temporarily affixed to the delivery vehicle and shall remain active and inside of the delivery vehicle at all times during delivery. At all times, the licensed retailer shall be able to identify the geographic location of all delivery vehicles that are making deliveries for the licensed retailer and document the history of all locations traveled to by a delivery employee while engaged in

delivery. A licensed retailer shall provide this information to the Department upon request. The history of all locations traveled to by a delivery employee while engaging in delivery shall be maintained by the licensee for a minimum of 90 days. (e) Upon request, a licensed retailer shall provide the Department with information regarding any motor vehicle used for the delivery of cannabis goods, including the vehicle's make, model, color, Vehicle Identification Number, license plate number and Department of Motor Vehicles registration information. (f) Any motor vehicle used by a licensed retailer to deliver cannabis goods is subject to inspection by the Department. Vehicles used to deliver cannabis goods may be stopped and inspected by the Department at any licensed premises or during delivery. Authority cited: Section 26013, Business and Professions Code. Reference: Sections 26070 and 26090, Business and Professions Code.

§15418. Cannabis Goods Carried During Delivery. (a) A licensed retailer's delivery employee shall not carry cannabis goods in the delivery vehicle with a value in excess of \$10,000 at any time. (b) For the purposes of this section, the value of cannabis goods shall be determined using the current retail price of all cannabis goods carried by, or within the delivery vehicle of, the licensed retailer's delivery employee. (c) A delivery employee may only carry cannabis goods, cannabis accessories, branded merchandise of any licensee, or promotional materials in the delivery vehicle and may only perform deliveries for one licensed retailer at a time. A delivery employee must depart and return to the same licensed premises before taking possession of any cannabis goods from another licensee to perform deliveries. (d) Before leaving the licensed premises, the licensed retailer's delivery employee must have a delivery inventory ledger of all cannabis goods provided to the licensed retailer's delivery employee. The contents of the delivery inventory ledger must comply with the requirements of section 15049.3. During the delivery trip, as defined in section 15049.3, the delivery employee shall maintain the delivery inventory ledger in hard copy or electronically, the latter of which may be an electronic copy maintained in the track and trace system. The delivery inventory ledger must be updated after each completed delivery to reflect the remaining inventory carried by the delivery employee. The delivery inventory ledger must otherwise be updated in accordance with the requirements of section 15049.3, and then entered into the track Medicinal and Adult Use Cannabis Regulations Revised April 1, 2025 119 and trace system no later than the end of the calendar day on which the delivery trip occurred. (e) The licensed retailer's delivery employee shall maintain a log that includes all stops from the time the licensed retailer's delivery employee leaves the licensed premises to the time that the licensed retailer's delivery employee returns to the licensed premises, and the reason for each stop. The log shall be turned in to the licensed retailer when the licensed retailer's delivery employee returns to the licensed premises. The licensed retailer must maintain the log as a commercial cannabis activity record as required by this division.

The log may be maintained electronically. (f) Prior to arrival at any delivery location, the licensed retailer must have received a delivery request from the customer and provided the delivery request receipt to the licensed retailer's delivery employee electronically or in hard copy. The delivery request receipt provided to the licensed retailer's delivery employee shall contain all of the information required in section 15420, except for the date and time the delivery was made, and the signature of the customer. (g) Immediately upon request by the Department or any law enforcement officer, the licensed retailer's delivery employee shall provide: (1) The delivery inventory ledgers from the time the licensed retailer's delivery employee left the licensed premises up to the time of the request; (2) All delivery request receipts for cannabis goods carried by the delivery employee, in the delivery vehicle, or any deliveries that have already been made to customers; and (3) The log of all stops from the time the licensed retailer's delivery employee left the licensed premises up to the time of the request. (h) If a licensed retailer's delivery employee does not have any delivery requests to be performed for a 30-minute period, the licensed retailer's delivery employee shall not make any additional deliveries and shall return to the licensed premises. Required meal breaks shall not count toward the 30-minute period. (i) Upon returning to the licensed premises, all undelivered cannabis goods shall be returned to the licensed retailer's inventory and recorded within the track and trace system in accordance with section 15049.3. Authority cited: Section 26013, Business and Professions Code. Reference: Sections 26067, 26068, 26070, 26090 and 26160, Business and Professions Code.

§15419. Cannabis Consumption During Delivery. A licensed retailer's delivery employees shall not consume cannabis or cannabis products while delivering cannabis goods to customers. Authority cited: Section 26013, Business and Professions Code. Reference: Sections 26070 and 26090, Business and Professions Code. Medicinal and Adult Use Cannabis Regulations Revised April 1, 2025 120

§15420. Delivery Request Receipt. A licensed retailer shall prepare a hard copy or electronic delivery request receipt for each delivery of cannabis goods. (a) The delivery request receipt shall contain the following: (1) The legal business name and license number of the licensed retailer; (2) The first name and employee number of the licensed retailer's delivery employee who delivered the order; (3) The first name and employee number of the licensed retailer's employee who prepared the order for delivery; (4) The first name of the customer and a licensed retailer-assigned customer number for the person who requested the delivery; (5) The date and time the delivery request was made; (6) The delivery address; (7) A detailed description of all cannabis goods requested for delivery. The description shall include the weight, volume, or any other accurate measure of the amount of all cannabis goods requested; (8) The total amount paid for the delivery, including any taxes or fees, the cost of the cannabis goods, and any other charges related to the delivery; and (9) Upon

delivery, the date and time the delivery was made, and the handwritten or electronic signature of the customer who received the delivery. (b) At the time of the delivery, the delivery employee of the retailer shall provide the customer who placed the order with a hard or electronic copy of the delivery request receipt. The delivery employee shall retain a hard or electronic copy of the signed delivery request receipt for the licensed retailer's records. (c) For the purposes of this section, an employee number is a distinct number assigned by a licensed retailer to an employee that would allow the licensed retailer to identify the employee in documents or records using the employee number rather than the employee's full name. A licensed retailer shall be able to identify the employee associated with each employee number upon request from the Department. (d) For the purposes of this section, a customer number is a distinct number assigned by a licensed retailer to a customer that would allow the licensed retailer to identify the customer in documents or records using the customer number rather than the customer's full name. A licensed retailer shall be able to identify the customer associated with each customer number upon request from the Department. Authority cited: Section 26013, Business and Professions Code. Reference: Sections 26070, 26090 and 26160, Business and Professions Code. Medicinal and Adult Use Cannabis Regulations Revised April 1, 2025 121

§15421. Delivery Route. While making deliveries of cannabis goods, a licensed retailer's delivery employee shall only travel from the retailer's licensed premises to the delivery address; from one delivery address to another delivery address; or from a delivery address back to the retailer's licensed premises. A delivery employee of a licensed retailer shall not deviate from the delivery path described in this section, except for necessary rest, fuel, or vehicle repair stops, or because road conditions make continued use of the route unsafe, impossible, or impracticable. Authority cited: Section 26013, Business and Professions Code. Reference: Sections 26070 and 26090, Business and Professions Code.

**Conditions of Approval  
For Retail / Dispensary Cannabis Business License  
Cali Love Willows, LLC.  
157 N. Butte Street /APN: 002-162-006  
City Council Approval Date: August 26, 2025**

**GENERAL**

- (1) The City of Willows will collect 2% of the gross sale receipts in addition to sales tax and any other payment made to the City of Willows. If a cannabis tax is approved by voters, Cali Love Willows, LLC. will be responsible for paying the voter approved tax in lieu of the 2% revenue sharing.
- (2) The entire administrative record for this license (the "Record") is incorporated herein by reference as though fully set forth and is binding on the applicant/licensee. The Record includes, without limitation: (i) the Phase One application and all attachments; (ii) the Phase Two application and all attachments; (iii) all supplemental or revised submittals; (iv) all responses to City requests for additional information; (v) all written and electronic correspondence, including emails and text messages, and any verbal statements made by or on behalf of the applicant to City staff or officials as reflected in the City's files, notes, recordings, minutes, or transcripts; and (vi) all Planning Commission and City Council agendas, staff reports, findings, resolutions, minutes, and conditions. All representations, commitments, plans, specifications, and operational measures described by the applicant anywhere in the Record constitute enforceable conditions of this approval and material terms of the City's action.

The undersigned acknowledges receipt of the Conditions of Approval and agrees to be bound by and fully comply with all Conditions of Approval as approved by the City Council.

Cali Love Willows LLC.  
157 N. Butte St.  
Willows, CA 95988  
Entity #202565417229

\_\_\_\_\_  
Melissa Wight, Manager/Member  
PO Box 531  
Douglas City, CA 96024

\_\_\_\_\_  
Date

\_\_\_\_\_  
Stephen Sutton, Manager/Member  
PO Box 531  
Douglas City, CA 96024

\_\_\_\_\_  
Date



Date: August 26, 2025

To: Honorable Mayor and Councilmembers

From: Joe Bettencourt, Community Development and Services Director  
Marti Brown, City Manager

Subject: Cali Love Willows, LLC. Retail/Dispensary Cannabis Business License, 157 North Butte Street

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**Recommendation:**

Adopt Resolution XX-2025 (Attachment 1), approving a Retail/Dispensary Cannabis Business License for Cali Love Willows, LLC. to operate at 157 North Butte Street.

**Rationale for Recommendation:**

The City Manager has determined the application is complete, including Planning Commission issuance of CUP 25-01, and the item is being considered by the City Council in accordance with WMC 9.20.071(3).

**Background:**

The City established its cannabis regulatory program in 2017 through Ordinance 736-2017. The Council adopted Resolution 32-2017, which set the maximum number of retail/dispensary cannabis business licenses at two, established an initial 1,000-foot separation from churches, schools, licensed daycares/preschools, playgrounds, and parks, and directed the Planning Commission to identify appropriate zoning for such businesses. In 2018, Ordinances 738-2018 and 739-2018 allowed retail/dispensary businesses in certain commercial and combined zones with a conditional use permit.

On May 28, 2024, the Council adopted Resolution 19-2024 removing setback requirements from churches, licensed daycares, playgrounds, and parks while retaining school setbacks; subsequent Council direction culminated in a 600-foot school setback and expanded zoning eligibility to include the Central Commercial, General Commercial, and Light Industrial districts.

To enhance oversight and transparency the Council established an Ad Hoc Committee to work with the City Manager and Community Development and Services (CD&S) Director on application review. Cali Love Willows, LLC. (Cali Love) submitted their Phase One application on March 5, 2025. The City Manager and CD&S Director determined that Cali Love's Phase One application was complete on March 21, 2025, and authorized them to proceed to the Phase Two application. Cali Love submitted all required Phase Two materials, which were reviewed by the City Manager, CD&S Director, and the Ad-

Hoc Committee. Their application was deemed complete and they were scheduled for review of their Conditional Use Permit on the July 1 Planning Commission meeting. The 300-foot letters for the July 1, 2025 meeting were not sent out in advance of the 10-day notice requirement. Therefore, the meeting was continued to the August 5, 2025 Planning Commission meeting.

On August 5, 2025, the Planning Commission approved CUP 25-01 by resolution (Attachment 2) and approved the Conditions of Approval (Attachment 3).

**Discussion & Analysis:**

According to WMC 9.20.071, Retail/dispensary business license applications, Section (3) Review by City Council, (b)The City Council shall, in its sole discretion:

- (i) Require any additional information deemed necessary or appropriate for consideration of issuance of the license; or*
- (ii) Deny the application and state the grounds therefore; or*
- (iii) By resolution, vote to issue the license, subject to any reasonable conditions (Attachment 2) imposed by the City Council, upon applicant's payment of the business cannabis license fee established by the City Council.*

According to WMC 9.20.075 Denials, revocations and suspensions, Section (3) Grounds for Denial of Application, License Renewal, or Suspension or Revocation of License. The granting of a retail/dispensary cannabis business license, or a renewal thereof, may be disapproved, and an existing license revoked or suspended if:

- (a) The applicant or licensee has knowingly made a false statement in the application or in any reports or other documents furnished to the city of Willows.*
- (b) The owner of the business premises withholds or revokes consent for the sale of cannabis and cannabis products on the premises.*
- (c) The licensee has violated the terms of this code or California law relating to the conduct of commercial cannabis activities.*
- (d) Revocation or suspension of the required state-issued license.*
- (e) The licensee failed to properly and truthfully report sales of cannabis and cannabis products, and/or failed to pay all fees and taxes in full as and when due.*
- (f) The licensee has engaged in the sale or distribution of cannabis or cannabis products in a location other than the licensed premises.*
- (g) The licensee has engaged in or permitted the sale or distribution of other controlled substances on or from the premises.*

*(h) Excessive traffic, neighborhood and/or law enforcement activity at the location of the applicant's or licensee's business premises.*

*(i) The licensee's failure to maintain the premises in a secure manner and/or to protect the safety and security of employees and customers.*

*(j) The granting or renewing of the license would perpetuate or encourage any of the following:*

- (i) Engaging in the illegal sale or distribution of cannabis or cannabis products or other controlled substances;*
- (ii) Providing cannabis or cannabis products to minors;*
- (iii) Diversion of cannabis or cannabis products to jurisdictions outside of the state where cannabis and cannabis products are unlawful under state or local law;*
- (iv) Trafficking of other illegal drugs or facilitation of other illegal activity;*
- (v) Violence and the use of firearms in the sale or distribution of cannabis and cannabis products;*
- (vi) The applicant or licensee or a cannabis business owner has been sanctioned by a licensing authority or other city or county for unauthorized commercial cannabis activity;*
- (vii) The applicant or licensee violates any provision of the MCRSA, AUMA, this article or any other permits issued by the city for the cannabis activity.*

*(k) The cannabis business owner has been convicted of an offense that is substantially related to the qualifications, functions, or duties of the cannabis business for which the application is made, which includes but is not limited to:*

- (i) A violent felony conviction, as specified in Penal Code Section 667.5(c).*
- (ii) A serious felony conviction, as specified in Penal Code Section 1192.7.*
- (iii) A felony conviction involving fraud, deceit or embezzlement.*
- (iv) A felony conviction for drug trafficking with an enhancement pursuant to Health and Safety Code Section 11370.4 or 113798.*
- (v) A felony conviction for hiring, employing, or using a minor in transporting, carrying, selling, giving away, preparing for sale, or peddling any controlled substance to a minor; or selling, offering to sell, furnishing, offering to furnish, administering, or giving any controlled substance to a minor.*

*(l) Except as provided in subsection (3)(k) of this section, an application for a permit shall not be denied if the sole ground for denial is based upon a prior conviction of California Health and Safety Code Section 11357. An application for a permit also shall not be denied if the state would be prohibited from denying a license pursuant to either California Business and Professions Code Section 26057(b)(5) or Section 26059. Conviction of any controlled substance felony subsequent to permit issuance shall be grounds for revocation of a permit or denial of the renewal of a permit. [Ord. 736-17 § 7 (Exh. B), 11-28-17].*

Staff recommend two additional Conditions of Approval (Attachment 4) regarding revenue sharing and binding of all records related to this application. The council can add additional conditions or modify/remove conditions that were recommended by staff.

The site lies within the Central Commercial district where retail/dispensary uses are conditionally allowed and as evidenced by CUP 25-01, the project meets applicable zoning and development standards. The record demonstrates compliance with operating requirements in the WMC, including setback requirements, hours of operation, security protocols such as access control and camera coverage, cash-handling, alarm procedures, odor, labeling and packaging consistent with State law, routine inspections, and accurate sales and inventory accounting. Delivery operations will adhere to State and local regulations.

Staff find this action exempt from CEQA under Guidelines §15301 (Existing Facilities) because licensing a retail operation in an existing building does not expand the building envelope and is served by existing utilities and public services.

**Consistency with Council Priorities and Goals:**

Financial Stability Goal 2: *Seek Cost Savings and Revenue Generation Opportunities.* The cannabis business license and regulatory fees recover program costs while retail sales increase the City's sustainable revenue base and General Fund.

**Fiscal Impact:**

Approval of the license is expected to generate new sales tax revenue. In addition, the applicant will remit two percent (2%) of gross receipts to the City, separate from and in addition to sales tax. If a cannabis business tax is approved by voters, that voter-approved tax will apply in lieu of the two percent (2%) remittance. There may also be increased foot traffic in the downtown district that benefits nearby businesses.

**Attachments:**

- Attachment 1: Cannabis Business License Resolution
- Attachment 2: Planning Commission Resolution
- Attachment 3: Planning Commission Conditions of Approval
- Attachment 4: Proposed City Council Conditions of Approval



**City of Willows  
Resolution XX-2025**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPROVING A RETAIL/DISPENSARY CANNABIS BUSINESS LICENSE FOR CALI LOVE WILLOWS, LLC. FOR THE PROPERTY LOCATED AT 157 N. BUTTE STREET, ASSESSOR'S PARCEL NUMBER 002-162-006 WITHIN THE CENTRAL COMMERCIAL ZONE**

**WHEREAS**, the City of Willows regulates cannabis businesses pursuant to Willows Municipal Code (WMC) Chapter 9.20, which establishes a phase process for retail/dispensary cannabis business license applications with final City Council consideration under WMC 9.20.071; and

**WHEREAS**, on November 28, 2017, the City Council adopted Resolution No. 32-2017 establishing, among other things, a maximum of two retail/dispensary cannabis business licenses within the City and initial separation standards, thereby setting the framework for subsequent licensing actions; and

**WHEREAS**, in 2018 the City Council adopted Ordinances 738-2018 and 739-2018 to allow cannabis retail/dispensary uses in certain commercial and combined zones with a Conditional Use Permit; and in 2024–2025 the City modernized the program by removing certain setbacks and expanding eligibility to the Central Commercial, General Commercial, and Light Industrial zones; and

**WHEREAS**, the applicant, Cali Love Willows, LLC ("Applicant"), submitted a Phase One application that the City Manager determined complete, after which the Applicant submitted all Phase Two materials, which was also determined complete by the City Manager, Community Development and Services Director and the Cannabis Retail Business Application Ad hoc Committee.

**WHEREAS**, on August 5, 2025, the Planning Commission approved CUP 25-01 for the proposed retail/dispensary at 157 N. Butte Street with conditions addressing security, odor control, operations, delivery compliance, recordkeeping, and other standards, thereby completing the zoning entitlement for Phase Two; and the Planning Commission's resolution approving CUP 25-01 is incorporated into the record by this reference; and

**WHEREAS**, staff prepared a City Council staff report for the August 26, 2025 meeting describing the project, documenting completion of Phases One and Two, and recommending approval of a business license pursuant to WMC 9.20.071(3); that staff report is incorporated into the record by this reference; and

**WHEREAS**, the City Council finds that approval of the license is categorically exempt from the California Environmental Quality Act (CEQA) under Guidelines section 15301 (Existing Facilities) because it consists of operating a commercial retail use within an existing building, does not expand the building envelope, and is served by existing utilities and public services.

**NOW THEREFORE, BE IT RESOLVED,** the City Council of the City of Willows as follows:

**Section 1. Approval.** The City Council approves a Retail/Dispensary Cannabis Business License for Cali Love Willows, LLC to operate a retail/dispensary with delivery services at 157 N. Butte Street (APN 002-162-006), consistent with WMC Chapter 9.20 and the Planning Commission's approval of CUP 25-01.

**Section 2. Conditions of Approval.** The licensee shall comply with all Conditions of Approval as approved by the City Council at its August 26, 2025 meeting, together with all conditions contained in CUP 25-01 and all applicable provisions of WMC Chapter 9.20.

**Section 3. CEQA.** The City Council finds this action exempt under CEQA Guidelines §15301 (Existing Facilities) and directs staff to file a Notice of Exemption as appropriate.

**Section 4. Term.** The initial license term shall be one year from the date of issuance of the Certificate of Authorization by the City Manager.

**Section 5. Fiscal.** The City of Willows will collect two percent (2%) of gross receipts in addition to sales tax. If a cannabis tax is approved by voters, Cali Love Willows, LLC will pay the voter-approved tax in lieu of the two percent (2%) remittance.

**Section 6. Enforcement.** Failure to comply with any applicable condition of this approval, CUP 25-01, WMC Chapter 9.20, or State law shall be grounds for corrective action, suspension, or revocation pursuant to WMC 9.20.075, in addition to any other remedies available at law.

**Section 7. Effective Date.** This Resolution shall take effect immediately upon its adoption on August 26, 2025.

**PASSED AND ADOPTED** by the City Council of the City of Willows this 26<sup>th</sup> day of August 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

---

Evan Hutson, Mayor

---

Karleen Price, City Clerk



**City of Willows  
Resolution XX-2025**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPROVING A RETAIL/DISPENSARY CANNABIS BUSINESS LICENSE FOR CALI LOVE WILLOWS, LLC. FOR THE PROPERTY LOCATED AT 157 N. BUTTE STREET, ASSESSOR'S PARCEL NUMBER 002-162-006 WITHIN THE CENTRAL COMMERCIAL ZONE**

**WHEREAS**, the City of Willows regulates cannabis businesses pursuant to Willows Municipal Code (WMC) Chapter 9.20, which establishes a phase process for retail/dispensary cannabis business license applications with final City Council consideration under WMC 9.20.071; and

**WHEREAS**, on November 28, 2017, the City Council adopted Resolution No. 32-2017 establishing, among other things, a maximum of two retail/dispensary cannabis business licenses within the City and initial separation standards, thereby setting the framework for subsequent licensing actions; and

**WHEREAS**, in 2018 the City Council adopted Ordinances 738-2018 and 739-2018 to allow cannabis retail/dispensary uses in certain commercial and combined zones with a Conditional Use Permit; and in 2024–2025 the City modernized the program by removing certain setbacks and expanding eligibility to the Central Commercial, General Commercial, and Light Industrial zones; and

**WHEREAS**, the applicant, Cali Love Willows, LLC ("Applicant"), submitted a Phase One application that the City Manager determined complete, after which the Applicant submitted all Phase Two materials, which was also determined complete by the City Manager, Community Development and Services Director and the Cannabis Retail Business Application Ad hoc Committee.

**WHEREAS**, on August 5, 2025, the Planning Commission approved CUP 25-01 for the proposed retail/dispensary at 157 N. Butte Street with conditions addressing security, odor control, operations, delivery compliance, recordkeeping, and other standards, thereby completing the zoning entitlement for Phase Two; and the Planning Commission's resolution approving CUP 25-01 is incorporated into the record by this reference; and

**WHEREAS**, staff prepared a City Council staff report for the August 26, 2025 meeting describing the project, documenting completion of Phases One and Two, and recommending approval of a business license pursuant to WMC 9.20.071(3); that staff report is incorporated into the record by this reference; and

**WHEREAS**, the City Council finds that approval of the license is categorically exempt from the California Environmental Quality Act (CEQA) under Guidelines section 15301 (Existing Facilities) because it consists of operating a commercial retail use within an existing building, does not expand the building envelope, and is served by existing utilities and public services.

**NOW THEREFORE, BE IT RESOLVED,** the City Council of the City of Willows as follows:

**Section 1. Approval.** The City Council approves a Retail/Dispensary Cannabis Business License for Cali Love Willows, LLC to operate a retail/dispensary with delivery services at 157 N. Butte Street (APN 002-162-006), consistent with WMC Chapter 9.20 and the Planning Commission's approval of CUP 25-01.

**Section 2. Conditions of Approval.** The licensee shall comply with all Conditions of Approval as approved by the City Council at its August 26, 2025 meeting, together with all conditions contained in CUP 25-01 and all applicable provisions of WMC Chapter 9.20.

**Section 3. CEQA.** The City Council finds this action exempt under CEQA Guidelines §15301 (Existing Facilities) and directs staff to file a Notice of Exemption as appropriate.

**Section 4. Term.** The initial license term shall be one year from the date of issuance of the Certificate of Authorization by the City Manager.

**Section 5. Fiscal.** The City of Willows will collect two percent (2%) of gross receipts in addition to sales tax. If a cannabis tax is approved by voters, Cali Love Willows, LLC will pay the voter-approved tax in lieu of the two percent (2%) remittance.

**Section 6. Enforcement.** Failure to comply with any applicable condition of this approval, CUP 25-01, WMC Chapter 9.20, or State law shall be grounds for corrective action, suspension, or revocation pursuant to WMC 9.20.075, in addition to any other remedies available at law.

**Section 7. Effective Date.** This Resolution shall take effect immediately upon its adoption on August 26, 2025.

**PASSED AND ADOPTED** by the City Council of the City of Willows this 26<sup>th</sup> day of August 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

---

Evan Hutson, Mayor

---

Karleen Price, City Clerk



**City of Willows  
Resolution 12-2025**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING CONDITIONAL  
USE PERMIT APPROVAL OF A NEW RETAIL / DISPENSARY CANNABIS BUSINESS LICENSE (CUP 25-01)  
TO CALI LOVE WILLOWS, LLC FOR THE PROPERTY LOCATED AT 157 N BUTTE STREET, ASSESSORS  
PARCEL NUMBER 002-162-006 WITHIN THE CENTRAL COMMERCIAL ZONE**

**WHEREAS**, the applicant, CALI LOVE WILLOWS, LLC, has submitted an application for Conditional Use Permit approval to allow the operation of a new retail / dispensary cannabis business license; and

**WHEREAS**, City of Willows Municipal Code Chapter 18.55.030 requires approval of a Conditional Use Permit for the operation of a cannabis retail / dispensary business; and

**WHEREAS**, City of Willows Municipal Code Chapter 9.20.070 – 9.20.080 establishes processes and general conditions for retail / dispensary cannabis business licenses; and

**WHEREAS**, notice of the Planning Commission meeting held on August 5, 2025, was published in a newspaper of general circulation in the City in accordance with law, and mailing to property owners within 300 feet were sent; and

**WHEREAS**, the Planning Commission did, on August 5, 2025 hold a public hearing to consider all public oral and written comments, letters and documents, staff reports, and all other documents and evidence which are a part of the Record; and

**WHEREAS**, the Planning Commission does find that the proposed project qualifies as a Categorical Exemption under Section 15301 (Class 1) pursuant to the California Environmental Quality Act (CEQA); and

**WHEREAS**, pursuant to Willows Municipal Code Chapter 18.135.050, the following findings are made for the approval of a use permit:

- 1) That the use is consistent with the purposes of the district in which the site is located. *Willows Municipal Code (WMC) Chapter 18.55.030(20) allows for cannabis retail / dispensary business within the Central Commercial zone with approval of a conditional use permit.*
- 2) That the proposed location of the use and the conditions under which it may be operated or maintained will not be detrimental to the public health, safety, or welfare or materially injurious to properties or improvements in the vicinity. *The location of the cannabis retail / dispensary business would be in an existing commercial building. Minor tenant improvements would be required. Conditions of Approval outlined in WMC Chapter 9.20.080 including hours of operation, odor control and security measures would be included in the project to ensure the business is operated*

*and maintained in a manner that is not detrimental to the public health, safety or welfare of those in the vicinity.*

- 3) That the proposed use is in conformance with the General Plan.  
*Commercial businesses are allowed within the land use designation of Central Commercial.*

**NOW THEREFORE, BE IT RESOLVED**, that the Planning Commission of the City of Willows does hereby find that the Conditional Use Permit to allow the operation of a retail / dispensary cannabis business license is consistent with the City of Willows Municipal Code and General Plan, and findings incorporated, and hereby approves Conditional Use Permit #CUP 25-01, subject to the attached conditions of approval.

**PASSED AND ADOPTED** by the Planning Commission of the City of Willows this 5<sup>th</sup> day of August 2025, by the following vote:

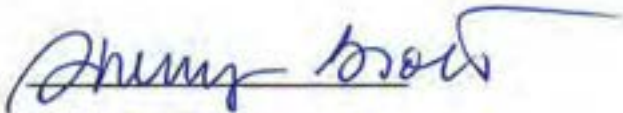
AYES: Vice Chair Corum, Commissioners Ocampo and Nygard

NOES: Chair Brott

ABSENT: Commissioner Valencia

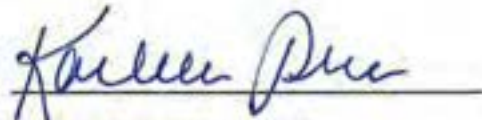
ABSTAIN: None

APPROVED:



Sherry Brott, Chair

ATTESTED:



Karleen Price, City Clerk

**Conditions of Approval**  
**Conditional Use Permit (CUP 25-01)**  
**For Retail / Dispensary Cannabis Business License**  
**157 N Butte Street /APN: 002-162-006**  
**Planning Commission Approval Date: August 5, 2025**

**GENERAL**

- (1) This Conditional Use Permit (CUP 25-01) allows for the operation of a cannabis retail / dispensary cannabis business (Storefront Retailer). Storefront Retailer is defined as a licensee that owns or operates a physical location where cannabis goods are sold directly to consumers. Storefront retailers may also provide delivery services under the same license. the required license for a Storefront Retailer is a Type 10 – Storefront Retailer (walk-in dispensary, with optional delivery) license issued by the State of California. Any future proposal for Storefront Retailer related use, such as delivery shall be subject to separate review and approval in accordance with applicable zoning, licensing, and regulatory requirements.
- (2) Prior to commencing business operations pursuant to a cannabis retail/dispensary business license issued by the city of Willows, the applicant shall hold a certificate of authorization issued by the City of Willows. Certificates of authorization shall be issued only to applicants who hold (a) a retail/dispensary cannabis sales license issued by the City of Willows, (b) a use permit issued by the city of Willows planning commission, and (c) California state-issued Type 10- Storefront Retailer license.
- (3) In the event of any conflict between the Conditions of Approval for CUP 25-01 and the State of California (State) regulations, these Conditions of Approval shall prevail to the maximum extent of the City's legal authority; any provision for which the City lacks such authority shall defer to the applicable State of California regulation.
- (4) Where any system is referenced in Attachment 1 (Application Materials), the applicant shall install and use that system, and no deviation shall occur unless the City Manager authorizes a written exemption. The installed system shall match make/model, specifications, design and other details as described in Attachment 1. This includes but is not limited security systems, age verification systems, lighting systems, odor control systems, tracking systems labeling and packaging requirements, building plans and specifications and any other system as described in Attachment 1.
- (5) Hours of Operation. All permitted Storefront Retailer business premises shall be closed to the general public, including deliveries, shall be prohibited between the hours of 7:00 p.m. and 8:00 a.m. Transporter deliveries and pick-ups shall be prohibited between the hours of 7:00 p.m. and 8:00 a.m.
- (6) Odor Control. Odors shall be contained on the property on which the commercial cannabis activity is located. If the city receives any odor complaints, the cannabis business shall work with the building official or his designee to correct odor concerns. Unresolved or repeated odor complaints may be basis for suspension or revocation of the license or denial of license renewal.

(7) Business Conducted within Building. No production, distribution, storage, display or wholesale of cannabis and cannabis-infused products shall be visible from the exterior of the building where the commercial cannabis activity is being conducted.

(8) Security Measures. Maintain a commercial alarm monitoring system and video surveillance system in accordance with local, state and federal regulations.

(9) Security Breach. A cannabis business shall notify the city and the Glenn County sheriff's office within 24 hours after discovering any of the following:

- a. Diversion, theft, loss, or any criminal activity involving the cannabis or cannabis product or any agent or employee of the permittee.
- b. The loss or unauthorized alteration of records related to cannabis or cannabis product, registered qualifying patients, primary caregivers or employees or agents.
- c. Significant discrepancies identified during inventory.
- d. Any other material breach of security.

(10) Labeling and Packages. Labels and packages of cannabis and cannabis products shall meet all state and federal labeling and packaging requirements.

(11) Inspection Records. Inspections, if necessary, shall take place at a reasonable time with prior notice to the cannabis business. Notwithstanding the foregoing, upon reasonable suspicion of a material violation of the law or the provisions of this code or the conditions of a license, inspections may be made at any time, with or without prior notice. Upon request, the cannabis business shall timely provide the city official with reports and records related to the business including, but not limited to, sales reports, utility bills from the commercial energy provider for the premises. This section shall not limit any inspection authorized under any other provision of law or regulation.

(12) In addition to a retail/dispensary cannabis business license, obtain and maintain a business license from the City of Willows.

(13) Maintain at all times commercial general liability insurance providing coverage at least as broad as ISO CGL Form 00 01 on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury with limits of not less than \$1,000,000 per occurrence and comprehensive automobile liability (owned, nonowned, hired) providing coverage at least as broad as ISO Form CA 00 01 on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than \$1,000,000. The commercial general liability policy shall provide contractual liability, shall include a severability of interest or equivalent wording, shall specify that insurance coverage afforded to the city shall be primary, and shall name the city of Willows, its officials, employees and attorneys as additional insured. Failure to maintain insurance as required herein at all times shall be grounds for suspension of the license immediately, and ultimately, revocation.

(14) By accepting the license, each licensee agrees to indemnify, defend and hold harmless to the fullest extent permitted by law the city of Willows, its officers, employees, attorneys, agents and consultants from and against any and all actual and alleged damages, claims, liabilities, costs

(including attorney's fees), suits or other expenses resulting from and arising out of or in connection with licensee's operations, except such liability caused by the gross negligence or willful misconduct of city of Willows, its officers, employees, attorneys, agents and consultants.

- (15) Maintain for a minimum of three years a written accounting or ledger of all cash, receipts, credit card and other financial transactions, and reimbursements (including any in-kind contributions) as well as records of all operational expenditures and costs incurred by the licensee in accordance with generally accepted accounting practices and standards typically applicable to business records, which shall be made available to the city, its auditors or consultants during business hours for inspection upon reasonable notice by the city manager and for purposes of audit.
- (16) Inform the city manager, in writing, of any change of or to any of the information submitted to the city in phase one and phase two applications, any renewal application, or any amendments thereto, within 10 days of any such change including, but not limited to, any change in ownership of five percent or more in a single transaction or cumulatively.
- (17) Notify the city manager within three days of any notices of violations or other corrective action ordered by a state or other local licensing authority, and provide copies of the relevant documents. [Ord. 745-19 § 6, 7-9-19; Ord. 736-17 § 7 (Exh. B), 11-28-17].
- (18) Cannabis businesses that sell edible cannabis products shall have a valid Glenn County health permit. Permit holders shall comply with Health and Safety Code Section 13700 et seq., and Glenn County Health Department permit requirements.
- (19) Drive-through or walk-up window services are prohibited at all retail/dispensary cannabis establishments in the City of Willows.
- (20) An application for renewal of a retail/dispensary cannabis business license, together with all applicable fees, must be submitted to the city manager at least 90 days before the expiration of the then-current license. Failure to submit a renewal application at least 90 days prior to the expiration date of the then-current license will result in the automatic expiration of the license on the expiration date.
- (21) A retail/dispensary cannabis business license is nontransferable to another person, entity or location, and no such transfer may be made except in accordance with this section. Any such transfer made without the prior consent of the city of Willows shall result in the revocation of the license. Any change in ownership of five percent or more, singly or cumulatively, shall be considered a "change in ownership" and constitute a "transfer" for purposes of this section.
- (22) Whenever an enforcement officer has reason to believe that a nuisance exists or that an inspection is necessary to enforce any provision of this chapter, the officer may enter the premises at any reasonable time to perform the inspection or any other duty imposed by this title. The enforcement officer shall provide reasonable notice of the need to enter and inspect. Notwithstanding the foregoing, in the event there is reasonable suspicion of the existence of a nuisance or violation that presents an immediate or imminent danger to the health, safety or welfare of the employees of licensee, its customers or the community at large, the enforcement officer or other city official may enter the premises at any time without notice.

- a. The enforcement officer shall present proper identification, state the purpose of the visit and request permission of the owner or responsible person to enter the premises. If entry is refused, the enforcement officer shall have recourse to every remedy provided by law to secure entry. Any such refusal shall be grounds for suspension of the licensee's license.
- b. When the enforcement officer has first obtained a proper inspection warrant or other remedy provided by law to secure entry, no owner or responsible person shall fail or neglect, after proper request is made as provided in this title, to promptly permit entry therein by the enforcement officer for the purpose of inspection and examination pursuant to this title. [Ord. 736-17 § 7 (Exh. B), 11-28-17]

(23) Electronic age verification will be utilized to verify the age and identity of any individuals purchasing cannabis goods. Cannabis will not be sold to the public without electronic age verification. Licensees shall ensure that no person less than 21 years of age is permitted to work as an employee of the Storefront Retailer.

(24) Cannabis goods will only be received by the customer.

(25) On-site consumption of cannabis is prohibited at all times by all individuals on the property.

(26) No cannabis or cannabis products or graphics depicting cannabis or cannabis products will be visible from the exterior of the business premises, or on any vehicles owned or used as part of the business.

(27) The front entrance of the dispensary will have a secure lobby and no products will be visible within this area.

(28) The entrance will maintain clear and legible notice, visibly posted stating that smoking, ingesting, or otherwise consuming cannabis on the premises or in the areas adjacent to the commercial cannabis business is prohibited. No loitering signage will be posted. All signage for the facility will be submitted to the City of Willows for review including but not limited to signs required by local, state and federal regulations, identifying signs and all additional signs visible to the public.

(29) The business, operator, or employees will not provide free cannabis or cannabis products to any person and will abide by legal sales limits set by the Department of Cannabis Control.

(30) A current copy of the commercial cannabis business permit issued by the City and the State license will be posted inside the business premises in a location readily visible.

(31) That the applicant/developer shall enter into a *Pass-Through Agreement* with the City of Willows to pay the cost of all planning review, plan checking and field inspection of this project.

(32) If the use is not made on the project subject to the permit within one (1) year after the date of granting the permit, then without further action, the permit shall be null and void, and such use shall not be made of the property except upon the granting of a new permit.

(33) All plans for additional uses, which are not covered by this review, shall be submitted to the City Manager and Planning Commission for review and approval prior to use.

(34) All landscaping shall be maintained in good condition and any dead or dying plants, bushes, or trees shall be replaced with new healthy stock of a size compatible with the remainder of the growth at the time of replacement.

(35) The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies and fees of the City of Willows and all state regulations

(36) All contractors/sub-contractors doing work on the project shall obtain a City business license prior to commencing operation. Facility shall operate in accordance with local laws.

(37) Changes in hours, days, or operating procedures must be reported to the Community Development Department.

#### **BUILDING DEPARTMENT**

(38) If you intend to construct, enlarge, alter, repair, move, demolish, or change the occupancy of the building or structure or to erect, install, alter, repair, remove, convert, or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by code, or to cause any such work to be done, you shall first make application for a building permit and obtain the required permit for the development.

(39) Applicant shall submit a completed building permit application with detailed scope of work, 3 complete sets of plans, calculations, specifications, etc. for review. Appropriate plan review fees shall be paid at the time of submittal.

(40) All work shall comply with current applicable Federal, State, local building codes and ordinances and be shown on the plans submitted for building permit review.

(41) Conditions of approval shall be shown on the plans submitted for building permit review.

(42) Prior to issuance of a Building Permit for the construction of any structures on the site, a Final Lighting Plan shall be submitted to the City and reviewed by the Engineer. The final lighting plan shall include, but not limited to the following: (a) details regarding exterior lighting with lighting sources that are full cut-off, hooded, and down-cast, or otherwise shielded to ensure that light does adversely shine towards neighboring properties or toward the night sky, (b) lighting sources with the minimum wattage necessary to provide adequate security without causing excessively bright night glow, (c) sufficient details regarding the proposed wattage and area of coverage for all site lights.

#### **FIRE DEPARTMENT**

(43) All fire and security alarm systems must meet the approval of the Fire Chief per WMC Chapter 15.15.

(44) The Site shall be equipped with a Knox box holding a master key per WMC Chapter 15.15.

(45) Fire extinguishers shall be provided in accordance with the latest CFC.

(46) The building address shall meet all WMC Chapter 15.15. criteria and be reviewed and approved by the Fire Department prior to installation. An illuminated address sign shall be provided for the property.

(47) Provide illuminated exit signs over all exit doors in accordance with the latest CBC and CFC.

(48) All exit doors shall have no knowledge door locks, be posted "this door to remain unlocked when building occupied" and swing in the direction of exit travel.

(49) All utility rooms will need to be identified by signage.

(50) A Pre-Fire Plan and Inspection will need to be completed before occupancy of the building.


(51) Regular Fire Department safety inspections shall occur annually.

**GLENN COUNTY ENVIRONMENTAL HEALTH DEPARTMENT**

(52) The applicant will need to plan check and obtain health/food permits from the Glenn County Environmental Health Department. A copy of the permits shall be provided to the City as well as renewals and any non-compliance issues

The undersigned acknowledges receipt of the Conditions of Approval and agrees to be bound by and fully comply with all Conditions of Approval as approved by the Planning Commission.

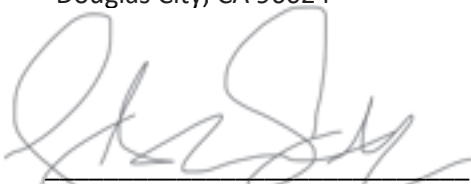
Cali Love Willows LLC.  
157 N. Butte St.  
Willows, CA 95988  
Entity #202565417229



Melissa Wight, Manager/Member  
PO Box 531  
Douglas City, CA 96024

8/20/25

Date



Stephen Sutton, Manager/Member  
PO Box 531  
Douglas City, CA 96024

8/20/25

Date



## CANNABIS RETAIL/DISPENSARY PHASE 1 APPLICATION CHECKLIST

1. ☐ **Identity of the Retail/Dispensary Cannabis Business:** Provide a description of the statutory entity or business form that will serve as the legal structure for the business and a copy of its formation and organizing documents, including but not limited to articles of incorporation, certificate of amendment, statement of information, articles of association, bylaws, partnership agreement, operating agreement, and fictitious business name statement. If a corporation, limited liability company, or a general or limited partnership is a stockholder owning more than five percent of the stock or membership interest of an applicant's business, or is one or more of the partners in an applicant's business, the applicant shall set forth the names and addresses of each of the partners, officers, directors, and stockholders of the corporation, limited liability company, or general or limited partnership.
2. ☐ **Management Information:** The name, address, telephone number, title, and function(s) of each manager of the business. For each manager, a legible copy of one valid government- issued form of photo identification, such as a state driver's license, a passport issued by the United States, or a permanent resident card.
3. ☐ **Applicant's Phone Number and Mailing Address:** The phone number and address to which notice of action on the application and future correspondence are to be mailed.
4. ☐ **Previous Addresses:** Previous addresses of the applicant for the past five years immediately prior to the present address.
5. ☐ **Verification of Age:** Evidence that the applicant and all managers of the dispensary are at least 21 years of age.
6. ☐ **Criminal Background:** A list of each misdemeanor and/or felony conviction, if any, of the applicant, its owner(s) and manager(s), whether the conviction was by verdict, plea of guilty, or plea of nolo contendere. The list shall, for each conviction, set forth the date of arrest, the offense charged, and the offense of which the applicant or manager was convicted.
  - a. By signing the application each owner/manager consents to fingerprinting, a background investigation and for the city manager to seek verification of all information provided by the applicant.
7. ☐ **Employee Information:** Number of employees, volunteers, and other persons who will work or provide services at the business.

8. ☐ **State Licenses:** Copies of the state licenses relating to marijuana, including cultivation licenses, the applicant holds, and/or a description of the state licenses the application for which the applicant intends to apply.
9. ☐ **Plan of Operations:** A plan describing how the business will operate consistently with state law and the provisions of this article.
10. ☐ **Business Description:** A description of the proposed location, including the street address and parcel number, the square footage, and the characteristics of the neighborhood or surrounding area.
11. ☐ **Response to the Zoning Code:** An explanation of how the business complies or expects to comply with the zoning code, including, but not limited to, the location requirements.
12. ☐ **Compliance with Applicable Taxes:** The applicant shall provide a current copy of its business operations tax certificate and state sales tax seller's permit.
13. ☐ **Statement of Property Owner's Consent:** Consent to operate a cannabis business at the proposed location, specifying the street address and parcel number, from the owner or landlord, of the proposed location. (Attachment 2)
14. ☐ **Revenue Sharing:** Applicant(s) shall provide a proposed level of revenue sharing to be paid to the City e.g. *Applicant will share 5% of gross receipts and revenues with the City, no later than 10 days following the completion of each calendar month.* Applicant must further acknowledge that sales records are subject to audit by the City or a contracted representative of the City, as set forth in the WMC, and applicant will bear one-half of the cost of each such audit.
15. ☐ **Application Fee:** A fee of \$2,000 is to be collected at the time of a phase one application submittal.



City of Willows  
201 N Lassen Street  
Willows, CA 95988  
Ph: 530-934-7041  
Fax: 530-934-7402

# CANNABIS RETAIL DISPENSARY LICENSE APPLICATION PHASE 1

S T A F F  U S E	LICENSE APPLICATION #:	DATE RECEIVED
	NON-REFUNDABLE PHASE 1 LICENSE APPLICATION FEE:	<div style="border: 2px solid blue; padding: 5px; text-align: center;"><b>RECEIVED</b> <b>MAR 05 2025</b> City of Willows <b>2:53 pm RP</b></div>
	OTHER FEES COLLECTED:	
	RECEIPT NUMBER(S):	
	PUBLIC HEARING NOTICE REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	

G E N E R A L	LOCATION OF PROJECT (ADDRESS): <b>157 N BUTTE ST</b>	NAME OF PROPOSED PROJECT: <b>CAVE LOVE WILLOWS LLC</b>
	APN: <b>002 162-006</b>	PROPERTY SIZE (ACRES):
	NOTE TO APPLICANT: ALL SUBMITTAL REQUIREMENTS SPECIFIC TO THE CANNABIS RETAIL DISPENSARY LICENSE APPLICATION PHASE 1, AS DESCRIBED IN THE ATTACHED CHECKLIST, MUST BE SUBMITTED WITH THIS LICENSE APPLICATION.	

C O N T A C T  I N F O	APPLICANT: <b>MELISSA WILLY</b>	BUSINESS PHONE: <b>707 499-6944</b>	CELL PHONE:
	MAILING ADDRESS: <b>PO BOX 531 DOUGLAS CITY CA</b>	FAX:	EMAIL: <b>CALLOVEWILLOWSLLC@GMAIL</b>
	ARCHITECT/ENGINEER: <b>TVCE</b>	BUSINESS PHONE: <b>530 623-4440</b>	CELL PHONE:
	MAILING ADDRESS: <b>2300 MAIN ST</b>	FAX:	EMAIL:
	PROPERTY OWNER: <b>AMARO INVESTMENT</b>	BUSINESS PHONE: <b>530 517-0922</b>	CELL PHONE:
	MAILING ADDRESS: <b>PO BOX 1295</b>	FAX:	EMAIL:

I HEREBY CERTIFY THAT THE INFORMATION GIVEN ABOVE AND ATTACHED HERETO IS TRUE AND CORRECT, THAT THE PROPERTY OWNER IS AWARE OF AND AGREES WITH THIS APPLICATION, AND THAT FALSIFICATION OF FACT WILL RESULT IN INVALIDATION OF THE APPLICATION. FURTHER, I UNDERSTAND THAT ANY APPROVAL GIVEN IS VALID FOR THE SPECIFIC PROJECT APPROVED ONLY AND IS SUBJECT TO ALL APPLICABLE LAWS, REGULATIONS AND CONDITIONS. THE APPLICATION SHALL BE SIGNED UNDER PENALTY OF PERJURY.	
APPLICANT SIGNATURE: <u>Melissa Willy</u>	DATE: <u>2/2/25</u>
APPLICANT NAME PRINT: <u>MELISSA WILLY</u>	
PROPERTY OWNER SIGNATURE: <u>Diane Amaro</u>	DATE: <u>2-70-25</u>
PROPERTY OWNER NAME PRINT: <u>Diane Amaro</u>	

**CALIFORNIA ACKNOWLEDGMENT**

CIVIL CODE § 1189

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 California

County of Glenn

On 2/10/25 before me, Rebecca E.A. Padgett Jones, Notary Public  
Date Here Insert Name and Title of the Officer

personally appeared Diane Amaro  
Name(s) of Signer(s)

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.

Place Notary Seal and/or Stamp Above

Signature Rebecca E.A. Padgett Jones  
Signature of Notary Public

**OPTIONAL**

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: Cannabis Retail Dispensary License

Document Date: 2/10/25 Number of Pages: \_\_\_\_\_

Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: Diane Amaro

- ☐ Corporate Officer – Title(s): \_\_\_\_\_  
☐ Partner – ☐ Limited ☐ General  
☒ Individual ☐ Attorney in Fact  
☐ Trustee ☐ Guardian or Conservator

☐ Other: \_\_\_\_\_

Signer is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_

- ☐ Corporate Officer – Title(s): \_\_\_\_\_  
☐ Partner – ☐ Limited ☐ General  
☐ Individual ☐ Attorney in Fact  
☐ Trustee ☐ Guardian or Conservator

☐ Other: \_\_\_\_\_

Signer is Representing: \_\_\_\_\_



City of Willows  
701 N Lassen Street  
Willows, CA 95988  
Ph: 530-934-7041  
Fax: 530-934-7402

# CANNABIS RETAIL DISPENSARY LICENSE APPLICATION PHASE 1

S T A F F  U S E	LICENSE APPLICATION #:	DATE RECEIVED:
	NON-REFUNDABLE PHASE 1 LICENSE APPLICATION FEE:	<div style="border: 2px solid blue; padding: 5px; text-align: center;"> <b>RECEIVED</b>  <b>MAR 05 2025</b>  City of Willows </div>
	OTHER FEES COLLECTED:	
	RECEIPT NUMBER(S):	
	PUBLIC HEARING NOTICE REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	

5:53 pm KP

G E N E R A L	LOCATION OF PROJECT (ADDRESS): <u>151 N BOONE ST</u>	NAME OF PROPOSED PROJECT: <u>CANLOVE WILLIAMS LLC</u>
	APN: <u>002-142-006</u>	PROPERTY SIZE (ACRES):

NOTE TO APPLICANT: ALL SUBMITTAL REQUIREMENTS SPECIFIC TO THE CANNABIS RETAIL DISPENSARY LICENSE APPLICATION PHASE 1, AS DESCRIBED IN THE ATTACHED CHECKLIST, MUST BE SUBMITTED WITH THIS LICENSE APPLICATION.

C O N T A C T  I N F O	APPLICANT: <u>STEPHEN SUTTON</u>	BUSINESS PHONE: <u>909 747-5680</u>	CELL PHONE: <u>909 747-5680</u>
	MAILING ADDRESS: <u>PO BOX 531 DOUGLAS CITY</u>	FAX:	EMAIL: <u>CANLOVEWILLIAMSLLC@GMAIL</u>
	ARCHITECT/ENGINEER: <u>NICE</u>	BUSINESS PHONE: <u>530 423-4440</u>	CELL PHONE:
	MAILING ADDRESS: <u>2200 MAIN ST WIL CA</u>	FAX:	EMAIL:
	PROPERTY OWNER: <u>AMARO INVESTMENT</u>	BUSINESS PHONE: <u>530-517-0922</u>	CELL PHONE:
	MAILING ADDRESS: <u>PO BOX 1295 WILLOWS</u>	FAX:	EMAIL: <u>amaro97@aol.com</u>

I HEREBY CERTIFY THAT THE INFORMATION GIVEN ABOVE AND ATTACHED HERETO IS TRUE AND CORRECT. THAT THE PROPERTY OWNER IS AWARE OF AND AGREES WITH THIS APPLICATION, AND THAT FALSIFICATION OF FACT WILL RESULT IN INVALIDATION OF THE APPLICATION. FURTHER, I UNDERSTAND THAT ANY APPROVAL GIVEN IS VALID FOR THE SPECIFIC PROJECT APPROVED ONLY AND IS SUBJECT TO ALL APPLICABLE LAWS, REGULATIONS AND CONDITIONS. THE APPLICATION SHALL BE SIGNED UNDER PENALTY OF PERJURY.

APPLICANT SIGNATURE: <u>[Signature]</u>	DATE: <u>2/10/25</u>
APPLICANT NAME PRINT: <u>Stephen Sutton</u>	
PROPERTY OWNER SIGNATURE: <u>[Signature]</u>	DATE: <u>2-10-25</u>
PROPERTY OWNER NAME PRINT: <u>Diane Amaro</u>	

**CALIFORNIA ACKNOWLEDGMENT**

CIVIL CODE § 1189

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 California

County of Glenn

On 2/10/25

Date

before me,

Rebecca E.A. Padgett Jones Notary Public  
Here Insert Name and Title of the Officer

personally appeared Diane Amaro

Name(s) of Signer(s)

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.



Place Notary Seal and/or Stamp Above

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

Rebecca E.A. Padgett Jones  
Signature of Notary Public

**OPTIONAL**

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: Cannabis Retail Dispensary License

Document Date: 2/10/25

Number of Pages: \_\_\_\_\_

Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: Diane Amaro

☐ Corporate Officer – Title(s): \_\_\_\_\_

☐ Partner – ☐ Limited ☐ General

☒ Individual

☐ Attorney in Fact

☐ Trustee ☐ Guardian or Conservator

☐ Other: \_\_\_\_\_

Signer is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_

☐ Corporate Officer – Title(s): \_\_\_\_\_

☐ Partner – ☐ Limited ☐ General

☐ Individual

☐ Attorney in Fact

☐ Trustee

☐ Guardian or Conservator

☐ Other: \_\_\_\_\_

Signer is Representing: \_\_\_\_\_



202565417229



**STATE OF CALIFORNIA**  
*Office of the Secretary of State*  
**ARTICLES OF ORGANIZATION**  
**CA LIMITED LIABILITY COMPANY**  
California Secretary of State  
1500 11th Street  
Sacramento, California 95814  
(916) 657-5448

For Office Use Only

**-FILED-**

File No.: 202565417229

Date Filed: 1/21/2025

B3374-0837 01/21/2025 1:22 PM Received by California Secretary of State

Limited Liability Company Name	
Limited Liability Company Name	Cali Love Willows LLC
Initial Street Address of Principal Office of LLC	
Principal Address	157 N BUTTE ST WILLOWS, CA 95988
Initial Mailing Address of LLC	
Mailing Address	PO BOX 531 DOUGLAS CITY, CA 96024
Attention	Melissa Wight
Agent for Service of Process	
Agent Name	Melissa Wight
Agent Address	157 N BUTTE ST WILLOWS, CA 95988
Purpose Statement	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.
Management Structure	
The LLC will be managed by	One Manager
Additional information and signatures set forth on attached pages, if any, are incorporated herein by reference and made part of this filing.	
Electronic Signature	
<input checked="" type="checkbox"/> By signing, I affirm under penalty of perjury that the information herein is true and correct and that I am authorized by California law to sign.	
Melissa Wight	01/21/2025
Organizer Signature	Date



BA20250243241



**STATE OF CALIFORNIA**  
*Office of the Secretary of State*  
**STATEMENT OF INFORMATION**  
**LIMITED LIABILITY COMPANY**  
California Secretary of State  
1500 11th Street  
Sacramento, California 95814  
(916) 657-5448

For Office Use Only

**-FILED-**

File No.: BA20250243241

Date Filed: 2/3/2025

B3413-6660 02/03/2025 9:40 AM Received by California Secretary of State

Entity Details	
Limited Liability Company Name	Cali Love Willows LLC
Entity No.	202565417229
Formed In	CALIFORNIA
Street Address of Principal Office of LLC	
Principal Address	157 N BUTTE ST WILLOWS, CA 95988
Mailing Address of LLC	
Mailing Address	PO BOX 531 DOUGLAS CITY, CA 96024
Attention	Melissa Wight
Street Address of California Office of LLC	
Street Address of California Office	None
Manager(s) or Member(s)	
Manager or Member Name	Manager or Member Address
<input checked="" type="checkbox"/> Melissa Wight	PO BOX 531 DOUGLAS CITY, CA 96024
<input checked="" type="checkbox"/> Stephen Sutton	PO BOX 531 DOUGLAS CITY, CA 96024
Agent for Service of Process	
Agent Name	Melissa Wight
Agent Address	157 N BUTTE ST WILLOWS, CA 95988
Type of Business	
Type of Business	Retail
Email Notifications	
Opt-in Email Notifications	Yes, I opt-in to receive entity notifications via email.
Chief Executive Officer (CEO)	
CEO Name	CEO Address
None Entered	
Labor Judgment	
No Manager or Member, as further defined by California Corporations Code section 17702.09(a)(8), has an outstanding final judgment issued by the Division of Labor Standards Enforcement or a court of law, for which no appeal is pending, for the violation of any wage order or provision of the Labor Code.	

Electronic Signature

☒ By signing, I affirm under penalty of perjury that the information herein is true and correct and that I am authorized by California law to sign.

*Melissa Wight*

Signature

02/03/2025

Date

## **Cali Love Willows Retail Cannabis Applicant and Management Information**

**Applicant Names:** Melissa Wight and Stephen Sutton

**Applicant Business Address:** 157 N Butte St, Willows CA 95988

**Applicant Phone Number:** 7074996944

**Applicant Title/Functions:** Melissa Wight- Owner/Management

Stephen Sutton- Owner/Management

**Applicant Mailing Address:** PO Box 531 Douglas City CA 96024

**Applicant Corporation:** CL WILLOWS LLC

**Applicant DBA:** Cali Love Willows

**Applicant Previous Addresses 5 Years Prior:**

Melissa Wight- 4594 Summit Creek Rd

Hayfork CA 96041

Stephen Sutton – 4594 Summit Creek Rd

Hayfork CA 96041

**Applicant Ownership Percentages:** Melissa Wight 50% Stephen Sutton 50%

**Applicant/Management Felony and Misdemeanor Convictions:**

Melissa Wight- None

Stephen Sutton- None

**Proposed Employees:** Four Proposed Employees



Department of  
Cannabis Control  
CALIFORNIA

Department of Cannabis Control  
Cannabis Control

## Cannabis Retailer License Adult-Use

Business Name:  
CAL LOVE LLC

CAL LOVE LLC

License Number: C10 0001730 LIC  
License Type: Retailer  
(Shareholder)

Premises Address:  
1615 MAIN ST UNIT 1  
WEAVERVILLE CA 95093

Valid: 2/27/2023  
Expires: 2/27/2024

The Department of Cannabis Control is responsible for issuing and managing all cannabis licenses in California. This license is issued to the business named above and is valid for the period of time stated. The license holder is responsible for ensuring that the business complies with all applicable laws and regulations. The license holder is also responsible for ensuring that the business is in good standing with the Department of Cannabis Control. The license holder is not responsible for any criminal or civil liability that may arise from the use of this license. The license holder is also responsible for ensuring that the business is in good standing with the Department of Cannabis Control.

Scan to verify this  
license.



Non-Transferable

Post in Public View



Department of  
Cannabis Control  
CALIFORNIA

Department of Cannabis Control  
licensing@cannabis.ca.gov, www.cannabis.ca.gov

# Cannabis Cultivation License Adult-Use

**Business Name:**

MtMama Farms

**Doing Business As DBA:**

**Main Premises:**

4598 summit creek rd

Unincorporated, CA 96021

**License Number:** CCL20-0001320

**Main APN:** 015-130-021-000

**License Type:** Annual Adult-Use-Small Mixed-Light Tier 1

**Valid:** 04/16/2024

**Expires:** 04/16/2025

The licensee authorizes MtMama Farms to engage in commercial cannabis cultivation at the premises address listed above until the expiration date of this license. This license issued is pursuant to Division 10 of the California Business and Professions Code and is not transferable to any other person or premises location. This license shall always be displayed in a prominent place at the licensed premises. This license shall be subject to suspension or revocation if the licensee is determined to be in violation of Division 10 of the Business and Professions Code or regulations adopted thereunder.

**Additional Premises APN(s) and Addresses:**

Trinity County - 015-130-021-000

4598 summit creek rd - hayfork

Non-Transferable

Post in Public View



Department of  
Cannabis Control  
CALIFORNIA

Department of Cannabis Control  
licensing@cannabis.ca.gov, www.cannabis.ca.gov

# Cannabis Cultivation License Adult-Use

**Business Name:**

IN THE TREEZ LLC

**Doing Business As DBA:**

IN THE TREEZ LLC

**License Number:** CCL22-0001773

**License Type:** Annual Adult-Use-Nursery

**Total Canopy:** square feet

**Main Premises:**

2183 Kenyon Dr

Redding, CA 96001

**Main APN:** 045-100-035

**Valid:** 12/28/2024

**Expires:** 12/28/2025

The licenses authorizes IN THE TREEZ LLC to engage in commercial cannabis cultivation at the premises address listed above until the expiration date of this license. This license issued is pursuant to Division 10 of the California Business and Professions Code and is not transferable to any other person or premises location. This license shall always be displayed in a prominent place at the licensed premises. This license shall be subject to suspension or revocation if the licensee is determined to be in violation of Division 10 of the Business and Professions Code or regulations adopted thereunder.

**Additional Premises APN(s) and Addresses:**

Shasta County - 049-100-035-000

2183 Kenyon DR - Redding

Non-Transferable

Post in Public View

## **Cali Love Willows Plan of Operations**

**Hours of Operation:** Hours of Operation will be 9 am to 7pm, 7 days a week. These hours are in compliance with Department of Cannabis Control regulation 15403 and City of Willows code section 9.20.080 B.

**Premises Access:** Employees will enter through front door with a key and unique Bay Alarms passcode 15 to 30 minutes before operating hours. Customers will enter and exit through front door during business hours. Deliveries of cannabis goods will occur through backdoor only from a licensed distributor per DCC regulation 15422.

**Identification/Age Verification:** Cali Love will only hire employees 21 or older per DCC regulations and City of Willows code section 9.20.080 D. All employees will have name badges with our business name, state license number, employee name, a picture, and unique identification number as required by DCC regulation 15043. Customers will go through an identification check immediately upon entering the premises, before entering the sales floor as required by DCC regulation 15402 (a). All customers must be 21 or older as required by DCC regulations and City of Willows code 9.20.080 D. Our employees will scan the customer ID into our Cova POS system for authentication. Our ID verification system automatically checks for age and ID expiration. Their information is instantly uploaded into our system for future visits. Our employee will also visually check the ID against the information on the screen and the person standing in front of them to further verify that this is the correct person matched with the correct ID. Expired IDs will not be accepted per DCC regulations.

**Sales:** After ID check and age verification, the customer will enter the main display/sales floor where they will be met by an employee who will assist them with their purchase. An employee shall always be physically present in the retail area when customers are also present in the retail area as required by DCC regulation 15402 (b). Our employee will help answer questions and guide the customer to which products they are seeking based on the customer's individual needs. Our display floor will hold products for display/selection in cases which will not be physically accessible to the customer. Once a customer selects their order, the budtender will transport the products to the cash register to complete the transaction. The cashier will verify the order is correct and then tender the transaction. Our POS system will include automatic enforcement of the state daily purchase limit which is 1 ounce of flower, 8 grams of concentrate, and 6 immature plants per DCC regulation 15409. Our system will track daily purchases of each customer. If they come back more than once in a day our POS will not allow employees to sell over the daily limit. The cannabis products will be put into an opaque bag which is required by DCC regulation 15413 (c). The customer

will be given a receipt with city cannabis tax, state/city sales tax, and state cannabis excise tax listed on the receipt. The customer will then exit the premises through the front door with an opaque bag carrying their purchase. No cannabis products will be visible through their bag or front window/door per DCC and City of Willows regulation 9.20.080 E.

**Inventory Management/Storage:** Daily inventory will be stored in display cases and drawers in front sales/retail area with all products not physically accessible to the public. Backstock Inventory will be stored in a locked and secured limited access storage room. This room will only be accessible by owners and management per DCC regulations. This room will be accessible by punch code. This room will store safes for secured inventory storage. Cali Love will maintain an accurate record of its inventory at all times as required by DCC regulation 15423. Inventory will be brought into the front sales room as needed, by owners and/or management. All inventory will be tracked by the state track and trace program, Metrc. Our Cova POS system will communicate with Metrc when products are sold, removing them from inventory and creating a sales record. Cova will be directly connected to Metrc via API key and will communicate back and forth with Metrc to ensure inventory accounting accuracy. All invoices, manifests, and Metrc tags will be stored in filing cabinets for record keeping accuracy. All records must be kept for at least 7 years per DCC regulation 15037 (a).

**Vendor Deliveries:** All deliveries will occur through the back door only per DCC regulation 15422. All deliveries will occur during business our business hours, 9am to 7pm as required by City of Willows code 9.20.080 B. Cannabis goods will be delivered by licensed distributors only per DCC regulation 15422. All cannabis goods will come prepackaged and labeled up to DCC labeling requirement standards. All products will be accompanied by an invoice, Metrc manifest, and unique Metrc tags. Accuracy of order will be checked against invoice and manifest upon delivery.

**Security:** Cali Love will have a BSIS registered security guard on location during business hours as required by DCC regulation 15045 (a). Our location will have 24/7 burglar alarm protection as required by DCC regulation 15047. Our location will be monitored by Bay Alarms by motion detection, glass break alarms, and automatic 911 calls if alarms sound. Our premises will be under 24/7 video surveillance at a minimum of 15 frames per second as required by DCC regulation 15044 (f). The video surveillance system will include 16 cameras with a minimum resolution of 1280 x 720 as required by DCC regulation 15044 (a). Video coverage will span the whole premises, inside and out. Doors that can open to the public will be under video surveillance within 20 feet of the entrance and exit as required by DCC regulation 15044 (c). For video storage, The Gallery will utilize a 16-channel network video recorder with 40 terabyte storage capacity and 10 terabyte hard disc drive for

mandatory 90-day storage, per DCC regulation 15044 (h). Owners will be able to remotely access live video footage and recordings via phone app and in person, via hard drive. This video surveillance system is in compliance with all sections of DCC regulation, 15044 video surveillance systems.

**Odor Mitigation:** All cannabis products will come prepackaged. Our main sales floor and storage room will be equipped with more than adequate odor filtration. The Gallery will use a photo-catalytic oxidation air filtration system in our storage room. This is considered state of the art for odor filtration. In addition to this we will use two carbon air filtration systems in the main sales room for an additional level of odor mitigation. No cannabis odor will be detectable outside of the premises.





APN: 002-162-006-0	162-006-002	162-006-003	162-006-004	162-006-005	162-006-006	162-006-007	162-006-008	162-006-009	162-006-010	162-006-011	162-006-012	162-006-013	162-006-014	162-006-015	162-006-016	162-006-017	162-006-018	162-006-019	162-006-020	162-006-021	162-006-022	162-006-023	162-006-024	162-006-025	162-006-026	162-006-027	162-006-028	162-006-029	162-006-030	162-006-031	162-006-032	162-006-033	162-006-034	162-006-035	162-006-036	162-006-037	162-006-038	162-006-039	162-006-040	162-006-041	162-006-042	162-006-043	162-006-044	162-006-045	162-006-046	162-006-047	162-006-048	162-006-049	162-006-050	162-006-051	162-006-052	162-006-053	162-006-054	162-006-055	162-006-056	162-006-057	162-006-058	162-006-059	162-006-060	162-006-061	162-006-062	162-006-063	162-006-064	162-006-065	162-006-066	162-006-067	162-006-068	162-006-069	162-006-070	162-006-071	162-006-072	162-006-073	162-006-074	162-006-075	162-006-076	162-006-077	162-006-078	162-006-079	162-006-080	162-006-081	162-006-082	162-006-083	162-006-084	162-006-085	162-006-086	162-006-087	162-006-088	162-006-089	162-006-090	162-006-091	162-006-092	162-006-093	162-006-094	162-006-095	162-006-096	162-006-097	162-006-098	162-006-099	162-006-100
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PROPERTY DIAGRAM

162-006-002	162-006-003	162-006-004	162-006-005	162-006-006	162-006-007	162-006-008	162-006-009	162-006-010	162-006-011	162-006-012	162-006-013	162-006-014	162-006-015	162-006-016	162-006-017	162-006-018	162-006-019	162-006-020	162-006-021	162-006-022	162-006-023	162-006-024	162-006-025	162-006-026	162-006-027	162-006-028	162-006-029	162-006-030	162-006-031	162-006-032	162-006-033	162-006-034	162-006-035	162-006-036	162-006-037	162-006-038	162-006-039	162-006-040	162-006-041	162-006-042	162-006-043	162-006-044	162-006-045	162-006-046	162-006-047	162-006-048	162-006-049	162-006-050	162-006-051	162-006-052	162-006-053	162-006-054	162-006-055	162-006-056	162-006-057	162-006-058	162-006-059	162-006-060	162-006-061	162-006-062	162-006-063	162-006-064	162-006-065	162-006-066	162-006-067	162-006-068	162-006-069	162-006-070	162-006-071	162-006-072	162-006-073	162-006-074	162-006-075	162-006-076	162-006-077	162-006-078	162-006-079	162-006-080	162-006-081	162-006-082	162-006-083	162-006-084	162-006-085	162-006-086	162-006-087	162-006-088	162-006-089	162-006-090	162-006-091	162-006-092	162-006-093	162-006-094	162-006-095	162-006-096	162-006-097	162-006-098	162-006-099	162-006-100
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PROPERTY DIAGRAM  
APN: 002-162-006-0

FOR  
MELISSA WRIGHT  
145 N BUTTE ST.  
WILLOW, CA 95066



**OWNER'S NOTICE**

NOTICE TO ALL PERSONS INTERESTED IN THE PROPERTY: The undersigned hereby gives notice that they are the owners of the above described property and that they are offering the same for sale. All persons interested in the property are hereby notified that they should contact the undersigned at the address above for more information.

**OWNER'S NOTICE**

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## **Cali Love Willows Business Description**

Our proposed dispensary, Cali Love Willows, will be located at 157 N Butte St, Willows, CA 95988, in the heart of downtown. The site, identified by APN 002-162-006-0, consists of an 1,824-square-foot unit strategically chosen to contribute to the revitalization of downtown Willows. By drawing foot traffic from the I-5 corridor, we aim to bring new energy and economic growth to the surrounding local businesses.

At Cali Love, we believe in the power of collaboration. To support the local business ecosystem, we will prominently feature menus, brochures, and business cards from other businesses in the City of Willows, helping to drive customers their way. Beyond a traditional dispensary, The Gallery will also showcase works by local artists to highlight the beauty, creativity and talent within the community.

Our dispensary will offer a refined, high-end experience, combining cannabis retail with a celebration of local art and culture. We are committed to operating with class and intention, creating an inviting space that residents and visitors alike will enjoy. Cali Love is more than a place for cannabis sales—it's a platform for fostering connections, creativity, and commerce in Willows.

Our mission is to add lasting value to downtown and the City of Willows, working symbiotically with other businesses to ensure mutual success and prosperity.

## **Response to Zoning Code**

Our proposed business location is compliant with all City of Willows zoning codes for Retail Cannabis Dispensaries. Our business is located in Central Commercial zoning. City of Willows adopted ordinance 760-2024 allowing Retail Cannabis as an accepted use in Central Commercial zoning when first securing a Conditional Use Permit. We meet all specific Cannabis Retail required setbacks in City of Willows Municipal Code. See attachment map for reference.


**ZONING DIAGRAM**

	
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1,000 SETBACK

PROPERTY LOCATION



CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

**CANNABIS RETAILER EXCISE TAX PERMIT**



PERMIT NUMBER

259043936-00001

CALI LOVE WILLOWS LLC  
157 N BUTTE ST  
WILLOWS CA 95988-2801

THIS PERMIT HAS BEEN ISSUED TO YOU UNDER  
SECTION 34014 OF THE CALIFORNIA REVENUE  
AND TAXATION CODE.

PLEASE RETAIN THIS DOCUMENT FOR YOUR  
RECORDS.

THIS PERMIT IS VALID UNTIL REVOKED OR CANCELED AND IS NOT TRANSFERABLE.  
FOR GENERAL TAX QUESTIONS, PLEASE CALL OUR CUSTOMER SERVICE CENTER AT 1-800-400-7115 (TTY:711).  
FOR INFORMATION ON YOUR RIGHTS, CONTACT THE TAXPAYERS' RIGHTS ADVOCATE OFFICE AT 1-888-324-2798.

CDTFA-442-CRE (8-22)

**A MESSAGE TO OUR PERMIT HOLDER**

**As a permittee, you have certain rights and responsibilities under the Cannabis Tax Law. For assistance, we offer the following resources:**

- Our website at [www.cdtfa.ca.gov](http://www.cdtfa.ca.gov).
- Our toll-free Customer Service Center at 1-800-400-7115 (TTY:711). Customer service representatives are available Monday through Friday from 7:30 a.m. to 5:00 p.m. (Pacific time), except state holidays.

As a permittee, you are expected to maintain the normal books and records of a prudent businessperson. You are required to maintain these books and records for no less than four years, and make them available for inspection by a California Department of Tax and Fee Administration (CDTFA) representative when requested.

You must notify us if you are buying, selling, or discontinuing your business; adding or dropping a partner, officer, or member; or when you are moving. This permit is valid only for the owner specified on the permit. A person who obtains a permit and ceases to do business or never commenced business, shall surrender their permit by immediately notifying the CDTFA in writing at this address: California Department of Tax and Fee Administration, Business Tax and Fee Division, P.O. Box 942879, Sacramento, CA 94279-0088. You may also surrender the permit to a CDTFA representative.

If you would like to know more about your rights as a taxpayer, or if you are unable to resolve an issue with CDTFA, please contact the Taxpayers' Rights Advocate Office for help by calling 1-888-324-2798 or by faxing 1-916-323-3319.

As authorized by law, information provided by an applicant for a permit may be disclosed to other government agencies.

**DISPLAY THIS PERMIT CONSPICUOUSLY AT THE PLACE OF BUSINESS FOR WHICH IT IS ISSUED**

**CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION  
SELLER'S PERMIT**



PERMIT NUMBER

225489504 - 00001

CALI LOVE WILLOWS LLC  
157 N BUTTE ST  
WILLOWS CA 95988-2801

**START DATE:**  
February 6, 2025

IS HEREBY AUTHORIZED PURSUANT TO SALES AND USE TAX  
LAW TO ENGAGE IN THE BUSINESS OF SELLING TANGIBLE  
PERSONAL PROPERTY AT THE ABOVE LOCATION.

YOU ARE REQUIRED TO OBEY ALL FEDERAL AND  
STATE LAWS THAT REGULATE OR CONTROL  
YOUR BUSINESS. THIS PERMIT DOES NOT ALLOW  
YOU TO DO OTHERWISE.

THIS PERMIT IS NOT VALID AT ANY OTHER ADDRESS.

PLEASE RETAIN THIS DOCUMENT FOR YOUR  
RECORDS.

THIS PERMIT IS VALID UNTIL REVOKED OR CANCELED AND IS NOT TRANSFERABLE.  
FOR GENERAL TAX QUESTIONS, PLEASE CALL OUR CUSTOMER SERVICE CENTER AT 1-800-400-7115 (TTY:711).  
FOR INFORMATION ON YOUR RIGHTS, CONTACT THE TAXPAYERS' RIGHTS ADVOCATE OFFICE AT 1-888-324-2798.

CDTFA-442-R REV. 20 (2-22)

**A MESSAGE TO OUR PERMIT HOLDER**

**As a permittee, you have certain rights and responsibilities under the Sales and Use Tax Law. For assistance, we offer the following resources:**

- Our website at [www.cdtfa.ca.gov](http://www.cdtfa.ca.gov).
- Our toll-free Customer Service Center at 1-800-400-7115 (TTY:711). Customer service representatives are available Monday through Friday from 7:30 a.m. to 5:00 p.m. (Pacific time), except state holidays.

As a permittee, you are expected to maintain the normal books and records of a prudent businessperson. You are required to maintain these books and records for no less than four years, and make them available for inspection by a California Department of Tax and Fee Administration (CDTFA) representative when requested. You are also required to know and charge the correct sales or use tax rate, including any local and district taxes.

You must notify us if you are buying, selling, adding a location, or discontinuing your business; adding or dropping a partner, officer, or member; or when you are moving any or all of your business locations. This permit is valid only for the owner specified on the permit. A person who obtains a permit and ceases to do business, or never commenced business, shall surrender their permit by immediately notifying CDTFA in writing at this address: California Department of Tax and Fee Administration, Field Operations Division, P.O. Box 942879, Sacramento, CA 94279-0047. You may also surrender the permit to a CDTFA representative.

If you would like to know more about your rights as a taxpayer, or if you are unable to resolve an issue with CDTFA, please contact the Taxpayers' Rights Advocate Office for help by calling 1-888-324-2798 or by faxing 1-916-323-3319.

As authorized by law, information provided by an applicant for a permit may be disclosed to other government agencies.



**COMMERCIAL CANNABIS  
RETAIL DISPENSARY PERMIT APPLICATION  
OWNER'S STATEMENT OF CONSENT**

If the applicant is not the owner of record of the subject site, the following Statement of Consent must be completed by the owner or the owner's legally authorized representative, granting the applicant permission to apply for a commercial cannabis cultivation permit. ***This form must be notarized.***

To: City of Willows  
201 N Lassen Street  
Willows, CA 95988

I, the undersigned legal owner of record, hereby grant permission to:

Applicant:

MELISSA L WILLY  
First Name Middle Initial Last Name

Mailing Address:

PO Box 531 DOUGLAS CITY CA 96024  
Street Unit # City State Zip

To operate a commercial cannabis retail dispensary business on the property described below.

The subject property is located at:

157 N BUTTE ST WILLOWS CA 95988  
Street City State Zip

Assessor's Parcel Number: 002-162-004-0

Print Name of Owner of Record:

Diane M Amaro  
First Name Middle Initial Last Name

Address of Owner of Record:

880 Pacific Ave Willows CA 95988  
Street Unit # City State Zip

Phone Number: 530-517-0922 Email Address: amaro97@aol.com  
Home Phone

Signature of Owner of Record:

[Signature] 2-10-25  
Signature Date

**CALIFORNIA ACKNOWLEDGMENT**

CIVIL CODE § 1189

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 California

County of Glenn

On 2/10/25

Date

before me,

Rebecca E.A. Padgett-Jones, Notary Public  
Here Insert Name and Title of the Officer

personally appeared Diane Amaro

Name(s) of Signer(s)

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

Rebecca E.A. Padgett-Jones  
Signature of Notary Public

Place Notary Seal and/or Stamp Above

**OPTIONAL**

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: Commercial Cannabis Retail Dispensary

Document Date: 2/10/25

Number of Pages: \_\_\_\_\_

Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: Diane Amaro

☐ Corporate Officer – Title(s): \_\_\_\_\_

☐ Partner – ☐ Limited ☐ General

☒ Individual ☐ Attorney in Fact

☐ Trustee ☐ Guardian or Conservator

☐ Other: \_\_\_\_\_

Signer is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_

☐ Corporate Officer – Title(s): \_\_\_\_\_

☐ Partner – ☐ Limited ☐ General

☐ Individual ☐ Attorney in Fact

☐ Trustee ☐ Guardian or Conservator

☐ Other: \_\_\_\_\_

Signer is Representing: \_\_\_\_\_

City of Willows, California  
Monthly Revenue Sharing Sales Record  
for  
Commercial Cannabis Retail Dispensary

Business Name: CALF LOVE WILLOWS LLC

Address of Business: 157 N BUTTE

Reporting Period from \_\_\_\_\_ to \_\_\_\_\_

Due Date: No later than 10 days following the completion of each calendar month

Total Gross Receipts and Revenues: \_\_\_\_\_

**I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF,  
THE STATEMENTS HEREIN ARE TRUE AND CORRECT.**

**I understand that sales records are subject to audit by the city or a contracted  
representative of the city, as set forth in the WMC, and applicant will bear one-half of the  
cost of each such audit.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Make checks payable to the City of Willows and mail to: City of Willows Finance Department,  
201 North Lassen Street, Willows, CA 95988

EMAIL TO JOE



# COMMERCIAL LEASE AGREEMENT

(C.A.R. Form CL, Revised 10/01)

Date (For reference only): 11-14-24

Melissa Wright and Stephen Sutton (Landlord) and Amara Investments (Tenant) agree as follows:

1. **PROPERTY:** Landlord rents to Tenant and Tenant rents from Landlord, the real property and improvements described as: 157 A. Butler St. Willow ("Premises"), which comprise approximately 157 % of the total square footage of rentable space in the entire property. See exhibit 1 for a further description of the Premises.

2. **TERM:** The term shall be for 5 years and 0 months, beginning on (date) 12-1-24 ("Commencement Date"). (Check A or B):

☒ A. Lease: and shall terminate on (date) 11-30-29 at 11:59 ☐ AM ☒ PM. Any holding over after the term of this agreement expires, with Landlord's consent, shall create a month-to-month tenancy that either party may terminate as specified in paragraph 2B. Rent shall be at a rate equal to the rent for the immediately preceding month, payable in advance. All other terms and conditions of this agreement shall remain in full force and effect.

☐ B. Month-to-month: and continues as a month-to-month tenancy. Either party may terminate the tenancy by giving written notice to the other at least 30 days prior to the intended termination date, subject to any applicable local laws. Such notice may be given on any date.

☐ C. **RENEWAL OR EXTENSION TERMS:** See attached addendum

## 3. BASE RENT:

A. Tenant agrees to pay Base Rent at the rate of (CHECK ONE ONLY):

☐ (1) \$ \_\_\_\_\_ per month, for the term of the agreement.  
☐ (2) \$ \_\_\_\_\_ per month, for the first 12 months of the agreement. Commencing with the 13th month, and upon expiration of each 12 months thereafter, rent shall be adjusted according to any increase in the U.S. Consumer Price Index of the Bureau of Labor Statistics of the Department of Labor for All Urban Consumers ("CPI") for

(the city nearest the location of the Premises), based on the following formula: Base Rent will be multiplied by the most current CPI preceding the first calendar month during which the adjustment is to take effect, and divided by the most recent CPI preceding the Commencement Date. In no event shall any adjusted Base Rent be less than the Base Rent for the month immediately preceding the adjustment. If the CPI is no longer published, then the adjustment to Base Rent shall be based on an alternate index that most closely reflects the CPI.

☐ (3) \$ \_\_\_\_\_ per month for the period commencing \_\_\_\_\_ and ending \_\_\_\_\_ and  
\$ \_\_\_\_\_ per month for the period commencing \_\_\_\_\_ and ending \_\_\_\_\_ and  
\$ \_\_\_\_\_ per month for the period commencing \_\_\_\_\_ and ending \_\_\_\_\_ and

☒ (4) In accordance with the attached rent schedule.

☐ (5) Other: \_\_\_\_\_

B. Base Rent is payable in advance on the 1st (or ☐ ) day of each calendar month, and is delinquent on the next day.

C. If Commencement Date falls on any day other than the first day of the month, Base Rent for the first calendar month shall be prorated based on a 30-day period. If Tenant has paid one full month's Base Rent in advance of Commencement Date, Base Rent for the second calendar month shall be prorated based on a 30-day period.

## 4. RENT:

A. Definition: ("Rent") shall mean all monetary obligations of Tenant to Landlord under the terms of this agreement, except security deposit.

B. Payment: Rent shall be paid to (Name) Amara Investments at (address) PO Box 1295 Willow CA 95103, or at any other location specified by Landlord in writing to Tenant.

C. Timing: Base Rent shall be paid as specified in paragraph 3. All other Rent shall be paid within 30 days after Tenant is billed by Landlord.

## 5. EARLY POSSESSION: Tenant is entitled to possession of the Premises on \_\_\_\_\_

If Tenant is in possession prior to the Commencement Date, during this time (i) Tenant is not obligated to pay Base Rent, and (ii) Tenant ☐ is ☐ is not obligated to pay Rent other than Base Rent. Whether or not Tenant is obligated to pay Rent prior to Commencement Date, Tenant is obligated to comply with all other terms of this agreement.

## 6. SECURITY DEPOSIT:

A. Tenant agrees to pay Landlord \$ 700 as a security deposit. Tenant agrees not to hold Broker responsible for its return. (IF CHECKED:) ☐ If Base Rent increases during the term of this agreement, Tenant agrees to increase security deposit by the same proportion as the increase in Base Rent.

B. All or any portion of the security deposit may be used, as reasonably necessary, to: (i) cure Tenant's default in payment of Rent, late charges, non-sufficient funds ("NSF") fees, or other sums due; (ii) repair damage, including ordinary wear and tear, caused by Tenant or by a guest or licensee of Tenant; (iii) broom clean the Premises, if necessary, upon termination of tenancy; and (iv) cover any other unfulfilled obligation of Tenant. SECURITY DEPOSIT SHALL NOT BE USED BY TENANT IN LIEU OF PAYMENT OF LAST MONTH'S RENT. If all or any portion of the security deposit is used during tenancy, Tenant agrees to reinstate the total security deposit within 5 days after written notice is delivered to Tenant. Within 30 days after Landlord receives possession of the Premises, Landlord shall: (i) furnish Tenant an itemized statement indicating the amount of any security deposit received and the basis for its disposition, and (ii) return any remaining portion of security deposit to Tenant. However, if the Landlord's only claim upon the security deposit is for unpaid Rent, then the remaining portion of the security deposit, after deduction of unpaid Rent, shall be returned within 14 days after the Landlord receives possession.

C. No interest will be paid on security deposit, unless required by local ordinance.

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Landlord and Tenant acknowledge receipt of a copy of this page.

Landlord's Initials (PW) ( SA )  
Tenant's Initials (SA) ( SA )

Reviewed by \_\_\_\_\_  
Broker or Designee \_\_\_\_\_ Date \_\_\_\_\_



Premises: 157 N Butler St  
7. PAYMENTS:

Date 11-14-24

	TOTAL DUE	PAYMENT RECEIVED	BALANCE DUE	DUE DATE
A. Rent: From 12-1-24 To 12-31-24 Date Date	\$ 700	\$ 700	\$ 0	
B. Security Deposit	\$ 700	\$ 700	\$ 0	
C. Other: _____ Category	\$ _____	\$ _____	\$ _____	
D. Other: _____ Category	\$ _____	\$ _____	\$ _____	
E. Total:	\$ 1400	\$ 1400	\$ 0	

8. **PARKING:** Tenant is entitled to \_\_\_\_\_ unreserved and \_\_\_\_\_ reserved vehicle parking spaces. The right to parking ☐ is ☐ is not included in the Base Rent charged pursuant to paragraph 3. If not included in the Base Rent, the parking rental fee shall be an additional \$ \_\_\_\_\_ per month. Parking space(s) are to be used for parking operable motor vehicles, except for trailers, boats, campers, buses or trucks (other than pick-up trucks). Tenant shall park in assigned space(s) only. Parking space(s) are to be kept clean. Vehicles leaking oil, gas or other motor vehicle fluids shall not be parked in parking spaces or on the Premises. Mechanical work or storage of inoperable vehicles is not allowed in parking space(s) or elsewhere on the Premises. No overnight parking is permitted.

9. **ADDITIONAL STORAGE:** Storage is permitted as follows:  
The right to additional storage space ☐ is ☐ is not included in the Base Rent charged pursuant to paragraph 3. If not included in Base Rent, storage space shall be an additional \$ \_\_\_\_\_ per month. Tenant shall store only personal property that Tenant owns, and shall not store property that is claimed by another, or in which another has any right, title, or interest. Tenant shall not store any improperly packaged food or perishable goods, flammable materials, explosives, or other dangerous or hazardous material. Tenant shall pay for, and be responsible for, the clean-up of any contamination caused by Tenant's use of the storage area.

10. **LATE CHARGE; INTEREST; NSF CHECKS:** Tenant acknowledges that either late payment of Rent or issuance of a NSF check may cause Landlord to incur costs and expenses, the exact amount of which are extremely difficult and impractical to determine. These costs may include, but are not limited to, processing, enforcement and accounting expenses, and late charges imposed on Landlord. If any installment of Rent due from Tenant is not received by Landlord within 5 calendar days after date due, or if a check is returned NSF, Tenant shall pay to Landlord, respectively, \$ 100 as late charge, plus 10% interest per annum on the delinquent amount and \$25.00 as a NSF fee, any of which shall be deemed additional Rent. Landlord and Tenant agree that these charges represent a fair and reasonable estimate of the costs Landlord may incur by reason of Tenant's late or NSF payment. Any late charge, delinquent interest, or NSF fee due shall be paid with the current installment of Rent. Landlord's acceptance of any late charge or NSF fee shall not constitute a waiver as to any default of Tenant. Landlord's right to collect a Late Charge or NSF fee shall not be deemed an extension of the date Rent is due under paragraph 4, or prevent Landlord from exercising any other rights and remedies under this agreement, and as provided by law.

11. **CONDITION OF PREMISES:** Tenant has examined the Premises and acknowledges that Premise is clean and in operative condition, with the following exceptions: \_\_\_\_\_  
Items listed as exceptions shall be dealt with in the following manner: \_\_\_\_\_

12. **ZONING AND LAND USE:** Tenant accepts the Premises subject to all local, state and federal laws, regulations and ordinances ("Laws"). Landlord makes no representations or warranty that Premises are now or in the future will be suitable for Tenant's use. Tenant has made its own investigation regarding all applicable Laws.

13. **TENANT OPERATING EXPENSES:** Tenant agrees to pay for all utilities and services directly billed to Tenant. \_\_\_\_\_

14. **PROPERTY OPERATING EXPENSES:**

A. Tenant agrees to pay its proportionate share of Landlord's estimated monthly property operating expenses, including but not limited to, common area maintenance, consolidated utility and service bills, insurance, and real estate taxes, based on the ratio of the square footage of the Premises to the total square footage of the rentable space in the entire property. \_\_\_\_\_

OR B. ☐ (If checked) Paragraph 14 does not apply.

15. **USE:** The Premises are for the sole use as cannabis retail  
No other use is permitted without Landlord's prior written consent. If any use by Tenant causes an increase in the premium on Landlord's existing property insurance, Tenant shall pay for the increased cost. Tenant will comply with all Laws affecting its use of the Premises.

16. **RULES/REGULATIONS:** Tenant agrees to comply with all rules and regulations of Landlord (and, if applicable, Owner's Association) that are at any time posted on the Premises or delivered to Tenant. Tenant shall not, and shall ensure that guests and licensees of Tenant do not, disturb, annoy, endanger, or interfere with other tenants of the building or neighbors, or use the Premises for any unlawful purposes, including, but not limited to, using, manufacturing, selling, storing, or transporting illicit drugs or other contraband, or violate any law or ordinance, or committing a waste or nuisance on or about the Premises.

17. **MAINTENANCE:**

A. Tenant OR ☐ (If checked, Landlord) shall professionally maintain the Premises including heating, air conditioning, electrical, plumbing and water systems, if any, and keep glass, windows and doors in operable and safe condition. Unless Landlord is checked, if Tenant fails to maintain the Premises, Landlord may contract for or perform such maintenance, and charge Tenant for Landlord's cost.

B. Landlord OR ☐ (If checked, Tenant) shall maintain the roof, foundation, exterior walls, common areas and \_\_\_\_\_

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Landlord and Tenant acknowledge receipt of a copy of this page.

Landlord's Initials \_\_\_\_\_

Tenant's Initials \_\_\_\_\_

Reviewed by \_\_\_\_\_

Broker or Designee \_\_\_\_\_

Date \_\_\_\_\_



Premises:

157 N. Butler St willows

Date

11-14-24

18. **ALTERATIONS:** Tenant shall not make any alterations in or about the Premises, including installation of trade fixtures and signs, without Landlord's prior written consent, which shall not be unreasonably withheld. Any alterations to the Premises shall be done according to Law and with required permits. Tenant shall give Landlord advance notice of the commencement date of any planned alteration, so that Landlord, at its option, may post a Notice of Non-Responsibility to prevent potential loss against Landlord's interest in the Premises. Landlord may also require Tenant to provide Landlord with lien releases from any contractor performing work on the Premises.
19. **GOVERNMENT IMPOSED ALTERATIONS:** Any alterations required by Law as a result of Tenant's use shall be Tenant's responsibility. Landlord shall be responsible for any other alterations required by Law.
20. **ENTRY:** Tenant shall make Premises available to Landlord or Landlord's agent for the purpose of entering to make inspections, necessary or agreed repairs, alterations, or improvements, or to supply necessary or agreed services, or to show Premises to prospective or actual purchasers, tenants, mortgagees, lenders, appraisers, or contractors. Landlord and Tenant agree that 24 hours notice (oral or written) shall be reasonable and sufficient notice. In an emergency, Landlord or Landlord's representative may enter Premises at any time without prior notice.
21. **SIGNS:** Tenant authorizes Landlord to place a FOR SALE sign on the Premises at any time, and a FOR LEASE sign on the Premises within the 90 (or ☐) day period preceding the termination of the agreement.
22. **SUBLETTING/ASSIGNMENT:** Tenant shall not sublet or encumber all or any part of Premises, or assign or transfer this agreement or any interest in it, without the prior written consent of Landlord, which shall not be unreasonably withheld. Unless such consent is obtained, any subletting, assignment, transfer, or encumbrance of the Premises, agreement, or tenancy, by voluntary act of Tenant, operation of law, or otherwise, shall be null and void, and, at the option of Landlord, terminate this agreement. Any proposed sublessee, assignee, or transferee shall submit to Landlord an application and credit information for Landlord's approval, and, if approved, sign a separate written agreement with Landlord and Tenant. Landlord's consent to any one sublease, assignment, or transfer, shall not be construed as consent to any subsequent sublease, assignment, or transfer, and does not release Tenant of Tenant's obligation under this agreement.
23. **POSSESSION:** If Landlord is unable to deliver possession of Premises on Commencement Date, such date shall be extended to the date on which possession is made available to Tenant. However, the expiration date shall remain the same as specified in paragraph 2. If Landlord is unable to deliver possession within 90 (or ☐) calendar days after agreed Commencement Date, Tenant may terminate this agreement by giving written notice to Landlord, and shall be refunded all Rent and security deposit paid.
24. **TENANT'S OBLIGATIONS UPON VACATING PREMISES:** Upon termination of agreement, Tenant shall: (i) give Landlord all copies of all keys or opening devices to Premises, including any common areas; (ii) vacate Premises and surrender it to Landlord empty of all persons and personal property; (iii) vacate all parking and storage spaces; (iv) deliver Premises to Landlord in the same condition as referenced in paragraph 11; (v) clean Premises; (vi) give written notice to Landlord of Tenant's forwarding address; and, (vii) remove all personal property.
- All improvements installed by Tenant, with or without Landlord's consent, become the property of Landlord upon termination. Landlord may nevertheless require Tenant to remove any such improvement that did not exist at the time possession was made available to Tenant.
25. **BREACH OF CONTRACT/EARLY TERMINATION:** In event Tenant, prior to expiration of this agreement, breaches any obligation in this agreement, abandons the premises, or gives notice of tenant's intent to terminate this tenancy prior to its expiration, in addition to any obligations established by paragraph 24, Tenant shall also be responsible for lost rent, rental commissions, advertising expenses, and painting costs necessary to ready Premises for re-rental. Landlord may also recover from Tenant: (i) the worth, at the time of award, of the unpaid Rent that had been earned at the time of termination; (ii) the worth, at the time of award, of the amount by which the unpaid Rent that would have been earned after expiration until the time of award exceeds the amount of such rental loss the Tenant proves could have been reasonably avoided; and (iii) the worth, at the time of award, of the amount by which the unpaid Rent for the balance of the term after the time of award exceeds the amount of such rental loss that Tenant proves could be reasonably avoided. Landlord may elect to continue the tenancy in effect for so long as Landlord does not terminate Tenant's right to possession, by either written notice of termination of possession or by reletting the Premises to another who takes possession, and Landlord may enforce all Landlord's rights and remedies under this agreement, including the right to recover the Rent as it becomes due.
26. **DAMAGE TO PREMISES:** If, by no fault of Tenant, Premises are totally or partially damaged or destroyed by fire, earthquake, accident or other casualty, Landlord shall have the right to restore the Premises by repair or rebuilding. If Landlord elects to repair or rebuild, and is able to complete such restoration within 90 days from the date of damage, subject to terms of this paragraph, this agreement shall remain in full force and effect. If Landlord is unable to restore the Premises within this time, or if Landlord elects not to restore, then either Landlord or Tenant may terminate this agreement by giving the other written notice. Rent shall be abated as of the date of damage. The abated amount shall be the current monthly Base Rent prorated on a 30-day basis. If this agreement is not terminated, and the damage is not repaired, then Rent shall be reduced based on the extent to which the damage interferes with Tenant's reasonable use of Premises. If damage occurs as a result of an act of Tenant or Tenant's guests, only Landlord shall have the right of termination, and no reduction in Rent shall be made.
27. **HAZARDOUS MATERIALS:** Tenant shall not use, store, generate, release or dispose of any hazardous material on the Premises or the property of which the Premises are part. However, Tenant is permitted to make use of such materials that are required to be used in the normal course of Tenant's business provided that Tenant complies with all applicable Laws related to the hazardous materials. Tenant is responsible for the cost of removal and remediation, or any clean-up of any contamination caused by Tenant.
28. **CONDEMNATION:** If all or part of the Premises is condemned for public use, either party may terminate this agreement as of the date possession is given to the condemner. All condemnation proceeds, exclusive of those allocated by the condemner to Tenant's relocation costs and trade fixtures, belong to Landlord.
29. **INSURANCE:** Tenant's personal property, fixtures, equipment, inventory and vehicles are not insured by Landlord against loss or damage due to fire, theft, vandalism, rain, water, criminal or negligent acts of others, or any other cause. Tenant is to carry Tenant's own property insurance to protect Tenant from any such loss. In addition, Tenant shall carry liability insurance in an amount of not less than \$1,000,000. Tenant's liability insurance shall name Landlord and Landlord's agent as additional insured. Tenant, upon Landlord's request, shall provide Landlord with a certificate of insurance establishing Tenant's compliance. Landlord shall maintain liability insurance insuring Landlord, but not Tenant, in an amount of at least \$2,000,000, plus property insurance in an amount sufficient to cover the replacement cost of the property. Tenant is advised to carry business interruption insurance in an amount at least sufficient to cover Tenant's complete rental obligation to Landlord. Landlord is advised to obtain a policy of rental loss insurance. Both Landlord and Tenant release each other, and waive their respective rights to subrogation against each other, for loss or damage covered by insurance.

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CL-11 REVISED 10/01 (PAGE 3 of 6)

Landlord and Tenant acknowledge receipt of a copy of this page.

Landlord's Initials ( DA )

Tenant's Initials ( JD )

Reviewed by

Broker or Designee

Date



COMMERCIAL LEASE AGREEMENT (CL-11 PAGE 3 OF 6)

T5300554.ZFX

Premises:

157 N. Butler St

Date

11-14-24

30. **TENANCY STATEMENT (ESTOPPEL CERTIFICATE):** Tenant shall execute and return a tenancy statement (estoppel certificate), delivered to Landlord by Landlord or Landlord's agent, within 3 days after its receipt. The tenancy statement shall acknowledge that this agreement is unmodified and in full force, or in full force as modified, and state the modifications. Failure to comply with this requirement: (i) shall be deemed Tenant's acknowledgment that the tenancy statement is true and correct, and may be relied upon by a prospective lender or purchaser; and (ii) may be treated by Landlord as a material breach of this agreement. Tenant shall also prepare, execute, and deliver to Landlord any financial statement (which will be held in confidence) reasonably requested by a prospective lender or buyer.
31. **LANDLORD'S TRANSFER:** Tenant agrees that the transferee of Landlord's interest shall be substituted as Landlord under this agreement. Landlord will be released of any further obligation to Tenant regarding the security deposit, only if the security deposit is returned to Tenant upon such transfer, or if the security deposit is actually transferred to the transferee. For all other obligations under this agreement, Landlord is released of any further liability to Tenant, upon Landlord's transfer.
32. **SUBORDINATION:** This agreement shall be subordinate in all existing liens and, at Landlord's option, the lien of any first deed of trust or first mortgage subsequently placed upon the real property of which the Premises are a part, and to any advances made on the security of the Premises, and to all renewals, modifications, consolidations, replacements, and extensions. However, as to the lien of any deed of trust or mortgage entered into after execution of this agreement, Tenant's right to quiet possession of the Premises shall not be disturbed if Tenant is not in default and so long as Tenant pays the Rent and observes and performs all of the provisions of this agreement, unless this agreement is otherwise terminated pursuant to its terms. If any mortgages, trust deeds, or ground lease or deeds to have this agreement placed in a security position prior to the lien of a mortgage, deed of trust, or ground lease, and gives written notice to Tenant, this agreement shall be deemed prior to that mortgage, deed of trust, or ground lease, or the date of recording.
33. **TENANT REPRESENTATIONS; CREDIT:** Tenant warrants that all statements in Tenant's financial documents and rental application are accurate. Tenant authorizes Landlord and Broker(s) to obtain Tenant's credit report at time of application and periodically during tenancy in connection with approval, modification, or enforcement of this agreement. Landlord may cancel this agreement: (i) before occupancy begins, upon disapproval of the credit report(s); or (ii) at any time, upon discovering that information in Tenant's application is false. A negative credit report reflecting on Tenant's record may be submitted to a credit reporting agency, if Tenant fails to pay Rent or comply with any other obligation under this agreement.
34. **DISPUTE RESOLUTION:**
- A. **MEDIATION:** Tenant and Landlord agree to mediate any dispute or claim arising between them out of this agreement, or any resulting transaction, before resorting to arbitration or court action, subject to paragraph 34B(2) below. Paragraphs 34B(2) and (3) apply whether or not the arbitration provision is initiated. Mediation fees, if any, shall be divided equally among the parties involved. If for any dispute or claim to which this paragraph applies, any party commences an action without first attempting to resolve the matter through mediation, or refuses to mediate after a request has been made, then that party shall not be entitled to recover attorney fees, even if they would otherwise be available to that party in any such action. **THIS MEDIATION PROVISION APPLIES WHETHER OR NOT THE ARBITRATION PROVISION IS INITIALED.**
- B. **ARBITRATION OF DISPUTES:** (1) Tenant and Landlord agree that any dispute or claim in Law or equity arising between them out of this agreement or any resulting transaction, which is not settled through mediation, shall be decided by neutral, binding arbitration, including and subject to paragraphs 34B(2) and (3) below. The arbitrator shall be a retired judge or justice, or an attorney with at least 5 years of real estate transactional law experience, unless the parties mutually agree to a different arbitrator, who shall render an award in accordance with substantive California Law. In all other respects, the arbitration shall be conducted in accordance with Part III, Title 9 of the California Code of Civil Procedure. Judgment upon the award of the arbitrator(s) may be entered in any court having jurisdiction. The parties shall have the right to discovery in accordance with Code of Civil Procedure §1283.05.
- (2) **EXCLUSIONS FROM MEDIATION AND ARBITRATION:** The following matters are excluded from Mediation and Arbitration hereunder: (i) a judicial or non-judicial foreclosure or other action or proceeding to enforce a deed of trust, mortgage, or installment land sale contract as defined in Civil Code §2985; (ii) an unlawful detainer action; (iii) the filing or enforcement of a mechanic's lien; (iv) any matter that is within the jurisdiction of a probate, small claims, or bankruptcy court; and (v) an action for bodily injury or wrongful death, or for latent or patent defects to which Code of Civil Procedure §337.1 or §337.15 applies. The filing of a court action to enable the recording of a notice of pending action, for order of attachment, receivership, injunction, or other provisional remedies, shall not constitute a violation of the mediation and arbitration provisions.
- (3) **BROKERS:** Tenant and Landlord agree to mediate and arbitrate disputes or claims involving either or both Brokers, provided either or both Brokers shall have agreed to such mediation or arbitration, prior to, or within a reasonable time after the dispute or claim is presented to Brokers. Any election by either or both Brokers to participate in mediation or arbitration shall not result in Brokers being deemed parties to the agreement.

**"NOTICE: BY INITIALING IN THE SPACE BELOW YOU ARE AGREEING TO HAVE ANY DISPUTE ARISING OUT OF THE MATTERS INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION DECIDED BY NEUTRAL ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OR JURY TRIAL. BY INITIALING IN THE SPACE BELOW YOU ARE GIVING UP YOUR JUDICIAL RIGHTS TO DISCOVERY AND APPEAL, UNLESS THOSE RIGHTS ARE SPECIFICALLY INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION, YOU MAY BE COMPELLED TO ARBITRATE UNDER THE AUTHORITY OF THE CALIFORNIA CODE OF CIVIL PROCEDURE. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY."**

**"WE HAVE READ AND UNDERSTAND THE FOREGOING AND AGREE TO SUBMIT DISPUTES ARISING OUT OF THE MATTERS INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION TO NEUTRAL ARBITRATION."**

Landlord's Initials

Tenant's Initials

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Landlord and Tenant acknowledge receipt of a copy of this page.

Landlord's Initials

Tenant's Initials



Reviewed by

Broker or Designee

Date

Premises: 157 N. Butte St willows Date 11-14-24

35. **JOINT AND INDIVIDUAL OBLIGATIONS:** If there is more than one Tenant, each one shall be individually and completely responsible for the performance of all obligations of Tenant under this agreement, jointly with every other Tenant, and individually, whether or not in possession.  
36. **NOTICE:** Notices may be served by mail, facsimile, or courier at the following address or location, or at any other location subsequently designated:  
Landlord: \_\_\_\_\_ Tenant: Meissa Wright

Amaro Investments  
PO Box 1295  
Willows CA 95988  
4584 Summit Creek Rd  
Hayfork CA 96041  
Stephen Sutton 4588 Summit Creek Rd  
Hayfork CA 96041

Notice is deemed effective upon the earliest of the following: (i) personal receipt by either party or their agent; (ii) written acknowledgement of notice; or (iii) 5 days after mailing notice to such location by first class mail, postage pre-paid.

37. **WAIVER:** The waiver of any breach shall not be construed as a continuing waiver of the same breach or a waiver of any subsequent breach.  
38. **INDEMNIFICATION:** Tenant shall indemnify, defend and hold Landlord harmless from all claims, disputes, litigation, judgments and attorney fees arising out of Tenant's use of the Premises.  
39. **OTHER TERMS AND CONDITIONS/SUPPLEMENTS:** \_\_\_\_\_

The following ATTACHED supplements/exhibits are incorporated in this agreement: attachment 1 and 2  
and addendum

40. **ATTORNEY FEES:** In any action or proceeding arising out of this agreement, the prevailing party between Landlord and Tenant shall be entitled to reasonable attorney fees and costs from the non-prevailing Landlord or Tenant, except as provided in paragraph 34A.  
41. **ENTIRE CONTRACT:** Time is of the essence. All prior agreements between Landlord and Tenant are incorporated in this agreement, which constitutes the entire contract. It is intended as a final expression of the parties' agreement, and may not be contradicted by evidence of any prior agreement or contemporaneous oral agreement. The parties further intend that this agreement constitutes the complete and exclusive statement of its terms, and that no extrinsic evidence whatsoever may be introduced in any judicial or other proceeding, if any, involving this agreement. Any provision of this agreement that is held to be invalid shall not affect the validity or enforceability of any other provision in this agreement. This agreement shall be binding upon, and inure to the benefit of, the heirs, assignees and successors to the parties.  
42. **BROKERAGE:** Landlord and Tenant shall each pay to Broker(s) the fee agreed to, if any, in a separate written agreement. Neither Tenant nor Landlord has utilized the services of, or for any other reason owes compensation to, a licensed real estate broker (individual or corporate), agent, finder, or other entity, other than as named in this agreement, in connection with any act relating to the Premises, including, but not limited to, inquiries, introductions, consultations, and negotiations leading to this agreement. Tenant and Landlord each agree to indemnify, defend and hold harmless the other, and the Brokers specified herein, and their agents, from and against any costs, expenses, or liability for compensation claimed inconsistent with the warranty and representation in this paragraph 42.  
43. **AGENCY CONFIRMATION:** The following agency relationships are hereby confirmed for this transaction:  
Listing Agent: \_\_\_\_\_ (Print Firm Name) is the agent of (check one):  
☐ the Landlord exclusively; or ☐ both the Tenant and Landlord.  
Selling Agent: \_\_\_\_\_ (Print Firm Name) (if not same as Listing Agent) is the agent of (check one):  
☐ the Tenant exclusively; or ☐ the Landlord exclusively; or ☐ both the Tenant and Landlord.  
Real Estate Brokers are not parties to the agreement between Tenant and Landlord.

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Landlord and Tenant acknowledge receipt of a copy of this page.  
Landlord's Initials (Signature)  
Tenant's Initials (Signature)



Reviewed by	_____
Broker or Designee	_____
Date	_____

Premises: 157 N. Buete St willows Date 11-14-24

Landlord and Tenant acknowledge and agree that Brokers: (i) do not guarantee the condition of the Premises; (ii) cannot verify representations made by others; (iii) will not verify zoning and land use restrictions; (iv) cannot provide legal or tax advice; (v) will not provide other advice or information that exceeds the knowledge, education or experience required to obtain a real estate license. Furthermore, if Brokers are not also acting as Landlord in this agreement, Brokers: (vi) do not decide what rental rate a Tenant should pay or Landlord should accept; and (vii) do not decide upon the length or other terms of tenancy. Landlord and Tenant agree that they will seek legal, tax, insurance, and other desired assistance from appropriate professionals.

Tenant MELISSA WILKINSON Date 11/14/24  
(Print name)

Address PO Box 531 City DOUGLAS CITY State CA Zip 96024

Tenant Stephen Sutton Date 11/14/24  
(Print name)

Address PO Box 531 City Douglas City State CA Zip 96024

Landlord \_\_\_\_\_ Date \_\_\_\_\_  
(owner or agent with authority to enter into this agreement)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Landlord Diane Amaro Date 11-14-24  
(owner or agent with authority to enter into this agreement)

Address PO Box 1295 City willows State CA Zip 95988

Agency relationships are confirmed as above. Real estate brokers who are not also Landlord in this agreement are not a party to the agreement between Landlord and Tenant.

Real Estate Broker (Leasing Firm) \_\_\_\_\_

By (Agent) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Real Estate Broker (Listing Firm) \_\_\_\_\_

By (Agent) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

THIS FORM HAS BEEN APPROVED BY THE CALIFORNIA ASSOCIATION OF REALTORS® (C.A.R.). NO REPRESENTATION IS MADE AS TO THE LEGAL VALIDITY OR ADEQUACY OF ANY PROVISION IN ANY SPECIFIC TRANSACTION. A REAL ESTATE BROKER IS THE PERSON QUALIFIED TO ADVISE ON REAL ESTATE TRANSACTIONS. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL.

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CL-11 REVISED 10/01 (PAGE 6 OF 6)

COMMERCIAL LEASE AGREEMENT (CL-11 PAGE 6 OF 6)

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_  
Broker or Designee



T5300554.ZPX

**MOLD NOTIFICATION ADDENDUM  
TO RENTAL AGREEMENT/LEASE AGREEMENT**

THIS AGREEMENT made and entered into between Amaro Investments, "Owner/Agent"  
and Melissa Wignat and Stephen Sutton, "Resident"  
Resident is renting from Owner/Agent the premises located at:

157 N Bulte St, Unit # (if applicable) \_\_\_\_\_  
(Street Address)  
Willows, CA 95988  
(City) (Zip)

It is our goal to maintain the highest quality living environment for our residents. Therefore, know that the Owner/Agent has inspected the unit prior to lease and knows of no damp or wet building materials and knows of no mold or mildew contamination. Resident is hereby notified that mold, however, can grow if the premises are not properly maintained or ventilated. If moisture is allowed to accumulate in the unit, it can cause mildew and mold to grow. It is important that Residents regularly allow air to circulate in the apartment. It is also important that Residents keep the interior of the unit clean and that they promptly notify the Owner/Agent of any leaks, moisture problems, and/or mold growth.

Resident agrees to maintain the premises in a manner that prevents the occurrence of an infestation of mold or mildew in the premises. Resident agrees to uphold this responsibility in part by complying with the following list of responsibilities:

1. Resident agrees to keep the unit free of dirt and debris that can harbor mold.
2. Resident agrees to immediately report to the Owner/Agent any water intrusion, such as plumbing leaks, drips, or "sweating" pipes.
3. Resident agrees to notify owner of overflows from bathroom, kitchen, or unit laundry facilities, especially in cases where the overflow may have permeated walls or cabinets.
4. Resident agrees to report to the Owner/Agent any significant mold growth on surfaces inside the premises.
5. Resident agrees to allow the Owner/Agent to enter the unit to inspect and make necessary repairs.
6. Resident agrees to use bathroom fans while showering or bathing and to report to the Owner/Agent any non-working fan.
7. Resident agrees to use exhaust fans whenever cooking, dishwashing, or cleaning.
8. Resident agrees to use all reasonable care to close all windows and other openings in the premises to prevent outdoor water from penetrating into the interior unit.
9. Resident agrees to clean and dry any visible moisture on windows, walls, and other surfaces, including personal property, as soon as reasonably possible. (Note: Mold can grow on damp surfaces within 24 to 48 hours.)
10. Resident agrees to notify Owner/Agent of any problems with the air conditioning or heating systems that are discovered by the Resident.
11. Resident agrees to indemnify and hold harmless the Owner/Agent from any actions, claims, losses, damages, and expenses, including, but not limited to, attorneys' fees that the Owner/Agent may sustain or incur as a result of the negligence of the Resident or any guest or other person living in, occupying, or using the premises.

The undersigned Resident(s) acknowledge(s) having read and understood the foregoing and receipt of a duplicate original.

11-14-24  
Date  
11/14/24  
Date  
11-14-24  
Date

Melissa Wignat  
Resident

Stephen Sutton  
Resident

Amaro Investments  
Owner/Agent



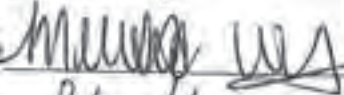
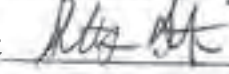
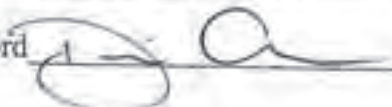
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**Amaro Investments**  
**PO Box 1295**  
**Willows, CA 95988**  
**(530) 517-0922 Diane (530) 517-1567 Mark**  
**Attachment to Rental Agreement 1**

157 North Butte Street, Willows

1. Landlord is not responsible for inside phone wiring
2. Tenant is to provide proof of renters insurance within 10 days with Amaro Investments as additional insured.
3. All fire extinguishers to be serviced by tenant yearly.
4. Tenant is renting unit As-Is, a "vanilla shell" with no improvements to be done by owners.
5. All improvements to be done by tenants must comply to all city and county regulations at their expense with proper building and city permits.
6. Owners to approve all improvements/changes in writing prior to work being started.
7. Owners will not do any upgrades to property for tenant use.
8. Tenant to leave all attached improvements upon vacating unit.
9. Tenants are responsible for PG&E, Water and Garbage
10. Tenants are responsible for any acts of vandalism and/or damage to glass windows and/or doors.
11. All tenants, whether in a lease or month to month tenancy, must give landlord a written 30 day notice to vacate property. Tenant is responsible for rent for a full 30 days from receiving notice.

Tenant		Date	<u>11-14-24</u>
Tenant		Date	<u>11/14/24</u>
Landlord		Date	<u>11-14-24</u>

**Amaro Investments**  
**PO Box 1295**  
**Willows, CA 95988**  
**(530) 517-0922 Diane (530) 517-1567 Mark**  
**Attachment to Rental Agreement 2**

157 North Butte Street, Willows

\$ 700 per month for the period commencing 12-1-24 and ending 11-30-25  
\$ 770 per month for the period commencing 12-1-25 and ending 11-30-26  
\$ 847 per month for the period commencing 12-1-26 and ending 11-30-27  
\$ 931 per month for the period commencing 12-1-27 and ending 11-30-28  
\$ 1024 per month for the period commencing 12-1-28 and ending 11-30-29  
\$ \_\_\_\_\_ per month for the period commencing \_\_\_\_\_ and ending \_\_\_\_\_

Tenant [Signature] Date 11/14/24  
Tenant [Signature] Date 11/14/24  
Landlord [Signature] Date 11-14-24

## **Cali Love Proposed Revenue Sharing**

Cali Love proposes a revenue share of 2% gross receipts, which will be due on a quarterly basis, during the standard fiscal year. If a future retail cannabis tax is voted on and passes, our revenue share will sunset, and Cali Love will pay the newly instated tax. In addition to this one of our owners, Melissa Wight is a DCC state verified equity applicant. This makes the City of Willows eligible for Phase 2 of the Department of Cannabis Control Local Jurisdiction Retail Access Grant. If Cali Love is awarded a retail cannabis license, the City of Willows is eligible to receive up to \$300,000 for awarding a retail cannabis license to an equity applicant.





# City of Willows

201 N Lassen Street  
Willows, CA 95988  
Ph: 530-934-7041  
Fax: 530-934-7402

## CANNABIS RETAIL DISPENSARY LICENSE APPLICATION PHASE 2

S T A F F  U S E	LICENSE APPLICATION #:	DATE RECEIVED:
	NON-REFUNDABLE PHASE 2 LICENSE APPLICATION FEE:	
	OTHER FEES COLLECTED:	
	RECEIPT NUMBER(S):	
	PUBLIC HEARING NOTICE REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	

G E N E R A L	LOCATION OF PROJECT (ADDRESS): 157 N BUTTE ST	NAME OF PROPOSED PROJECT: CARE LOVE WILLOWS LLC
	APN: 002-162-006	PROPERTY SIZE (ACRES):
	NOTE TO APPLICANT: ALL SUBMITTAL REQUIREMENTS SPECIFIC TO THE CANNABIS RETAIL DISPENSARY LICENSE APPLICATION PHASE 2, AS DESCRIBED IN THE ATTACHED CHECKLIST, MUST BE SUBMITTED WITH THIS LICENSE APPLICATION.	

C O N T A C T  I N F O	APPLICANT: MELISSA WILGH	BUSINESS PHONE: 707 499-6944	CELL PHONE:
	MAILING ADDRESS: PO BOX 531 DOUGLAS CITY	FAX:	EMAIL: CARELOVEWILLOWS@GMAIL.COM
	ARCHITECT/ENGINEER: TUCE	BUSINESS PHONE: 530-739-0315	CELL PHONE:
	MAILING ADDRESS: 2700 MAIN ST	FAX:	EMAIL: TUCE@TUCE.BIZ
	PROPERTY OWNER: AMARCO INVESTMENT	BUSINESS PHONE: 530-511-0922	CELL PHONE:
	MAILING ADDRESS: PO BOX 1295	FAX:	EMAIL:

I HEREBY CERTIFY THAT THE INFORMATION GIVEN ABOVE AND ATTACHED HERETO IS TRUE AND CORRECT, THAT THE PROPERTY OWNER IS AWARE OF AND AGREES WITH THIS APPLICATION, AND THAT FALSIFICATION OF FACT WILL RESULT IN INVALIDATION OF THE APPLICATION. FURTHER, I UNDERSTAND THAT ANY APPROVAL GIVEN IS VALID FOR THE SPECIFIC PROJECT APPROVED ONLY AND IS SUBJECT TO ALL APPLICABLE LAWS, REGULATIONS AND CONDITIONS. THE APPLICATION SHALL BE SIGNED UNDER PENALTY OF PERJURY.	
APPLICANT SIGNATURE: <u>Melissa Wilgh</u>	DATE: <u>4/20/25</u>
APPLICANT NAME PRINT: <u>MELISSA WILGH</u>	
PROPERTY OWNER SIGNATURE: <u>Diane Amaro</u>	DATE: <u>4.22.25</u>
PROPERTY OWNER NAME PRINT: <u>Diane Amaro</u>	





City of Willows  
201 N Lassen Street  
Willows, CA 95988  
Ph: 530-934-7041  
Fax: 530-934-7402



**CANNABIS RETAIL DISPENSARY  
LICENSE APPLICATION  
PHASE 2**

<b>S T A F F  U S E</b>	LICENSE APPLICATION #:	DATE RECEIVED
	NON-REFUNDABLE PHASE 2 LICENSE APPLICATION FEE	
	OTHER FEES COLLECTED:	
	RECEIPT NUMBER(S):	
	PUBLIC HEARING NOTICE REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	

<b>G E N E R A L</b>	LOCATION OF PROJECT (ADDRESS): <u>157 N ROUTE ST</u>	NAME OF PROPOSED PROJECT: <u>CALF LOVE WILLOWS</u>
	APN: <u>002-162-006</u>	PROPERTY SIZE (ACRES)
	NOTE TO APPLICANT: ALL SUBMITTAL REQUIREMENTS SPECIFIC TO THE CANNABIS RETAIL DISPENSARY LICENSE APPLICATION PHASE 2, AS DESCRIBED IN THE ATTACHED CHECKLIST, MUST BE SUBMITTED WITH THIS LICENSE APPLICATION.	

<b>C O N T A C T  I N F O</b>	APPLICANT: <u>STEPHEN SUTTON</u>	BUSINESS PHONE: <u>909-747-5680</u>	CELL PHONE:
	MAILING ADDRESS: <u>PO Box 531 DOUGLAS CITY</u>	FAX:	EMAIL:
	ARCHITECT/ENGINEER: <u>TJCE</u>	BUSINESS PHONE: <u>530-739-0315</u>	CELL PHONE:
	MAILING ADDRESS: <u>2200 MAIN ST</u>	FAX:	EMAIL:
	PROPERTY OWNER: <u>ARIARO INVESTMENT</u>	BUSINESS PHONE: <u>530-517-0922</u>	CELL PHONE:
	MAILING ADDRESS: <u>PO Box 1295</u>	FAX:	EMAIL:

I HEREBY CERTIFY THAT THE INFORMATION GIVEN ABOVE AND ATTACHED HERETO IS TRUE AND CORRECT, THAT THE PROPERTY OWNER IS AWARE OF AND AGREES WITH THIS APPLICATION. AND THAT FALSIFICATION OF FACT WILL RESULT IN INVALIDATION OF THE APPLICATION. FURTHER, I UNDERSTAND THAT ANY APPROVAL GIVEN IS VALID FOR THE SPECIFIC PROJECT APPROVED ONLY AND IS SUBJECT TO ALL APPLICABLE LAWS, REGULATIONS AND CONDITIONS. THE APPLICATION SHALL BE SIGNED UNDER PENALTY OF PERJURY.

APPLICANT SIGNATURE: Step Sutton DATE: 4/20/25  
APPLICANT NAME PRINT: Stephen Sutton  
PROPERTY OWNER SIGNATURE: Diane Amaro DATE: 4-22-25  
PROPERTY OWNER NAME PRINT: Diane Amaro

4/23/25

2:40

~~free fall~~

# Phase Two Application

# Cali Love Willows LLC Phase Two Application

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31 Applicants Certification



# City of Willows

201 N Lassen Street

Willows, CA 95988

Ph: 530-934-7041

Fax: 530-934-7402

## CANNABIS RETAIL DISPENSARY LICENSE APPLICATION

**PHASE 2**

S T A F F  U S E	LICENSE APPLICATION #:	DATE RECEIVED
	NON-REFUNDABLE PHASE 2 LICENSE APPLICATION FEE	
	OTHER FEES COLLECTED:	
	RECEIPT NUMBER(S):	
	PUBLIC HEARING NOTICE REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	

G E N E R A L	LOCATION OF PROJECT (ADDRESS): <b>157 N BUTTE ST</b>	NAME OF PROPOSED PROJECT: <b>CAL LOVE WILLOWS LLC</b>
	APN: <b>002-162-006</b>	PROPERTY SIZE (ACRES)
	NOTE TO APPLICANT: ALL SUBMITTAL REQUIREMENTS SPECIFIC TO THE CANNABIS RETAIL DISPENSARY LICENSE APPLICATION <b>PHASE 2</b> , AS DESCRIBED IN THE ATTACHED CHECKLIST, MUST BE SUBMITTED WITH THIS LICENSE APPLICATION.	

C O N T A C T  I N F O	APPLICANT: <b>MELISSA WILGH</b>	BUSINESS PHONE: <b>707 499-6944</b>	CELL PHONE:
	MAILING ADDRESS: <b>PO BOX 531 DOUGLAS CITY</b>	FAX:	EMAIL: <b>CALLOVEWILLOWS.LLC@gmail.com</b>
	ARCHITECT/ENGINEER: <b>TUCE</b>	BUSINESS PHONE: <b>530-739-0315</b>	CELL PHONE:
	MAILING ADDRESS: <b>2200 MAIN ST</b>	FAX:	EMAIL: <b>LYRICAL.TUCE@BIZ</b>
	PROPERTY OWNER: <b>ARIANO INVESTMENT</b>	BUSINESS PHONE: <b>530-511-0922</b>	CELL PHONE:
	MAILING ADDRESS: <b>PO BOX 1295</b>	FAX:	EMAIL:

I HEREBY CERTIFY THAT THE INFORMATION GIVEN ABOVE AND ATTACHED HERETO IS TRUE AND CORRECT, THAT THE PROPERTY OWNER IS AWARE OF AND AGREES WITH THIS APPLICATION, AND THAT FALSIFICATION OF FACT WILL RESULT IN INVALIDATION OF THE APPLICATION. FURTHER, I UNDERSTAND THAT ANY APPROVAL GIVEN IS VALID FOR THE SPECIFIC PROJECT APPROVED ONLY AND IS SUBJECT TO ALL APPLICABLE LAWS, REGULATIONS AND CONDITIONS. THE APPLICATION SHALL BE SIGNED UNDER PENALTY OF PERJURY.	
APPLICANT SIGNATURE: <u>Melissa Wilgh</u>	DATE: <u>4/20/25</u>
APPLICANT NAME PRINT: <u>MELISSA WILGH</u>	
PROPERTY OWNER SIGNATURE: _____	DATE: _____
PROPERTY OWNER NAME PRINT: _____	



City of Willows  
201 N Lassen Street  
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**CANNABIS RETAIL DISPENSARY  
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	APN: <u>002-162-006</u>	PROPERTY SIZE (ACRES)
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C O N T A C T  I N F O	APPLICANT: <u>STEPHEN SUTTON</u>	BUSINESS PHONE: <u>909-747-5680</u>	CELL PHONE:
	MAILING ADDRESS: <u>PO BOX 531 DOUGLAS CITY</u>	FAX:	EMAIL: <u>CALFLOVEWILLOWSLIC</u>
	ARCHITECT/ENGINEER: <u>TVCE</u>	BUSINESS PHONE: <u>530-739-0315</u>	CELL PHONE:
	MAILING ADDRESS: <u>2200 MAIN ST</u>	FAX:	EMAIL: <u>GRIC@TVCE-BIZ</u>
	PROPERTY OWNER: <u>AMARO INVESTMENT</u>	BUSINESS PHONE: <u>530-517-0922</u>	CELL PHONE:
	MAILING ADDRESS: <u>PO BOX 1295</u>	FAX:	EMAIL:

I HEREBY CERTIFY THAT THE INFORMATION GIVEN ABOVE AND ATTACHED HERETO IS TRUE AND CORRECT, THAT THE PROPERTY OWNER IS AWARE OF AND AGREES WITH THIS APPLICATION, AND THAT FALSIFICATION OF FACT WILL RESULT IN INVALIDATION OF THE APPLICATION. FURTHER, I UNDERSTAND THAT ANY APPROVAL GIVEN IS VALID FOR THE SPECIFIC PROJECT APPROVED ONLY AND IS SUBJECT TO ALL APPLICABLE LAWS, REGULATIONS AND CONDITIONS. THE APPLICATION SHALL BE SIGNED UNDER PENALTY OF PERJURY.	
APPLICANT SIGNATURE: <u>Step Sutton</u>	DATE: <u>4/20/25</u>
APPLICANT NAME PRINT: <u>Stephen Sutton</u>	
PROPERTY OWNER SIGNATURE: _____	DATE: _____
PROPERTY OWNER NAME PRINT: _____	

## **Cali Love Willows Security Plan**

Cali Love is an experienced dispensary operator with a comprehensive security plan designed to ensure a secure premises 24 hours per day, seven days a week. Cali Love will implement proven security measures and procedures with the intent of protecting the surrounding environment, public, customers, employees, and visitors alike.

### **On-Site Security**

Cali Love will employ a BSIS registered security guard to work on site during business hours as required by DCC regulation 15045 (a). Our security guard will visually monitor our business location and the surrounding area for suspicious activity. No loitering or cannabis consumption will be tolerated in or around our business or surrounding downtown business locations. Security guards will be directed to call police if any visitors are a threat to public safety, peace, or the right to quiet enjoyment. The presence of Security Guard will prevent individuals from remaining on premises if they are not engaged in any activity expressly related to operations. Cali Love is a proven responsible dispensary operator with zero complaints locally or at the state level. We operate in harmony with the local community, adding value to the surrounding area, while not negatively impacting the public who may not appreciate cannabis.

### **Burglar Alarm & Video Surveillance**

Cali Love Willows will have 24/7 burglar alarm protection as required by DCC regulation 15047. Our location will be monitored by Bay Alarms by motion detection, glass break alarms, and automatic 911 calls if alarms sound. Our premises will be under 24/7 video surveillance at a minimum of 15 frames per second as required by DCC regulation 15044 (f). The video surveillance system will include 16 cameras with a minimum resolution of 1280 x 720 as required by DCC regulation 15044 (a). Video coverage will span the whole premises, inside and out. Doors that can open to the public will be under video surveillance within 20 feet of the entrance and exit as required by DCC regulation 15044 (c). For video storage, Cali Love will utilize a 16-channel network video recorder with 40 terabyte storage capacity and 10 terabyte hard disc drive for mandatory 90-day storage, per DCC regulation 15044 (h). Owners will be able to remotely access live video footage and recordings via phone app and in person, via hard drive. This video surveillance system is in compliance with all sections of DCC regulation, 15044 Video Surveillance Systems.

### **Limited Facility and Inventory Access**

Cali Love will maintain a locked limited access area located towards the rear of the dispensary floor plan. This limited access area will store backstock inventory, safes, and a live video surveillance feed with backup hard drive video storage. Cali Love will maintain an accurate record of its inventory at all times as required by DCC regulation 15423. Inventory will be brought into the front sales room as needed, only by owners and/or authorized management. All inventory will be tracked by the state track and trace program, Metrc. Our Cova POS system will communicate with Metrc when products are sold, removing them from inventory and creating a sales record. Cova will be directly connected to Metrc via API key and will communicate back and forth with Metrc to ensure inventory accounting accuracy. All invoices, manifests, and Metrc tags will be stored in filing cabinets for record keeping accuracy. All records must be kept for at least 7 years per DCC regulation 15037 (a). This limited access area will only be accessible to owners and management. The door will remain shut and locked at all times, while remaining only accessible via passcode held by management or ownership. The limited access measures in place will both deter and prevent diversion, theft and loss by preventing unauthorized access to areas containing cannabis products.

### **Tamper-Proof & Tamper-Evident Packaging**

Tamper proof packaging is required by the DCC at the Distribution Licensee part of the supply chain. Dispensaries do not supply packaging but we will verify that packaging is compliant upon delivery via the DCC packaging requirements: final form cannabis goods checklist and the DCC Child-resistant Packaging checklist which can be located at <https://cannabis.ca.gov/licensees/requirements-cannabis-goods/>.

All defective cannabis products will be transferred back to their original licensed distributor via the state contracted Metrc track and trace program. All cannabis waste will be handled in compliance with DCC regulation 17223 Waste Management.

### **Limiting Cash on Premises**

Cali Love will utilize Safe Harbor Financial for cannabis banking. We will utilize local armored cash transport out of Sacramento who work in conjunction with Safe Harbor Financial for our cash deposits. We will schedule weekly cash pickups to minimize the cash that remains on site.

## Preventing Off-Site Impacts to Adjoining Properties

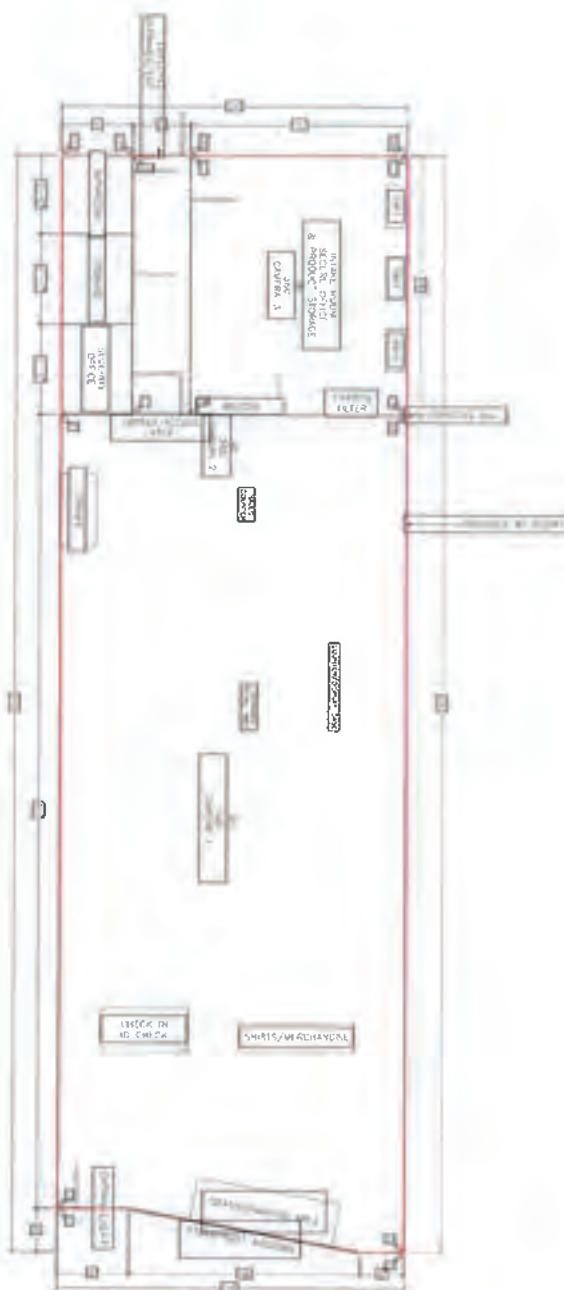
Cali Love currently operates a licensed dispensary in the highest-traffic retail shopping center in all of Trinity County—strategically located between two federal buildings. Given this prominent location, we understand the importance of maintaining a respectful presence and are committed to proactively addressing any potential off-site impacts on adjoining properties.

- Cali Love will mitigate any potential negative off-site odor impacts through multiple carbon filtration devices and a photocatalytic oxidation air filtration system. These devices are considered state of the art for odor filtration and will completely eliminate the risk of any potential undesirable off-site odor detection.
- Through physical signage located by our registers Cali Love will proactively request that its customers and visitors do not consume in the parking lot.
- Our security guard will also visually monitor outside activity on a regular basis, maintaining a safe and welcoming environment for all of the residents, businesses, and visitors of the city and Downtown Willows.
- Aesthetically pleasing branding: At Cali Love, we recognize that while cannabis is legal in California, not everyone chooses to consume it—or appreciates overt cannabis marketing. With that in mind, we've thoughtfully designed our brand and retail spaces to be discreet, refined, and respectful of all members of the community. Our logo—a heart nestled among mountains, a lake, and an owl in flight—reflects our connection to nature and wellness, without relying on clichéd or stereotypical cannabis imagery. You won't find cannabis leaves, rasta colors, or loud signage outside our locations. Instead, we've chosen a clean, elevated aesthetic that reflects the care and quality behind everything we do.
- We will also further beautify our location with potted flowers outside of our storefront, aligning with the positive reinvigoration of downtown Willows. Our goal is to add value and beauty to the city and surrounding business ecosystem while, not disturbing those who don't desire to patronize our business.

Cali Love Willows' security plan is designed to ensure the safety of the public, surrounding businesses, customers, employees, and the City of Willows at large. Our goal

is to operate a compliant cannabis business that compliments Downtown Willows, while not impacting the public who does not appreciate cannabis. Our comprehensive Security Plan will enable us to accomplish this goal, prioritizing the welfare of the local community.

## PROMISES DIAGRAM





# PROPERTY DIAGRAM APN: 002-162-006-0

FOR  
 MELISSA RIGHT  
 145 N BUTTE ST.  
 WILSON, CA. 95368

AREA MAP  
 M15

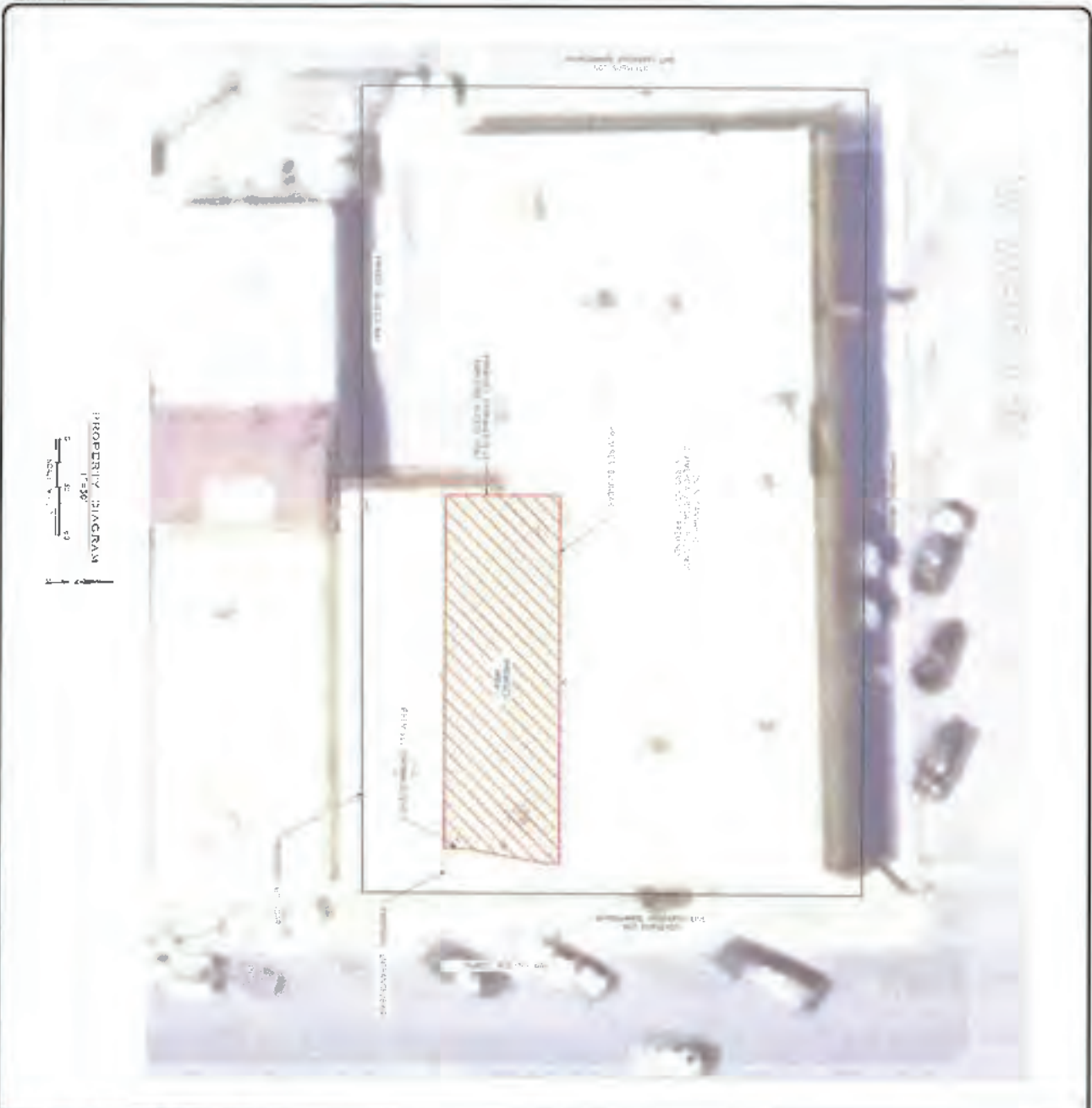
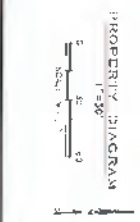


VICINITY MAP  
 M15



## PROPERTY DIAGRAM

<p><b>OWNER'S NOTICE</b></p> <p>THIS PROPERTY IS BEING OFFERED FOR SALE BY THE SELLER, MELISSA RIGHT, 145 N BUTTE ST, WILSON, CA 95368. THE SELLER HAS BEEN ADVISED BY A REALTOR THAT THERE MAY BE OTHER OFFERS FOR THIS PROPERTY. THE SELLER IS NOT MAKING ANY REPRESENTATION OR WARRANTY AS TO THE ACCURACY OF THIS INFORMATION. THE SELLER IS NOT PROVIDING ANY ADVICE OR OPINION ON THE INVESTMENT OR THE VALUE OF THE PROPERTY. THE SELLER IS NOT PROVIDING ANY ADVICE OR OPINION ON THE INVESTMENT OR THE VALUE OF THE PROPERTY. THE SELLER IS NOT PROVIDING ANY ADVICE OR OPINION ON THE INVESTMENT OR THE VALUE OF THE PROPERTY.</p>	<p><b>ADDITIONAL NOTES</b></p> <p>A 10% DOWN PAYMENT IS REQUIRED AT THE TIME OF PURCHASE. THE SELLER IS NOT PROVIDING ANY ADVICE OR OPINION ON THE INVESTMENT OR THE VALUE OF THE PROPERTY. THE SELLER IS NOT PROVIDING ANY ADVICE OR OPINION ON THE INVESTMENT OR THE VALUE OF THE PROPERTY. THE SELLER IS NOT PROVIDING ANY ADVICE OR OPINION ON THE INVESTMENT OR THE VALUE OF THE PROPERTY.</p>
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APPROXIMATE SCHEDULED DATE  
NOT SURVEYED



**INTERNATIONAL FRANCHISE**

PROPERTY DIAGRAM  
APN: 002 162 006 00

MELISSA WIGHT  
145 N BUTTE ST  
MILPITAS, CA. 95034



### PROPERTY DIAGRAM

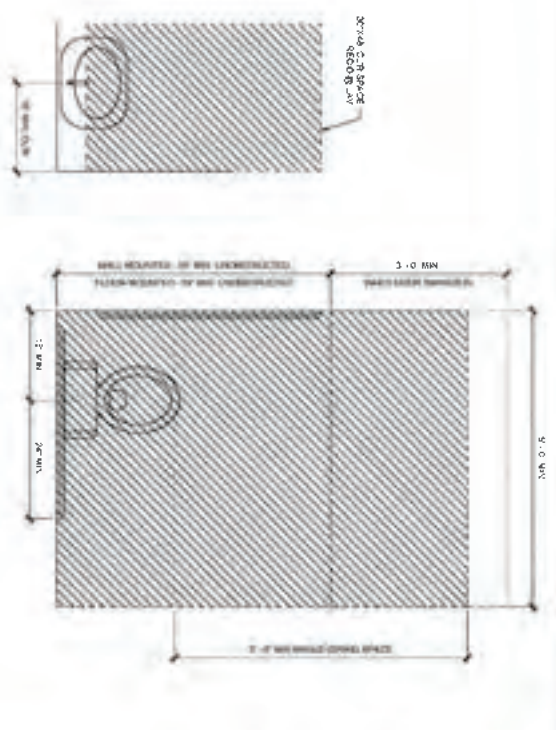




TVCE  
COMMERCIAL CANNABIS  
ACCESSIBILITY NOTES & DETAILS

# COMMERCIAL CANNABIS ACCESSIBILITY NOTES & DETAILS

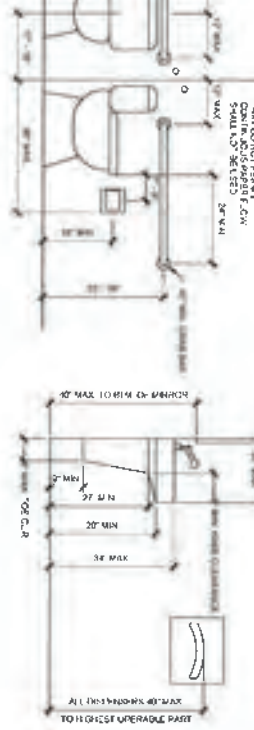
DATE: 10/10/2023  
DRAWN BY: JACOB  
CHECKED BY: JACOB  
PROJECT: COMMERCIAL CANNABIS  
SHEET: 002.2



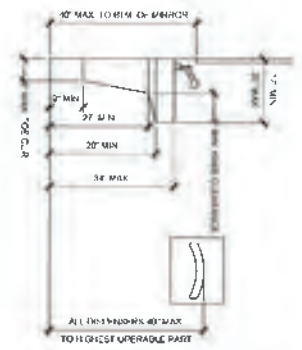
WATER CLOSET SIDE OPENING DOOR  
CLEAR FLOOR SPACE  
SCALE: 1/8" = 1'-0"



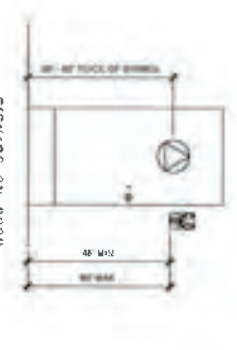
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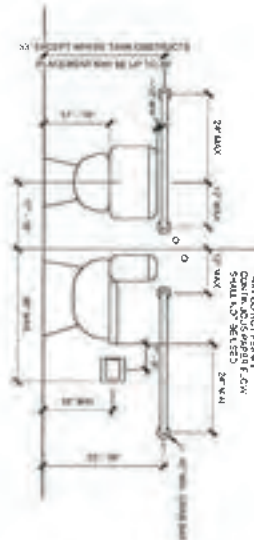
TOILET DETAIL  
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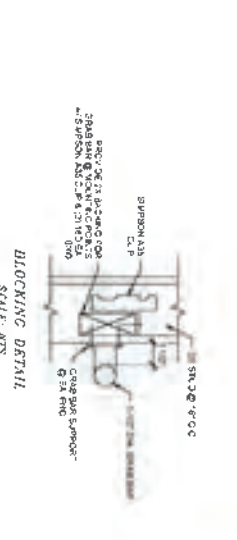
LAVATORY DETAIL  
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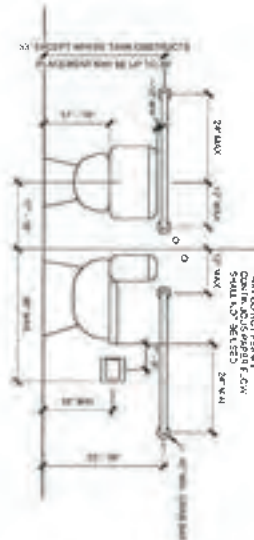
SIGNAGE ON DOOR  
SCALE: 1/8" = 1'-0"



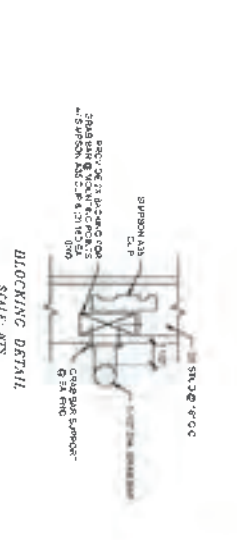
LAVATORY  
CLEAR FLOOR SPACE  
SCALE: 1/8" = 1'-0"



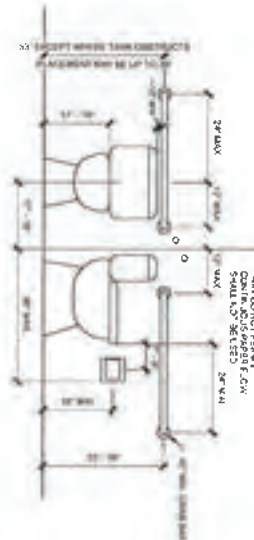
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SCALE: 1/8" = 1'-0"



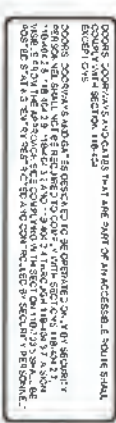
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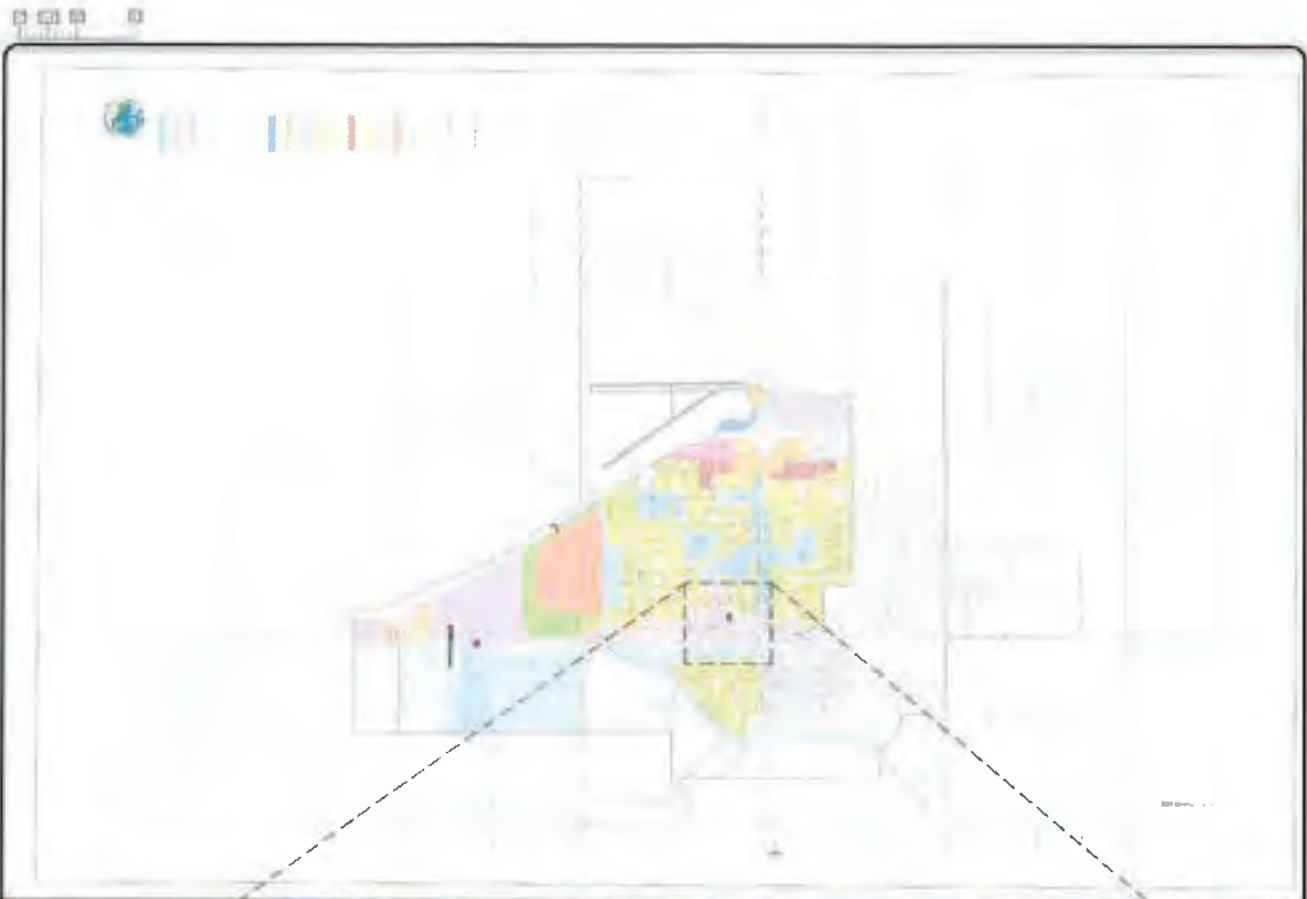


LAVATORY  
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SCALE: 1/8" = 1'-0"



LAVATORY  
CLEAR FLOOR SPACE  
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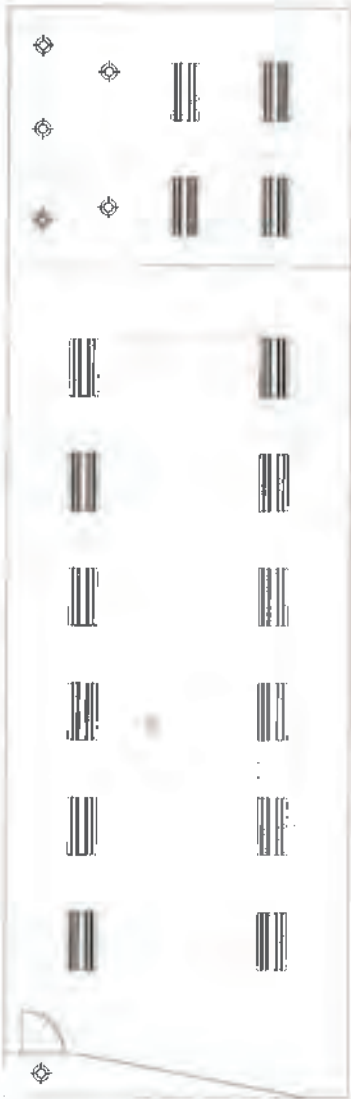




1,000 SETBACK

PROPERTY LOCATION

- [illegible]



BUILDING  
 LIGHTING DIAGRAM  
 SCALE: 1/4" = 1'-0"

[illegible]

## **Proposed Pricing for Cannabis Goods**

Flower and Prerolls: \$3 to \$100 based on quantity, quality, and SKU

Concentrates: \$10 to \$80 based on quantity, quality, and SKU

Vapes and Cartridges: 10\$ to \$60 based on quantity, quality, and SKU

Edibles: \$5 to \$30 dollars based on quantity, quality, and SKU

Wellness Products: \$10 to \$80 based on quantity, quality and SKU

## Cali Love Willows Demonstration of Experience

### 1. Executive Summary / 2. Professional Background: Melissa Wight and Stephen Sutton

Melissa Wight is an accomplished pioneer of the California Cannabis Industry. In 1998, she attended college in Humboldt County California. Humboldt County is globally recognized as the birthplace of the medical cannabis industry and the modern recreational cannabis industry. Humboldt County is the known originator of medical cannabis cultivation, knowledge, genetics, and industry innovation. In her early days, Melissa worked at the original sole hydroponic store in Humboldt County California. It was there she honed her knowledge of medical cannabis through networking, hands on experience, exposure to cutting edge technology and knowledge of the most up to date cannabis cultivation techniques available. After successfully immersing herself in the Humboldt Cannabis Scene, she opted to move to Trinity County to further hone her medical cultivation skills. It was here where Melissa truly learned the importance of outdoor organic cannabis cultivation. In 2016, Proposition 64 legalized recreational cannabis in California. Melissa continued her journey as a cannabis industry pioneer, becoming one of the first state licensed recreational cultivators in the Trinity County. Humboldt, Trinity, and Mendocino counties are recognized collectively as the "Emerald Triangle." The Emerald Triangle was known as the largest cannabis-producing region in the United States. Having spent over 20 years on the forefront of cannabis innovation in the epicenter of the industry, Melissa is an extremely qualified industry professional who has successfully transitioned from Proposition 215 to the modern industry.

Stephen Sutton is a passionate and experienced cannabis industry professional with over a decade of hands-on experience in medical cannabis cultivation. His journey began in Southern California in 2014, where he spent several years mastering indoor medical cannabis growing techniques. Looking to broaden his expertise, Stephen later moved to Northern California—specifically Trinity County—where he immersed himself in the heart of legacy cultivation.

While in the Emerald Triangle, he focused on proprietary genetics, research and development, and traditional cultivation methods that have shaped the region's

reputation. His dedication led him to pursue the first DCC Nursery Cultivation license in Redding, California, marking a major milestone in his professional journey.

Stephen's strong understanding of cannabis genetics and the nuanced effects of various strains—both medicinal and recreational—make him a trusted and qualified curator of cannabis products. With extensive real-world experience and a commitment to serving a diverse consumer base, Stephen brings thoughtful, intelligent product selection to meet the specific needs of both patients and recreational users alike.

As owner of Mt Mama Farms, a DCC licensed 10,000 square foot mixed light cultivation facility located in Trinity County California, Melissa is a seasoned cultivator with years of experience cultivating world-class, sun-grown cannabis. Stephen, owner of In the Treez—a DCC-licensed nursery in Redding, California—brings years of experience, a strong passion for genetics, and extensive knowledge of cannabis effects to his work. Combined, Melissa and Stephen's strong combination of knowledge and expertise make them highly qualified to operate retail cannabis dispensaries. In 2023 they co-founded Cali Love LLC, Trinity County's sole dispensary. They were able to successfully navigate detailed application processes and complex industry regulations independently, following strict compliance, without outside consultation. At Cali Love LLC, Melissa manages payroll, human resources, community relations, scheduling, standard operating procedures, licensing paperwork, and product line curation. Stephen collaborates on product line curation, as well as handles taxes, Metro compliance, accounts payable, inventory fulfillment, supplier relations, and new product acquisition.

### **3.Regulatory Compliance Experience**

Melissa and Stephen possess in-depth knowledge of Department of Cannabis Control (DCC) regulations and consistently operate their dispensary Cali Love with a strong focus on compliance and industry standards. Our dispensary Cali Love LLC has had multiple state inspections with zero violations. Being active licensees, Melissa and Stephen are constantly operating within the current legal regulations and are updated regularly via DCC emails on proposed changes and updates to current DCC code. Melissa and Stephen understand compliance protocol through experience. Metro is connected from seed to sale. Owning multiple licenses has given Melissa and Stephen the ability to have a detailed understanding of Metro requirements between all aspects of the supply chain. Cali Love performs regular inventory audits and inventory reconciliation to ensure inventory accounting accuracy on a regular basis. Melissa and Stephen complete all of their own licensing paperwork for local and state licensing. Together, they carefully review local, city, county, and state ordinances, addressing applications, zoning, and ordinance-specific conditions with a strong focus on compliance.

#### **4. Operational Expertise**

Melissa and Stephen oversee daily operations of their dispensary, Cali Love LLC, in Weaverville CA. They set the entire business up from the ground level, implementing standard operating procedures, dealing with customers, and building a team that can execute when they aren't present. Melissa and Stephen personally worked in the Weaverville store regularly for 6 months before delegating tasks to management to make sure they understood the nuances and requirements of the business. They felt it was important to see the business off the ground, as startups are especially fragile in their early days. Cova, our POS system, allows Cali Love to manage inventory with ease. It is integrated with Metrc allowing for seamless inventory tracking. When a sale is made through Cova, the inventory is automatically adjusted in Metrc. It produces a record of the sale and a detailed breakdown of the taxes. It communicates all sales and adjustments with Metrc automatically, allowing the operator to focus on business. Additionally, Cova has detailed inventory reports which can show inventory count, adjustments, financials, and more. Melissa and Stephen have worked firsthand with Cova tech support to understand all facets of their software to allow them to utilize it to its full potential. Melissa and Stephen have a well-rounded understanding of the California cannabis supply chain. Owning multiple licenses allows them to understand the flow of products between different parts of the supply chain. Through the dispensary, Cali Love deals directly with licensed distribution companies to procure specific products to meet customers needs.

#### **5. Sales and Marketing**

For sales and marketing, we offer promotions for new customers, monthly sales, and customer appreciation days. These tactics allow us to acquire new customers and gain their loyalty through good business practices that engage the customer and give them value. We direct our budtenders to not be pushy or upsell products. We want to get the customers what they need, without pressure of moving specific aging products or gaining a commission for selling specific brands. We believe this fosters long-term trust and brand loyalty. We ask the customers their specific needs and give them feedback from our personal experience. We stock only products that we will personally stand behind. For Cali Love, it isn't about making the absolute most profit possible. It is about offering the best quality products available at a price points that each customer can afford. We source quality and organic grown products from distribution companies throughout the state. We are very aware of the DCC marketing and advertising regulations. We follow California code

with strict compliance. We make sure to address our target market while following specific DCC guidelines and not marketing to children. All Cali Love advertising is in compliance with DCC Article 4. Posting and Advertising.

## **6. Financial Management**

Melissa and Stephen are experienced with budgeting, forecasting, and financial reporting for Cali Love. They run POS reports, make spreadsheets, and follow current market trends to sustain profitability and feasibility in this ever changing industry. Dispensary owners must stay proactive in saving costs and developing new strategies to stay in business. We monitor expenses, negotiate with vendors, and improve efficiencies regularly in order to control costs. This allows us to make sure we stay relevant and can adjust to market conditions. The California Cannabis business is one of the most highly regulated and taxed industries in the state. Margins are extremely tight and overhead is high. Savvy decision-making is crucial for building a successful, enduring business. Melissa and Stephen understand this and implement strategies for long-term success. We will utilize Safe Harbor Financial as a compliant cannabis banking solution in California. Cannabis banking is limited so it is important to work with experience industry leaders who understand the business and security aspects. We will schedule weekly cash pickups to minimize risk and cash on hand.

## **7. Human Resources & Training**

We will hire locally in the City of Willows and employ from 4 to 8 people. We will initially open utilizing management from our existing dispensary to implement our procedures. Once our local team is solidified and confident, we will pass management to eligible local employees based on merit. We understand cannabis specific labor laws and follow them accordingly as with all DCC regulations. Leadership starts from the top and we make sure to pass down our standard operating procedures for human resources and conflict resolution so management can address situations effectively and professionally. Our goal is to foster a welcoming and productive environment for all employees to work collaboratively in a positive workspace. We have clearly documented Standard Operating Procedures that provide consistent guidelines for training and onboarding, ensure staff understand our policies, and outline proper handling of merchandise and sales—promoting fairness, security, and operational integrity.

## **8. Security & Risk Management**

Melissa and Stephen have experience with all aspects of security in the cannabis dispensary business. We have installed state-of-the-art camera systems with DCC mandated 90 day back up storage in our locations. Each owner has remote access to live feed and backup storage via phone app. We contract Bay Alarms to monitor after hours burglar alarms and make automatic 911 calls if alarms sound. We employ a BSIS registered security guard during all hours of operation as required by DCC regulations. Our point of sale verifies identification automatically upon scanning and we direct our employee to visually check the ID against the information scanned into the system. These measures help to mitigate risk. Our employees are directed to call police if crises occur. Employees are told not to guard products or money as their safety is more important than merchandise.

## **9. Customer Experience & Community Engagement**

Customer experience is a top priority. We strive to create an approachable, friendly, and welcoming atmosphere for everyone who walks through our doors—and we actively cultivate that same attitude within our team. We put customers and community first always. We foster a non-judgmental environment and educate our budtenders on the varied effects of different cannabis products. This allows them to educate the customers properly when needed and to inform the customer, not to upsell. For community outreach, we have experience collaborating with community organizations and raising awareness for good causes. In Weaverville we have supported the Weaverville rotary, the animal shelter, children's sports programs, the Trinity Pride coalition, local entertainment events, the local senior center, artists, and more. We understand the importance of local community and we support local events and programs on a regular basis.

## **10. Key Achievements**


- Successfully launched and continue to operate Cali Love in Weaverville, since 2023, with consistent profitability achieved every quarter since opening.
- Cali Love has achieved 10% sales growth from 2023 to 2024. We project to continue this growth into 2025.
- Melissa brings over 20 years of farming experience and has successfully transitioned into the regulated cannabis industry—thriving where many peers have exited due to complex compliance demands.

- Stephen drives growth by staying ahead of industry changes, integrating new regulations, technologies, and innovations, and focusing on proprietary genetics, research, and traditional cultivation practices to maintain profitability and relevance.
- Cali Love has remained successful and profitable despite volatile market conditions, sustaining business growth through the cannabis industry's fluctuations.

I have added a testimonial from the Treasurer- Tax Collector of Trinity County. We have had two DCC inspections with no violations at our current dispensary. Please also feel free to reach out to chair of the Trinity County Board of Supervisors Liam Gogan at [lgogan@trinitycounty.org](mailto:lgogan@trinitycounty.org) for a reference. We have provided references from well-known California industry leaders including Terp Mansion, Bigfoot Cannabis Co, Hash and Flowers, and more. We included these references in our original City of Willows background check.

## City of Willows Right to Entry Authorization

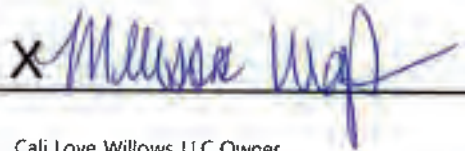
Cali Love Willows LLC consents to entry by a City of Willows representative at any time, with or without prior notice and with or without reasonable cause, for the purpose of inspecting the premises and monitoring business operations and confirming compliance with the law and license conditions.

X   
Cali Love Willows LLC Owner

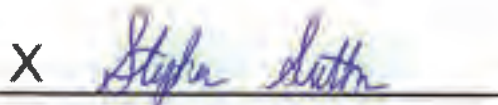
X   
Cali Love Willows LLC Owner

## City of Willows Sales Reporting and Audit Affirmation

This is an affirmation, signed by each business owner and manager of Cali Love Willows LLC, under penalty and perjury, that all sales shall be accurately and faithfully reported to the city of Willows, that other financial information reasonably requested shall be timely provided, that all taxes and fees will be properly calculated and paid as and when due. Cali Love LLC consents to audits of its business books and financial records at any time deemed necessary by the city of Willows, but not more frequent than once each 180 days.

X 

Cali Love Willows LLC Owner

X 

Cali Love Willows LLC Owner

## Applicant Certification Statement

This is a statement dated and signed by each owner and manager of Cali Love Willows LLC, under penalty of perjury, that Melissa Wight and Stephen Sutton have personal knowledge of the information contained in the phase one and two applications, that the information contained therein is true and correct, and that the applications have been completed under their direct supervision.

X

Melissa Wight 4/20/25

Cali Love Willows LLC Owner

X

Stephen Sutton 4/20/25

Cali Love Willows LLC Owner





201 North Lassen • Willows, California 95988 • (530) 934-7041 • FAX (530) 934-7402



## **City of Willows**

Joe Bettencourt  
Community Development and Services Department  
201 N. Lassen St.  
Willows, CA 95988

May 4, 2025

## **Cali Love Willows**

Attn: Melissa Wight and Stephen Sutton  
PO BOX 531  
Douglas City, CA 96024

### **Subject: Additional Information Required for Phase 2 of the Cannabis Business License Application**

Dear Ms. Wight and Mr. Sutton,

After reviewing your Phase 2 Cannabis Business License Application for 157 N. Butte St., we require additional information to proceed with the evaluation. Please provide the following documents and details no later than **Wednesday May 14, 2025, at 2:00 p.m.**

#### **1. Item 1: Security Plan –**

- a) The floor plan shows an ID check desk; however, it appears that this desk is not in a separate room from where the cannabis products are sold. Is that correct? If so, does this mean that visual observation by the security guard is the sole method to prevent unauthorized access to the sales area?

#### **2. Item 2: Floor Plan –**

- a) Identify the delivery and waste pickup locations, it is not shown on the submitted site plan or floor plan.
- b) The floor plan is very difficult to read, can an electronic version be provided or a clearer hard copy?
- c) Is the restroom employee only or open to the public?
- d) Please describe the contents and offerings of the 'DRINKS' section."

#### **3. Item 5: Neighborhood Context Map-**

- a) Please update the map to illustrate a 600-foot setback radius and indicate whether any schools are located within this area.

4. **Item 6: Lighting Plan –**

- a) Will security lighting be installed on the building's exterior, particularly in areas designated for deliveries?

5. **Item 8: Insurance-**

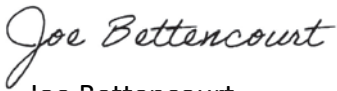
- a) An actual Certificate of Insurance needs to be provided, not just a quote.

6. **Item 11: Financial Viability-**

- a) The 3-year proforma was not included, please provide and include information on employees (part time/full time, will they receive benefits, schedule for onsite manager(s)).
- b) The bank verification letter needs to show funds available for business startup, please provide a verified fund amount.

Timely submission of clear and complete documents by the specified deadline is essential to continue processing your application. We appreciate your cooperation and look forward to receiving the requested information.

Respectfully,



Joe Bettencourt

Community Development and Services Director  
City of Willows





**TVCE**  
47 WILMUT HWY  
PO BOX 1562  
MILLON CREEK, CA 95573  
PHONE (530) 829-3000  
FAX (530) 829-3011



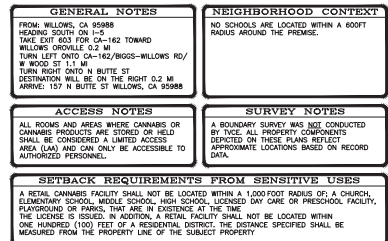
MELISSA WIGHT  
APN: 002-162-006-0  
145 N BUTTE ST.  
WILLOWS, CA. 95988

**PREMISES DIAGRAM**

GLENN COUNTY, CALIFORNIA

DRAWN BY: A. DOMINICK	DESIGNED BY: E. KEYES	CHECKED BY: E. KEYES	APPROVED BY: TJC
DATE OF ISSUE: MAY 2025			
SCALE: AS SHOWN			
PROJECT NO: 1520.06			
DRAWING NO: C01			

TRINITY VALLEY CONSULTING ENGINEERS, INC.



## Neighborhood Context Map (Question #3)



## Lighting Plan (Question #4)

 CEILING / FLED  
CEILING SURFACE MOUNTED LIGHT

(2) TUBE / FLED  
CEILING SURFACE MOUNTED LIGHT

 OUTDOOR SECURITY WALL-MNT.  
SOLAR LIGHT FIXTURE

 CEILING-MNT. LIGHT FIXTURE (MAY BE SUSPENDED)

 WALL-MNT. FIXTURE / WALL SCIENCE

RECESSED / CAN LIGHT FIXTURE  
NOTES: THE RATED FOR DIRECT CONTACT OF HUMIDITY AND BE AP-  
PROXIMATELY 10% BELOW THE MAXIMUM PERMITTED BY THE MANUFACTURER.

PENDANT LIGHT FIXTURE

WALL MNT. EXHAUST GRATE RATED EXHAUST FAN,  
DUCTED TO EXTERIOR. BATH FANS MUST BE  
CONTROLLED BY A HOMOSTAT!

 DOWN-DRAWN  
*downward arrow*

 10' MIN. CIRCUMFERENCE RECEPTACLE

 120V DUPLEX COMMERCIAL RECEPTACLE (4 gang)

 240V RANGE / DRYER RECEPTACLE

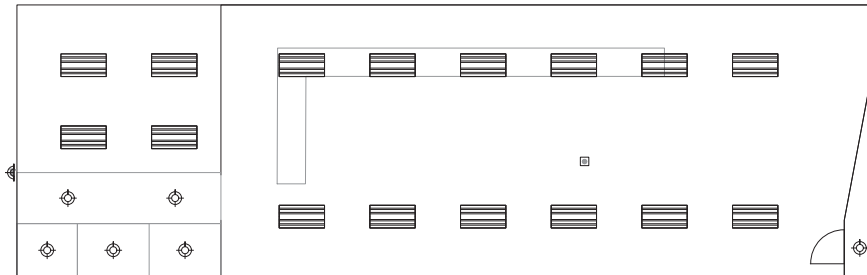
 DEDICATED HOOD RECEPTACLE

 DEDICATED REFR. /DW RECEPTACLE

UNDER CABINET RECEPTACLE STRIP & LIGHTING

HARD-WIRED 110V SMOKE DETECTOR  
HARD-WIRED BACK-UP INTERCONNECTED

HARD-WIRED 110V SMOKE DETECTOR  
BATTERY BACK-UP  
HARD-WIRED INTERCONNECTED



LIGHTS & WATTS: 22 LED @ 40W EA.  
TOTAL WATT LIGHTS: 880W  
LIGHT WATTS/SQUARE FOOT: 880W / 1,785SF

AVERAGE LIGHT WATTS PER SQUARE FOOT =



**TVCE**  
67 WALNUT WAY  
PO BOX 1567  
WILLOW OAK, CA 95073  
PHONE (530) 829-3000  
FAX (530) 629-3011

[illegible]

MELISSA WIGHT  
APN: 002-162-006-0  
145 N BUTTE ST.  
WILLOWS, CA. 95988

**LIGHTING DIAGRAM**

GLENN COUNTY, CALIFORNIA

DATE OF ISSUE:	MAY 2025
SCALE:	AS SHOWN
PROJECT NO:	1520.06
DRAWING NO:	C01.1

## Insurance Certificate (Question #8)



## Additional Phase 2 Follow-Up Email

## City of Willows Phase 2 Cannabis Business License Application Review Additional Follow-Up Questions



Joe Bettencourt

To: Melissa; callovetwillowsllc@gmail.com

Cc: Marti Brown

Reply

Reply All

Forward

...

Thu 5/15/2025 4:53 PM

You replied to this message on 5/29/2025 2:17 PM.

Good afternoon,

We reviewed your Phase 2 Cannabis Business License Application and had a few additional follow up questions:

1. Please edit your Three Year Proforma to show all applicable taxes that will be paid and adjust figures as needed to reflect these taxes.
2. Provide an estimated timeline from the point of being fully approved by the City to the business doors being open.
3. One of the other applicants is across the street from your proposed location, does this affect your budget or 3 year proforma? If so, please adjust and resubmit.
4. Do you plan on allowing online orders and/or deliveries?

Joe Bettencourt

Community Development & Services Director

City of Willows

Phone: 530-934-7041

[www.cityofwillows.org](http://www.cityofwillows.org)



## Cali Love Willows City of Willows Phase 2 Cannabis License

### Application Additional Follow Up Questions

1. **Provided**
2. We will be open approximately 4 to 6 months after receiving approval from the City of Willows. It takes approximately 3-6 months to obtain a state license from the DCC if done correctly. We typically run our licensing concurrently, applying for the city/county and state license at the same time. Since this is a competitive bid, we are waiting for final approval before we apply for the State license, hence a 4-6 month timeline for opening day.
3. While another similar business may be located across the street, we do not consider them direct competition. Our business has exclusive agreements with multiple award-winning vendors, including premium cultivators and Melissa's world-class cannabis from the Emerald Triangle, ensuring a unique product selection that is unavailable elsewhere in the area.

In addition to our curated cannabis offerings, our location includes a distinctive art gallery environment that enhances the customer experience and further differentiates us in the market. The business across the street does not offer this type of atmosphere or product mix.

As a result, their presence does not impact our financial projections, proforma, or strategic positioning. Our partnerships, curated selection, and elevated retail experience position us uniquely in the local market.

4. We will allow online orders for in person pickup and delivery through our e-commerce website. Yes, we would like to offer delivery as well. We will use Progressive auto insurance as they are the only cannabis delivery insurance provider in the state. Deliveries will occur during business hours only and must return during business hours and before closing per DCC regulations. All deliveries must be delivered to a physical address per DCC regulations. Delivery drivers will carry physical receipts for each individual order and Metrc manifests documenting products being transported for sale. Our driver will verify identification upon delivery

to ensure customer is over the age of 21 and products are being delivered to the correct person who placed said order. All products will be transported in a locked container that will only be opened when deliveries are made. A gps tracking device will accompany our delivery driver recording delivery routes for records purposes per DCC regulations. All deliveries will be in compliance with all DCC regulations 15415 -15421.

## Delivery Information

## Cali Love Willows Cannabis Delivery Procedures

We will allow online orders for in person pickup and delivery through our e-commerce website. We will use Progressive auto insurance as they are the only cannabis delivery insurance provider in the state. Deliveries will occur during business hours only and must return during business hours and before closing per DCC regulations. Furthermore, deliveries will not occur between 7pm and 8am to comply with City of Willows Code. All deliveries must be delivered to a physical address per DCC regulations. Delivery drivers will carry physical receipts for each individual order and Metro manifests documenting products being transported for sale. Our driver will verify identification upon delivery to ensure customer is over the age of 21 and products are being delivered to the correct person who placed said order. All products will be transported in a locked container that will only be opened when deliveries are made. A gps tracking device will accompany our delivery driver recording delivery routes for records purposes per DCC regulations. All deliveries will be in compliance with all DCC regulations 15415 -15421. DCC Delivery Regulations are attached for clarity.

§15415. Delivery Employees. (a) All deliveries of cannabis goods shall be performed by a delivery employee who is directly employed by a licensed retailer. (b) Each delivery employee of a licensed retailer shall be at least 21 years of age. (c) All deliveries of cannabis goods shall be made in person. A delivery of cannabis goods shall not be made through the use of an unstaffed vehicle. (d) Deliveries of cannabis goods shall be received by customers only during the hours of operation established by section 15403. Delivery employees shall return to the licensed premises after making their last delivery of the day if they have any unsold cannabis goods to return to the premises. (e) During the process of delivery, the licensed retailer's delivery employee may not engage in any activities except for cannabis goods delivery and necessary rest, fuel, or vehicle repair stops. (f) A delivery employee of a licensed retailer shall, during deliveries, carry a copy of the retailer's current license, a copy of the QR Code certificate issued by the Department, which complies with section 15039, subsection (d), the employee's government-issued identification, and an identification badge provided by the employer pursuant to section 15043. A delivery employee shall provide a copy of the retail license, a copy of the QR Code certificate, and their employee identification badge to a delivery customer upon request. (g) Prior to providing cannabis goods to a delivery customer, a delivery employee shall confirm the identity and age of the delivery customer as required by section 15404 and ensure that all cannabis goods sold comply with requirements of section 15413. (h) A licensed retailer shall maintain an

accurate list of the retailer's delivery employees and shall provide the list to the Department upon request. Authority cited: Section 26013, Business and Professions Code. Reference: Sections 26070 and 26090, Business and Professions Code. §15415.1. Deliveries Facilitated by Technology Platforms. (a) A licensed retailer or licensed microbusiness shall not sell or otherwise transfer any cannabis goods to a customer through the use of an unlicensed third party, intermediary business, broker, or any other business or entity. Medicinal and Adult Use Cannabis Regulations Revised April 1, 2025 116 (b) Notwithstanding subsection (a) of this section, a licensed retailer or licensed microbusiness may contract with a service that provides a technology platform to facilitate the sale and delivery of cannabis goods, in accordance with all of the following: (1) The licensed retailer or licensed microbusiness does not allow for delivery of cannabis goods by the technology platform service provider. (2) The licensed retailer or licensed microbusiness does not share in the profits of the sale of cannabis goods with the technology platform service provider, or otherwise provide for a percentage or portion of the cannabis goods sales to the technology platform service provider. (3) The licensed retailer or licensed microbusiness shall not advertise or market cannabis goods in conjunction with the technology platform service provider, outside of the technology platform, and shall ensure that the technology platform service provider does not use the licensed retailer's or licensed microbusiness's license number or legal business name on any advertisement or marketing that primarily promotes the services of the technology platform. (4) The licensed retailer or licensed microbusiness shall ensure the following information is provided to customers: (A) Any cannabis goods advertised or offered for sale on or through the technology platform shall disclose, at a minimum, the licensed retailer's or licensed microbusiness's legal business name and license number. (B) Customers placing an order for cannabis goods through the technology platform shall be able to easily identify the licensed retailer or licensed microbusiness that each cannabis good is being ordered or purchased from. This information shall be available to the customer prior to the customer placing an order or purchasing the cannabis goods. (5) All required sales invoices and receipts, including any receipts provided to the customer, shall disclose, at a minimum, the licensed retailer's or licensed microbusiness's legal business name and license number. (6) All other delivery, marketing, and advertising requirements under this division are complied with. Authority cited: Section 26013, Business and Professions Code. Reference: Sections 26001, 26070, 26090, 26151 and 26152, Business and Professions Code.

§15416. Delivery to a Physical Address. (a) A delivery employee may only deliver cannabis goods to a physical address in California. (b) A delivery employee shall not leave the State of California while possessing cannabis goods. Medicinal and Adult Use Cannabis Regulations Revised April 1, 2025 117 (c) A delivery employee shall not deliver cannabis

goods to an address located on publicly owned land or any address on land or in a building leased by a public agency. This prohibition applies to land held in trust by the United States for a tribe or an individual tribal member unless the delivery is authorized by and consistent with applicable tribal law. (d) A delivery employee may deliver to any jurisdiction within the State of California provided that such delivery is conducted in compliance with all delivery provisions of this division. (e) A delivery employee shall not deliver cannabis goods to a school providing instruction in kindergarten or any grades 1 through 12, day care center, or youth center. Authority cited: Section 26013, Business and Professions Code. Reference: Sections 26070 and 26090, Business and Professions Code.

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delivery. A licensed retailer shall provide this information to the Department upon request. The history of all locations traveled to by a delivery employee while engaging in delivery shall be maintained by the licensee for a minimum of 90 days. (e) Upon request, a licensed retailer shall provide the Department with information regarding any motor vehicle used for the delivery of cannabis goods, including the vehicle's make, model, color, Vehicle Identification Number, license plate number and Department of Motor Vehicles registration information. (f) Any motor vehicle used by a licensed retailer to deliver cannabis goods is subject to inspection by the Department. Vehicles used to deliver cannabis goods may be stopped and inspected by the Department at any licensed premises or during delivery. Authority cited: Section 26013, Business and Professions Code. Reference: Sections 26070 and 26090, Business and Professions Code.

§15418. Cannabis Goods Carried During Delivery. (a) A licensed retailer's delivery employee shall not carry cannabis goods in the delivery vehicle with a value in excess of \$10,000 at any time. (b) For the purposes of this section, the value of cannabis goods shall be determined using the current retail price of all cannabis goods carried by, or within the delivery vehicle of, the licensed retailer's delivery employee. (c) A delivery employee may only carry cannabis goods, cannabis accessories, branded merchandise of any licensee, or promotional materials in the delivery vehicle and may only perform deliveries for one licensed retailer at a time. A delivery employee must depart and return to the same licensed premises before taking possession of any cannabis goods from another licensee to perform deliveries. (d) Before leaving the licensed premises, the licensed retailer's delivery employee must have a delivery inventory ledger of all cannabis goods provided to the licensed retailer's delivery employee. The contents of the delivery inventory ledger must comply with the requirements of section 15049.3. During the delivery trip, as defined in section 15049.3, the delivery employee shall maintain the delivery inventory ledger in hard copy or electronically, the latter of which may be an electronic copy maintained in the track and trace system. The delivery inventory ledger must be updated after each completed delivery to reflect the remaining inventory carried by the delivery employee. The delivery inventory ledger must otherwise be updated in accordance with the requirements of section 15049.3, and then entered into the track Medicinal and Adult Use Cannabis Regulations Revised April 1, 2025 119 and trace system no later than the end of the calendar day on which the delivery trip occurred. (e) The licensed retailer's delivery employee shall maintain a log that includes all stops from the time the licensed retailer's delivery employee leaves the licensed premises to the time that the licensed retailer's delivery employee returns to the licensed premises, and the reason for each stop. The log shall be turned in to the licensed retailer when the licensed retailer's delivery employee returns to the licensed premises. The licensed retailer must maintain the log as a commercial cannabis activity record as required by this division.

The log may be maintained electronically. (f) Prior to arrival at any delivery location, the licensed retailer must have received a delivery request from the customer and provided the delivery request receipt to the licensed retailer's delivery employee electronically or in hard copy. The delivery request receipt provided to the licensed retailer's delivery employee shall contain all of the information required in section 15420, except for the date and time the delivery was made, and the signature of the customer. (g) Immediately upon request by the Department or any law enforcement officer, the licensed retailer's delivery employee shall provide: (1) The delivery inventory ledgers from the time the licensed retailer's delivery employee left the licensed premises up to the time of the request; (2) All delivery request receipts for cannabis goods carried by the delivery employee, in the delivery vehicle, or any deliveries that have already been made to customers; and (3) The log of all stops from the time the licensed retailer's delivery employee left the licensed premises up to the time of the request. (h) If a licensed retailer's delivery employee does not have any delivery requests to be performed for a 30-minute period, the licensed retailer's delivery employee shall not make any additional deliveries and shall return to the licensed premises. Required meal breaks shall not count toward the 30-minute period. (i) Upon returning to the licensed premises, all undelivered cannabis goods shall be returned to the licensed retailer's inventory and recorded within the track and trace system in accordance with section 15049.3. Authority cited: Section 26013, Business and Professions Code. Reference: Sections 26067, 26068, 26070, 26090 and 26160, Business and Professions Code.

§15419. Cannabis Consumption During Delivery. A licensed retailer's delivery employees shall not consume cannabis or cannabis products while delivering cannabis goods to customers. Authority cited: Section 26013, Business and Professions Code. Reference: Sections 26070 and 26090, Business and Professions Code. Medicinal and Adult Use Cannabis Regulations Revised April 1, 2025 120

§15420. Delivery Request Receipt. A licensed retailer shall prepare a hard copy or electronic delivery request receipt for each delivery of cannabis goods. (a) The delivery request receipt shall contain the following: (1) The legal business name and license number of the licensed retailer; (2) The first name and employee number of the licensed retailer's delivery employee who delivered the order; (3) The first name and employee number of the licensed retailer's employee who prepared the order for delivery; (4) The first name of the customer and a licensed retailer-assigned customer number for the person who requested the delivery; (5) The date and time the delivery request was made; (6) The delivery address; (7) A detailed description of all cannabis goods requested for delivery. The description shall include the weight, volume, or any other accurate measure of the amount of all cannabis goods requested; (8) The total amount paid for the delivery, including any taxes or fees, the cost of the cannabis goods, and any other charges related to the delivery; and (9) Upon

delivery, the date and time the delivery was made, and the handwritten or electronic signature of the customer who received the delivery. (b) At the time of the delivery, the delivery employee of the retailer shall provide the customer who placed the order with a hard or electronic copy of the delivery request receipt. The delivery employee shall retain a hard or electronic copy of the signed delivery request receipt for the licensed retailer's records. (c) For the purposes of this section, an employee number is a distinct number assigned by a licensed retailer to an employee that would allow the licensed retailer to identify the employee in documents or records using the employee number rather than the employee's full name. A licensed retailer shall be able to identify the employee associated with each employee number upon request from the Department. (d) For the purposes of this section, a customer number is a distinct number assigned by a licensed retailer to a customer that would allow the licensed retailer to identify the customer in documents or records using the customer number rather than the customer's full name. A licensed retailer shall be able to identify the customer associated with each customer number upon request from the Department. Authority cited: Section 26013, Business and Professions Code. Reference: Sections 26070, 26090 and 26160, Business and Professions Code. Medicinal and Adult Use Cannabis Regulations Revised April 1, 2025 121

§15421. Delivery Route. While making deliveries of cannabis goods, a licensed retailer's delivery employee shall only travel from the retailer's licensed premises to the delivery address; from one delivery address to another delivery address; or from a delivery address back to the retailer's licensed premises. A delivery employee of a licensed retailer shall not deviate from the delivery path described in this section, except for necessary rest, fuel, or vehicle repair stops, or because road conditions make continued use of the route unsafe, impossible, or impracticable. Authority cited: Section 26013, Business and Professions Code. Reference: Sections 26070 and 26090, Business and Professions Code.



201 North Lassen • Willows, California 95988 • (530) 934-7041 • FAX (530) 934-7402



**City of Willows**

Joe Bettencourt  
Community Development and Services Director  
201 N. Lassen St.  
Willows, CA 95988

March 21, 2025

**Cali Love Willows**

Attn: Melissa Wight and Stephen Sutton  
PO BOX 531  
Douglas City, CA 96024

**Subject: Approval of Phase 1 Cannabis Business License Application – Eligibility for Phase 2**

Dear Ms. Wight and Mr. Sutton,

We are pleased to inform you that your Phase 1 Cannabis Business License Application for 157 N. Butte St. has been approved. As a result, you are now eligible to submit a Phase 2 application for further review and consideration.

As part of the Phase 2 application process, please ensure that you provide all required items. We have provided a sample table of contents as Attachment 1 to this letter. Please number all pages and reference them in the table of contents. Timely submission of these materials is essential to ensure the continued processing of your application. Please ensure all documents are clear, complete, and submitted within the specified timeframe.

Should you require any clarification, please do not hesitate to reach out to [planning@cityofwillows.org](mailto:planning@cityofwillows.org). We appreciate your cooperation and look forward to receiving your Phase 2 application.

Joe Bettencourt  
Community Development and Services Director  
City of Willows

## Cannabis Business License Phase 2 Application

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delivery. A licensed retailer shall provide this information to the Department upon request. The history of all locations traveled to by a delivery employee while engaging in delivery shall be maintained by the licensee for a minimum of 90 days. (e) Upon request, a licensed retailer shall provide the Department with information regarding any motor vehicle used for the delivery of cannabis goods, including the vehicle's make, model, color, Vehicle Identification Number, license plate number and Department of Motor Vehicles registration information. (f) Any motor vehicle used by a licensed retailer to deliver cannabis goods is subject to inspection by the Department. Vehicles used to deliver cannabis goods may be stopped and inspected by the Department at any licensed premises or during delivery. Authority cited: Section 26013, Business and Professions Code. Reference: Sections 26070 and 26090, Business and Professions Code.

§15418. Cannabis Goods Carried During Delivery. (a) A licensed retailer's delivery employee shall not carry cannabis goods in the delivery vehicle with a value in excess of \$10,000 at any time. (b) For the purposes of this section, the value of cannabis goods shall be determined using the current retail price of all cannabis goods carried by, or within the delivery vehicle of, the licensed retailer's delivery employee. (c) A delivery employee may only carry cannabis goods, cannabis accessories, branded merchandise of any licensee, or promotional materials in the delivery vehicle and may only perform deliveries for one licensed retailer at a time. A delivery employee must depart and return to the same licensed premises before taking possession of any cannabis goods from another licensee to perform deliveries. (d) Before leaving the licensed premises, the licensed retailer's delivery employee must have a delivery inventory ledger of all cannabis goods provided to the licensed retailer's delivery employee. The contents of the delivery inventory ledger must comply with the requirements of section 15049.3. During the delivery trip, as defined in section 15049.3, the delivery employee shall maintain the delivery inventory ledger in hard copy or electronically, the latter of which may be an electronic copy maintained in the track and trace system. The delivery inventory ledger must be updated after each completed delivery to reflect the remaining inventory carried by the delivery employee. The delivery inventory ledger must otherwise be updated in accordance with the requirements of section 15049.3, and then entered into the track Medicinal and Adult Use Cannabis Regulations Revised April 1, 2025 119 and trace system no later than the end of the calendar day on which the delivery trip occurred. (e) The licensed retailer's delivery employee shall maintain a log that includes all stops from the time the licensed retailer's delivery employee leaves the licensed premises to the time that the licensed retailer's delivery employee returns to the licensed premises, and the reason for each stop. The log shall be turned in to the licensed retailer when the licensed retailer's delivery employee returns to the licensed premises. The licensed retailer must maintain the log as a commercial cannabis activity record as required by this division.

The log may be maintained electronically. (f) Prior to arrival at any delivery location, the licensed retailer must have received a delivery request from the customer and provided the delivery request receipt to the licensed retailer's delivery employee electronically or in hard copy. The delivery request receipt provided to the licensed retailer's delivery employee shall contain all of the information required in section 15420, except for the date and time the delivery was made, and the signature of the customer. (g) Immediately upon request by the Department or any law enforcement officer, the licensed retailer's delivery employee shall provide: (1) The delivery inventory ledgers from the time the licensed retailer's delivery employee left the licensed premises up to the time of the request; (2) All delivery request receipts for cannabis goods carried by the delivery employee, in the delivery vehicle, or any deliveries that have already been made to customers; and (3) The log of all stops from the time the licensed retailer's delivery employee left the licensed premises up to the time of the request. (h) If a licensed retailer's delivery employee does not have any delivery requests to be performed for a 30-minute period, the licensed retailer's delivery employee shall not make any additional deliveries and shall return to the licensed premises. Required meal breaks shall not count toward the 30-minute period. (i) Upon returning to the licensed premises, all undelivered cannabis goods shall be returned to the licensed retailer's inventory and recorded within the track and trace system in accordance with section 15049.3. Authority cited: Section 26013, Business and Professions Code. Reference: Sections 26067, 26068, 26070, 26090 and 26160, Business and Professions Code.

§15419. Cannabis Consumption During Delivery. A licensed retailer's delivery employees shall not consume cannabis or cannabis products while delivering cannabis goods to customers. Authority cited: Section 26013, Business and Professions Code. Reference: Sections 26070 and 26090, Business and Professions Code. Medicinal and Adult Use Cannabis Regulations Revised April 1, 2025 120

§15420. Delivery Request Receipt. A licensed retailer shall prepare a hard copy or electronic delivery request receipt for each delivery of cannabis goods. (a) The delivery request receipt shall contain the following: (1) The legal business name and license number of the licensed retailer; (2) The first name and employee number of the licensed retailer's delivery employee who delivered the order; (3) The first name and employee number of the licensed retailer's employee who prepared the order for delivery; (4) The first name of the customer and a licensed retailer-assigned customer number for the person who requested the delivery; (5) The date and time the delivery request was made; (6) The delivery address; (7) A detailed description of all cannabis goods requested for delivery. The description shall include the weight, volume, or any other accurate measure of the amount of all cannabis goods requested; (8) The total amount paid for the delivery, including any taxes or fees, the cost of the cannabis goods, and any other charges related to the delivery; and (9) Upon

delivery, the date and time the delivery was made, and the handwritten or electronic signature of the customer who received the delivery. (b) At the time of the delivery, the delivery employee of the retailer shall provide the customer who placed the order with a hard or electronic copy of the delivery request receipt. The delivery employee shall retain a hard or electronic copy of the signed delivery request receipt for the licensed retailer's records. (c) For the purposes of this section, an employee number is a distinct number assigned by a licensed retailer to an employee that would allow the licensed retailer to identify the employee in documents or records using the employee number rather than the employee's full name. A licensed retailer shall be able to identify the employee associated with each employee number upon request from the Department. (d) For the purposes of this section, a customer number is a distinct number assigned by a licensed retailer to a customer that would allow the licensed retailer to identify the customer in documents or records using the customer number rather than the customer's full name. A licensed retailer shall be able to identify the customer associated with each customer number upon request from the Department. Authority cited: Section 26013, Business and Professions Code. Reference: Sections 26070, 26090 and 26160, Business and Professions Code. Medicinal and Adult Use Cannabis Regulations Revised April 1, 2025 121

§15421. Delivery Route. While making deliveries of cannabis goods, a licensed retailer's delivery employee shall only travel from the retailer's licensed premises to the delivery address; from one delivery address to another delivery address; or from a delivery address back to the retailer's licensed premises. A delivery employee of a licensed retailer shall not deviate from the delivery path described in this section, except for necessary rest, fuel, or vehicle repair stops, or because road conditions make continued use of the route unsafe, impossible, or impracticable. Authority cited: Section 26013, Business and Professions Code. Reference: Sections 26070 and 26090, Business and Professions Code.

**Conditions of Approval  
For Retail / Dispensary Cannabis Business License  
Cali Love Willows, LLC.  
157 N. Butte Street /APN: 002-162-006  
City Council Approval Date: August 26, 2025**

**GENERAL**

- (1) The City of Willows will collect 2% of the gross sale receipts in addition to sales tax and any other payment made to the City of Willows. If a cannabis tax is approved by voters, Cali Love Willows, LLC. will be responsible for paying the voter approved tax in lieu of the 2% revenue sharing.
- (2) The entire administrative record for this license (the "Record") is incorporated herein by reference as though fully set forth and is binding on the applicant/licensee. The Record includes, without limitation: (i) the Phase One application and all attachments; (ii) the Phase Two application and all attachments; (iii) all supplemental or revised submittals; (iv) all responses to City requests for additional information; (v) all written and electronic correspondence, including emails and text messages, and any verbal statements made by or on behalf of the applicant to City staff or officials as reflected in the City's files, notes, recordings, minutes, or transcripts; and (vi) all Planning Commission and City Council agendas, staff reports, findings, resolutions, minutes, and conditions. All representations, commitments, plans, specifications, and operational measures described by the applicant anywhere in the Record constitute enforceable conditions of this approval and material terms of the City's action.

The undersigned acknowledges receipt of the Conditions of Approval and agrees to be bound by and fully comply with all Conditions of Approval as approved by the City Council.

Cali Love Willows LLC.  
157 N. Butte St.  
Willows, CA 95988  
Entity #202565417229

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Melissa Wight, Manager/Member  
PO Box 531  
Douglas City, CA 96024

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Date

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Stephen Sutton, Manager/Member  
PO Box 531  
Douglas City, CA 96024

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Date



Date: August 26, 2025

To: Honorable Mayor and Councilmembers

From: Marti Brown, City Manager

Subject: Joint City Council & Library Board of Trustees Meeting

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**Recommendation:**

Approve scheduling and convening a Joint Meeting of the City Council and Library Board of Trustees to potentially discuss the Memorandum of Understanding between the Library Board and the City of Willows, current Library Board Policies, receive an update from the City Librarian on proposed future library programs, and any other mutually agreed upon agenda items as requested by both governing bodies.

**Rationale for Recommendation:**

With the recent departure of the Library Director after 15 years of contracting with the City of Willows, a joint meeting of the City Council and Library Board of Trustees presents an opportunity to ensure alignment of Council and Trustee priorities and goals for the Willows Public Library.

**Background:**

In 2005, the City of Willows contracted with the City of Orland for Library Director Services. In the spring of 2025, the Orland City Council and contract Library Director started discussing termination of its contract with the City of Willows. On June 3, 2025, the Orland City Council approved termination of its contract with the City of Willows and issued a 30-day notice of termination. The Library Director's last day with the City of Willows was June 30, 2025.

**Discussion & Analysis:**

With the departure of the Library Director in late June, Mayor Hutson initiated discussions to engage the Library Board of Trustees in a Joint City Council-Library Board meeting to agendize and discuss priorities and goals for the library, revisiting the Memorandum of Understanding between the City and the Board, and discuss any other mutually agreed upon agenda items. Over time, the proposed agenda for this meeting has evolved to also include a discussion about the Library Board's policies and an update from the City Librarian on her ideas for future library programs and structure. Tonight's agenda item is an opportunity for the Council to publicly discuss and consider formally initiating a joint meeting with the Library Board of Trustees.

**Consistency with Council Priorities and Goals:**

The proposed action is consistent with Council Priority, Quality of Life, Goal #1: Expand Youth and Adult Activities.

**Fiscal Impact:**

There is no fiscal impact by approving the proposed action.



Date: August 26, 2025  
To: Honorable Mayor and Councilmembers  
From: Marti Brown, City Manager  
Subject: General Fund & Apparatus Replacement Reserve Fund

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**Recommendation:**

Approve changes and updates to the General Fund Reserve policy and add the previously Council approved Apparatus Replacement Reserve Fund.

**Rationale for Recommendation:**

As part of the purview of the Council established Finance and Measure I Oversight Committee (FMIOC), financial policies are reviewed annually by the Committee and, if necessary, changes to the policies are recommended to the full Council.

**Background:**

As identified in the Council approved bylaws of the Finance & Measure I Oversight Committee, the Committee meets once per quarter with different review protocols and subject matter at each quarterly meeting.

Per the bylaws, the Finance & Measure I Oversight Committee meeting reviewed several existing financial policies that were established in 2020 and 2021, including the General Fund Reserve Policy (Attachment 1), at its July 15, 2025 meeting.

**Discussion & Analysis:**

Upon reviewing the General Fund Reserve policy and listening to staff's recommendation at the July 15, 2025 FMIOC meeting, the Committee approved, referring the following recommendations to the full Council (as reflected in Attachment 2):

- Consolidate the *Catastrophic Reserve* and *Budget Stabilization Reserve* into one Reserve and renaming it the General Fund Reserve (with the same goals and objectives as the prior two Reserves).
- Change the *Capital and Special Projects Reserve* to *Apparatus Replacement Reserve* (which was adopted by the Council during the 2025 budget process).

- Add language to address rebuilding and maintaining a 25% General Fund Reserve over the next one to five years.

In larger cities, several different types and categories of Reserve Funds are common; however, in smaller cities like Willows with less surplus funds and cashflow, typically there is only a General Fund Reserve and maybe one other Reserve. As a result, staff recommended to the Finance Committee to include one General Fund Reserve policy for emergencies, catastrophic events and budget stabilization, as well as the already Council approved Apparatus Replacement Reserve to save for future Fire Department and Public Works apparatus replacement as needed.

In addition, it was also recommended that the City adopt an explicit goal to rebuild its General Fund Reserve to 25% of its General Fund operating budget over the next one to five years.

Attachment 3 shows the redline edits from the original General Fund Reserve policy to the newly proposed one.

**Consistency with Council Priorities and Goals:**

The proposed action is consistent with the Council Priority, Financial Stability, Goal #1: Fund the General Fund Reserve and Apparatus Replacement Plan.

**Fiscal Impact:**

There is no fiscal impact by adopting FMIOC's policy recommendations.

**Attachments:**

- Attachment 1: 2021 General Fund Reserve Policy
- Attachment 2: Proposed General Fund Reserve Policy
- Attachment 3: 2021 General Fund Reserve Policy with Proposed Changes (Redline Version)

# City of Willows

## Administrative Procedure & Policy Manual

Subject: General Fund Reserve Policy		Number: ____ - ____
Department(s) Affected:  FINANCE		Effective Date: April 13, 2021
		Supersedes: 2-1 Fund – Working Reserve (Adopted 6-12-1979)
File Reference(s):	Authority: Resolution:	
	Approved: CITY COUNCIL 04/13/2021	

### 1. Introduction:

This General Fund Reserve Policy (the “Reserve Policy”) of the CITY OF WILLOWS (the “City”) was approved by the City Council of the City (the “Council”) on April 13, 2021. The General Fund Reserve Policy may be amended by Council as it deems appropriate from time to time in the prudent management of the finances of the City.

### 2. Background:

General Fund reserves are classified into two categories: Restricted and Designated. Restricted reserves are those that are not considered available due to financial, accounting, or legal restrictions. Designated reserves are established by Council policy for an intended purpose and are available for use per Council direction.

In addition, the Governmental Accounting Standards Board (GASB) Statement 54 Fund Reporting and Governmental Fund Type Definitions requires that the City categorize fund balances according to the following components:

- Non-spendable fund balance (inherently non-spendable)
- Restricted fund balance (externally enforceable limitations on use)
- Committed fund balance (self-imposed limitations on use)
- Assigned fund balance (limitation resulting from intended use)
- Unassigned fund balance (residual net resources)

### 3. Guiding Principles:

Following sound financial practices and adhering to the Government Finance Officers’ of American (GFOA) recommendations, the City’s designated reserves include reserves for known and unknown contingencies, which take into consideration the:

- Diversity of revenue base
- Cyclical nature of revenue
- Changes in community priorities
- Frequency of budget surpluses/deficits
- Cash flow management practices

# City of Willows

## Administrative Procedure & Policy Manual

### 4. Policy – Reserve Levels:

The City will set aside funds into two designated reserves to address unforeseen emergencies or disasters, significant changes in the economic environment, and key infrastructure and capital projects. These include the Catastrophic Reserve, and Budget Stabilization Reserve, the City may also set aside Capital and Special Projects Reserves as part of those projects or Capital Improvement Plan Policies.

The City commits to maintaining these reserves at a minimum of 25% of General Fund annual operating expenditures (minus one-time expenditures), equally divided between the Catastrophic Reserve (15%) and Budget Stabilization Reserve (10%), excluding any Capital and Special Projects Reserves. The Reserve Policy is reviewed by the City Council as part of the annual operating budget review and adoption process. Appropriations of any General Fund reserves require formal Council authorization.

Should a catastrophic disaster or loss of a significant source of the City's sales tax revenue occur, the required reserve level should be adequate to meet the City's immediate financial needs. For example, in the event of natural disaster, the Catastrophic Reserve would provide necessary coverage for basic operating expenses for approximately 90 days, including salary and benefits for safety and non-safety City employees, while still meeting debt service obligations. This time frame would enable the City to explore other available cash alternatives, including the use of internal service funds. Likewise, should the City experience a loss of a primary sales tax contributor, the reserve level in the Budget Stabilization Fund would provide for a transition period, giving the City adequate time to realign its operating costs with available resources, while minimizing service impacts.

#### *Key General Fund Designated Reserves*

**Catastrophic Reserve:** Funds reserved under this category shall be used to mitigate costs associated with unforeseen emergencies, including natural disasters or catastrophic events. Should unforeseen and unavoidable events occur that require the expenditure of City resources beyond those provided for in the annual budget, the City Manager or designee shall have authority to approve Catastrophic Reserve appropriations. The City Manager or designee shall then present to the City Council a budget amendment confirming the nature of the emergency and authorizing the appropriation of reserve funds.

**Budget Stabilization Reserve:** Funds reserved under this category shall be used to mitigate, should they occur, annual budget revenue shortfalls (actual revenues less than projected revenues) due to changes in the economic environment and/or one-time expenditures that will result in future efficiencies and/or budgetary savings. Examples of "economic triggers" and one-time uses include, but are not limited to:

- Significant decrease in property or sales tax, or other economically sensitive revenues;
- Loss of businesses considered to be significant sales tax generators;
- Reductions in revenue due to actions by the state/federal government;
- Workflow/technical system improvements to reduce ongoing, personnel costs and enhance customer service;
- One-time maintenance of service levels due to significant economic/budget constraints; and

## City of Willows Administrative Procedure & Policy Manual

- One-time transitional costs associated with organizational restructuring to secure long-term personnel cost savings.

*Capital and Special Projects Reserve:* Funds reserved under these categories are designated for key infrastructure and capital/special projects as identified in the City's Capital Improvement Plan, as there is no ongoing funding source to support the City's capital needs.

5. Policy – Replenishment of Reserves:

In keeping with the principles discussed in this Reserve Policy, when either fund is used or below the policy-directed reserve level(s), the City Council will develop a 1 to 5 year reserve replenishment plan to meet the minimum threshold of 25% of General Fund ongoing, operating expenditures, excluding one-time expenditures.

6. Policy – Excess Reserves:

At the end of each fiscal year, the Administrative Services Director or designee reports on the audited year-end budgetary fiscal results. Should actual General Fund revenues exceed expenditures and encumbrances, a year-end operating surplus shall be reported. Any year-end surplus that results in the General Fund, fund balance exceeding the level required by the Reserve Policy shall be available for allocation for the following, subject to Council approval:

- Offset projected future deficits
- Anticipated intergovernmental fiscal impacts
- One-time funding, non-recurring needs

Upon funding of the above, any remaining surplus balances shall be divided equally between the Budget Stabilization Reserve and Capital and Special Projects Reserve for appropriation within the Capital Improvement Program budget.

# City of Willows Attachment 1

## Administrative Procedure & Policy Manual

Subject: General Fund Reserve Policy		Number: XX-2025	
Department(s) Affected:  FINANCE		Effective Date: August 26, 2025	
		Supersedes: 2-1 Fund – Working Reserve (Adopted 6-12-1979)	
File Reference(s):		Authority: City Council/City Manager Resolution: XX-2025	
		Approved: CITY COUNCIL August 26, 2025	

### 1. Introduction:

This General Fund Reserve Policy (the “Reserve Policy”) of the CITY OF WILLOWS (the “City”) was approved by the City Council of the City (the “Council”) on April 13, 2021. The General Fund Reserve Policy may be amended by Council as it deems appropriate from time to time in the prudent management of the finances of the City.

### 2. Background:

General Fund reserves are classified into two categories: Restricted and Designated. Restricted reserves are those that are not considered available due to financial, accounting, or legal restrictions. Designated reserves are established by Council policy for an intended purpose and are available for use per Council direction.

In addition, the Governmental Accounting Standards Board (GASB) Statement 54 Fund Reporting and Governmental Fund Type Definitions requires that the City categorize fund balances according to the following components:

- Non-spendable fund balance (inherently non-spendable)
- Restricted fund balance (externally enforceable limitations on use)
- Committed fund balance (self-imposed limitations on use)
- Assigned fund balance (limitation resulting from intended use)
- Unassigned fund balance (residual net resources)

### 3. Guiding Principles:

Following sound financial practices and adhering to the Government Finance Officers’ of American (GFOA) recommendations, the City’s designated reserves include reserves for known and unknown contingencies, which take into consideration the:

- Diversity of revenue base
- Cyclical nature of revenue
- Changes in community priorities
- Frequency of budget surpluses/deficits
- Cash flow management practices

# City of Willows Attachment 1

## Administrative Procedure & Policy Manual

### 4. Policy – Reserve Levels:

The City will set aside funds into two designated reserves to address unforeseen emergencies or disasters, significant changes in the economic environment, and key apparatus replacement. These include the General Fund Reserve and the Apparatus Replacement Reserve, the City may also set aside Capital and Special Projects Reserves as part of those projects or Capital Improvement Plan Policies.

The City commits to rebuilding and maintaining the General Fund Reserve to a minimum of 25% of General Fund annual operating expenditures (minus one-time expenditures) over the next five years and by 2030. The City also commits to creating an Apparatus Replacement Reserve to replace Fire Department and Public Works apparatus. The Reserve Policy is reviewed by the City Council as part of the annual operating budget review and adoption process. Appropriations of any General Fund reserves require formal Council authorization.

Should a catastrophic disaster or loss of a significant source of the City's sales tax revenue occur, the required reserve level should be adequate to meet the City's immediate financial needs. For example, in the event of natural disaster, the General Fund Reserve would provide necessary coverage for basic operating expenses for approximately 90 days, including salary and benefits for safety and non-safety City employees, while still meeting debt service obligations. This time frame would enable the City to explore other available cash alternatives, including the use of internal service funds. In addition, should the City experience a loss of a primary sales tax contributor, the reserve level in the General Fund Reserve would provide for a transition period, giving the City adequate time to realign its operating costs with available resources, while minimizing service impacts.

#### *Key General Fund Designated Reserves*

*General Fund Reserve:* Funds reserved in the General Fund Reserve shall be used to mitigate costs associated with unforeseen emergencies, including natural disasters or catastrophic events. Should unforeseen and unavoidable events occur that require the expenditure of City resources beyond those provided for in the annual budget, the City Manager or designee shall have authority to approve General Fund Reserve appropriations. The City Manager or designee shall then present to the City Council a budget amendment confirming the nature of the emergency and authorizing the appropriation of reserve funds. *These funds* shall also be used to mitigate, should they occur, annual budget revenue shortfalls (actual revenues less than projected revenues) due to changes in the economic environment and/or one-time expenditures that will result in future efficiencies and/or budgetary savings. Examples of "economic triggers" and one-time uses include, but are not limited to:

- Significant decrease in property or sales tax, or other economically sensitive revenues;
- Loss of businesses considered to be significant sales tax generators;
- Reductions in revenue due to actions by the state/federal government;
- Workflow/technical system improvements to reduce ongoing, personnel costs and enhance customer service;
- One-time maintenance of service levels due to significant economic/budget constraints; and
- One-time transitional costs associated with organizational restructuring to secure long-term personnel cost savings.

# City of Willows Attachment 1

## Administrative Procedure & Policy Manual

*Apparatus Replacement Reserve:* Funds reserved under this category are designated for key apparatus replacement as identified in the City's Capital Improvement Plan, as there is no ongoing funding source to support the City's apparatus replacement needs. These Reserve Funds will be funded by reimbursements received from CalFIRE for Strike Team use of Fire Department apparatus.

5. Policy – Replenishment of Reserves:

In keeping with the principles discussed in this Reserve Policy, when either fund is used or below the policy-directed reserve level(s), the City Council will develop a one to five year reserve replenishment plan to meet the minimum threshold of 25% of General Fund ongoing and operating expenditures, excluding one-time expenditures.

6. Policy – Excess Reserves:

At the end of each fiscal year, the Finance Director or designee will report on the audited year-end budgetary fiscal results. Should actual General Fund revenues exceed expenditures and encumbrances, a year-end operating surplus shall be reported. Any year-end surplus that results in the General Fund, fund balance exceeding the level required by the Reserve Policy shall be available for allocation for the following, subject to Council approval:

- Offset projected future deficits,
- Anticipated intergovernmental fiscal impacts, and/or
- One-time funding, non-recurring needs.

Upon funding of the above, any remaining surplus balances shall be allocated to the General Fund Reserve.

[Attachment 3](#)

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Subject: General Fund Reserve Policy		Number: ____ - ____
Department(s) Affected:  FINANCE		Effective Date: <del>August 26, 2025</del> <del>April 13, 2021</del>
		Supersedes: 2-1 Fund – Working Reserve (Adopted 6-12-1979)
File Reference(s):	Authority: <del>City Council/City Manager</del> Resolution: <del>XX-2025</del>	
	Approved: CITY COUNCIL <del>August 26, 2025</del> <del>04/13/2021</del>	

1. Introduction:

This General Fund Reserve Policy (the “Reserve Policy”) of the CITY OF WILLOWS (the “City”) was approved by the City Council of the City (the “Council”) on April 13, 2021. The General Fund Reserve Policy may be amended by Council as it deems appropriate from time to time in the prudent management of the finances of the City.

2. Background:

General Fund reserves are classified into two categories: Restricted and Designated. Restricted reserves are those that are not considered available due to financial, accounting, or legal restrictions. Designated reserves are established by Council policy for an intended purpose and are available for use per Council direction.

In addition, the Governmental Accounting Standards Board (GASB) Statement 54 Fund Reporting and Governmental Fund Type Definitions requires that the City categorize fund balances according to the following components:

- Non-spendable fund balance (inherently non-spendable)
- Restricted fund balance (externally enforceable limitations on use)
- Committed fund balance (self-imposed limitations on use)
- Assigned fund balance (limitation resulting from intended use)
- Unassigned fund balance (residual net resources)

3. Guiding Principles:

Following sound financial practices and adhering to the Government Finance Officers’ of American (GFOA) recommendations, the City’s designated reserves include reserves for known and unknown contingencies, which take into consideration the:

- Diversity of revenue base
- Cyclical nature of revenue
- Changes in community priorities
- Frequency of budget surpluses/deficits
- Cash flow management practices

## City of Willows Administrative Procedure & Policy Manual

### 4. Policy – Reserve Levels:

The City will set aside funds into two designated reserves to address unforeseen emergencies or disasters, significant changes in the economic environment, and key ~~infrastructure and capital projects~~ ~~apparatus replacement~~. These include the ~~Catastrophic Reserve, and Budget Stabilization Reserve~~ ~~General Fund Reserve and the Apparatus Replacement Reserve~~, the City may also set aside Capital and Special Projects Reserves as part of those projects or Capital Improvement Plan Policies.

The City commits to ~~rebuilding and~~ maintaining the ~~General Fund~~ ~~Reserves at to~~ a minimum of 25% of General Fund annual operating expenditures (minus one-time expenditures) ~~over the next five years and by 2030. The City also commits to creating an Apparatus Replacement Reserve to replace Fire Department and Public Works apparatus, equally divided between the Catastrophic Reserve (15%) and Budget Stabilization Reserve (10%), excluding any Capital and Special Projects Reserves.~~ The Reserve Policy is reviewed by the City Council as part of the annual operating budget review and adoption process. Appropriations of any General Fund reserves require formal Council authorization.

Should a catastrophic disaster or loss of a significant source of the City's sales tax revenue occur, the required reserve level should be adequate to meet the City's immediate financial needs. For example, in the event of natural disaster, the ~~Catastrophic General Fund Reserve~~ would provide necessary coverage for basic operating expenses for approximately 90 days, including salary and benefits for safety and non-safety City employees, while still meeting debt service obligations. This time frame would enable the City to explore other available cash alternatives, including the use of internal service funds. ~~Likewise~~ ~~In addition~~, should the City experience a loss of a primary sales tax contributor, the reserve level in the ~~Budget Stabilization Fund~~ ~~General Fund Reserve~~ would provide for a transition period, giving the City adequate time to realign its operating costs with available resources, while minimizing service impacts.

#### *Key General Fund Designated Reserves*

~~Catastrophic Reserve~~ General Fund Reserve: Funds reserved ~~under this category in the General Fund Reserve~~ shall be used to mitigate costs associated with unforeseen emergencies, including natural disasters or catastrophic events. Should unforeseen and unavoidable events occur that require the expenditure of City resources beyond those provided for in the annual budget, the City Manager or designee shall have authority to approve ~~Catastrophic Reserve~~ General Fund Reserve appropriations. The City Manager or designee shall then present to the City Council a budget amendment confirming the nature of the emergency and authorizing the appropriation of reserve funds. These funds

~~Budget Stabilization Reserve~~: Funds reserved ~~under this category~~ shall also be used to mitigate, should they occur, annual budget revenue shortfalls (actual revenues less than projected revenues) due to changes in the economic environment and/or one-time expenditures that will result in future efficiencies and/or budgetary savings. Examples of "economic triggers" and one-time uses include, but are not limited to:

- Significant decrease in property or sales tax, or other economically sensitive revenues;
- Loss of businesses considered to be significant sales tax generators;

## City of Willows Administrative Procedure & Policy Manual

- Reductions in revenue due to actions by the state/federal government;
- Workflow/technical system improvements to reduce ongoing, personnel costs and enhance customer service;
- One-time maintenance of service levels due to significant economic/budget constraints; and
- One-time transitional costs associated with organizational restructuring to secure long-term personnel cost savings.

~~Capital and Special Projects Reserve~~Apparatus Replacement Reserve: Funds reserved under ~~these categories~~this category are designated for key ~~infrastructure and capital/special projects~~apparatus replacement as identified in the City's Capital Improvement Plan, as there is no ongoing funding source to support the City's ~~capital needs~~apparatus replacement needs. These Reserve Funds will be funded by reimbursements received from CalFIRE for Strike Team use of Fire Department apparatus.

### 5. Policy – Replenishment of Reserves:

In keeping with the principles discussed in this Reserve Policy, when either fund is used or below the policy-directed reserve level(s), the City Council will develop a ~~4 to 5 year~~one to five year reserve replenishment plan to meet the minimum threshold of 25% of General Fund ongoing ~~and~~ operating expenditures, excluding one-time expenditures.

### 6. Policy – Excess Reserves:

At the end of each fiscal year, the ~~Administrative Services~~Finance Director or designee will reports on the audited year-end budgetary fiscal results. Should actual General Fund revenues exceed expenditures and encumbrances, a year-end operating surplus shall be reported. Any year-end surplus that results in the General Fund, fund balance exceeding the level required by the Reserve Policy shall be available for allocation for the following, subject to Council approval:

- Offset projected future deficits.
- Anticipated intergovernmental fiscal impacts, and/or
- One-time funding, non-recurring needs.

Upon funding of the above, any remaining surplus balances shall be allocated to the General Fund Reserve. ~~divided equally between the Budget Stabilization Reserve and Capital and Special Projects Reserve for appropriation within the Capital Improvement Program budget.~~

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Date: August 26, 2025  
To: Honorable Mayor and Councilmembers  
From: Marti Brown, City Manager  
Subject: Sale of City Owned Property

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**Recommendation:**

Adopt the attached Resolution XX-2025 (Attachment 1) approving staff to take all necessary steps in accordance with California's Surplus Land Act, to sell Assessor Parcel Numbers (APN) 002-101-009, 005-101-006, and 003-113-006.

**Rationale for Recommendation:**

The State's Surplus Land Act requires the Council to adopt a resolution and satisfy specific requirements in order to publicly sell surplus land as approved at the March 25, 2025, City Council meeting.

**Background:**

At the March 25, 2025, City Council Meeting, the City Manager was authorized to sell city owned properties, Assessor Parcel Numbers (APN) 002-101-009, 005-101-006, and 003-113-006 in accordance with State law and municipal best practices. The attached resolution and authorization are the next steps in the process.

**Discussion & Analysis:**

According to the California Surplus Land Act and based on certain statutory exemptions applicable to these particular properties, the city must take the following steps in order to move forward with the sale of its surplus land:

1. Via resolution (Resolution XX-2025), the City Council declares the three properties "exempt surplus land" at a regular scheduled meeting (August 26 proposed action).
2. Supply findings and resolution to HCD per Section 400(e) of HCD's Surplus Land Act Guidelines at least 30 days prior to disposition (as cited in Attachment 1).
3. As deemed "exempt surplus land," the city may sell the land without complying with the California Surplus Land Act.

4. However, the City must:

- a. Publish Resolution XX-2025 (Attachment 1) declaring the property exempt from the Surplus Land Act and with the intention to sell said properties at least one time in a newspaper;
- b. Post copies of the resolution on the subject properties; and
- c. Hold a public hearing to listen to potential protests.

Once all of these requirements are satisfied, the City may publicly sell these properties. Should the Council approve the recommendation, staff recommend offering the two residential properties (e.g., 139 and 145 North Lassen Street) to the current tenants at the appraised value (Attachment 3) first with a 30-day first-right refusal before marketing them on the open market. If the occupying tenants are not interested in purchasing the properties, then staff recommend moving forward with marketing and an open public sale of the properties.

**Consistency with Council Priorities and Goals:**

The proposed action is consistent with the Council's Fiscal Stability Priority, Goal #2: Seek Cost Savings and Revenue Generation Opportunities.

**Fiscal Impact:**

There is no fiscal impact by adopting the attached resolution.

**Attachment:**

- Attachment 1: Resolution XX-2025:
  - Exhibit A: Legal Descriptions
- Attachment 2: March 25, 2025, Staff Report and Attachments
- Attachment 3: Appraisals for 139 and 145 North Lassen Street



**City of Willows  
Resolution XX-2025**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, STATE OF CALIFORNIA, DECLARING CERTAIN CITY-OWNED PROPERTIES AS EXEMPT SURPLUS LAND, DECLARING THE CITY'S INTENT TO SELL SAID PROPERTIES (ASSESSOR PARCEL NUMBERS 002-101-009, 005-101-006, AND 003-113-006) IN ACCORDANCE WITH CALIFORNIA LAW, AND FIXING THE TIME AND PLACE FOR RECEIVING ORAL OR WRITTEN PROTESTS TO SUCH SALE.**

**WHEREAS**, the City of Willows ("City") currently owns in fee the certain real property generally located at 139 North Lassen Street and which is more particularly identified as Parcel 1 on Exhibit A, attached hereto and made a part hereof; and

**WHEREAS**, the City of Willows ("City") currently owns in fee the certain real property generally located at 145 North Lassen Street and which is more particularly identified as Parcel 2 on Exhibit A, attached hereto and made a part hereof; and

**WHEREAS**, the City of Willows ("City") currently owns in fee the certain real property generally located at the vacant lot at the corner of South Yolo Street and East Sycamore Street, and which is more particularly identified as Parcel 3 on Exhibit A, attached hereto and made a part hereof; and

**WHEREAS**, the City has no use for these properties and desires to sell the Property on the open market; and

**WHEREAS**, California's Surplus Land Act (Government Code Section 54220 et seq. and hereafter the "Act") applies when a local agency disposes of "surplus land", as that term is defined in Government Code section 54221; and

**WHEREAS**, the Act exempts surplus land from its requirements, including, pursuant to Government Code section 54221(f)(1)(B), land that is less than one-half acre in area and is not contiguous to land owned by a state or local agency that is used for open-space or low- and moderate-income housing purposes; and

**WHEREAS**, Parcel 1 measures less than one-half acre in area and is not contiguous to land owned by a state or local agency that is used for open-space or low- and moderate-income housing purposes, and thus qualifies as exempt surplus land per Government Code section 54221(f)(1)(B); and

**WHEREAS**, Parcel 2 measures less than one-half acre in area and is not contiguous to land owned by a state or local agency that is used for open-space or low- and moderate-income housing purposes, and thus qualifies as exempt surplus land per Government Code section 54221(f)(1)(B); and

**WHEREAS**, Parcel 3 measures less than one-half acre in area and is not contiguous to land owned by a state or local agency that is used for open-space or low- and moderate-income housing purposes, and thus qualifies as exempt surplus land per Government Code section 54221(f)(1)(B).

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLOWS AS FOLLOWS:**

**Section 1. Incorporation of Recitals.** The foregoing recitals are true and correct and are incorporated herein and made an operative part of this resolution.

**Section 2. CEQA Findings.** This resolution has been reviewed with respect to the applicability of the California Environmental Quality Act (Public Resources Code section 21000 et seq.) ("CEQA"). City staff determined that the declaration of Parcels 1, 2, and 3 as exempt surplus land under the Act does not constitute a project under CEQA, and no environmental assessment is required. Pursuant to CEQA, the City Council directs staff to file a Notice of Exemption with the County Clerk within five (5) working days of the adoption of this resolution.

**Section 3. Declaration of Exempt Surplus Land.** The City Council hereby declares that i) Parcels 1, 2, and 3, are not necessary for the City's use, and ii) Parcels 1, 2, and 3 are exempt from the Act pursuant to Government Code section 54221(f)(1)(B). The basis for this declaration is the finding that Parcels 1, 2, and 3 are each separately, and individually parcels that measure less than one-half acres in area and are not contiguous to land owned by a state or local agency that is used for open-space or low- and moderate-income housing purposes. The City Council directs staff to provide a copy of this resolution to the Department of Housing and Community Development (HCD) within five (5) working days of the adoption of this resolution.

**Section 4. Public Convenience and Necessity Findings.** The City Council hereby finds and determines that public convenience and necessity require the sale of Parcels 1, 2, and 3. The factors demonstrating the public convenience and necessity for the sale of these parcels include, but are not limited to, i) relieve the City of property maintenance responsibility for these surplus properties; ii) mitigate potential future liabilities; and iii) provide needed revenue to the City.

**Section 5. Declaration of Intent to Sell; Fixing of Hearing.** The City Council hereby declares its intent to sell Parcels 1, 2, and 3 and fixes October 14, 2025, at 6:00 p.m. or as soon thereafter that the matter can be heard at the City of Willows, City Council Chambers, located at 201 North Lassen Street, Willows, CA 95988, as the date, time, and location for hearing any protests to the proposed sale of the properties.

**Section 6. Publication and Posting.** In compliance with Government Code section 37423, the City Council hereby directs staff to publish this resolution at least once in a daily newspaper prior to October 14, 2025, and to post this resolution for not less than ten (10) days in at least three (3) conspicuous places upon the properties prior to October 14, 2025.

**Section 7. Severability.** If any provision of this Resolution is held invalid, the remainder of this Resolution shall not be affected by such invalidity, and the provisions of this Resolution are severable.

**Section 8. Effective Date.** This resolution shall become effective immediately upon its adoption.

**PASSED, APPROVED AND ADOPTED** at a regular meeting of the City Council on this 26<sup>TH</sup> day of August 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

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Evan Hutson, Mayor

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Karleen Price, City Clerk

## EXHIBIT A

**Parcel 1 – 139 North Lassen Street (APN 002-101-009) .15 Acres/6,534 Sq. Ft.**

## Legal Description:

The land referred to herein is situated in the State of California, County of Glenn, described as follows: commencing at the Southeast corner of Block II of Zumwalt's Extension to the town of Willows, and running thence Northerly along the Eastern line of said block fifty-six and 29/100 (56.29) feet to a point; thence West at a right angle one hundred and fifty (150) feet to a point; thence South at a right angle fifty-six and 29/200 (56.29) feet to a point; thence East at a right angle one hundred and fifty feet (150) to the Southeast corner of said block and place of beginnings as the said block is shown and designated on the official map of said town of Willows and its extensions, filed April 10<sup>th</sup>, 1888, in the office of the County Recorder of the County of Colusa, State of California in which County the lands herein described were then situate, excepting therefrom the South 11.29 feet.

**Parcel 2 – 145 North Lassen Street (APN 002-101-006) .15 Acres/6,534 Sq. Ft.**

## Legal Description:

Commencing at a point on the Eastern line of Block 2 of Zumwalt's Extension to the Town of Willows, as said block is shown and designated on the official map of the said Town of Willows and its extension, filed April 10, 1888 in the office of the County Recorder of the County of Colusa, State of California, distant thereon 56.39 feet North of the Southeast corner of said Block and running thence Northerly along the Eastern line of said Block, 45 feet to a point; thence West at a right angle 150 feet to a point; thence South at a right angle 45 feet to a point; thence East at a right angle 150 feet to the Eastern line of said block and the place of commencement.

APN:002-101-006-0

**Parcel 3 – Vacant Lot located at South Yolo Street and East Sycamore Street (APN 003-113-006) .16 Acres/6,969 Sq. Ft.**

## Legal Description:

Lots 1 and 2 of Block 31 in Pittsburg Addition to the Town of Willows, according to the official map or plat of Pittsburg Addition and re-subdivision of Blocks 23 to 34 inclusive of the Town of

Willows, filed for record in the office of the County Recorder of the County of Glenn, State of California, on April 21, 1910, in Book 2 of Maps and Surveys, at page 220.



Date: March 25, 2025  
To: Honorable Mayor and Councilmembers  
From: Marti Brown, City Manager  
Subject: Sale of City-Owned Property

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**Recommendation:**

Authorize the City Manager to sell city owned properties, Assessor Parcel Numbers (APN) 002-101-009, 005-101-006, and 003-113-006 in accordance with State law and best municipal practices.

**Rationale for Recommendation:**

While the 2024 1.5% sales tax measure was approved by the voters, the end of FY 2024-25 and the beginning of FY 2025-26 will be lean with little General Fund Reserve. Since the three properties in question are residential and of little asset value to the City, the sale of said properties could be used to increase and improve the City's General Fund Reserve for emergencies, cashflow purposes, and/or earmarked for specific activities.

**Background:**

On October 15, 2024, staff presented to the Council a discussion only item to consider future stop gap financing options and measures (Attachment 1) to address concerns of depleting General Fund Reserves and the anticipated need for cashflow, especially in the event of a municipal emergency. The discussion item assumed that the sales tax measure would be approved by the voters. The presentation and discussion recommended combining two stop gap measures for additional financing: sell three city owned residential properties and apply for a line of credit.

Should the Council approve the sale of the city owned properties, the recommendation would be to review the outcome of the sales and impact to the General Fund Reserve before seeking approval for a line of credit. If warranted, staff would return to Council to consider approval of the line of credit at a later date.

**Discussion & Analysis:**

As Attachment 2 illustrates, there is an anticipated General Fund deficit of \$153,071 by the end of FY 2024-25. In FY 2025-26, there is a relatively low General Fund Reserve and cashflow anticipated of \$236,471 (~4% Reserve). Rather than potentially incur additional debt, staff recommends the sale of the three proposed properties – two houses and one residential vacant lot. Net revenue of approximately \$500,000 is anticipated from the sale of all three properties.

### Revenue Generated

Currently, the City generates the following annual revenue from renting two of the three residential properties:

- 139 North Lassen Street - \$12,468 per year, and
- 145 North Lassen Street - \$11,760 per year.

The total revenue generated from the two rental properties is \$24,228. The other residential property is a 6,969 square foot vacant lot in the city limits that is not rented and managed by the city. It is zoned R-1 and can accommodate one single family home.

### Expenditures

On average, the City spends the following amounts per year on the two properties:

- Staff time (e.g., for repairs, maintenance): \$2400
- Equipment and materials: \$800 (e.g., \$779 between March 2024 and March 2025)
- Property taxes: \$562.71
- Sewage: \$1590.96
- Property Insurance Annual Premium: \$1276

The total expense of the properties to the City is approximately \$6,608 per year.

### Potential Property Value

Based on the current insured amount for each house with a 3% CPI escalator, the houses' estimated value as insured are:

- 139 North Lassen Street – \$236,318, and
- 145 North Lassen Street – \$229,435.

Based on the current insurance, the reconstruction cost is estimated to be \$290,000 each.

### Other Considerations

In addition to the monetary considerations (e.g., revenue, expenses), it's also worth considering long-term liability of these properties and the tenants in the event of natural disaster or emergency (e.g., flooding, emergency housing). The City has an additional liability of caring for tenants in the event of an emergency that could account for unknown costs.

In addition, based on current state law and after conferring with the City's PD consultant, the two residential homes are not suitable as a police/Sheriff substation or temporary police station. Furthermore, the houses are not needed for additional space nor are they suitable for the Fire Department and/or other city departments. Any improvements to the houses to prepare them for city use would be more expensive than simply renting and locating modular office buildings on city-owned property (e.g., city hall parking lot, vacant lot on North Murdock Avenue behind city hall).

### Benefits from the Sale of Properties

The sale of these three residential properties would benefit the City by:

- Increasing the property tax rolls, thereby, increasing the property taxes that the city receives.
- Increasing the housing stock and private investment in the city.
- Reducing the City's general liability for injuries or damage that may occur on the property due to negligence and/or disrepair.
- Reducing the workload of the Public Works Division and making crew more efficient by removing the responsibility and liability of managing the properties and providing the Division with more time to work on other projects and deliver city services.
- Discontinuing the City's engagement in residential property management, which is specialized and outside the scope of typical city services and expertise (e.g., rental agreement enforcement).
- Reducing the need for major cleanup and repairs when tenants move out.

In summary, staff recommend preparing all three properties for sale, appraising them, and hiring a realtor or broker to sell them (via a competitive process). Initially, the sale of the residential homes could be offered to the occupying tenants at the appraised and market value if tenants are interested. If not interested, the city would move forward with a traditional sale of properties.

**Consistency with Council Priorities and Goals:**

The proposed financing options are consistent with Council Priority #1: Financial Stability.

**Fiscal Impact:**

Staff projects that the City would generate approximately \$500,000 by selling the three city owned properties.

**Attachment:**

- Attachment 1: October 15, 2024, Staff Report – FY 2025-26 Stop Gap Financing Options
- Attachment 2: Financial Forecast Update (based on collection of new 1.5% sales tax)



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Date: October 15, 2024  
To: Honorable Mayor and Councilmembers  
From: Marti Brown, City Manager  
Subject: FY 2025-26 Stop-Gap Financing Options

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**Recommendation:**

Receive the staff presentation and provide any feedback. Based on Council direction, staff will return with a recommended action after the November 5, 2024, election should Measure I be approved by the voters.

**Rationale for Recommendation:**

Should Measure I, the 1.5% sales tax measure on the November 2024 ballot, be approved by the voters, the city will still require gap financing to bridge the city's cashflow needs in fiscal year 2025-26 until the new sales tax revenue is generated and received.

**Background:**

Since April 2023, the Council and staff have had multiple explicit and public discussions about the City's ongoing structural deficit and use of General Fund Reserves to balance the City's budget, as well as the immediate need for increased revenue or face deep cuts to city services. As a result of those ongoing discussions, the majority Council approved placing a 1.5% sales tax measure on the November 2024 ballot in April 2024.

While the potential passage of the sales tax measure will bring considerable financial relief to the city and cure the General Fund's structural deficit, it is anticipated that there will be cashflow constraints by fiscal year 2025-26 (until the new revenue is received) and additional stop-gap funding will be necessary. As a result, staff has developed the following possible interim financing strategies to support city services until there is a steady and sufficient flow of sales tax revenue to sustain the General Fund.

**Discussion & Analysis:**

There are basically the following two options for providing interim financing to support the General Fund in fiscal year 2025-26:

- The Sale of City-Owned Property (Attachments 1), and/or
- Line of Credit/Tax Anticipation Note.

### ***The Sale of City-Owned Property***

As Attachment 1 lists, the city owns eight salable properties with the following zoning:

- Three parcels, residential,
- One parcel, RP: Business/Professional
- One parcel, GC: General Commercial,
- One parcel, Public Facilities and Services, and
- Two parcels, MH: Heavy Manufacturing and Public Facilities and Services.

For the purposes of generating additional revenue from city-owned properties that do not serve or facilitate city business, staff recommends disposing of the three properties zoned residential.

For the time being, and until the Council and staff may assess the highest and best use of the other five properties, staff recommends keeping those properties. In addition, staff recommends reviewing and more closely examining these properties and their unique attributes as part of updating the Council Priorities and Goals in 2025. After further assessment, the Council may wish to develop a long-term strategy for development and disposition of the properties based on Council goals, the community vision and the demands of the marketplace.

Should the Council approve selling the three residential properties, staff estimates that approximately \$500,000 in revenue would be generated.

While not recommended for sale at this time, staff also included a 2019 appraisal of the city-owned properties adjacent to the city's wastewater treatment plant currently leased for the cultivation of rice, as well as house the installed solar panels (Attachment 2). The appraisal was included to provide the Council with an idea of the potential one-time revenue that could be generated from the sale of those properties if desired. Based on 2019 market values, the appraised value for those parcels was estimated at slightly more than \$1 million.

### ***Tax Anticipation Note***

Other recommended options include a Tax Anticipation Note (TAN). Should Measure I be approved by the voters, A TAN could be issued on a tax-exempt basis and secured by the approved sales tax for an amount up to \$2 million.

TANs allow public agencies to finance current operations before tax revenues are received. When the taxes are received, they are used to pay back the loan/note. The term of a TAN is typically 12 months or less. However, an annual renewal provision may be included, provided that such annual renewal will require the City to approve a new resolution and documentation which will be substantially similar to the documents created for the original Credit Facility.

The TAN would likely be a variable interest rate between 4-6.33%. There would be an annual fee of approximately \$15,000 and legal fees and expenses are anticipated to be approximately \$20,000.

### ***Other Options – Not Recommended***

The City could also consider restructuring its Pension Obligation Bond (POB) to delay payments and thereby reserve General Fund revenues over the next few years (Attachment 3). However, staff does

not recommend this option, because the city would lose the savings it generated by bonding in the first place, and it would also lose the interest rate that was locked in at the time that the POB was issued.

Another option is it to borrow a Taxable Working Capital Loan (Attachment 3), which is basically borrowing against city assets that are not already being used for collateral by other debt. It's anticipated that the City could borrow up to approximately \$6 million based on this model. Again, however, staff does not recommend this option because the city could end up borrowing considerably more money than it needs resulting in a high debt service.

**Consistency with Council Priorities and Goals:**

The proposed financing options are consistent with Council Priority #1: Financial Stability.

**Fiscal Impact:**

There is no fiscal impact at this time.

**Attachment:**

- Attachment 1: City Owned Properties
- Attachment 2: Not included – Not Relevant to March 11 Agenda Item
- Attachment 3: Not included – Not Relevant to March 11 Agenda Item

145 N. Lassen St.  
Developed Land- Rental House

002-101-006

.15 Acres

6,534 Sq. Ft.

Year Built – 1935

Two Bedroom – One Bathroom

1,060 Sq. Ft.

Approx. Value - \$230,000



139 N. Lassen St.

Developed Land- Rental House

002-101-006

.15 Acres

6,534 Sq. Ft.

Year Built – 1928

Two Bedroom – One Bathroom

1,128 Sq. Ft.

Approx. Value - \$235,000



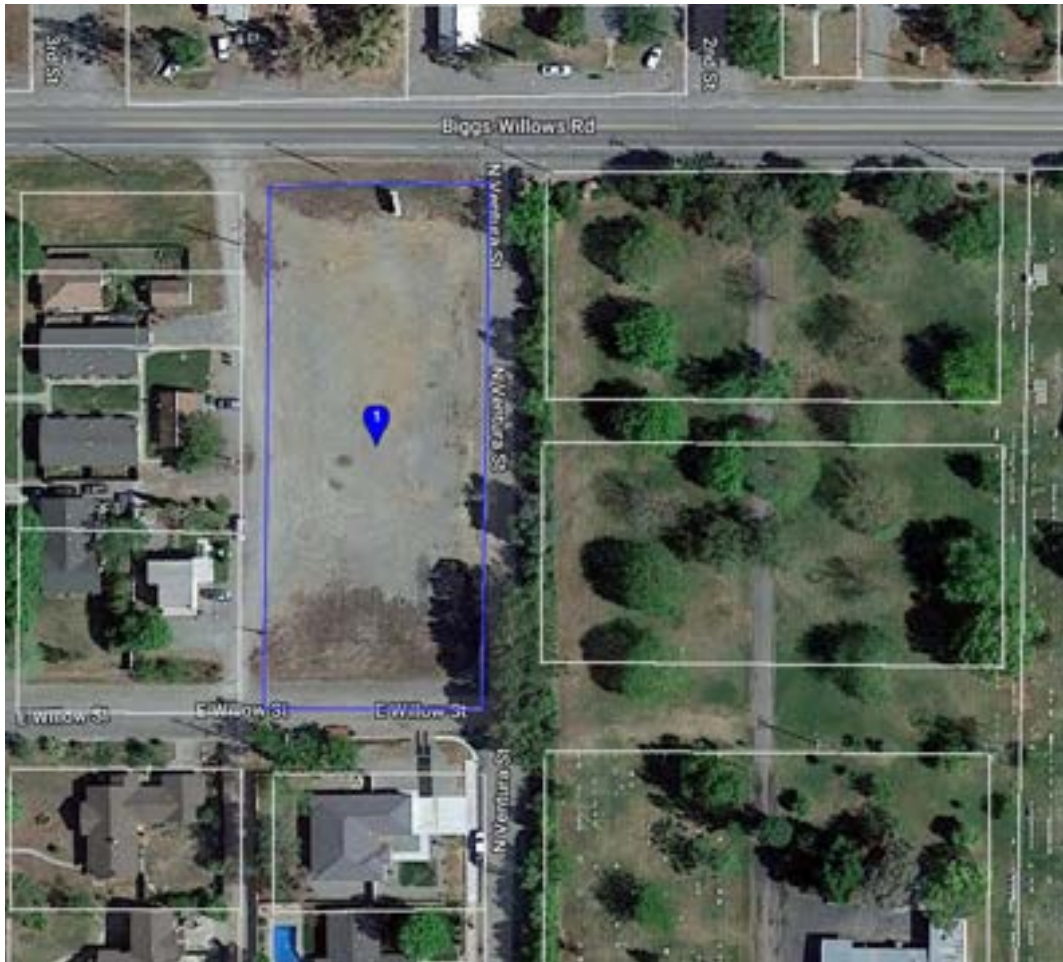
N. Ventura St. and HWY 162

Vacant Land

003-142-004

.79 Acres

34,412 Sq. Ft.



N. Butte St. and French St.  
Vacant Land  
Three Contiguous Properties

**Norh Parcel**

005-363-009

.18 Acres

7,840 Sq. Ft.

**Middle Parcel**

005-363-010

.15 Acres

6,534 Sq. Ft.

**South Parcel**

005-363-011

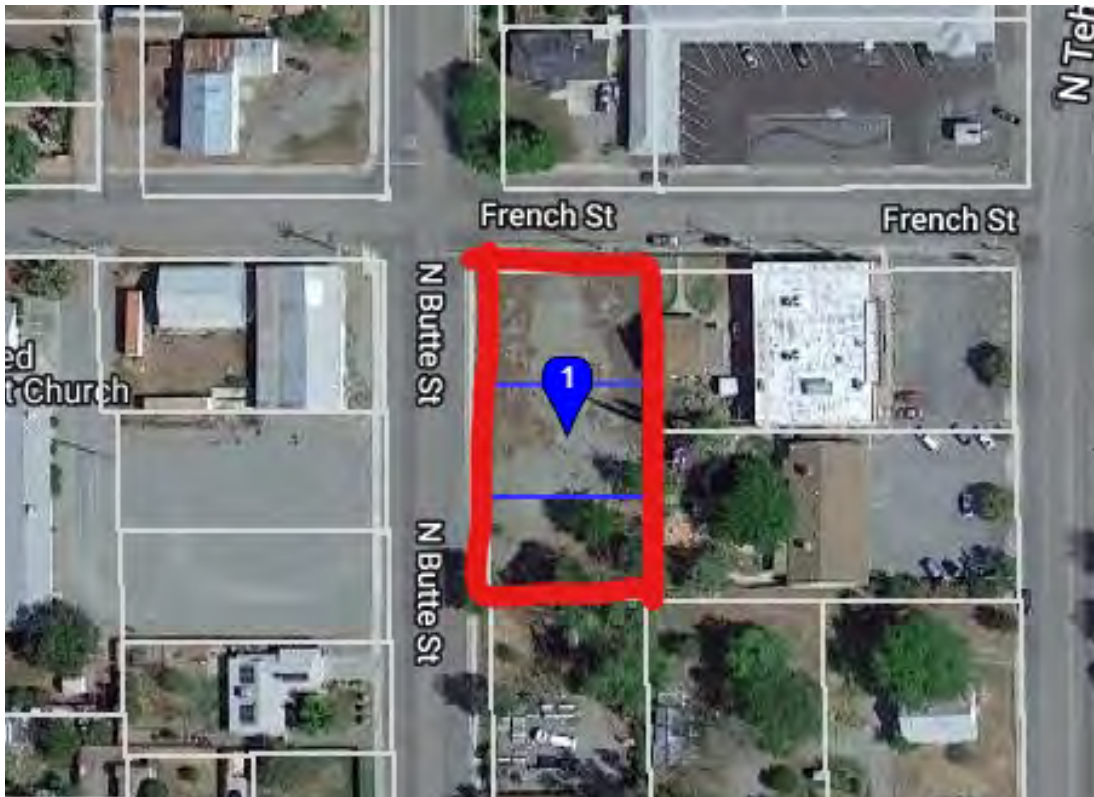
.14 Acres

6,098 Sq. Ft.

**Combined**

.47 Acres

20,472 Sq. Ft.



# South of City Hall Parking Lot

## Vacant Land

002-101-010

.51 Acres

22,215 Sq. Ft.



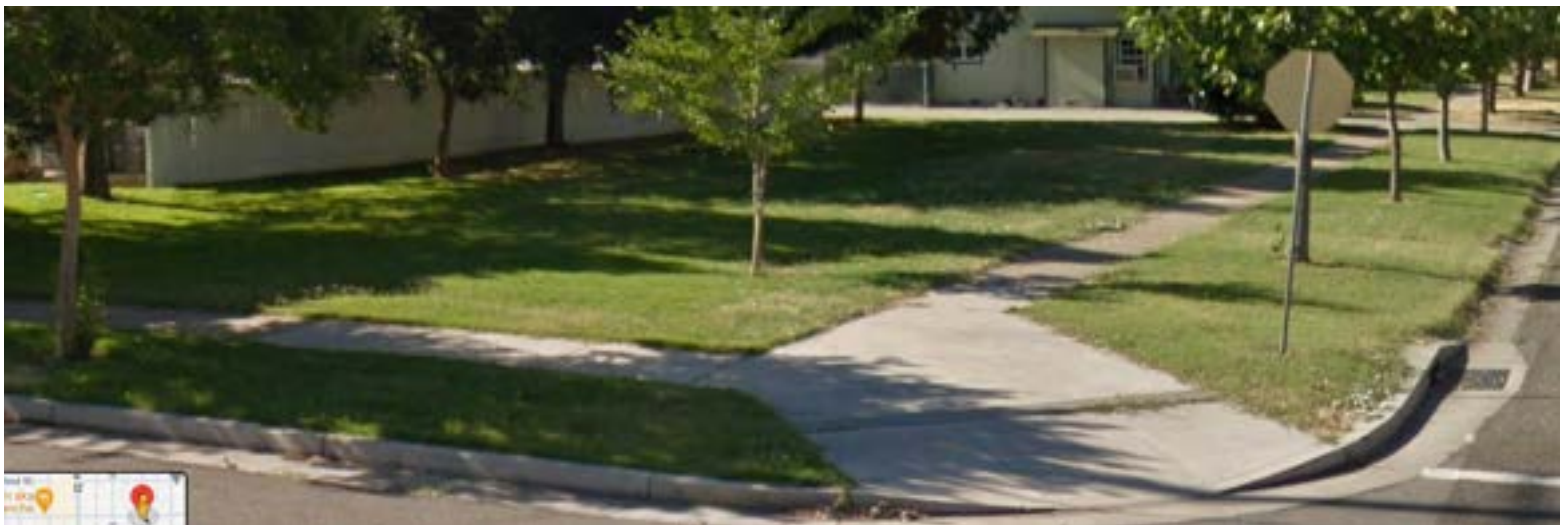
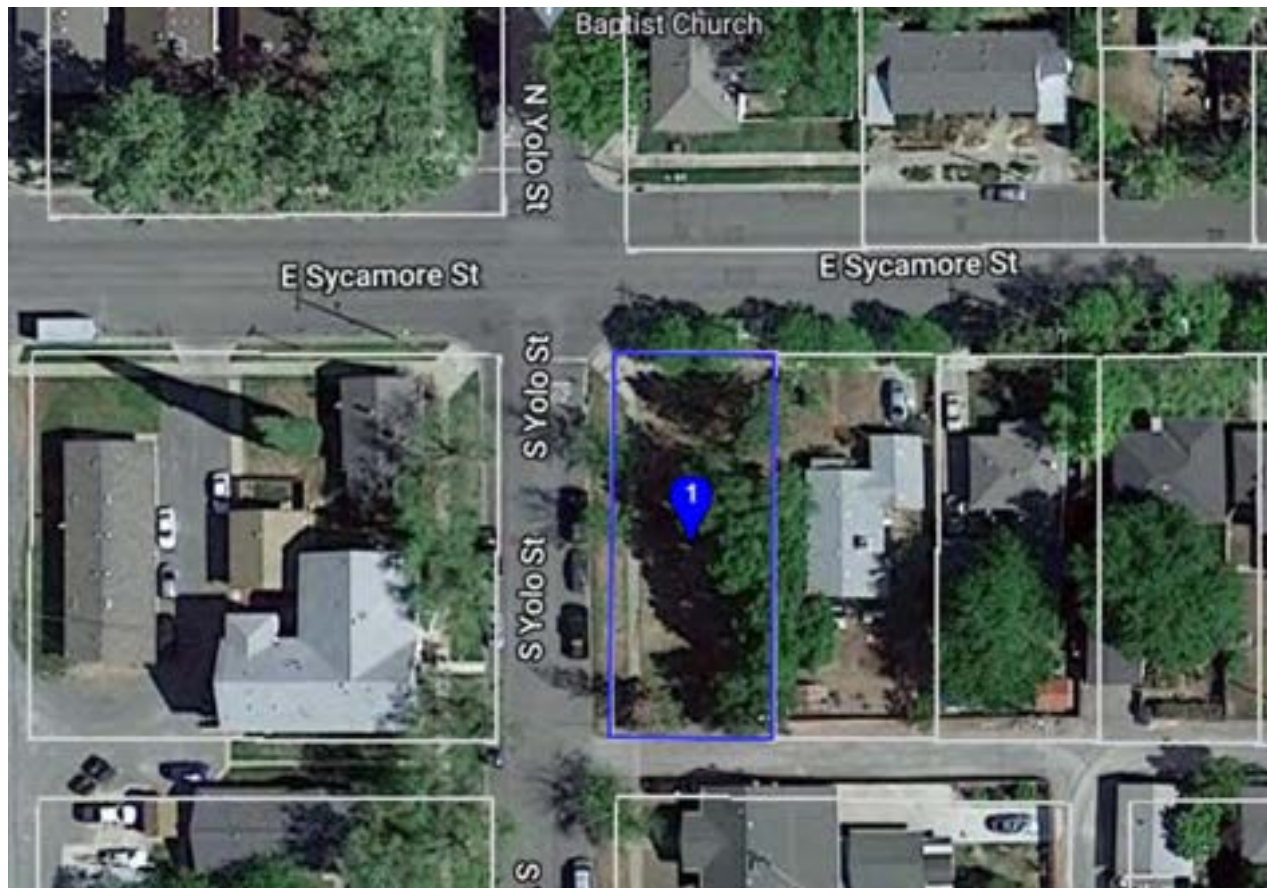
S. Yolo St. and E. Sycamore St.

Vacant Land

003-113-006

.16 Acres

6,969 Sq. Ft.



# City of Willows

## Vacant Land

017-170-005

10 Acres

435,600 Sq. Ft.



City of Willows  
Vacant Land

017-170-050  
124.850 Acres  
5,438,666 Sq. Ft.

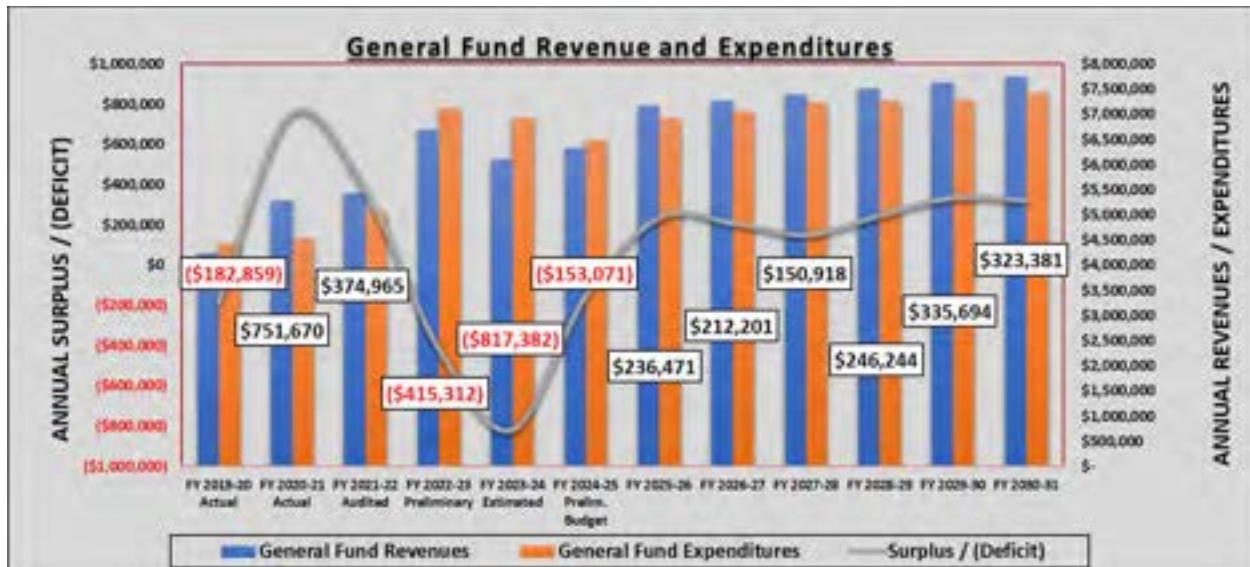


**City of Willows**  
**Financial Forecast Update**  
(Includes Projected Forecast of New 1.5% Sales Tax Measure)

**Forecast Assumptions:**

- Maintenance of Police / Safety contract costs throughout term of forecast:
  - \$2,355,000 in FY 2025-26
- Conservative revenue growth for new Measure I Sales Tax
  - \$1.9 million in FY 2025-26
  - Grows by 2% for each year thereafter
- Labor Negotiations:
  - Potential Salary Increases

**UPDATED FORECAST:**



139 N. Lassen St.

Developed Land- Rental House

002-101-006

.15 Acres

6,534 Sq. Ft.

Year Built – 1928

Two Bedroom – One Bathroom

1,128 Sq. Ft.

Approx. Value - \$235,000



145 N. Lassen St.  
Developed Land- Rental House

002-101-006

.15 Acres

6,534 Sq. Ft.

Year Built – 1935

Two Bedroom – One Bathroom

1,060 Sq. Ft.

Approx. Value - \$230,000





# COMMENTS AND REPORTS