



# Willows City Council Regular Meeting

September 23, 2025  
Willows City Hall  
6:00 PM

City Council  
Evan Hutson, Mayor  
Rick Thomas, Vice Mayor  
Gary Hansen, Council Member  
Lorri Pride, Council Member  
Matt Busby, Council Member

City Manager  
Marti Brown

City Clerk  
Karleen Price

201 North Lassen Street  
Willows, CA 95988  
(530) 934-7041

## Agenda

Watch the Council meeting online via Zoom: <https://us06web.zoom.us/j/86593637960>

Remote viewing of the City Council meeting for members of the public is provided for convenience only. In the event that the remote viewing connection malfunctions for any reason, the City Council reserves the right to conduct the meeting without remote viewing.

If you have documents you would like to submit to the Council, please deliver or mail them to the City Clerk at 201 N. Lassen St., Willows, CA 95988, or email [cityclerk@cityofwillows.org](mailto:cityclerk@cityofwillows.org).

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CHANGES TO THE AGENDA**
5. **CEREMONIAL MATTERS**
  - a. **Proclamation** – Global War on Terrorism & Desert Storm Veterans Appreciation Day
  - b. **Proclamation** – Breast Cancer Awareness Month
  - c. **Proclamation** – National Fire Prevention Week
  - d. **Proclamation** – National Farmer's Day
6. **PRESENTATION**
  - a. **Improving Park Safety and Infrastructure**  
Recommended Action: Receive the Improving Park Safety and Infrastructure presentation.  
Contact: Joe Bettencourt, Community Development & Services Director,  
[jbettencourt@cityofwillows.org](mailto:jbettencourt@cityofwillows.org)
7. **PUBLIC COMMENT & CONSENT CALENDAR FORUM**

All items on the Consent Calendar are considered routine and may be approved with a single vote unless removed for separate discussion by the Council or City Manager. Individuals wishing to speak on Consent items or matters *not* on the agenda are asked to complete a Speaker Card and submit it to the City Clerk. All remarks shall be directed to the Mayor and Councilmembers and are limited to three minutes. By law, the Council cannot discuss or take action on items not listed on the posted agenda.

a. **Register Approval**

Recommended Action: Approve general checking, payroll, and direct deposit check registers.

Contact: Joanne Moore, Finance Director, [jmoore@cityofwillows.org](mailto:jmoore@cityofwillows.org)

b. **Minutes Approval**

Recommended Action: Approve the September 9, 2025, meeting minutes.

Contact: Karleen Price, City Clerk, [kprice@cityofwillows.org](mailto:kprice@cityofwillows.org)

c. **Rezone (File# RZ-25-01) & General Plan Amendment (File# GPA-25-01) / 103 South Plumas Street**

Recommended Action: Introduce the first reading, by title only, of an ordinance entitled “AN ORDINANCE OF THE WILLOWS CITY COUNCIL GRANTING THE REZONE TO AMEND THE ZONING FROM CENTRAL COMMERCIAL (CC) TO MULTIPLE RESIDENCE-PROFESSIONAL OFFICE (RP) AND A GENERAL PLAN AMENDMENT TO AMEND THE LAND USE DESIGNATION FROM GENERAL COMMERCIAL (GC) TO OFFICE AND PROFESSIONAL (OP) FOR THE PROPERTY LOCATED AT 103 SOUTH PLUMAS STREET, ASSESSOR’S PARCEL NUMBER 002-113-001” and waive the full reading of the ordinance (Attachment 1). Direct staff to proceed with scheduling the ordinance for a second reading and adoption.

Contact: Joe Bettencourt, Community Development & Services Director,  
[jbettencourt@cityofwillows.org](mailto:jbettencourt@cityofwillows.org)

## 8. PUBLIC HEARING

a. **Appeal of Conditional Use Permit Denial (File# CUP 25-02)**

Recommended Action: Adopt Resolution XX-2025 (Attachment 1) approving the appeal filed by the applicant, WWCRS, Inc., thereby overturning the Planning Commission’s denial of the Conditional Use Permit File# CUP 25-02.

Contact: Joe Bettencourt, Community Development & Services Director,  
[jbettencourt@cityofwillows.org](mailto:jbettencourt@cityofwillows.org)

## 9. DISCUSSION & ACTION CALENDAR

All matters on the Discussion & Action calendar will be discussed and acted on individually. Individuals wishing to speak on these items are asked to complete a Speaker Card and submit it to the City Clerk. Comments should be directed to the Mayor and Councilmembers and are limited to three minutes. By law, the Council cannot discuss or take action on items not listed on the posted agenda.

a. **WWCRS, Inc. Retail/Dispensary Cannabis Business License, 130 North Butte Street**

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

Contact: Joe Bettencourt, Community Development & Services Director,  
[jbettencourt@cityofwillows.org](mailto:jbettencourt@cityofwillows.org)

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b. **New Carpet for Library (Backroom)**

Recommended Action: Authorize the City Manager to purchase new carpet for the backroom of the library (adjacent to the Civic Center parking lot) using the Library Development Impact Mitigation Fee in an amount not to exceed \$10,000.

Contact: Marti Brown, City Manager, [mbrown@cityofwillows.org](mailto:mbrown@cityofwillows.org)

c. **Wayfinding Sign Design Review**

Recommended Action: Provide direction to staff to present the final wayfinding design to City Council for approval or direct the Planning Commission to approve the final design.

Contact: Joe Bettencourt, Community Development & Services Director,  
[jbettencourt@cityofwillows.org](mailto:jbettencourt@cityofwillows.org)

**10. COMMENTS & REPORTS**

a. **Council Correspondence**

b. **City Council Comments & Reports**

c. **City Manager's Report**

**11. CLOSED SESSION**

Pursuant to Government Code Sections §54954.3, the public will have an opportunity to directly address the legislative body on the item below prior to the Council convening into closed session. Public Comments are generally restricted to three minutes.

a. **Conference with Labor Negotiators (§54957.6)**

Agency Designated Representatives:

Marti Brown, City Manager and Andrew Plett, City Attorney

Employee Organizations: UPEC, Fire and General Bargaining Units, and Management

b. **Conference With Legal Counsel – Anticipated Litigation**

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of section 54956.9: (1 case)

c. **Conference With Legal Counsel—Existing Litigation**

(Paragraph (1) of subdivision (d) of Section 54956.9)

Name of case: John Forbes, et al. v. County of Glenn, et al.;

Glenn County Superior Court Case No. 23CV03205

**12. ADJOURNMENT**

**This agenda was posted on September 19, 2025.**

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Karleen Price, City Clerk

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours at City Hall at 201 North Lassen Street in Willows or on the City's website at [www.cityofwillows.org](http://www.cityofwillows.org). In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). The public should contact the City Clerk's office at (530) 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

*The City of Willows is an Equal Opportunity Provider.*







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# CEREMONIAL MATTERS

*City of Willows*

*Proclamation*

***Global War on Terrorism & Desert  
Storm Veterans Appreciation Day***

**WHEREAS**, we solemnly honor the memory of more than 7,300 American men and women who made the supreme sacrifice defending the freedom of the United States from the evils of terrorism in Afghanistan, Iraq, Syria, and Pakistan, and who fought for the independence of the people of Kuwait during Operation Desert Storm; and

**WHEREAS**, we recognize the courage of over 50,000 Americans wounded during the Global War on Terrorism and more than 1,000 Americans wounded during Operation Desert Storm; and

**WHEREAS**, we pay tribute to the millions of Americans who deployed, fought, and sacrificed for our nation's freedom, acknowledging our solemn responsibility to those who served, to our fallen, and to their loved ones; and

**WHEREAS**, we honor the American patriots who defended freedom and democracy throughout the Middle East, Northern Africa, and the European theater, leaving behind families and loved ones to secure the blessings of liberty for future generations; and

**WHEREAS**, we will never cease in our duty to remember, support, and honor the families of the more than 31,000 post-9/11 American service members who have died by suicide, bearing the invisible burdens of war and the freedoms they so valiantly protected.

**NOW, THEREFORE, BE IT RESOLVED**, I, Evan Hutson, Mayor of the City of Willows and on behalf of the Willows City Council and the Citizens of Willows, do hereby proclaim **October 7, 2025**, as **Global War on Terrorism & Desert Storm Veterans Appreciation Day** in the City of Willows. On this day, we encourage all citizens to reflect on the strength, sacrifice, and sense of duty of our veterans, to honor their service, and to express deep gratitude for the freedoms secured through their courage.

**IN WITNESS WHEREOF**, I have hereunto set my hand and official seal this 23<sup>rd</sup> day of September, 2025.

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Evan Hutson, Mayor





*City of Willows*  
*Proclamation*  
***Breast Cancer Awareness Month***

**WHEREAS**, breast cancer is one of the most commonly diagnosed cancers and affects hundreds of thousands of individuals and families across the nation each year; and

**WHEREAS**, October is recognized nationally and globally as *Breast Cancer Awareness Month*, providing an opportunity to raise awareness, promote early detection, and support continued research toward prevention, treatment, and a cure; and

**WHEREAS**, early detection through screenings, self-exams, and regular medical checkups significantly increases survival rates, making education and outreach efforts essential; and

**WHEREAS**, the City of Willows recognizes the courage and resilience of breast cancer survivors, honors the memory of those whose lives were lost, and stands in solidarity with families, friends, and caregivers who provide unwavering support; and

**WHEREAS**, the City of Willows commends healthcare professionals, researchers, and advocates dedicated to advancing treatment, increasing awareness, and working tirelessly to end breast cancer.

**NOW, THEREFORE, BE IT RESOLVED**, I, Evan Hutson, Mayor of the City of Willows and on behalf of the Willows City Council and the Citizens of Willows, do hereby proclaim **October 2025 as Breast Cancer Awareness Month** in the City of Willows, and encourage all residents to join in activities that increase awareness, support those affected, and promote regular screenings and preventive care.

**IN WITNESS WHEREOF**, I have hereunto set my hand and official seal this 23<sup>rd</sup> day of September, 2025.

\_\_\_\_\_  
Evan Hutson, Mayor





*City of Willows*

# *Proclamation*

## ***National Fire Prevention Week***

**WHEREAS**, Fire Prevention Week is observed annually to raise awareness about the dangers of fire and the importance of education and preparedness; and

**WHEREAS**, this year's theme, "*Charge into Fire Safety: Lithium-Ion Batteries in Your Home,*" emphasizes that these batteries—found in everyday items like phones, laptops, and power tools—require safe use, storage, and disposal to prevent fire risks; and

**WHEREAS**, misused or damaged lithium-ion batteries can overheat or catch fire, but residents can reduce hazards by following safety steps such as using the correct chargers, keeping batteries away from heat, and recycling them properly; and

**WHEREAS**, the Willows Fire Department, along with national fire safety organizations, is dedicated to educating the public and promoting practices that protect lives, homes, and the environment; and

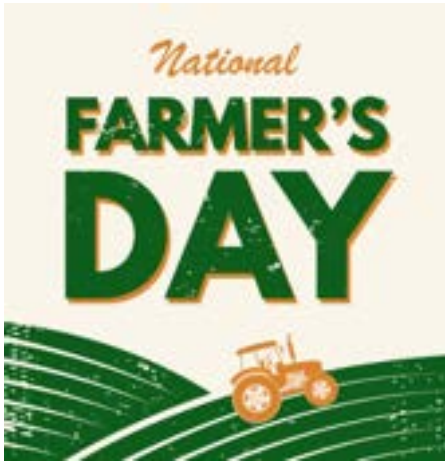
**WHEREAS**, the City Council encourages all residents to learn about lithium-ion battery safety, participate in Fire Prevention Week activities, and support the year-round work of our fire service professionals.

***NOW, THEREFORE, BE IT RESOLVED***, I, Evan Hutson, Mayor of the City of Willows and on behalf of the Willows City Council and the Citizens of Willows, do hereby proclaim the week of **October 5-11, 2025**, as **Fire Prevention Week** in the City of Willows and urge every citizen to take steps to reduce fire risks in their homes and the community.

***IN WITNESS WHEREOF***, I have hereunto set my hand and official seal this 23<sup>rd</sup> day of September, 2025.

\_\_\_\_\_  
Evan Hutson, Mayor





*City of Willows*

# *Proclamation*

## *National Farmer's Day*

**WHEREAS**, National Farmer's Day provides an opportunity to honor the hardworking men and women who cultivate the land, raise livestock, and produce the food, fiber, and fuel that sustain our community and nation; and

**WHEREAS**, farmers have long been the backbone of our country, contributing to the health of our citizens, the strength of our economy, and the preservation of rural traditions and values; and

**WHEREAS**, the City of Willows and the greater Glenn County region are blessed with rich agricultural heritage and fertile lands, where farmers grow diverse crops and raise livestock that help feed families locally, nationally, and around the world; and

**WHEREAS**, farming requires tireless commitment and resilience in the face of challenges such as weather, pests, and economic pressures, while also demanding innovation to meet the needs of a growing population and conserve resources for future generations; and

**WHEREAS**, the **Glenn County Farm Bureau** plays a vital role in supporting farmers and ranchers through advocacy, education, and community engagement, ensuring the continued vitality of agriculture in our region; and

**WHEREAS**, it is fitting to recognize and thank our farmers, ranchers, agricultural workers, and partners for their contributions to daily life and for sustaining Willows' proud farming traditions.

**NOW, THEREFORE, BE IT RESOLVED**, I, Evan Hutson, Mayor of the City of Willows and on behalf of the Willows City Council and the Citizens of Willows, do hereby proclaim **October 12, 2025 as National Farmer's Day** in the City of Willows, and encourage all residents to recognize the vital role of farmers and to support and celebrate their contributions to our community, state, and nation.

**IN WITNESS WHEREOF**, I have hereunto set my hand and official seal this 23<sup>rd</sup> day of September, 2025.

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Evan Hutson, Mayor





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# PRESENTATION



# **PUBLIC COMMENT & CONSENT CALENDAR FORUM**





City of Willows

# Payment Register

APPKT00489 - CHECK RUN 9-12-25

Bank: Gen Chk - General Checking

Vendor Number	Vendor Name	Total Vendor Amount	
	**Void**		0.00
Payment Type	Payment Number	Payment Date	Payment Amount
**Void Check	<a href="#">55932</a>	09/11/2025	0.00
**Void Check	<a href="#">55974</a>	09/11/2025	0.00
**Void Check	<a href="#">55980</a>	09/11/2025	0.00

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">1014</a>	ACCESS					46.90
Payment Type	Payment Number				Payment Date	Payment Amount
Check	<a href="#">55928</a>				09/11/2025	46.90
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">11776776</a>	SEPTEMBER 2025 SHREDDING - CW	09/08/2025	09/08/2025	0.00	46.90	

Vendor Number	Vendor Name						Total Vendor Amount
<a href="#">1052</a>	AMAZON CAPITAL SERVICES						2,831.40
Payment Type	Payment Number				Payment Date	Payment Amount	
Check	<a href="#">55929</a>				09/11/2025	2,831.40	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">17VR-HRXD-N13C</a>	KIDS SEATING RUG - BOARD TRUST FUND APPR-LIBRARY	09/09/2025	09/09/2025	0.00	332.73		
<a href="#">1PT4-6RLG-Q4D1</a>	MINECRAFT PLAYSET- CHILDREN'S SERVICES - LIBRARY	09/09/2025	09/09/2025	0.00	52.17		
<a href="#">1QWQ-LFTQ-MVLV</a>	ZIP BOOKS GRANT - LIBRARY	09/09/2025	09/09/2025	0.00	2,298.83		
<a href="#">1R9M-MW1X-R3GX</a>	THERMAL PAPER - SUPPLIES - LIBRARY	09/09/2025	09/09/2025	0.00	23.23		
<a href="#">1TL6-L1X4-3CWR</a>	ZIP BOOKS GRANT - LIBRARY	09/09/2025	09/09/2025	0.00	124.44		

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">1068</a>	ANDY HEATH FINANCIAL SERV					2,145.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check	<a href="#">55930</a>				09/11/2025	2,145.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">25-07</a>	FINANCIAL CONSULTING 7-28-25 TO 9-9-25	09/10/2025	09/10/2025	0.00	2,145.00	

Vendor Number	Vendor Name	Total Vendor Amount				
<a href="#">1255</a>	COASTLAND CIVIL ENGINEERI	75,224.35				
Payment Type	Payment Number				Payment Date	Payment Amount
Check	<a href="#">55931</a>				09/11/2025	75,224.35
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">61171</a>	CIVIC CENTER ADA UPGRADES	09/11/2025	09/11/2025	0.00	933.75	
<a href="#">61172</a>	CITY HALL ADA DOOR UPGRADES	09/11/2025	09/11/2025	0.00	405.03	
<a href="#">61417</a>	CIVIC CENTER ADA UPGRADES	09/11/2025	09/11/2025	0.00	1,620.00	
<a href="#">61598</a>	CIVIC CENTER ADA UPGRADES	09/11/2025	09/11/2025	0.00	2,058.75	
<a href="#">62385</a>	725024 - ENCROACHMENT PERMITS	09/09/2025	09/09/2025	0.00	2,721.25	
<a href="#">62446</a>	725445 - CITY ENGINEERING FY25-26	09/09/2025	09/09/2025	0.00	6,321.25	
<a href="#">62447</a>	LIBRARY EMERGENCY PROJECT	09/09/2025	09/09/2025	0.00	5,416.25	
<a href="#">62448</a>	725150 - LIFT STATION REHAB - SEWER BOND	09/09/2025	09/09/2025	0.00	410.00	
<a href="#">62449</a>	725374 LLAD FY 2025-26 - SPLIT ACROSS ALL ZONES	09/09/2025	09/09/2025	0.00	1,675.00	
<a href="#">62450</a>	725133 CITY HALL ADA DOORS UPGRADES	09/09/2025	09/09/2025	0.00	63.75	
<a href="#">62451</a>	CIVIC CENTER ADA UPGRADES	09/09/2025	09/09/2025	0.00	268.75	
<a href="#">62452</a>	LIFT STATION REHAB - SEWER	09/09/2025	09/09/2025	0.00	38,336.25	
<a href="#">62453</a>	725158 - SYCAMORE PARK - CCLGP FUNDED PROJECT	09/09/2025	09/09/2025	0.00	6,121.25	
<a href="#">62454</a>	725283 FY24 SEWER REHAB - SEWER BOND	09/09/2025	09/09/2025	0.00	517.50	
<a href="#">62455</a>	725458 - 130 N BUTTE ST	09/09/2025	09/09/2025	0.00	318.75	
<a href="#">62475</a>	72-4441 - 201 N LASSEN - PV SOLAR CIVIC CENTER	09/09/2025	09/09/2025	0.00	1,850.00	
<a href="#">62476</a>	72-4441 - 470 AIRPORT RD - PERMIT #5235	09/09/2025	09/09/2025	0.00	652.50	



**Payment Register**
**APPKT00489 - CHECK RUN 9-12-25**

<a href="#">62477</a>	72-4441 246 N HUMBOLDT AVE PERMIT #5438 EV CHGR	09/09/2025	09/09/2025	0.00	902.50
<a href="#">62478</a>	72-4441-257 N BUTTE ST - PERMIT #5429 HVIH	09/09/2025	09/09/2025	0.00	3,191.82
<a href="#">62479</a>	72-4441-470 N AIRPORT-DRIVE THRU ATM PERMIT #539	09/09/2025	09/09/2025	0.00	1,205.00
<a href="#">62548</a>	72-4441 - BUILDING DEPT SERVICES	09/09/2025	09/09/2025	0.00	235.00
<b>Vendor Number</b> <a href="#">1261</a>	<b>Vendor Name</b> COMCAST CABLE	<b>Total Vendor Amount</b> 433.93			
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">55933</a>	<b>Payment Date</b> 09/11/2025			
<b>Payable Number</b> <a href="#">8155600290115941-082425</a>	<b>Description</b> SERVICE 8-29-25 TO 9-28-25 - CW	<b>Payable Date</b> 09/08/2025	<b>Due Date</b> 09/08/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 280.77
<a href="#">8155600290116196-081425</a>	SERVICE 8-19-25 TO 9-18-25 - FIRE	09/08/2025	09/08/2025	0.00	153.16
<b>Vendor Number</b> <a href="#">1277</a>	<b>Vendor Name</b> CORNING LUMBER WILLOWS	<b>Total Vendor Amount</b> 2,613.80			
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">55934</a>	<b>Payment Date</b> 09/11/2025			
<b>Payable Number</b> <a href="#">2508-137296</a>	<b>Description</b> METAL & WOOD STAKES - ASPHALT REPL PROJECT-FIRE	<b>Payable Date</b> 09/08/2025	<b>Due Date</b> 09/08/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 122.98
<a href="#">2508-137322</a>	2 X 8 - ASPHALT REPL PROJECT-FIRE	09/08/2025	09/08/2025	0.00	161.71
<a href="#">2508-138651</a>	#4 REBAR 1/12 X 20 - ASPHALT REPL PROJECT-FIRE	09/08/2025	09/08/2025	0.00	1,325.66
<a href="#">2508-138653</a>	#4 REBAR 1/2 X 20 - ASPHALT REPL PROJECT-FIRE	09/08/2025	09/08/2025	0.00	-1,325.66
<a href="#">2508-138654</a>	#4 REBAR 1/2 X 20 - ASPHALT REPL PROJECT-FIRE	09/08/2025	09/08/2025	0.00	1,690.23
<a href="#">2508-138890</a>	DOBIES - ASPHALT REPL PROJECT-FIRE	09/08/2025	09/08/2025	0.00	77.00
<a href="#">2508-139122</a>	#4 REBAR 1/2 X 20 - ASPHALT REPL PROJECT-FIRE	09/08/2025	09/08/2025	0.00	530.27
<a href="#">2508-139291</a>	+ 2" D.F. CULLS - ASPHALT REPL PROJECT-FIRE	09/08/2025	09/08/2025	0.00	31.61
<b>Vendor Number</b> <a href="#">1283</a>	<b>Vendor Name</b> COUNTY OF GLENN - AIR POLLUTION	<b>Total Vendor Amount</b> 480.28			
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">55935</a>	<b>Payment Date</b> 09/11/2025			
<b>Payable Number</b> <a href="#">IN0361847</a>	<b>Description</b> HMBP BASE FEE, HWG FEE, HMBP MAT & STATE FEE - PV	<b>Payable Date</b> 09/09/2025	<b>Due Date</b> 09/09/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 480.28
<b>Vendor Number</b> <a href="#">2390</a>	<b>Vendor Name</b> CULLIGAN QUENCH USA, INC	<b>Total Vendor Amount</b> 140.31			
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">55936</a>	<b>Payment Date</b> 09/11/2025			
<b>Payable Number</b> <a href="#">INV09504711</a>	<b>Description</b> SEPTEMBER WATER SERVICE - CW	<b>Payable Date</b> 09/08/2025	<b>Due Date</b> 09/08/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 140.31
<b>Vendor Number</b> <a href="#">2507</a>	<b>Vendor Name</b> DEVIN WAMMACK	<b>Total Vendor Amount</b> 146.37			
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">55937</a>	<b>Payment Date</b> 09/11/2025			
<b>Payable Number</b> <a href="#">091225DW</a>	<b>Description</b> REIMBURSEMENT CONC CURE- ASPHALT REPL PROJECT-F	<b>Payable Date</b> 09/08/2025	<b>Due Date</b> 09/08/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 146.37
<b>Vendor Number</b> <a href="#">1388</a>	<b>Vendor Name</b> EMPLOYERS INVESTIGATIVE S	<b>Total Vendor Amount</b> 602.00			
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">55938</a>	<b>Payment Date</b> 09/11/2025			
<b>Payable Number</b> <a href="#">5051138</a>	<b>Description</b> BACKGROUND CHECK - FIRE	<b>Payable Date</b> 09/08/2025	<b>Due Date</b> 09/08/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 377.00
<a href="#">5051140</a>	BACKGROUND CHECK - FIRE	09/08/2025	09/08/2025	0.00	225.00

**Payment Register**
**APPKT00489 - CHECK RUN 9-12-25**

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">1396</a>	ENLOE MEDICAL CENTER					295.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check	<a href="#">55939</a>				09/11/2025	295.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">757559-09032025</a>	ACCT #757559-ACCT #54107036 8-14-25-NH PHYSICAL	09/08/2025	09/08/2025	0.00	295.00	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">1463</a>	GANDY & STALEY OIL CO					2,298.98
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	<a href="#">55940</a>			09/11/2025	2,298.98	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">144222</a>	40' CONTAINER RENTAL - LIBRARY ROOF PROJECT	09/08/2025	09/08/2025	0.00	144.79	
<a href="#">230817</a>	FUEL - PUBLIC WORKS & SEWER	09/08/2025	09/08/2025	0.00	550.37	
<a href="#">230840</a>	FUEL - PUBLIC WORKS & SEWER	09/08/2025	09/08/2025	0.00	591.41	
<a href="#">87140-083135</a>	FUEL - FIRE	09/08/2025	09/08/2025	0.00	1,012.41	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">1467</a>	GAYNOR TELESYSTEMS, INC.					5,646.37
Payment Type	Payment Number				Payment Date	Payment Amount
Check	<a href="#">55941</a>				09/11/2025	5,646.37
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">46472</a>	ELEVATE CLOUD FINAL PROJECT BILLING - CW	09/08/2025	09/08/2025	0.00	5,646.37	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">1493</a>	GLENN CO. ENVIRONMENTAL HEALTH					551.73
Payment Type	Payment Number				Payment Date	Payment Amount
Check	<a href="#">55942</a>				09/11/2025	551.73
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">AEC-996</a>	RECREATIONAL HEALTH FEES-PLAN CHECK & TECH FEE	09/08/2025	09/08/2025	0.00	551.73	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">1485</a>	GLENN LOCAL AGENCY FORMAT					11,803.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check	<a href="#">55943</a>				09/11/2025	11,803.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">2526WIL</a>	ANNUAL LAFCO DUES 2025-2026	09/08/2025	09/08/2025	0.00	11,803.00	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">2468</a>	HARRIS & ASSOCIATES					14,685.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check	<a href="#">55944</a>				09/11/2025	14,685.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">69138</a>	AUGUST 2025-COST RECOVERY & SUPPORT/ZONING UPL	09/08/2025	09/08/2025	0.00	14,685.00	

Vendor Number	Vendor Name					Total Vendor Amount	
<a href="#">1539</a>	HINDERLITER DELLAMAS & AS					1,242.79	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	<a href="#">55945</a>					09/11/2025	1,242.79
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">SIN053791</a>	CONTRACT SERV - SALES TAX - JULY TO SEPTEMBER 2025	09/08/2025	09/08/2025	0.00	1,242.79		

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">1566</a>	INFRAMARK LLC					59,915.84
Payment Type	Payment Number				Payment Date	Payment Amount
Check	<a href="#">55946</a>				09/11/2025	59,915.84
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">156305</a>	SEPTEMBER 2025-REPAIR & MAINT CAP&RETRO CHARGE	09/08/2025	09/08/2025	0.00	59,915.84	

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Vendor Number <a href="#">1606</a>	Vendor Name JEREMY'S PEST STOMPERS					Total Vendor Amount 55.00	
Payment Type Check	Payment Number <a href="#">55947</a>					Payment Date 09/11/2025	Payment Amount 55.00
	Payable Number <a href="#">952512</a>	Description SEPTEMBER 2025 SERVICE - CIVIC CENTER	Payable Date 09/08/2025	Due Date 09/08/2025	Discount Amount 0.00	Payable Amount 55.00	
Vendor Number <a href="#">1665</a>	Vendor Name KNIFE RIVER CONSTRUCTION					Total Vendor Amount 499.47	
Payment Type Check	Payment Number <a href="#">55948</a>					Payment Date 09/11/2025	Payment Amount 499.47
	Payable Number <a href="#">322086</a>	Description WET PATCH - STREETS	Payable Date 09/08/2025	Due Date 09/08/2025	Discount Amount 0.00	Payable Amount 499.47	
Vendor Number <a href="#">1670</a>	Vendor Name L & T TOWING					Total Vendor Amount 5,554.84	
Payment Type Check	Payment Number <a href="#">55949</a>					Payment Date 09/11/2025	Payment Amount 5,554.84
	Payable Number <a href="#">62899</a>	Description MAINTENANCE UNIT 5 2007 INTERNATIONAL - FIRE	Payable Date 09/09/2025	Due Date 09/09/2025	Discount Amount 0.00	Payable Amount 5,554.84	
Vendor Number <a href="#">1710</a>	Vendor Name LIFE ASSIST					Total Vendor Amount 539.68	
Payment Type Check	Payment Number <a href="#">55950</a>					Payment Date 09/11/2025	Payment Amount 539.68
	Payable Number <a href="#">1628837</a>	Description EPINEPHRINE - SUPPLIES - FIRE	Payable Date 09/08/2025	Due Date 09/08/2025	Discount Amount 0.00	Payable Amount 213.00	
	<a href="#">1630607</a>	RESUS PACK, SHEARS, INFUSER BAG,ADC-SUPPLIES-FIRE	09/08/2025	09/08/2025	0.00	326.68	
Vendor Number <a href="#">1760</a>	Vendor Name MATSON & ISOM TECHNOLOGY					Total Vendor Amount 15,456.96	
Payment Type Check	Payment Number <a href="#">55951</a>					Payment Date 09/11/2025	Payment Amount 15,456.96
	Payable Number <a href="#">99592</a>	Description NEW WORKSTATION CONFIGURATION - CW	Payable Date 09/11/2025	Due Date 09/11/2025	Discount Amount 0.00	Payable Amount 9,559.46	
	<a href="#">99593</a>	REPLACEMENT PROJECT COMPLETER- FINAL - CW	09/11/2025	09/11/2025	0.00	818.75	
	<a href="#">99594</a>	NEW INSTALL FOLLOW UP - IT SERVICE - CW	09/09/2025	09/09/2025	0.00	673.75	
	<a href="#">99896</a>	SEPTEMBER 2025 IT SERVICE	09/11/2025	09/11/2025	0.00	4,405.00	
Vendor Number <a href="#">1770</a>	Vendor Name MENDES SUPPLY COMPANY					Total Vendor Amount 442.76	
Payment Type Check	Payment Number <a href="#">55952</a>					Payment Date 09/11/2025	Payment Amount 442.76
	Payable Number <a href="#">R080500</a>	Description DISINFECTANT FOAM GUN - PUBLIC WORKS	Payable Date 09/08/2025	Due Date 09/08/2025	Discount Amount 0.00	Payable Amount 92.41	
	<a href="#">R080977</a>	LINER, DISINFECTANT & TISSUES-SUPPLIES - PW	09/08/2025	09/08/2025	0.00	350.35	
Vendor Number <a href="#">1810</a>	Vendor Name MES SERVICE COMPANY LLC					Total Vendor Amount 2,651.16	
Payment Type Check	Payment Number <a href="#">55953</a>					Payment Date 09/11/2025	Payment Amount 2,651.16
	Payable Number <a href="#">IN2325611</a>	Description NFPA BOOTS - FIRE	Payable Date 09/09/2025	Due Date 09/09/2025	Discount Amount 0.00	Payable Amount 1,922.22	
	<a href="#">IN2327378</a>	NFPA CUFF - FIRE	09/09/2025	09/09/2025	0.00	728.94	
Vendor Number <a href="#">2508</a>	Vendor Name MIDAMERICA ADMIN & RS					Total Vendor Amount 210.00	
Payment Type Check	Payment Number <a href="#">55954</a>					Payment Date 09/11/2025	Payment Amount 210.00
	Payable Number <a href="#">0316386</a>	Description 2Q25 ADMIN/PLATFORM FEE (ER) - CW	Payable Date 09/11/2025	Due Date 09/11/2025	Discount Amount 0.00	Payable Amount 210.00	

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<b>Vendor Number</b> <a href="#">1792</a>	<b>Vendor Name</b> MJB WELDING SUPPLY, INC					<b>Total Vendor Amount</b> 50.84
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">55955</a>				<b>Payment Date</b> 09/11/2025	<b>Payment Amount</b> 50.84
<b>Payable Number</b> <a href="#">0001539093</a>	<b>Description</b> ACETYLENE CYL RENT - SHOP SUPPLIES - PUBLIC WORKS	<b>Payable Date</b> 09/09/2025	<b>Due Date</b> 09/09/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 50.84	
<b>Vendor Number</b> <a href="#">2389</a>	<b>Vendor Name</b> N & S TRACTOR					<b>Total Vendor Amount</b> 907.50
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">55956</a>				<b>Payment Date</b> 09/11/2025	<b>Payment Amount</b> 907.50
<b>Payable Number</b> <a href="#">ZG00010</a>	<b>Description</b> 580SN - LOADER - REPAIR & MAINT - PW & SEWER	<b>Payable Date</b> 09/09/2025	<b>Due Date</b> 09/09/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 907.50	
<b>Vendor Number</b> <a href="#">2312</a>	<b>Vendor Name</b> NAPA AUTO PARTS					<b>Total Vendor Amount</b> 59.93
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">55957</a>				<b>Payment Date</b> 09/11/2025	<b>Payment Amount</b> 59.93
<b>Payable Number</b> <a href="#">710597</a>	<b>Description</b> TRANSMISSION FILTER - PUBLIC WORKS	<b>Payable Date</b> 09/09/2025	<b>Due Date</b> 09/09/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 14.01	
<b>Payable Number</b> <a href="#">710598</a>	<b>Description</b> TRANSMISSION FILTER - PUBLIC WORKS	<b>Payable Date</b> 09/09/2025	<b>Due Date</b> 09/09/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> -14.01	
<b>Payable Number</b> <a href="#">711941</a>	<b>Description</b> OXYGEN - APHALT REPLACEMENT PROJECT - FIRE	<b>Payable Date</b> 09/09/2025	<b>Due Date</b> 09/09/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 29.57	
<b>Payable Number</b> <a href="#">712589</a>	<b>Description</b> PRIMARY WIRE FOR V-8 - FIRE	<b>Payable Date</b> 09/09/2025	<b>Due Date</b> 09/09/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 30.36	
<b>Vendor Number</b> <a href="#">2500</a>	<b>Vendor Name</b> NORTH STATE AUDIO VISUAL INC					<b>Total Vendor Amount</b> 4,986.73
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">55958</a>				<b>Payment Date</b> 09/11/2025	<b>Payment Amount</b> 4,986.73
<b>Payable Number</b> <a href="#">64338</a>	<b>Description</b> UPGRADE COUNCIL CHAMBERS AV & AUDIO SYSTEM	<b>Payable Date</b> 09/09/2025	<b>Due Date</b> 09/09/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 4,986.73	
<b>Vendor Number</b> <a href="#">2373</a>	<b>Vendor Name</b> ODP BUSINESS SOLUTIONS					<b>Total Vendor Amount</b> 126.52
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">55959</a>				<b>Payment Date</b> 09/11/2025	<b>Payment Amount</b> 126.52
<b>Payable Number</b> <a href="#">434485905001</a>	<b>Description</b> LABELS & FOLDERS - OFFICE SUPPLIES - CW	<b>Payable Date</b> 09/09/2025	<b>Due Date</b> 09/09/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 126.52	
<b>Vendor Number</b> <a href="#">2475</a>	<b>Vendor Name</b> PAXTON FAMILY INSPECTION SERVICES					<b>Total Vendor Amount</b> 5,059.78
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">55960</a>				<b>Payment Date</b> 09/11/2025	<b>Payment Amount</b> 5,059.78
<b>Payable Number</b> <a href="#">25017</a>	<b>Description</b> AUGUST 2025-OFFICIAL, PLANS, INSP, CODE ENF & MI	<b>Payable Date</b> 09/10/2025	<b>Due Date</b> 09/10/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 5,059.78	
<b>Vendor Number</b> <a href="#">1143</a>	<b>Vendor Name</b> PEDRO BOBADILLA					<b>Total Vendor Amount</b> 576.92
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">55961</a>				<b>Payment Date</b> 09/11/2025	<b>Payment Amount</b> 576.92
<b>Payable Number</b> <a href="#">091225PB</a>	<b>Description</b> RECREATIONAL SERVICES 8-30-25 TO 9-12-25	<b>Payable Date</b> 09/10/2025	<b>Due Date</b> 09/10/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 576.92	
<b>Vendor Number</b> <a href="#">1917</a>	<b>Vendor Name</b> PG & E					<b>Total Vendor Amount</b> 54.72
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">55962</a>				<b>Payment Date</b> 09/11/2025	<b>Payment Amount</b> 54.72
<b>Payable Number</b> <a href="#">1773553795-7-09022025</a>	<b>Description</b> SERVICE TO 9-2-25	<b>Payable Date</b> 09/10/2025	<b>Due Date</b> 09/10/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 54.72	

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<b>Vendor Number</b> <a href="#">2332</a>	<b>Vendor Name</b> PRENTICE LONG, PC					<b>Total Vendor Amount</b> 9,260.00
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">55963</a>					<b>Payment Date</b> 09/11/2025
<b>Payable Number</b> <a href="#">7815</a>	<b>Description</b> SERVICES RENDERED THROUGH 8-26-25	<b>Payable Date</b> 09/10/2025	<b>Due Date</b> 09/10/2025	<b>Discount Amount</b> 0.00	<b>Payment Amount</b> 9,165.00	
<a href="#">7816</a>	N YOLO ST RECEIVERSHIP THROUGH 8-26-25	09/10/2025	09/10/2025	0.00	95.00	
<b>Vendor Number</b> <a href="#">1978</a>	<b>Vendor Name</b> REGIONAL GOVERNMENT SERVI					<b>Total Vendor Amount</b> 683.01
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">55964</a>					<b>Payment Date</b> 09/11/2025
<b>Payable Number</b> <a href="#">20032</a>	<b>Description</b> HR SERVICES - FIN	<b>Payable Date</b> 09/10/2025	<b>Due Date</b> 09/10/2025	<b>Discount Amount</b> 0.00	<b>Payment Amount</b> 683.01	
<b>Vendor Number</b> <a href="#">2342</a>	<b>Vendor Name</b> ROBERT BURT CONSTRUCTION					<b>Total Vendor Amount</b> 818.03
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">55965</a>					<b>Payment Date</b> 09/11/2025
<b>Payable Number</b> <a href="#">349</a>	<b>Description</b> HAULING & WASHED ROCK-ASPHALT REPLACEMENT PRC	<b>Payable Date</b> 09/10/2025	<b>Due Date</b> 09/10/2025	<b>Discount Amount</b> 0.00	<b>Payment Amount</b> 818.03	
<b>Vendor Number</b> <a href="#">2041</a>	<b>Vendor Name</b> SACRAMENTO VALLEY MIRROR					<b>Total Vendor Amount</b> 220.80
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">55966</a>					<b>Payment Date</b> 09/11/2025
<b>Payable Number</b> <a href="#">4020</a>	<b>Description</b> LEGAL ADS CUP #25-02 & GPA #25-01, CUP #25-04	<b>Payable Date</b> 09/11/2025	<b>Due Date</b> 09/11/2025	<b>Discount Amount</b> 0.00	<b>Payment Amount</b> 220.80	
<b>Vendor Number</b> <a href="#">2506</a>	<b>Vendor Name</b> SHIELD REGIONAL TRAINING CONSORTIUM					<b>Total Vendor Amount</b> 580.50
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">55967</a>					<b>Payment Date</b> 09/11/2025
<b>Payable Number</b> <a href="#">1471</a>	<b>Description</b> TRAINING - ARREST & CONTROL - FIRE	<b>Payable Date</b> 09/10/2025	<b>Due Date</b> 09/10/2025	<b>Discount Amount</b> 0.00	<b>Payment Amount</b> 580.50	
<b>Vendor Number</b> <a href="#">2334</a>	<b>Vendor Name</b> STREAM IT NETWORKS LLC					<b>Total Vendor Amount</b> 85.00
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">55968</a>					<b>Payment Date</b> 09/11/2025
<b>Payable Number</b> <a href="#">2025-09000050</a>	<b>Description</b> SEPTEMBER 2025 INTERNET - PUBLIC WORKS	<b>Payable Date</b> 09/10/2025	<b>Due Date</b> 09/10/2025	<b>Discount Amount</b> 0.00	<b>Payment Amount</b> 85.00	
<b>Vendor Number</b> <a href="#">2447</a>	<b>Vendor Name</b> TOP NOTCH COMMERCIAL CLEANING					<b>Total Vendor Amount</b> 1,100.00
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">55969</a>					<b>Payment Date</b> 09/11/2025
<b>Payable Number</b> <a href="#">11934</a>	<b>Description</b> SEPTEMBER 2025 JANITORIAL SERVICE - CIVIC CENTER	<b>Payable Date</b> 09/10/2025	<b>Due Date</b> 09/10/2025	<b>Discount Amount</b> 0.00	<b>Payment Amount</b> 1,100.00	
<b>Vendor Number</b> <a href="#">2194</a>	<b>Vendor Name</b> TRACTOR SUPPLY CREDIT PLAN					<b>Total Vendor Amount</b> 85.87
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">55970</a>					<b>Payment Date</b> 09/11/2025
<b>Payable Number</b> <a href="#">200521025</a>	<b>Description</b> SUPPLIES - PUBLIC WORKS	<b>Payable Date</b> 09/10/2025	<b>Due Date</b> 09/10/2025	<b>Discount Amount</b> 0.00	<b>Payment Amount</b> 85.87	

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Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">2205</a>	TURF STAR, INC.					67.26
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	<a href="#">55971</a>	09/11/2025	67.26			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">INV110973</a>	BELT-V, BANDED - TORO PARK MOWER - PUBLIC WORKS	09/10/2025	09/10/2025	0.00	67.26	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">1798</a>	UBEO WEST, LLC					298.38
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	<a href="#">55972</a>	09/11/2025	298.38			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">563123785</a>	PRINTER USAGE 8-20-25 TO 9-20-25 & OVERAGES	09/10/2025	09/10/2025	0.00	298.38	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">2484</a>	UMPQUA BANK COMMERCIAL CARD OPS					2,485.48
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	<a href="#">55973</a>	09/11/2025	2,485.48			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">BETTENCOUR083125-02</a>	GLENN CO RECORDER - PROCESSING FEES	09/10/2025	09/10/2025	0.00	0.47	
<a href="#">BETTENCOURT083125-01</a>	GLENN CO RECORDS-LEGAL DESC FOR CITY HOUSES - CW	09/10/2025	09/10/2025	0.00	13.50	
<a href="#">BETTENCOURT083125-03</a>	AMAZON - NEW PLANNING FOLDERS	09/10/2025	09/10/2025	0.00	175.05	
<a href="#">BROWN083125-01</a>	CAL CITIES - SAC VALLEY DIVISION ATTENDENCE FEE-CM	09/10/2025	09/10/2025	0.00	35.00	
<a href="#">BROWN083125-02</a>	THE COOKIE TREE - COUNCIL MEETING	09/10/2025	09/10/2025	0.00	52.00	
<a href="#">FUENTES083125-01</a>	SHASTA COLLEGE - COMPANY OFFICER 2A CLASS-FIRE	09/11/2025	09/11/2025	0.00	270.50	
<a href="#">FUENTES083125-02</a>	AMAZON - STATION USA & CA FLAGS - FIRE	09/11/2025	09/11/2025	0.00	86.95	
<a href="#">FUENTES083125-03</a>	O'REILLY'S AUTO PARTS - E-5 PARTS & FLUIDS - FIRE	09/11/2025	09/11/2025	0.00	131.37	
<a href="#">LOMBARD083125-01</a>	AMPM SNATA NELLA - FUEL TO GIFFORD FIRE - FIRE	09/10/2025	09/10/2025	0.00	58.50	
<a href="#">LOMBARD083125-02</a>	O'REILLY AUTO PARTS-POWER INVERTER FOR UTLITY 8-FI	09/10/2025	09/10/2025	0.00	70.68	
<a href="#">LOMBARD083125-03</a>	O'REILLY AUTO PARTS-CABIN FILTER FOR UTILITY 8-FR	09/10/2025	09/10/2025	0.00	44.57	
<a href="#">LOMBARD083125-04</a>	HAMPTON INN PASO ROBLES - GILFORD FIRE -RIEMB-FIRI	09/10/2025	09/10/2025	0.00	222.52	
<a href="#">LOMBARD083125-05</a>	AMPM SNATA NELLA-FUEL HOME FORM GILFORD FIRE-F	09/10/2025	09/10/2025	0.00	52.56	
<a href="#">MONCK083125-01</a>	MARVAL - CARPET SHAMPOOER - FIRE	09/10/2025	09/10/2025	0.00	68.49	
<a href="#">MONCK083125-02</a>	AMAZON - BROOM HANDLES - FIRE	09/10/2025	09/10/2025	0.00	20.86	
<a href="#">MONCK083125-03</a>	AMAZON - CLEANING SUPPLIES - FIRE	09/10/2025	09/10/2025	0.00	308.31	
<a href="#">MONCK083125-04</a>	AMAZON - COFFEE - FIRE	09/10/2025	09/10/2025	0.00	105.08	
<a href="#">MONCK083125-05</a>	AMAZON - BRUSH HEADS - FIRE	09/10/2025	09/10/2025	0.00	21.76	
<a href="#">MOORE083125-01</a>	ALTA - BILINGUAL TEST FOR EMPLOYEE -FIN	09/10/2025	09/10/2025	0.00	58.00	
<a href="#">PFYLO83125-01</a>	WHITE CAP-21 GAUGE WIRE-ASPHALT REPLACE PROJECT	09/10/2025	09/10/2025	0.00	398.23	
<a href="#">PRICE083125-01</a>	AMAZON - OFFICE SUPPLIES - CW	09/11/2025	09/11/2025	0.00	41.25	
<a href="#">PRICE083125-02</a>	OFFICE DEPOT - OFFICE SUPPLIES - CW	09/11/2025	09/11/2025	0.00	76.11	
<a href="#">PRICE083125-03</a>	AMAZON.COM - OFFICE SUPPLIES	09/11/2025	09/11/2025	0.00	40.11	
<a href="#">PRICE083125-04</a>	DONUT WHEEL - LIBRARY BOARD MEETING - LIBRARY	09/11/2025	09/11/2025	0.00	17.89	
<a href="#">PRICE083125-05</a>	DONUT WHEEL - CITY COUNCIL/SUPERVISOR MEETING-C	09/11/2025	09/11/2025	0.00	19.97	
<a href="#">PRICE083125-06</a>	STARBUCKS - CITY COUNCIL/SUPERVISORY MEETING - CV	09/11/2025	09/11/2025	0.00	22.00	
<a href="#">PRICE083125-07</a>	STARBUCKS - LIBRARY BOARD MEETING - LIBRARY	09/11/2025	09/11/2025	0.00	22.00	
<a href="#">PRICE083125-08</a>	GLENN CO RECORDER - CARD SERVICE FEE - CW	09/11/2025	09/11/2025	0.00	1.75	
<a href="#">PRICE083125-09</a>	GLENN CO RECORDER - RECORDED DOCUMENT - CW	09/11/2025	09/11/2025	0.00	50.00	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">2395</a>	US BANK CORPORATE PAYMENT SYSTEMS					0.06
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	<a href="#">55975</a>	09/11/2025	0.06			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">082225LF</a>	LATE FEE REMAINING	09/10/2025	09/10/2025	0.00	0.06	

**Payment Register**
**APPKT00489 - CHECK RUN 9-12-25**

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">2248</a>	VERIZON WIRELESS					364.98
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	<a href="#">55976</a>	09/11/2025	364.98			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">6122043379</a>	AUGUST 2025 SERVICE & 2 UPGRADES - CW	09/10/2025	09/10/2025	0.00	364.98	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">2433</a>	VESTIS					274.52
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	<a href="#">55977</a>	09/11/2025	274.52			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">5066949758</a>	UNIFORM SERVICE - PUBLIC WORKS	09/10/2025	09/10/2025	0.00	137.26	
<a href="#">5066955074</a>	UNIFORM SERVICE - PUBLIC WORKS	09/10/2025	09/10/2025	0.00	137.26	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">2284</a>	WILLDAN					19,599.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	<a href="#">55978</a>	09/11/2025	19,599.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">00630742</a>	PROJECT MANAGEMENT - SYCAMORE PARK - CCLGP	09/10/2025	09/10/2025	0.00	19,599.00	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">2295</a>	WILLOWS ACE HARDWARE					1,193.58
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	<a href="#">55979</a>	09/11/2025	1,193.58			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">127815</a>	JB EPOXY - FIRE	09/10/2025	09/10/2025	0.00	10.86	
<a href="#">128010</a>	SUPPLIES - CIVIC CENTER	09/10/2025	09/10/2025	0.00	31.53	
<a href="#">128012</a>	BOX OF SCREWS-ASPHALT REPLACEMENT PROJECT-FIRE	09/10/2025	09/10/2025	0.00	13.04	
<a href="#">128035</a>	SAW BLADE-ASPHALT REPLACEMENT PROJECT - FIRE	09/10/2025	09/10/2025	0.00	27.18	
<a href="#">128047</a>	STAKES - ASPHALT REPLACEMENT PROJECT - FIRE	09/10/2025	09/10/2025	0.00	34.76	
<a href="#">128223</a>	FASTENERS - FIRE	09/10/2025	09/10/2025	0.00	16.83	
<a href="#">128295</a>	HAMMER - ASPHALT REPLACEMENT PROJECT - FIRE	09/10/2025	09/10/2025	0.00	30.43	
<a href="#">128555</a>	RISER - SPRINKLERS - MALL AREA	09/10/2025	09/10/2025	0.00	10.77	
<a href="#">128558</a>	PVC FITTINGS - SPRINKLERS - MALL AREA	09/10/2025	09/10/2025	0.00	7.57	
<a href="#">128567</a>	PAINT & SUPPLIES - PARK BATHROOMS - PW	09/10/2025	09/10/2025	0.00	252.84	
<a href="#">128569</a>	PIPE FITTINGS - SPRINKLERS MALL AREA	09/10/2025	09/10/2025	0.00	9.32	
<a href="#">128573</a>	SPRAYPAINT - PARK BATHROOMS - PW	09/10/2025	09/10/2025	0.00	18.68	
<a href="#">128594</a>	MASKING PAPER - PARK BATHROOMS - PW	09/10/2025	09/10/2025	0.00	5.43	
<a href="#">128597</a>	MECHANIC TOOL SET - FIRE	09/10/2025	09/10/2025	0.00	270.79	
<a href="#">128647</a>	POWER INVERTER - E-5 - FIRE	09/10/2025	09/10/2025	0.00	141.36	
<a href="#">128663</a>	USA FLAG - CIVIC CENTER	09/10/2025	09/10/2025	0.00	45.66	
<a href="#">128667</a>	PAINT ROLLER - PARK BATHROOMS - PW	09/10/2025	09/10/2025	0.00	11.95	
<a href="#">128678</a>	RESTROOM PLAQUE - JENSEN PARK BATHROOM - PW	09/10/2025	09/10/2025	0.00	32.60	
<a href="#">128683</a>	FASTENERS - JENSEN BATHROOM - PW	09/10/2025	09/10/2025	0.00	3.48	
<a href="#">128685</a>	CONTROL PAINTER - SMALL TOOLS - PW	09/10/2025	09/10/2025	0.00	135.93	
<a href="#">128878</a>	BAR OIL & ENGINE OIL - TREES - PUBLIC WORKS	09/11/2025	09/11/2025	0.00	82.57	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">2308</a>	WILLOWS AUTOMOTIVE					208.66
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	<a href="#">55981</a>	09/11/2025	208.66			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">RO#93681</a>	REPAIRS & MAINT - 2011 FORD F-350 - PW	09/10/2025	09/10/2025	0.00	208.66	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">2282</a>	WILLOWS HARDWARE, INC.					112.11
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	<a href="#">55982</a>	09/11/2025	112.11			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">325948</a>	PAINT & SUPPLIES - FIRE	09/10/2025	09/10/2025	0.00	96.40	

[373755](#)

PIPE FITTINGS - MUSEUM - PW

09/10/2025

09/10/2025

0.00

15.71



Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
Gen Chk	Voided **Void Check	0	1	0.00	0.00
Gen Chk	Check	71	28	0.00	119,341.49
Gen Chk	Voided **Void Check	0	2	0.00	0.00
Gen Chk	Check	77	24	0.00	136,431.61
Packet Totals:		148	55	0.00	255,773.10

Cash Fund Summary

Fund	Name	Amount
999	CASH CLEARING	-255,773.10
Packet Totals:		-255,773.10



City of Willows

# Payment Register

WEEKLY VENDORS - PAYROLL 8-25-25 TO 9-7-25 PAY DATE 9-12-25  
01 - Vendor Set 01

Bank: Gen Chk - General Checking

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">1029</a>	AFLAC- FLEX ONE					499.39
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	<a href="#">55925</a>	09/10/2025	499.39			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">INV0001388</a>	AFLAC DENTAL	09/12/2025	09/30/2025	0.00	140.89	
<a href="#">INV0001389</a>	AFLAC CANCER	09/12/2025	09/30/2025	0.00	103.33	
<a href="#">INV0001390</a>	AFLAC ACCIDENT	09/12/2025	09/12/2025	0.00	143.87	
<a href="#">INV0001391</a>	AFLAC STD	09/12/2025	09/30/2025	0.00	48.62	
<a href="#">INV0001393</a>	AFLAC EVENT/CRITICAL	09/12/2025	09/30/2025	0.00	21.66	
<a href="#">INV0001394</a>	AFLAC HOSPITAL	09/12/2025	09/30/2025	0.00	26.82	
<a href="#">INV0001395</a>	AFLAC VISION	09/12/2025	09/30/2025	0.00	14.20	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">1194</a>	CALIFORNIA STATE DISBURSE					162.92
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	<a href="#">55926</a>	09/10/2025	162.92			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">INV0001396</a>	CHILD SUPPORT	09/12/2025	09/12/2025	0.00	162.92	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">2223</a>	UNITED PUBLIC EMPLOYEES A					190.16
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	<a href="#">55927</a>	09/10/2025	190.16			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">INV0001402</a>	PUBLIC SAFETY DUES	09/12/2025	09/30/2025	0.00	190.16	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
Gen Chk	Check	9	3	0.00	852.47
Packet Totals:		9	3	0.00	852.47

Cash Fund Summary

Fund	Name	Amount
999	CASH CLEARING	-852.47
Packet Totals:		-852.47



City of Willows

# Payroll Check Register

## Checks

Pay Period: 8/25/2025-9/7/2025

Packet: PYPKT00480 - PAYROLL 8-25-25 TO 9-7-25 PAY DATE 9-12-25

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Check Type	Date	Amount	Number
ARENDT, ANTHONY	<a href="#">ARE01</a>	Regular	09/12/2025	2,618.95	41031
BOWDEN, BRANDON	<a href="#">BOW00</a>	Regular	09/12/2025	2,958.96	41032
WILSON, KENZIE	<a href="#">WIL04</a>	Regular	09/12/2025	6,942.71	41033



City of Willows

# Payroll Check Register

## Direct Deposits

Pay Period: 8/25/2025-9/7/2025

Packet: PYPKT00480 - PAYROLL 8-25-25 TO 9-7-25 PAY DATE 9-12-25

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Date	Amount	Number
BETTENCOURT, JOSEPH	<a href="#">BET01</a>	09/12/2025	3,564.08	
BROTT, SHERRY	<a href="#">BRO02</a>	09/12/2025	45.62	
BROWN, MARTHA	<a href="#">BRO01</a>	09/12/2025	3,967.65	
BUSBY, MATTHEW	<a href="#">BUS01</a>	09/12/2025	228.12	
CONNELLY, WILLIAM	<a href="#">CON00</a>	09/12/2025	1,057.01	
CORUM, RAYMOND	<a href="#">COR02</a>	09/12/2025	45.62	
DYCK, EVAN	<a href="#">DYC01</a>	09/12/2025	4,595.60	
ENOS, KYLE	<a href="#">ENO00</a>	09/12/2025	2,146.14	
FUENTES, JAIME	<a href="#">FUE01</a>	09/12/2025	5,927.38	
GAMBOA, YADIRA	<a href="#">GAM00</a>	09/12/2025	438.35	
HANSEN, GARY L	<a href="#">HAN02</a>	09/12/2025	228.12	
HAZLETT, ROBIN	<a href="#">HAZ01</a>	09/12/2025	1,297.89	
HUTSON, EVAN C	<a href="#">HUT01</a>	09/12/2025	228.12	
LOMBARD, TYLER JOSEPH	<a href="#">LOM00</a>	09/12/2025	5,325.39	
LOPEZ, MATTHEW	<a href="#">LOP03</a>	09/12/2025	1,578.70	
LOPEZ, JOSE	<a href="#">LOP02</a>	09/12/2025	392.23	
LUNA-SARINAS, CRISTINA	<a href="#">LUN00</a>	09/12/2025	451.68	
MINGS, MICHAEL E	<a href="#">MIN00</a>	09/12/2025	1,406.33	
MONCK, NATHANIAL T	<a href="#">MON00</a>	09/12/2025	7,411.45	
MOORE, JOANNE	<a href="#">MOO01</a>	09/12/2025	2,738.66	
MOORE, JOANNE	<a href="#">MOO01</a>	09/12/2025	150.00	
MYERS, KEVIN M	<a href="#">MYE00</a>	09/12/2025	406.77	
NYGARD, ROBYN	<a href="#">NYG00</a>	09/12/2025	45.62	
OCAMPO, CRISTINA	<a href="#">OCA00</a>	09/12/2025	45.62	
PETERICH, JOHN	<a href="#">PET01</a>	09/12/2025	412.16	
PFYL, NATISA N	<a href="#">PFY00</a>	09/12/2025	1,834.79	
PRICE, KARLEEN	<a href="#">PRI01</a>	09/12/2025	1,744.73	
PRIDE, LORRI A	<a href="#">PRI00</a>	09/12/2025	228.12	
RANDOLPH, MATTHEW	<a href="#">RAN01</a>	09/12/2025	1,424.94	
REED, JOSHUA	<a href="#">REE00</a>	09/12/2025	1,376.72	
RICHARDSON, TARYN	<a href="#">RIC00</a>	09/12/2025	1,083.96	
RUSTENHOVEN, TARA L	<a href="#">RUS01</a>	09/12/2025	1,660.99	
SANDOVAL, CONNER	<a href="#">SAN01</a>	09/12/2025	164.14	
THOMAS, RICHARD	<a href="#">THO00</a>	09/12/2025	228.12	
VASQUEZ, PEDRO CEASAR	<a href="#">VAS01</a>	09/12/2025	1,981.81	
WAMMACK, DEVIN	<a href="#">WAM01</a>	09/12/2025	6,228.44	
WATKINS, COLLEEN	<a href="#">WAT00</a>	09/12/2025	361.35	
WATSON, CHRISTINE	<a href="#">WAT01</a>	09/12/2025	2,677.00	



City of Willows

# Payroll Check Register

## Employee Pay Summary

Pay Period: 8/25/2025-9/7/2025

Packet: PYPKT00480 - PAYROLL 8-25-25 TO 9-7-25 PAY DATE 9-12-25

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Payment Date	Number	Earnings	Deductions	Taxes	Net
ARENDT, ANTHONY	<a href="#">ARE01</a>	09/12/2025	41031	3,606.12	0.00	987.17	2,618.95
BETTENCOURT, JOSEPH	<a href="#">BET01</a>	09/12/2025		4,908.00	429.87	914.05	3,564.08
BOWDEN, BRANDON	<a href="#">BOW00</a>	09/12/2025	41032	4,182.21	0.00	1,223.25	2,958.96
BROTT, SHERRY	<a href="#">BRO02</a>	09/12/2025		50.00	0.00	4.38	45.62
BROWN, MARTHA	<a href="#">BRO01</a>	09/12/2025		6,613.48	916.21	1,729.62	3,967.65
BUSBY, MATTHEW	<a href="#">BUS01</a>	09/12/2025		250.00	0.00	21.88	228.12
CONNELLY, WILLIAM	<a href="#">CON00</a>	09/12/2025		1,260.00	0.00	202.99	1,057.01
CORUM, RAYMOND	<a href="#">COR02</a>	09/12/2025		50.00	0.00	4.38	45.62
DYCK, EVAN	<a href="#">DYC01</a>	09/12/2025		6,160.89	0.00	1,565.29	4,595.60
ENOS, KYLE	<a href="#">ENO00</a>	09/12/2025		2,686.52	536.88	3.50	2,146.14
FUENTES, JAIME	<a href="#">FUE01</a>	09/12/2025		8,388.62	403.29	2,057.95	5,927.38
GAMBOA, YADIRA	<a href="#">GAM00</a>	09/12/2025		504.00	0.00	65.65	438.35
HANSEN, GARY L	<a href="#">HAN02</a>	09/12/2025		250.00	0.00	21.88	228.12
HAZLETT, ROBIN	<a href="#">HAZ01</a>	09/12/2025		2,037.60	600.42	139.29	1,297.89
HUTSON, EVAN C	<a href="#">HUT01</a>	09/12/2025		250.00	0.00	21.88	228.12
LOMBARD, TYLER JOSEPH	<a href="#">LOM00</a>	09/12/2025		6,987.10	767.41	894.30	5,325.39
LOPEZ, JOSE	<a href="#">LOP02</a>	09/12/2025		429.84	0.00	37.61	392.23
LOPEZ, MATTHEW	<a href="#">LOP03</a>	09/12/2025		1,962.90	0.00	384.20	1,578.70
LUNA-SARINAS, CRISTINA	<a href="#">LUN00</a>	09/12/2025		495.00	0.00	43.32	451.68
MINGS, MICHAEL E	<a href="#">MIN00</a>	09/12/2025		2,076.00	304.89	364.78	1,406.33
MONCK, NATHANIAL T	<a href="#">MON00</a>	09/12/2025		13,214.23	748.70	5,054.08	7,411.45
MOORE, JOANNE	<a href="#">MOO01</a>	09/12/2025		4,899.07	741.04	1,269.37	2,888.66
MYERS, KEVIN M	<a href="#">MYE00</a>	09/12/2025		450.00	0.00	43.23	406.77
NYGARD, ROBYN	<a href="#">NYG00</a>	09/12/2025		50.00	0.00	4.38	45.62
OCAMPO, CRISTINA	<a href="#">OCA00</a>	09/12/2025		50.00	0.00	4.38	45.62
PETERICH, JOHN	<a href="#">PET01</a>	09/12/2025		451.68	0.00	39.52	412.16
PFYL, NATISA N	<a href="#">PFY00</a>	09/12/2025		3,331.35	872.81	623.75	1,834.79
PRICE, KARLEEN	<a href="#">PRI01</a>	09/12/2025		2,447.53	256.99	445.81	1,744.73
PRIDE, LORRI A	<a href="#">PRI00</a>	09/12/2025		250.00	0.00	21.88	228.12
RANDOLPH, MATTHEW	<a href="#">RAN01</a>	09/12/2025		1,977.60	199.31	353.35	1,424.94
REED, JOSHUA	<a href="#">REE00</a>	09/12/2025		1,977.60	409.36	191.52	1,376.72
RICHARDSON, TARYN	<a href="#">RIC00</a>	09/12/2025		1,296.00	0.00	212.04	1,083.96
RUSTENHOVEN, TARA L	<a href="#">RUS01</a>	09/12/2025		2,446.91	419.86	366.06	1,660.99
SANDOVAL, CONNER	<a href="#">SAN01</a>	09/12/2025		179.88	0.00	15.74	164.14
THOMAS, RICHARD	<a href="#">THO00</a>	09/12/2025		250.00	0.00	21.88	228.12
VASQUEZ, PEDRO CEASAR	<a href="#">VAS01</a>	09/12/2025		2,842.84	409.40	451.63	1,981.81
WAMMACK, DEVIN	<a href="#">WAM01</a>	09/12/2025		8,634.24	0.00	2,405.80	6,228.44
WATKINS, COLLEEN	<a href="#">WAT00</a>	09/12/2025		396.00	0.00	34.65	361.35
WATSON, CHRISTINE	<a href="#">WAT01</a>	09/12/2025		4,107.20	355.54	1,074.66	2,677.00
WILSON, KENZIE	<a href="#">WIL04</a>	09/12/2025	41033	11,737.17	0.00	4,794.46	6,942.71
<b>Totals:</b>				<b>114,137.58</b>	<b>8,371.98</b>	<b>28,115.56</b>	<b>77,650.04</b>





City of Willows

# Payroll Check Register Report Summary

Pay Period: 8/25/2025-9/7/2025

Packet: PYPKT00480 - PAYROLL 8-25-25 TO 9-7-25 PAY DATE 9-12-25

Payroll Set: Payroll Set 01 - 01

Type	Count	Amount
Regular Checks	3	12,520.62
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	38	65,129.42
<b>Total</b>	<b>41</b>	<b>77,650.04</b>



# Willows City Council Regular Meeting Action Minutes

September 9, 2025  
Willows City Hall  
Regular Session: 6:00 PM

201 North Lassen Street  
Willows, CA 95988  
(530) 934-7041

City Council  
Evan Hutson, Mayor  
Rick Thomas, Vice Mayor  
Matt Busby, Council Member  
Gary Hansen, Council Member  
Lorri Pride, Council Member

City Manager  
Marti Brown

City Clerk  
Karleen Price

## 1. CALL TO ORDER – 6:00 PM

## 2. PLEDGE OF ALLEGIANCE

## 3. ROLL CALL

Councilmembers Present: Mayor Hutson, Vice Mayor Thomas, Councilmembers Busby, Hansen and Pride

Councilmembers Absent: None

## 4. CHANGES TO THE AGENDA

## 5. CEREMONIAL MATTERS

- a. Proclamation – Patriot Day received by Kevin Triance and Dan Roach.
- b. Proclamation – National POW/MIA Recognition Day received by Kevin Triance and Dan Roach.

## 6. PRESENTATION

- a. Transient Occupancy Tax Audit & Monitoring, 2021 - 2024 – presented by Keri Calloway, HdL

## 7. PUBLIC COMMENT & CONSENT CALENDAR FORUM

### a. Register Approval

Action: Approved general checking, payroll, and direct deposit check registers.

### b. Minutes Approval

Action: Approved the August 26, 2025 meeting minutes.

### c. SB 707 Letter of Opposition - Open Meetings: Meeting and Teleconference Requirements

Action: Approved a letter opposing Senate Bill (SB) 707 – Open Meetings: Meeting and Teleconference Requirements.

**Motion to approve the consent calendar as presented.**

**Moved/Seconded:** Councilmember Hansen/Councilmember Busby

**Yes:** Mayor Hutson, Vice Mayor Thomas, Councilmembers Busby, Hansen and Pride

**No:** None

**Absent:** None

## **8. DISCUSSION AND ACTION CALENDAR**

### **a. Mandatory Refuse and Recycling Collection Ordinance**

Action: Directed staff to provide Prentice Long with City Council's feedback and include as part of the Prentice Long's Municipal Code Update and bring back the item as part of the overall approval of the Update.

### **b. Emergency Medical Services Assessment Study**

Action: Motion to approve a resolution authorizing the City Manager enter into an agreement for an independent Emergency Medical Services assessment study.

**Moved/Seconded:** Vice Mayor Thomas/Councilmember Hansen

**Yes:** Mayor Hutson, Vice Mayor Thomas, Councilmembers Busby, and Pride

**No:** Councilmember Hansen

**Absent:** None

### **c. Harris & Associates, Municipal Code Update, Title 18 – Revised Scope of Work**

Action: Motion to approve item #8c as presented to adopt Harris & Associates' revised Scope of Work to update Title 18, Zoning, of the City's Municipal Code adding an additional \$21,526.50 to the original approved Scope of Work and cost estimate for a total of \$81,526.50. Motion amended to include using RDBG Funds with remainder coming from the General Fund and adding a June 30, 2026 delivery date.

**Moved/Seconded:** Councilmember Hansen/Councilmember Pride

**Yes:** Mayor Hutson, Vice Mayor Thomas, Councilmembers Busby, Hansen and Pride

**No:** None

**Absent:** None

## **9. COMMENTS & REPORTS**

### **a. Council Correspondence**

Vice Mayor Thomas reported receiving a letter regarding the lack of accessible wheelchair

access mid-block in front of the Glenn County Courthouse.

Mayor Hutson reported receiving a letter from Glenn Medical Center noting that its campus at 1133 W. Sycamore Street is scheduled for closure on October 21, 2025.

**b. City Council Comments & Reports**

Vice Mayor Thomas reported that the Planning Commission recommends creating an Ad-Hoc Committee for the development and oversight of Wayfinding Signs. He suggested limiting the group to a very small membership to ensure a speedy resolution.

Councilmember Pride reported receiving an email from Senator Megan Dahle regarding a survey looking for input on Rural Health Transformation Programs. Pride commented on Proposition 50 and reported on the activities of the LAFCO meeting. Pride indicated that she will be attending the upcoming CalCities and North State Leadership Coalition meetings.

Councilmember Busby Reported on the activities of the August 28, 2025 Library Board Meeting, reporting on new City Librarian, the status of the Library roof and back room, and noting that the Friends of the Library Book sale is scheduled for September 11 and 12. Busby advised the Council that Lisa Kennedy resigned from the Board and thanked her for her service. Busby also made a statement regarding former Councilmember Forrest Sprague.

Councilmember Hansen reported on the activities of the Law Enforcement Services Committee Meeting and the City Librarian Meet & Greet event. Hansen thanked Lisa Kennedy for her service on the Library Board. Hansen noted that he met the new part-time Public Works employee and thanked Public Works for the service they provide to the public.

Mayor Hutson also thanked Lisa Kennedy and City staff.

**c. City Manager's Report**

City Manager Marti Brown gave the floor to Community Development & Services Director Joe Bettencourt. Bettencourt gave an update on the status of the Stop Signs and Street Name Signs. He reported that the quotes are within budget and are looking into flashing Speed Limit Signs and Historical Signs. Bettencourt noted that the Planning Commission gave good direction regarding the Wayfinding Signs and suggested bringing an item to council with options for action.

Councilmember Pride recommended that the Planning Commission receive the final mockups of Wayfinding Signs for review and approval.

**CLOSED SESSION 8:07 PM**

**a. Conference With Legal Counsel – Anticipated Litigation**

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of section 54956.9: (2 cases)

Report Out: Direction given to staff.

**b. Conference With Legal Counsel – Anticipated Litigation**

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of section 54956.9: (1 case)

Report Out: Direction given to staff.

**10. ADJOURNMENT – 8:42 PM**

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Karleen Price, City Clerk



Date: September 23, 2025

To: Honorable Mayor and Councilmembers

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

Subject: Rezone (File# RZ-25-01) & General Plan Amendment (File# GPA-25-01) / 103 South Plumas Street

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**Recommendation:**

Introduce the first reading, by title only, of an ordinance entitled "AN ORDINANCE OF THE WILLOWS CITY COUNCIL GRANTING THE REZONE TO AMEND THE ZONING FROM CENTRAL COMMERCIAL (CC) TO MULTIPLE RESIDENCE-PROFESSIONAL OFFICE (RP) AND A GENERAL PLAN AMENDMENT TO AMEND THE LAND USE DESIGNATION FROM GENERAL COMMERCIAL (GC) TO OFFICE AND PROFESSIONAL (OP) FOR THE PROPERTY LOCATED AT 103 SOUTH PLUMAS STREET, ASSESSOR'S PARCEL NUMBER 002-113-001" and waive the full reading of the ordinance (Attachment 1). Direct staff to proceed with scheduling the ordinance for a second reading and adoption.

**Rationale for Recommendation:**

This matter is before the City Council pursuant to City of Willows Municipal Code (WMC) Chapters 18.20, 18.45 and 18.55.

**Background:**

The project site, located at 103 South Plumas Street (Assessor Parcel Number 002-113-001), consists of 0.43 acres and is currently developed with a structure originally constructed in 1920 as a single-family residence, along with a detached two-car garage. The site is zoned Central Commercial (CC) and has a General Plan land use designation of General Commercial (GC).

The property is currently used as an office for the owner's law firm. However, the owner wishes to also use the building as her residence. There is a kitchen located on the first floor, as documented in Attachment 3. Under the current zoning ordinance [Chapter 18.55.020\(18\)](#), residential uses are only permitted on the second story when the first story contains nonresidential uses. To comply, the property owner would be required to construct a second-floor kitchen, which they have stated is financially infeasible.

On September 2, 2025, the Planning Commission held a public hearing and approved a resolution recommending the City Council approve the proposed project (Attachment 2). This motion passed by a 3-0 vote.

### Discussion & Analysis:

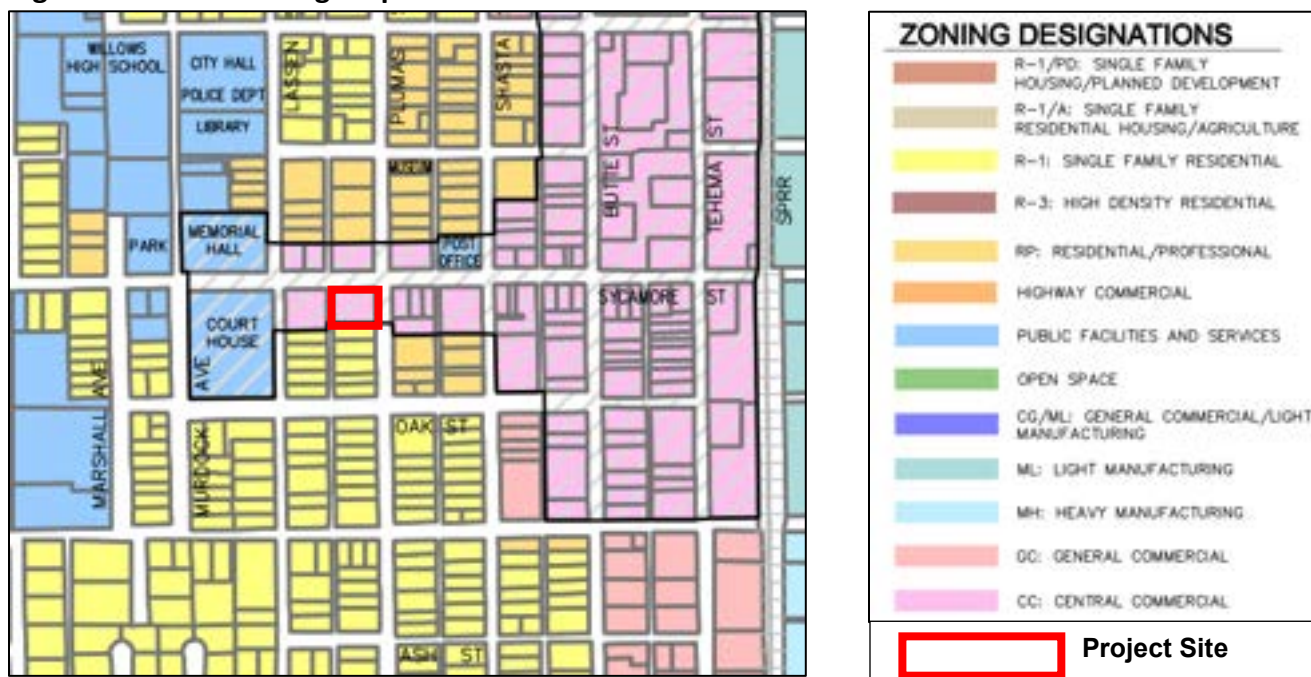
The project site is located at the southwest corner of South Plumas and Sycamore Streets. Surrounding zoning and development are summarized below:

Direction	Zoning	Use
North	Central Commercial	Undeveloped
South	Single Family Residential	Single family residence
East	Central Commercial	Henry's Trading Post
West	Central Commercial	State Farm office

No construction is proposed as part of this project. As shown in Attachment 3, the existing structure retains the appearance of a single-family residence, and approval of the rezone would not alter the character or development pattern of the neighborhood.

As illustrated in Figure 1, several surrounding parcels are already zoned RP, including the property to the southeast along Plumas Street and properties north of Sycamore Street. The rezoning would therefore be consistent with the established land use pattern.

**Figure 1: Current Zoning Map**



The proposed Multiple Residence – Professional Office (RP) zoning district would allow the property owner to both reside on the property and maintain a professional office (e.g. law office). This district is similar to the Central Commercial (CC) zoning district, which allows for a range of commercial uses, but the RP district also permits residential uses on the first floor.

Table 1 provides a comparison of permitted uses in the CC and RP districts pursuant to the Willows Municipal Code.

**Table 1: Permitted uses in the CC and RP Districts**

Central Commercial (CC)	Multiple Residence – Professional Office (RP)
<p>(1) Banks, business offices, food, hardware, variety, department, drug, jewelry, clothing stores, and general retail establishments.</p> <p>(2) Music and dance studios.</p> <p>(3) Blueprint shops and photographic stores.</p> <p>(4) Cafes, restaurants, and catering shops.</p> <p>(5) Art and antique shops, pawnshops, and florists.</p> <p>(6) Newspapers and commercial printing shops, and repair shops.</p> <p>(7) Laundries.</p> <p>(8) Barber shops and beauty parlors.</p> <p>(9) Libraries.</p> <p>(10) Movie theaters.</p> <p>(11) Museums and galleries.</p> <p>(12) Bakeries, including only retail sales on the premises and baking to supply not more than three retail outlets.</p> <p>(13) Outdoor advertising signs and structures pertaining to the use or operation on the site and not exceeding one and one-half square feet of sign per linear foot of site frontage.</p> <p>(14) Professional offices, studios, and clinics.</p> <p>(15) Public utility offices, substations, communications equipment buildings and related structures and uses unless a conditional use permit is required for such uses by other provisions of this title.</p> <p>(16) Incidental storage when contained within an enclosed building and when it is clearly incidental to and integral to the operation of the primary business.</p> <p>(17) Other uses which, in the opinion of the planning commission, are similar to those uses listed above.</p>	<p>(1) Uses permitted in the R-3 district as set forth in WMC <a href="#">18.40.020</a>.</p> <p>(2) Offices occupied by accountants, architects, dentists, physicians, engineers, attorneys, counselors, drugless practitioners, electrologists, geologists, optometrists, and psychologists.</p> <p>(3) Transitional and supportive housing as defined in Health and Safety Code Sections <a href="#">50675.2</a> and <a href="#">50675.14</a>.</p> <p><i>Uses permitted in the R-3 District:</i></p> <p>(1) One- or two-family dwellings, manufactured homes, including private garages, accessory buildings and uses.</p> <p>(2) Agriculture, horticulture, gardening, and keeping of animals as permitted by city ordinance but not including stands or structures for the sale of agricultural or nursery products.</p> <p>(3) Underground utility installations and aboveground utility installations for local service except that substations, generating plants, public utility communication buildings, and gas holders must be approved by the planning commission prior to construction. The route of any proposed transmission line shall be discussed with the planning commission prior to acquisition.</p> <p>(4) Rooming and boarding of not more than two persons.</p> <p>(5) Family day care homes serving 12 or fewer children exclusive of children who reside at the home.</p> <p>(6) Residential care facilities in accordance with Health and Safety Code Sections 1267.8, 1566.3, and 1568.08 (serving six or fewer persons).</p> <p>(7) Transitional and supportive housing as defined in Health and Safety Code Sections 50675.2 and 50675.14.</p>



(18) Residences, boardinghouses, transitional and supportive housing, and group dwellings; provided that residential units and quarters occupy only the second story or higher of structures whose first stories contain nonresidential uses, either permitted or permitted by conditional use permits in the CC district, except as authorized under WMC 18.110.090(8)	
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**Environmental Review:**

The project is categorically exempt from the preparation of environmental documentation under the California Environmental Quality Act (CEQA) pursuant to Guidelines Section 15303 (Existing Facilities) as no new construction is proposed.

**Consistency with Council Priorities and Goals:**

The project is consistent with Priority #2: Economic Development by supporting a professional office use and maintaining an active property within the city, the project contributes to the local economy and business environment.

**Fiscal Impact:**

There is no cost to the City associated with this application as the project has a Cost Recovery Agreement and deposit on file.

**Attachments:**

- Attachment 1: City Council Ordinance
- Attachment 2: Planning Commission Resolution
- Attachment 3: Photographs of Project Site



**City of Willows  
Ordinance XXX-2025**

**AN ORDINANCE OF THE WILLOWS CITY COUNCIL GRANTING THE REZONE TO AMEND THE ZONING FROM CENTRAL COMMERCIAL (CC) TO MULTIPLE RESIDENCE-PROFESSIONAL OFFICE (RP) AND A GENERAL PLAN AMENDMENT TO AMEND THE LAND USE DESIGNATION FROM GENERAL COMMERCIAL (GC) TO OFFICE AND PROFESSIONAL (OP) FOR THE PROPERTY LOCATED AT 103 SOUTH PLUMAS STREET, ASSESSOR'S PARCEL NUMBER 002-113-001.**

**WHEREAS**, the applicant and property owner, Jane E. Stansell, has submitted an application for a Rezone to amend the zoning from Central Commercial (CC) to Multiple Residence-Professional Office (RP) and a General Plan Amendment to amend the land use designation from General Commercial (GC) to Office and Professional (OP); and

**WHEREAS**, the project site is developed with a structure originally constructed in 1920 as a single family residence. No construction will be conducted as part of this rezone and general plan amendment; and

**WHEREAS**, the City of Willows Municipal Code Section Chapters 18.20.030 and 18.20.040 allows the Planning Commission to hold a public hearing and following the aforesaid hearing, submit a report of its findings and a summary of the hearing, together with its recommendation with respect to the proposed amendment to the City Council; and

**WHEREAS**, the Planning Commission did, on September 2, 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 provided a recommendation to the City Council to approve the proposed Rezone and General Plan Amendment as the proposed project qualifies as a Categorical Exemption under Section 15303 (Class 3) pursuant to the California Environmental Quality Act (CEQA) and consistent with the goals and policies of the General Plan; and

**WHEREAS**, the City Council has reviewed the recommendations of the Planning Commission following a public hearing held on September 2, 2025; and

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Willows does hereby find that the Rezone and General Plan Amendment is consistent with the City of Willows Municipal Code and General Plan, hereby approves Rezone # RZ-25-01 and General Plan Amendment # GPA-25-01, subject to the attached conditions of approval.

**PASSED AND ADOPTED** by the City Council of the City of Willows this 23rd day of September 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 13-2025**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS RECOMMENDING THAT THE CITY COUNCIL ADOPT AN ORDINANCE THAT WOULD AMEND THE ZONING FROM CENTRAL COMMERCIAL (CC) TO MULTIPLE RESIDENCE-PROFESSIONAL OFFICE (RP) AND A GENERAL PLAN AMENDMENT TO AMEND THE LAND USE DESIGNATION FROM GENERAL COMMERCIAL (GC) TO OFFICE OF PROFESSIONAL (OP) FOR THE PROPERTY LOCATED AT 103 SOUTH PLUMAS STREET, ASSESSOR'S PARCEL NUMBER 002-113-001.**

**WHEREAS**, the applicant and property owner, Jane E. Stansell, has submitted an application for a Rezone to amend the zoning from Central Commercial (CC) to Multiple Residence-Professional Office (RP) and a General Plan Amendment to amend the land use designation from General Commercial (GC) to Office and Professional (OP); and

**WHEREAS**, the project site is developed with a structure originally constructed in 1920 as a single family residence. No construction will be conducted as part of this rezone and general plan amendment; and

**WHEREAS**, the City of Willows Municipal Code Section Chapters 18.20.030 and 18.20.040 allows the Planning Commission to hold a public hearing and following the aforesaid hearing, submit a report of its findings and a summary of the hearing, together with its recommendation with respect to the proposed amendment to the City Council; and

**WHEREAS**, the Planning Commission did, on September 2, 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 finds the proposed project qualifies as a Categorical Exemption under Section 15303 (Class 3) pursuant to the California Environmental Quality Act (CEQA) and consistent with the Municipal Code and the goals and policies of the General Plan; and

**NOW THEREFORE, BE IT RESOLVED**, that the Planning Commission of the City of Willows recommends that the City Council [adopt/modify/reject] the proposed ordinance titled: AN ORDINANCE OF THE WILLOWS CITY COUNCIL GRANTING THE REZONE TO AMEND THE ZONING FROM CENTRAL COMMERCIAL (CC) TO MULTIPLE RESIDENCE-PROFESSIONAL OFFICE (RP) AND A GENERAL PLAN AMENDMENT TO AMEND THE LAND USE DESIGNATION FROM GENERAL COMMERCIAL (GC) TO OFFICE OF PROFESSIONAL (OP) FOR THE PROPERTY LOCATED AT 103 SOUTH PLUMAS STREET, ASSESSOR'S PARCEL NUMBER 002-113-001.

**PASSED AND ADOPTED** by the Planning Commission of the City of Willows this 2<sup>nd</sup> day of September 2025, by the following vote:

AYES: Chair Brott, Vice Chair Corum, Commissioner Nygard

NOES: None

ABSENT: Commissioner Ocampo

ABSTAIN: None

APPROVED:

A handwritten signature in blue ink, appearing to read "Sherry Brott", written over a horizontal line.

Sherry Brott, Chair

ATTESTED:

A handwritten signature in blue ink, appearing to read "Karleen Price", written over a horizontal line.

Karleen Price, City Clerk



## Site Photos

East Elevation<sup>1</sup>



North eastern Elevation



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<sup>1</sup> Source: Zillow, referenced August 8, 2025: [https://www.zillow.com/homedetails/103-S-Plumas-St-Willows-CA-95988/2077441777\\_zpid/](https://www.zillow.com/homedetails/103-S-Plumas-St-Willows-CA-95988/2077441777_zpid/)



South Elevation



Full service kitchen on first floor





# PUBLIC HEARING





Date: September 23, 2025

To: City Council

From: Amy Rossig, Harris & Associates  
Joe Bettencourt, Community Development & Services Director  
Marti Brown, City Manager

Subject: Appeal of Conditional Use Permit Denial (File# CUP 25-02)

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**Recommendation:**

Adopt Resolution XX-2025 (Attachment 1) approving the appeal filed by the applicant, WWCRS, Inc., thereby overturning the Planning Commission's denial of the Conditional Use Permit File# CUP 25-02.

**Rationale for Recommendation:**

The applicant appealed to the City Council the Planning Commission decision to deny their Conditional Use Permit application for a Cannabis Dispensary in Willows.

**Background:**

Staff presented File# CUP 25-02 before the Planning Commission on August 5, 2025, to approve a Cannabis Dispensary in Willows. The vote was two in favor, two against and one absent. As a result, the project was, by default, denied. No findings were made for the denial. Consequently, the applicant elected to appeal the decision to the City Council. Pursuant to the [City of Willows Municipal Code \(WMC\) Chapter 9.20](#), Cannabis, this matter is now before the City Council for consideration.

On August 5, 2025, Conditional Use Permit (CUP) 25-02 was considered by the Planning Commission. During the public hearing, staff presented the CUP with a recommendation for approval. Additionally, the applicant provided further details regarding their proposed operations, while the Planning Commission received public testimony opposing the CUP. Upon the close of the public hearing, a motion was introduced by Vice Chair Corum to approve the CUP, and Commissioner Ocampo seconded the motion. However, the motion failed with a tied vote of two in favor (Corum and Ocampo) and two in opposition (Brott and Nygard), and one absent (Valencia), resulting in the denial of the application.

Following the vote, the City Attorney advised that findings were necessary to support the denial; however, the Planning Commission was unable to provide direction or a rationale for these findings. Staff offered to try and draft findings for the opposed Commissioners (before the next Planning Commission) based on their feedback; however, on August 12, 2025 and before that could occur, the

applicant WWCRS, Inc., filed an appeal (Attachment 4) of the Planning Commission's August 5, 2025, decision to deny CUP 25-02. The applicant's appeal is based on the following:

1. The Staff Report provides findings establishing the application meets all criteria for the issuance of a conditional use permit.
2. The project meets all requirements under the applicable city codes, CEQA, and is consistent with both General Plan and the City Council's priorities and goals.
3. The Planning Commission provided no factual findings regarding the denial.
4. The location associated with this Application for a Conditional Use Permit (#CUP-25-02) is in the same commercial zoning and meets all of the same requirements as the first Agenda item (Application for a Conditional Use Permit for Cali Love LLC (File# CUP-25-01) located at 157 North Butte Street), which was approved by the Planning Commission at the same August 5, 2025 Planning Commission meeting. No explanation or reasoning was given as to why one application was approved, and the other was denied.
5. In addition to the Staff Recommendation to approve this Conditional Use Permit, WWCRS, Inc. (CUP-25-02) included multiple letters in the Planning Commission Agenda Packet which demonstrated community support for being located in the Central Commercial District.

Furthermore, as part of the application appeal, the applicant submitted new Phase 1 and Phase 2 applications (Attachment 5) to:

1. Affirm that the proposed operator will be WWCRS, Inc.
2. Provide additional floor plans showing the interior remodel that will be consistent with Americans with Disabilities Act (ADA) standards and requirements.
3. Clarifying the cannabis delivery to the store and waste removal of the store will occur at the rear of the building.

The issuance of a retail/dispensary business license is subject to approval of a Conditional Use Permit (WMC 18.135.050), the following findings for a use permit would need to be unmet:

1. That the use is consistent with the purposes of the district in which the site is located.
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.
3. That the proposed use is in conformance with the General Plan.

The Commission did not provide evidence demonstrating that the Use Permit findings, as specified in WMC 18.135.050, could not be satisfied. Therefore, staff recommends the City Council approve the

appeal and overturn the Planning Commission's decision to deny the application for CUP 25-02.

### History

The City of Willows Cannabis Ordinance was recently amended to allow cannabis retail/dispensary businesses in the Central Commercial, General Commercial, and Light Industrial Zones with approval of a Conditional Use Permit (CUP). Previously, Cannabis retail businesses were not permitted in these zones. The new amendments to the ordinance reduced the setback requirements from schools to 600 feet and removed all setback requirements from churches, licensed daycares, playgrounds, and parks.

### Application Process

The application process for a retail/dispensary cannabis business license consists of three phases:

- a. Preliminary application (Attachment 5) intended to confirm the eligibility and suitability of the applicant(s), as determined in the sole discretion of the City of Willows (referred to as **phase one**);
- b. Review of significant information about the proposed site of the business, proposed operations, security and other detailed business operations (referred to as **phase two**) includes review and approval of a CUP; and
- c. Final consideration and approval or disapproval by City Council (referred to as **phase three**).

According to the Municipal Code, should the City Manager determine that phase one of the application is complete, and there appears to be no basis for denial of the permit, the City Manager shall notify the applicant that it may continue to phase two in the application process. When the City Manager has notified the applicant that the phase two application is accepted, the applicant shall apply for a CUP to be reviewed and considered by the Planning Commission. Lastly, when the City Manager determines that phase two is complete, including the issuance of a CUP, the application shall be placed on the next available meeting agenda of the City Council.

In the winter of 2025, the City solicited applications from the public for Cannabis dispensary proposals. Three phase one applications were received by the initial deadline. On March 21, 2025, all three phase one applications were deemed complete by City of Willows, and the applicants were given direction to proceed to phase two.

In the spring of 2025, the City Council established an Ad Hoc Committee and appointed Vice-Mayor Thomas and Councilmember Pride to participate in the review and approval of the phase two applications. Phase two of the application process includes the request for a CUP to meet Zoning Code Compliance as outlined in WMC 9.20.071(2)(a)(viii).

Three phase two applications were received by the deadline, and the Committee held two meetings to review them. The first meeting was to review, approve and request additional follow up information as necessary and the second meeting was to review the additional information that was requested. At the first meeting, the Committee and staff approved two applications to continue and move forward in the process and one application was rejected. Both approved applications were solicited for additional information regarding their projects and applications. The second committee meeting was held to review the additional information and ensure a satisfactory response and complete application. Both

applications were deemed complete and approved to move forward in the process by the Ad Hoc Committee and staff.

After submission of the phase two application and prior to the Planning Commission review of CUP 25-02, one of the applicants formed a new corporate entity, WWCRS, Inc. On the advice of the City Attorney, it was determined that both the phase one and phase two applications must be resubmitted under the newly formed corporation, WWCRS, Inc., in order to properly align the approvals with the correct legal entity. The revised phase one and two applications were reviewed by the City Manager and Community Development and Services Director and deemed complete on September 17, 2025 (Attachment 3).

The CUP includes the required findings as outlined in WMC 18.135.050 as well as the standards and conditions found in WMC 9.20.080. The general conditions for retail/dispensary cannabis licenses are incorporated into the Conditions of Approval.

**Discussion & Analysis:**

The applicant, WWCRS, Inc., is applying for a CUP as part of the phase two application process to operate a commercial retail cannabis dispensary in an existing 1,803 square foot building at 130 North Butte Street, Assessor’s Parcel Number (APN) 003-044-005, in the Willow Walk Mall, located within a Central Commercial zoning district. The Central Commercial district conditionally allows cannabis retail/dispensary business with a use permit pursuant to WMC Section 18.55.030(20) and pursuant to the development standards outlined in WMC Section 9.20.070 to 9.20.080, as defined in WMC Section 8.10.010. In addition, the applicant has also submitted specific information about the delivery component of their dispensary business (Attachment 6).

**Table 1: Site Information**

<b>Present Use &amp; Development</b>	Vacant commercial tenant space within the existing Willow Walk Mall
<b>Access &amp; Parking</b>	Direct access via Sycamore Street to the south and Butte Street to the west. The existing parking lot provides on-site parking, additionally there is on-street parking along Butte Street, adjacent to the project site.
<b>Surrounding Use/Zoning</b>	<b>North</b> – Central Commercial (CC), parking lot then commercial businesses <b>East</b> – Central Commercial (CC), Butte Street then commercial businesses <b>West</b> – Central Commercial (CC), parking lot then commercial businesses <b>South</b> – Central Commercial (CC), parking lot then Sycamore Street

[illegible]

The applicant provided all necessary application materials as detailed in the Cannabis Retail/Dispensary Phase Two Application Checklist including a detailed security plan, site plan, floor plan, accessibility evaluation, zoning code compliance, and demonstration of experience in the industry. Also included in the application package are sixteen (16) letters of support for the location and operation of this cannabis retail/dispensary (Attachment 7). The application materials demonstrate the applicant has met the provisions of the zoning compliance for a use permit to operate a cannabis retail/dispensary in the City of Willows.

The proposed project is compatible with the surrounding existing and future land uses of the Central Commercial district, consistent with General Plan Policy *LU-2a*. The request for a CUP is consistent with policy *LU-2f & LU-7a* because it meets the requirements of the California Environmental Quality Act (CEQA) and other applicable laws via categorical exemption 15301 (Existing Facilities). The proposed retail/dispensary will generate several full and part-time jobs in the Central Commercial district which meets the goals of policy *LU 4.2* to support the continued development and intensification of employment opportunities throughout all non-residential areas.

### **Environmental Review:**

The project is categorically exempt from the preparation of environmental documentation under the California Environmental Quality Act (CEQA) pursuant to Guidelines Section 15301 (Existing Facilities). The project is consistent with General Plan policies for the land use designation and is consistent with the applicable zoning designation and regulations. The project consists of the operation of a commercial business in an existing structure. The project site is not on a list of hazardous waste sites and does not contain a significant historical resource. The project site is an existing developed property served by required utilities and public services.

### **Consistency with Council Priorities:**

The proposed CUP for a cannabis retail/dispensary satisfies several of the City Council's 2025 priorities and goals. The council recognizes that new revenue is urgently needed to support essential services, infrastructure investments, and future development. This project satisfies the Financial Stability Priority by promoting investment and increased revenue through sales tax and revenue sharing. The project also satisfies the Economic Development Priority as it is a new development within the city, it has the potential to contribute to economic growth. By creating jobs and attracting new businesses, the project may play a significant role in contributing to the local economy through sales tax revenue and fostering a vibrant and diverse economy to help overcome economic stagnation and competition from other communities.

### **Fiscal Impact:**

The fiscal impact is unknown; however, it will result in a positive increase in city revenues by contributing to both the recent voter approved 1% sales tax, as well as the revenue sharing agreement with the city for additional tax monies.

### **Attachments:**

- Attachment 1: Resolution XX-2025
- Attachment 2: Conditions of Approval
- Attachment 3: Revised Phase 1 and 2 Cannabis Application Approval Letter
- Attachment 4: Appeal Letter
- Attachment 5: Updated Phase 1 and Phase 2 Application Package
- Attachment 6: Cannabis Delivery Information
- Attachment 7: Letters of Support
- Attachment 8: Public Comment – Holly Meyers
- Attachment 9: Public Comment – Petition



**City of Willows  
Resolution XX-2025**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS GRANTING THE APPEAL AND APPROVING CONDITIONAL USE PERMIT NO. CUP 25-02 FOR A RETAIL/DISPENSARY CANNABIS BUSINESS OPERATED BY 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 applicant, WWCRS, Inc., has submitted an application for a Conditional Use Permit to allow the operation of a new retail / dispensary cannabis business; 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 City Council meeting held on September 23, 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 City Council did, on September 23, 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 City Council 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 City Council 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 25-02, subject to the attached conditions of approval.

**PASSED, APPROVED AND ADOPTED** at a regular meeting of the City Council on this 23<sup>rd</sup> day of September 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

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Evan Hutson, Mayor

---

Karleen Price, City Clerk



**Conditions of Approval  
Conditional Use Permit (CUP 25-02)  
For Retail / Dispensary Cannabis Business License  
130 N. Butte Street /APN: 003-044-005  
City Council Appeal Approval Date: September 23, 2025**

**GENERAL**

- (1) This Conditional Use Permit (CUP 25-02) 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 25-02 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 to 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

#### **PUBLIC WORKS/ENGINEERING**

(53)The proposed modification of the parking area and sidewalks fronting the building requires an encroachment permit. The permit shall be obtained through the City prior to any work on City property and all work shall be completed prior to commencement of business for this project.

(54)All improvements proposed with the new accessible parking space shall meet current ADA standards and provide for accessible paths of travel from the new proposed accessible parking space to the front entrance and exit doors. Existing asphalt in the accessible parking space area shall be removed and replaced. Improvement plans for the new accessible parking space, landscape areas and sidewalk improvements shall be included on improvements plans submitted for this project. The improvement plans shall include sufficient topographic information (spot elevation grades of existing and proposed improvements) and shall show existing and proposed improvements. Additional site improvements (drainage, etc.) may be required, depending on the proposed improvements.

(55)The proposed new landscape areas adjacent to the new accessible parking stall shall be detailed on any plans submitted as part of this project and the encroachment permit. If the area is proposed to be irrigated, plans submitted for review shall include landscape and irrigation plans. Depending on the location of the water source for irrigation, additional improvements may be required.

(56)All existing adjacent sidewalk adjacent to and involved in upgrading the parking area that currently cracked, damaged or displaced shall be removed and replaced as part of this project. Sidewalk and parking space modifications shall be detailed on plans and shall be submitted for review and approval by the City. All sidewalk improvements shall be per City Standards.



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



Joe Bettencourt  
Community Development and Services Director  
City of Willows  
201 North Lassen  
Willows, CA 95988  
(530) 934-7041

September 17, 2025

WWCRS, Inc.  
Attn: Margaret Sharkey and Homar Crespo  
600 Marin Street, Suite 4  
Vallejo, CA 94590

**Subject:** Confirmation of Completeness — Revised Phase 1 and Phase 2 Applications

Dear Ms. Sharkey and Mr. Crespo,

This letter is to formally acknowledge receipt of the Revised Phase 1 and Phase 2 Applications that WWCRS, Inc. submitted to the City of Willows on September 15, 2025. These revised applications have been carefully reviewed by the City Manager and the Community Development and Services Director. Following that review, we have determined that both applications are complete and contain the necessary information to move forward in the City's review process.

In addition, this correspondence serves as formal notice that your Conditional Use Permit (CUP) 25-02 appeal has been scheduled for review by the City Council. The appeal, which addresses prior action taken by the Planning Commission, will be heard by the Council on September 23, 2025. At that same meeting, the City Council will also conduct its review of your Cannabis Business License application. These two items will be considered together as part of the Council's agenda, ensuring that both the land use entitlement and the business licensing aspects of your project are addressed in a coordinated manner.

Your attendance at the Council meeting is encouraged so that you may provide comments, address questions from the Council, and participate fully in the hearing process. If you have any questions prior to the hearing, please do not hesitate to contact me directly at (530) 934-7041. The City of Willows values the cooperative working relationship that has been established during this process, and we look forward to continuing that collaboration as your applications move through the final stages of review and consideration.

Sincerely,

*Joe Bettencourt*  
Joe Bettencourt

Community Development and Services Director  
City of Willows

WWCRS, Inc.  
Margaret Sharkey  
PO Box 4160  
Vallejo, CA 94590

August 12, 2025

Willows City Council Members  
Mayor Evan Hutson; Vice Mayor Richard Thomas;  
Councilmembers Gary Hansen; Lorie Pride; Matt Busby  
City of Willows  
201 Noth Lassen Street  
Willows, CA 95988

RE: Request for Appeal for Conditional Use Permit (File# CUP -25-02)

I, Margaret Sharkey, representing WWCRS, Inc., would like to appeal the August 5, 2025, Planning Commission's decision to deny File# CUP 25-02, in accordance with the City of Willows Municipal Code 18.135.060.

The appeal is for reconsideration of the Conditional Use Permit for WWCRS, Inc. (File# CUP 25-02) located at 130 N. Butte Street, as presented at the August 5, 2025, Planning Commission meeting.

This request for appeal is based on the following:

1. The Staff Report provides findings establishing the application meets all criteria for the issuance of a conditional use permit.
2. The project meets all requirements under the applicable city codes, CEQA, and is consistent with the both General Plan and the City Council's priorities and goals.
3. The Planning Commission provided no factual findings regarding the denial.
4. The location associated with this Application for a Conditional Use Permit (#CUP-25-02) is in the same commercial zoning and meets all of the same requirements as the first Agenda item (Application for a Conditional Use Permit for Cali Love LLC (File# CUP-25-01) located at 157 N. Butte Street), which was approved by the Planning Commission at the same August 5<sup>th</sup> Planning Commission meeting. No explanation or reasoning was given as to why one application was approved and the other was denied.
5. In addition to the Staff Recommendation to approve this Conditional Use Permit, WWCRS, Inc. (CUP-25-02) included multiple letters included in the Planning Commission Agenda Package which demonstrated central commercial community support.

Based on the above information, I am requesting that this appeal for reconsideration of the Conditional Use Permit (#CUP-25-02) be granted and the Conditional Use Permit be issued.

Sincerely,

  
Margaret Sharkey  
WWCRS, Inc.





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

<b>S T A F F  U S E</b>	LICENSE APPLICATION #:	DATE RECEIVED
	NON-REFUNDABLE PHASE I 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): 130 N. Butte Street, Ste. AB, Willows, CA 956988	NAME OF PROPOSED PROJECT: Pending DBA
	APN: 003-044-005-000	PROPERTY SIZE (ACRES) .32
	NOTE TO APPLICANT: ALL SUBMITTAL REQUIREMENTS SPECIFIC TO THE CANNABIS RETAIL DISPENSARY LICENSE APPLICATION <b>PHASE 1</b> , 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: WWCRS, Inc.	BUSINESS PHONE: 707-704-5794	CELL PHONE: 707-704-5794
	MAILING ADDRESS: PO Box 54160, Vallejo, CA 94590	FAX:	EMAIL:
	ARCHITECT/ENGINEER: Sunny Grewal- Studio g+s Architects	BUSINESS PHONE:	CELL PHONE: 510-548-7448
	MAILING ADDRESS: 2223 5th Street, Berkeley, CA 94710	FAX:	EMAIL: sunny@sgsarch.com
	PROPERTY OWNER: SRSH, LLC	BUSINESS PHONE:	CELL PHONE: 310-498-1925
	MAILING ADDRESS: 600 Marin Street, Suite 4, Vallejo, CA 94590	FAX:	EMAIL: goglobal2030@yahoo.com

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:		DATE:	04/25/2025
APPLICANT NAME PRINT:	Margaret Sharkey		Amended 08/29/2025
PROPERTY OWNER SIGNATURE:		DATE:	04/25/2025
PROPERTY OWNER NAME PRINT:	Homar Crespo		Amended 08/29/2025

## CANNABIS RETAIL/DISPENSARY

**1. Identity of the Retail/Dispensary Cannabis Business:** 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.

Business Entity: WWCRS, INC. - A California C-Corporation

Organizational Documents: Secretary of State filing (attached); By Laws (attached)

Articles of incorporation - June 6, 2025

Corporation By Laws

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.

Margaret H. Sharkey - Director 50% ownership

Homar O. Crespo - Director 50% ownership

**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.

Copy Attached: ID cards and name, address, telephone number, title, and function(s) for each manager.

Manager: Oversees general operations and ensures compliance with state regulations, inventory control and staff supervision.

Name: Margaret Sharkey

Address: 341 El Camino Real, Vallejo, CA 94590

Phone: 707-704-5794

Photo Id



**Previous Addresses.** Previous addresses of the application for the past five years immediately prior to the present address.

Applicant has resided at the current address for more than five years.

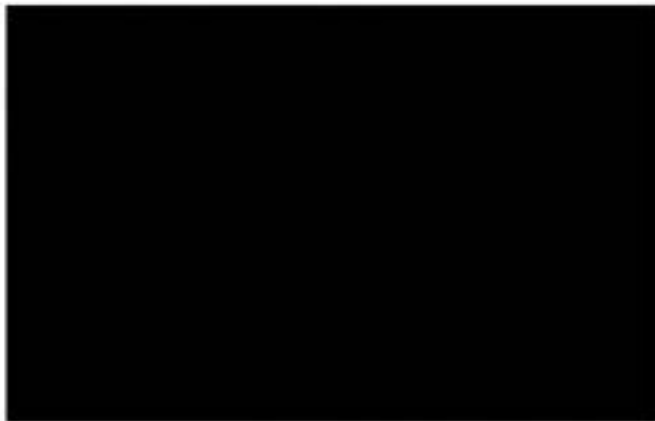
**Retail Manager/Sales.** Oversees daily operations and ensures compliance with state regulations, inventory control and staff supervision. Handles day to day operations. Responsible for assisting customers, providing education and assisting in product selection.

Name: Ana Garcia

Address: 1322 Farrell St. Vallejo, CA 94590

Phone:

Photo Id



**5. Verification of Age.** Evidence that the application and managers of the dispensary are at least 21 years of age.

Copy of CDL attached to application evidence age is over 21 years.

**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.

Criminal Background. No criminal background. Prior live scan for DOJ and FBI available.

**7. Employee Information:** Number of employees, volunteers, and other persons who will work or provide services at the business.

The number of employees is expected to be 3-5 staff, which includes an onsite manager.

**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.

Attached copy of Department of Cannabis Control Microbusiness License for NATIVEI, LLC located in Sacramento, CA.

License Number: C12-0000416LIC (copy attached)

License Type "N", Cultivation less than 10K SF, Level 1 Manufacture, Distributor. .

The Type 12 license comprises the following three activities at our facility in Sacramento.

Distribution

Manufacturing - Type N. (non-volatile)

Cultivation. Indoor, less than 10,000 sq.ft. canopy

**9. Plan of Operations: A plan describing how the business will operate consistently with state law and the provisions of this article.**

The Medicinal and Adult-Use Cannabis Regulation and Safety Act provides the general framework for the regulation of commercial cannabis activities in the state of California. This business will operate consistent with California state law as indicated by The Department of Cannabis Control (DCC) and the provisions set forth by the City of Willows ordinance regarding permitted retail dispensaries.

A Standard Operating Procedure binder describing all guidelines for retail operations is kept on site. This includes mandatory staff training, state (Department of Cannabis Control) and local city ordinances.

All local ordinances which specify rules that set the time, place, and manner for businesses to operate within the local community are strictly enforced. As a cannabis retailer, we will abide by all limitations on the amounts and types of products sold, which include dried cannabis flower, edibles and topicals. Plan of Operations

**Security. (See Detailed Security Plan - 24/7 Premises Security -Surveillance & Monitoring)**

WWCRS. Inc. will utilize a professionally installed and maintained digital surveillance system.

Cameras will monitor all interior and exterior areas of the facility including entrances, sales floor, storage, and perimeter zones. Surveillance recordings will be maintained for a minimum of 90 days and will be accessible to law enforcement. The facility is protected by a 24/7 UL certified alarm system with real time monitoring and immediate alerts for unauthorized entry or motion detection. Exterior lighting shall be white light using LED lamps with full cutoff fixtures to limit glare and light trespass. Color temperature shall be between 2700K and 4100K with a color rendering index of 75 or better and a light loss factor of .95 or better. Broken or damaged exterior lighting shall be repaired or replaced within 48 hours of being noted. Exterior lighting shall be shielded or otherwise designed to avoid spill-over illumination to adjacent streets and properties. All solid core exterior doors will be equipped with a 180-degree viewing device to screen persons before allowing entry.

**Hours of Operation.** Hour of operation 9 am to 7 pm, 7 days a week.

**Premises Access.** Staff will enter through the front door with a key and unique Bay Alarms security code prior to operating hours. Customers will enter and exit through front door dedicated entry and exit doors during business hours.

**Deliveries.** Licensed vendors shall deliver products during hours of operation by appointment and will access the facility through the front door. All products shall be labeled and prepackaged. All deliveries will have a manifest, invoice and metric tag.

**Identification/Age Verification.** Customers, 21 years and over will enter into a secure "man trap area". Staff will verify a current customer's ID meets requirements by our POS system. Thereafter

the customer will enter the retail portion of the store. All products will be maintained secure behind sales areas. Once a customer has selected their products, the order will be verified and the transaction completed. The point-of-sale software tracks purchase history and will provide an alert if over the daily sale limit. All sold cannabis products have a printed receipt showing all sales and excise taxes and products will be placed in non-see-through customer bags.

**Inventory Management Storage.**

Inventory will be tracked in real-time using METRC-compliant seed-to-sale software. Weekly audits will be conducted to verify physical inventory against system records. A secure storage area, accessible by managers shall be for all products not on the retail floor. All sales inventory shall be maintained behind sales counters not accessible by customers. The POS system (Flowhub Dispensary Software) automatically updates as products are sold and restocked. Metric tags are stored on site per DCC regulations.

**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.**

Business Address: 130 N Butte Street, Suite AB, Willows, CA

Parcel: 003-044-005-000

Square Footage: 1,625sf

Neighborhood characteristics: Central Commercial Zoning with general retail, restaurant, banks and services.

Square footage: 1625SF

**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.**

The proposed business address complies with zoning and setbacks based on the resolution adopted by the City Council.

**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.**

Refer to Exhibit 2: WWCRS, Inc. State Seller's Permit copy attached.

**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.**

- Property Owner: SRSH, LLC

- Parcel #: 003-044-005-000

(Copy Attached)

**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.**

Revenue Sharing. (Copy attached)

**15. Application Fee: A fee of \$2,000 is to be collected at the time of a phase one application submittal.**  
Refer to attached check #6013 dated 3/16/2025



Department of  
Cannabis Control  
CALIFORNIA

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

## Cannabis Microbusiness License Adult-Use

**Business Name:**

NATIVEI, LLC

NATIVEI

**License Number:** C12-0000416-LIC

**License Type:** Microbusiness

(Distributor, Level 1 Manufacturer - Type N, Cultivator (less than 10K sq ft), Cultivator Type Indoor)

**Premises Address:**

6400 FREEPORT BLVD  
SACRAMENTO, CA 95822-5904

**APN:**

035-0102-014-0000  
SACRAMENTO

**Valid:** 4/26/2022

**Expires:** 4/26/2026

The license authorizes NATIVEI, LLC to engage in commercial cannabis Microbusiness (Distributor, Level 1 Manufacturer - Type N, Cultivator (less than 10K sq ft), Cultivator Type Indoor) 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 Professional 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.

Scan to verify this  
license.



Non-Transferable

Post in Public View





**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:

WWCRS, Inc.

Margaret Sharkey - Director

First Name

Middle Initial

Last Name

Mailing Address:

PO Box 4160

Vallejo,

CA

94590

Street

Unit #

City

State

Zip

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

The subject property is located at:

130 N. Butte Street, Suite AB

Willows

CA

95988

Street

City

State

Zip

Assessor's Parcel Number: 003-044-005-000

Print Name of Owner of Record:

SRSR, LLC

Homar Crespo - Member LLC

First Name

Middle Initial

Last Name

Address of Owner of Record:

600 Marin Street,

#4

Vallejo,

CA

94590

Street

Unit #

City

State

Zip

Phone Number: 310-498-1925

Home Phone

Email Address: goglobal2020@yahoo.com

Signature of Owner of Record:

*[Signature]*

Signature

9-9-25

Date

Please see CALIFORNIA  
attachment for notary seal

*[Signature]* September 9, 2025



**CALIFORNIA ALL-PURPOSE 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 Solano )  
 On September 9, 2025 before me, Nhi Chau, Notary Public,  
 Date Here Insert Name and Title of the Officer  
 personally appeared Homar Abdulio Crespo  
 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 [Signature]  
 Signature of Notary Public

Place Notary Seal Above

**OPTIONAL**

Though this section is 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 Permit Application

Document Date: September 9, 2025 Number of Pages: \_\_\_\_\_

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

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

Signer's Name: \_\_\_\_\_  
☐ 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:** WWCRS, Inc.

**Address of Business:** 130 N. Butte Street, Ste. AB, Willows, CA 95988

**Reporting Period from** TBD **to** \_\_\_\_\_

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

**Total Gross Receipts and Revenues:** TBD

**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:** 03/05/2025

**Please Print Name:** Margaret Sharkey Amended 8/28/2025

**Title:** Director - WWCRS, Inc.

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

### Proposed Revenue Sharing

WWCRS, Inc. proposes a City Share Revenue share of 5% gross receipts, paid quarterly.

When a future City of Willows cannabis businesses tax is implemented, WWCRS, Inc. agrees to modify its City Share of Revenue to the City Cannabis Sales Tax percentage based on gross receipts.



Margaret Sharkey  
WWCRS, Inc.



Homar Crespo  
WWCRS, Inc.

**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

253227872 - 00001

WWCRS  
WWCRS, INC  
130 N BUTTE ST BLDG AB  
WILLOWS CA 95988-2836

**START DATE:**  
November 25, 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.

THIS PERMIT IS NOT VALID AT ANY OTHER ADDRESS.

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.

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 1-888-324-2788.

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.



B20250153826



**STATE OF CALIFORNIA**  
**Office of the Secretary of State**  
**ARTICLES OF INCORPORATION**  
**CA GENERAL STOCK CORPORATION**  
California Secretary of State  
1500 11th Street  
Sacramento, California 95814  
(916) 657-5448

For Office Use Only

**-FILED-**

File No.: B20250153826

Date Filed: 6/6/2025

B3752-2449 06/06/2025 9:57 AM Received by California Secretary of State

Corporation Name	WWCRS INC.
Initial Street Address of Principal Office of Corporation Principal Address	600 MARIN STREET 4 VALLEJO, CA 94590
Initial Mailing Address of Corporation Mailing Address	PO BOX 4160 VALLEJO, CA 94590
Attention	Margaret Sharkey
Agent for Service of Process Agent Name	Homar O Crespo
Agent Address	600 MARIN STREET VALLEJO, CA 94590
Shares The total number of shares the corporation is authorized to issue is: 1,000 Does the corporation have more than one class or series of shares? No	
Purpose Statement The purpose of the corporation is to engage in any lawful act or activity for which a corporation may be organized under the General Corporation Law of California other than the banking business, the trust company business or the practice of a profession permitted to be incorporated by the California Corporations Code.	
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 checking this box, I acknowledge that I am electronically signing this document as the incorporator of the Corporation and that all information is true and correct.	
Margaret Sharkey Incorporator Signature	06/06/2025 Date

**WWCRS, Inc.**

**BYLAWS**

**ARTICLE I**

**OFFICES**

Section 1. Offices. The registered office shall be in the State of California. The Corporation may have offices at such other places both within and without the State of California as the Board of Directors may from time to time determine or as may be necessary or convenient to the business of the Corporation.

**ARTICLE II**

**MEETINGS OF STOCKHOLDERS**

Section 1. Annual Meeting. The annual meeting of the stockholders of the Corporation shall be held on such date, at such time, and at such place (if any) within or without the State of California as shall be designated from time to time by the Board of Directors and stated in the notice of the meeting.

Section 2. Special Meetings. Special meetings of the stockholders of the Corporation shall be held on such date, at such time, and at such place (if any) within or without the State of California as shall be designated from time to time by the Board of Directors and stated in the notice of the meeting.

Section 3. Notice of Meetings. (a) The Corporation shall give notice of any annual or special meeting of stockholders. Notices of meetings of the stockholders shall state the place, if any, date, and hour of the meeting, and the means of remote communication, if any, by which stockholders and proxyholders may be deemed to be present in person and vote at such meeting. Written notice of any meeting shall be given not less than ten (10) nor more than sixty (60) days before the date of the meeting to each stockholder entitled to vote at such meeting as of the record date for determining the stockholders entitled to notice of the meeting. In the case of a special meeting, the notice shall state the purpose or purposes for which the meeting is called. No business other than that specified in the notice thereof shall be transacted at any special meeting. Unless otherwise provided by applicable law or the Certificate of Incorporation, notice shall be given to each stockholder entitled to vote at such meeting not fewer than ten (10) days or more than sixty (60) days before the date of the meeting.

(b) Notice to stockholders may be given by personal delivery, mail, or, with the consent of the stockholder entitled to receive notice, by facsimile, electronic mail, or other means of electronic transmission. If mailed, notice is given when deposited in the United States mail, postage prepaid, directed to the stockholder at such stockholder's address as it appears on the records of the corporation. An affidavit of the secretary or an assistant secretary or of the transfer agent or other agent of the Corporation that the notice has been given by personal delivery, by mail, or by a form of electronic transmission shall, in the absence of fraud, be prima facie evidence of the facts stated therein.

(c) Notice of any meeting of stockholders need not be given to any stockholder if waived by such stockholder either in a writing signed by such stockholder or by electronic transmission, whether such waiver is given before or after such meeting is held.

Section 4. Quorum and Adjournment. Except as otherwise required by law, by the Certificate of Incorporation of the Corporation, or by these Bylaws, the presence, in person or represented by proxy, of the holders of a majority of the aggregate voting power of the stock issued and outstanding, entitled to vote thereat, shall constitute a quorum for the transaction of business at all meetings of the stockholders. If such majority shall not be present or represented at any meeting of the stockholders, the stockholders present, although less than a quorum, shall have the power to adjourn the meeting to another time and place.

Section 5. Adjourned Meetings. When a meeting is adjourned to another time and place, if any, unless otherwise provided by these Bylaws, notice need not be given of the adjourned meeting if the date, time, and place, if any, thereof and the means of remote communication, if any, by which stockholders and proxyholders may be deemed to be present in person and vote at such adjourned meeting, are announced at the meeting at which the adjournment is taken. At the adjourned meeting, the stockholders may transact any business that might have been transacted at the original meeting. A determination of stockholders of record entitled to notice of or to vote at a meeting of stockholders shall apply to any adjournment of such meeting; provided, however, that the Board of Directors may fix a new record date for the adjourned meeting. If an adjournment is for more than thirty (30) days or, if after an adjournment, a new record date is fixed for the adjourned meeting, a notice of the adjourned meeting shall be given to each stockholder entitled to vote at the meeting.

Section 6. Vote Required. Except as otherwise provided by law or by the Certificate of Incorporation:

(a) All elections of directors shall be by written ballot. Directors shall be elected by a plurality in voting power of the shares present in person or represented by proxy at a meeting of the stockholders and entitled to vote in the election of directors; and

(b) Whenever any corporate action other than the election of directors is to be taken, it shall be authorized by a majority in voting power of the shares present in person or represented by proxy at a meeting of stockholders and entitled to vote on the subject matter.

Section 7. Manner of Voting; Proxies. (a) At each meeting of stockholders, each stockholder having the right to vote shall be entitled to vote in person or by proxy. Each stockholder shall be entitled to vote each share of stock having voting power and registered in such stockholder's name on the books of the Corporation on the record date fixed for determination of stockholders entitled to vote at such meeting.

(b) Each person entitled to vote at a meeting of stockholders or to express consent or dissent to corporate action in writing without a meeting may execute a writing authorizing another person or persons to act for such stockholder by proxy, but no such proxy shall be voted or acted upon after three (3) years from its date, unless the proxy provides for a longer period. A proxy shall be irrevocable if it states that it is irrevocable and if, and only so long as, it is coupled with an interest sufficient in law to support an irrevocable power. A proxy may be made irrevocable regardless of whether the interest with which it is coupled is an interest in the stock itself or an interest in the corporation generally. Proxies need not be filed with the Secretary of the Corporation until the meeting is called to order, but shall be filed before being voted.

**Section 8. Remote Communication.** (a) If authorized by the Board of Directors in its sole discretion, and subject to such guidelines and procedures as the Board of Directors may adopt, stockholders and proxyholders may, by means of remote communication:

(1) participate in a meeting of stockholders; and

(2) be deemed present in person and vote at a meeting of stockholders whether such meeting is to be held at a designated place or solely by means of remote communication, provided that (i) the Corporation shall implement reasonable measures to verify that each person deemed present and permitted to vote at the meeting by means of remote communication is a stockholder or proxyholder, (ii) the Corporation shall implement reasonable measures to provide such stockholders and proxyholders a reasonable opportunity to participate in the meeting and to vote on matters submitted to the stockholders, including an opportunity to read or hear the proceedings of the meeting substantially concurrently with such proceedings, and (iii) if any stockholder or proxyholder votes or takes other action at the meeting by means of remote communication, a record of such vote or other action shall be maintained by the Corporation.

(c) In lieu of holding a meeting of stockholders at a designated place, the Board of Directors may, in its sole discretion, determine that any meeting of stockholders may be held solely by means of remote communication.

**Section 9. Record Date.** (a) In order that the Corporation may determine the stockholders entitled to notice of or to vote at any meeting of stockholders or any adjournment thereof, the Board of Directors may fix a record date, which record date shall not precede the date upon which the resolution fixing the record date is adopted by the Board of Directors, and which record date shall not be more than sixty (60) or fewer than ten (10) days before the date of such meeting. If no record date is fixed by the Board of Directors, the record date for determining stockholders entitled to notice of or to vote at any meeting of stockholders or any adjournment thereof shall be at the close of business on the day next preceding the day on which notice is given, or, if notice is waived, at the close of business on the day next preceding the day on which the meeting is held.

(b) In order to determine the stockholders entitled to consent to corporate action in writing without a meeting, the Board of Directors may fix a record date. Such record date shall not precede the date upon which the resolution fixing the record date is adopted by the Board of Directors, and shall not be more than ten (10) days after the date upon which the resolution fixing the record date is adopted by the Board of Directors. If no record date has been fixed by the Board of Directors, the record date for determining stockholders entitled to consent to corporate action in writing without a meeting, when no prior action of the Board of Directors is required by applicable law, the Certificate of Incorporation, or these Bylaws, shall be the first date on which a signed written consent setting forth the action taken or proposed to be taken is delivered to the Corporation in the manner set forth in subsections (a) and (b) of this Section 9. If no record date has been fixed by the Board of Directors and prior action of the Board of Directors is required by applicable law, the Certificate of Incorporation, or these Bylaws, the record date for determining stockholders entitled to consent to corporate action in writing without a meeting shall be the close of business on the day on which the Board of Directors adopts the resolution taking such prior action.

(c) In order that the Corporation may determine the stockholders entitled to receive payment of any dividend or other distribution, or allotment of any rights, or the stockholders entitled to exercise any rights in respect of any change, conversion, or exchange of capital stock, or for the purpose of any other lawful action, except as may otherwise be provided in these Bylaws, the Board of Directors may fix a record date. Such record date shall not precede the date upon which the resolution fixing such record date is adopted, and shall not be more than sixty (60) days prior to such action. If no record date is fixed, the record date for determining stockholders for any such purpose shall be the close of business on the day on which the Board of Directors adopts the resolution relating thereto.



Section 10. Stockholder Action Without a Meeting. (a) Except as otherwise provided by law or by the Certificate of Incorporation, any action required to be taken at any meeting of stockholders of the Corporation, or any action that may be taken at any annual or special meeting of such stockholders, may be taken without a meeting, without prior notice, and without a vote, if a consent or consents in writing setting forth the action so taken, shall be signed by the holders of outstanding stock having not less than the minimum number of votes that would be necessary to authorize or take such action at a meeting at which all shares entitled to vote thereon were present and voted and shall be delivered to the Corporation by delivery to its registered office in the State of California, its principal place of business, or an officer or agent of the Corporation having custody of the book or books in which meetings of stockholders are recorded; provided, however, that delivery made to the Corporation's registered office in the State of California shall be by hand or by certified mail, return receipt requested. Prompt notice of the taking of the corporate action without a meeting by less than unanimous written consent shall be given to those stockholders who have not consented in writing and who, if the action had been taken at a meeting, would have been entitled to notice of the meeting if the record date for such meeting had been the date that written consents signed by a sufficient number of the holders to take the action were delivered to the Corporation.

- (b) A telegram, cablegram, or other electronic transmission consenting to an action to be taken and transmitted by a stockholder or proxyholder, or by a person or persons authorized to act for a stockholder or proxyholder, shall be deemed to be written, signed, and dated for the purposes of these Bylaws, provided that any such telegram, cablegram, or otherelectronic transmission sets forth or is delivered with the information required by, and is otherwise delivered in accordance with, the General Corporation Law of the State of California. Any consent by means of telegram, cablegram, or other electronic transmission shall be deemed to have been signed on the date on which such telegram, cablegram, or electronic transmission was transmitted.

Section 11. Meeting Procedure. The Chairman of the Board or President or such other person as may be designated by the Board of Directors shall preside at meetings of the stockholders. At each meeting of stockholders, the presiding officer of the meeting shall fix and announce the date and time of the opening and the closing of the polls for each matter upon which the stockholders will vote at the meeting and shall determine the order of business and all other matters of procedure. Except to the extent inconsistent with any such rules and regulations adopted by the Board of Directors, the presiding officer of the meeting may establish rules, which need not be in writing, to maintain order and safety and for the conduct of the meeting.

### ARTICLE III

### DIRECTORS

Section 1. Powers. The business and affairs of the Corporation shall be managed by or under the direction of a Board of Directors, and the Board of Directors shall exercise all of the powers of the Corporation except such as are by applicable law, by the Certificate of Incorporation of this Corporation, or by these Bylaws conferred upon or reserved to the stockholders of any class or classes or series thereof.

Section 2. Number. The number of directors that shall constitute the whole Board of Directors shall be 2, each of whom must be a natural person, or such other number of directors as determined from time to time by resolution adopted by the Board of Directors.

Section 3. Resignations and Removal. (a) Each director shall hold office until such director's successor is elected and qualified or until such director's earlier resignation or removal. Any director may resign at any time by giving written notice in writing or by electronic transmission to the Board of Directors or the Secretary; provided,

however, that if such notice is given by electronic transmission, such electronic transmission must either set forth or be submitted with information from which it can be determined that the electronic transmission was authorized by the director. Such resignation shall take effect at the date of receipt of such notice or at any later time specified therein. Acceptance of such resignation shall not be necessary to make it effective.

(b) Except as otherwise may be provided in the Certificate of Incorporation, any director or the entire Board of Directors may be removed with or without cause, by the holders of capital stock having a majority in voting power of the shares entitled to vote in the election of directors.

Section 4. Annual Meetings. The Board of Directors shall meet each year as soon as practicable following the annual meeting of stockholders, at the place where such meeting of stockholders has been held, or at such other place as shall be fixed by the person presiding over the meeting of the stockholders, for the purpose of election of officers and consideration of such other business as the Board of Directors considers relevant to the management of the Corporation.

Section 5. Regular Meetings. Regular meetings of the Board of Directors shall be held on such dates and at such times and places, within or without the State of California, as shall from time to time be determined by the Board of Directors, such determination to constitute the only notice of such regular meetings to which any director shall be entitled. In the absence of any such determination, such meetings shall be held, upon notice to each director in accordance with Section 7 of this Article III, at such times and places, within or without the State of California, as shall be designated by the Chairman of the Board.

Section 6. Special Meetings. Special meetings of the Board of Directors shall be held at the call of the Chairman of the Board at such times and places, within or without the State of California, as he or she shall designate, upon notice to each director in accordance with Section 7 of this Article III. Special meetings shall be called by the Secretary on like notice at the written request of a majority of the directors then in office.

Section 7. Notice. (a) Notice of any regular (if required) or special meeting of the Board of Directors may be given by personal delivery, mail, telegram, express courier service (including, without limitation, Federal Express), facsimile transmission (directed to the facsimile transmission number at which the director has consented to receive notice), electronic mail (directed to the electronic mail address at which the director has consented to receive notice), or other form of electronic transmission pursuant to which the director has consented to receive notice. If notice is given by personal delivery, by facsimile transmission, by telegram, by electronic mail, or by other form of electronic transmission pursuant to which the director has consented to receive notice, then such notice shall be given on not less than twenty-four hours' notice to each director. If written notice is delivered by mail or express courier service, then it shall be given on not less than three (3) calendar days' notice to each director.

(b) For the purpose of this section, notice given by means of electronic transmission must be consented to by the stockholder entitled to receive such notice. Any such consent shall be revocable by the stockholder by written notice to the Corporation. Any such consent shall be deemed revoked if (1) the Corporation is unable to deliver by electronic transmission two consecutive notices given by the Corporation in accordance with such consent and (2) such inability becomes known to the secretary or an assistant secretary of the Corporation or to the transfer agent, or other person responsible for the giving of notice.

Section 8. Waiver of Notice. Notice of any meeting of the Board of Directors, or any committee thereof, need not be given to any member if waived by him or her in writing or by electronic transmission, whether before or after such meeting is held, or if he or she shall sign the minutes or attend the meeting, except that if such director attends a meeting for the express purpose of objecting at the beginning of the meeting to the transaction of any business because the

meeting is not lawfully called or convened, then such director shall not be deemed to have waived notice of such meeting. If waiver of notice is given by electronic transmission, such electronic transmission must either set forth or be submitted with information from which it can be determined that the electronic transmission was authorized by the director.

**Section 9. Quorum and Powers of a Majority.** At all meetings of the Board of Directors and of each committee thereof, a majority of the total number of directors constituting the whole board or such committee shall be necessary and sufficient to constitute a quorum for the transaction of business. The act of a majority of the members presents at any meeting of the Board of Directors or a committee thereof at which a quorum is present shall be the act of the Board of Directors or such committee, unless by express provision of law, of the Certificate of Incorporation, or of these Bylaws, a different vote is required, in which case such express provision shall govern and control. In the absence of a quorum, a majority of the members present at any meeting may, without notice other than announcement at the meeting, adjourn such meeting from time to time until a quorum is present.

**Section 10. Manner of Acting.** (a) Members of the Board of Directors, or any committee thereof, may participate in any meeting of the Board of Directors or such committee by means of conference telephone or other communications equipment by means of which all persons participating therein can hear each other, and participation in a meeting by such means shall constitute presence in person at such meeting.

(b) Any action required or permitted to be taken at any meeting of the Board of Directors or any committee thereof may be taken without a meeting if all members of the Board of Directors or such committee, as the case may be, consent thereto in writing or by electronic transmission, and the writing or writings or electronic transmission or transmissions are filed with the minutes of proceedings of the Board of Directors or such committee; provided however, that such electronic transmission or transmissions must either set forth or be submitted with information from which it can be determined that the electronic transmission or transmissions were authorized by the director. Such filing shall be in paper form if the minutes are maintained in paper form and shall be in electronic form if the minutes are maintained in electronic form.

**Section 11. Committees.** The Board of Directors may designate one (1) or more committees, each committee to consist of one (1) or more directors, which to the extent permitted by applicable law and provided in said resolution or resolutions shall have and may exercise the powers and authority of the Board of Directors in the management of the business and affairs of the Corporation (including the power and authority to designate other committees of the Board of Directors). The Board of Directors may designate one (1) or more directors as alternate members of any committee to replace any absent or disqualified member of the committee. In the absence or disqualification of a member of a committee, the member or members present at any meeting of such committee and not disqualified from voting, whether or not such member or members constitute a quorum, may unanimously appoint another member of the Board of Directors to act at the meeting in place of such absent or disqualified director.

**Section 12. Committee Procedure.** Except as otherwise determined by the Board of Directors or provided by these Bylaws, each committee shall adopt its own rules governing the time, place, and method of holding its meetings and the conduct of its proceedings. Unless otherwise provided by these Bylaws or any such rules or resolutions, notice of the time and place of each meeting of a committee shall be given to each member of such committee as provided in Section 7 of this Article III with respect to notices of meetings of the Board of Directors. Each committee shall keep regular minutes of its proceedings and report the same to the Board of Directors when required.

**Section 13. Vacancies and Newly-Created Directorships.** Unless otherwise provided in the Certificate of Incorporation or in these Bylaws, vacancies and newly-created directorships resulting from any increase in the authorized number of directors may be filled by a majority of the directors then in office, although less than a quorum, or by a sole remaining director. Unless otherwise provided in the Certificate of Incorporation or these Bylaws, when one or

more directors shall resign from the Board, effective at a future date, a majority of directors then in office, including those who have resigned, shall have the power to fill such vacancy or vacancies, the vote thereon to take effect when such resignation or resignations shall become effective.

Section 14. Compensation. The Board of Directors, by a resolution or resolutions, may fix, and from time to time change, the compensation of Directors. Each director shall be entitled to reimbursement from the Corporation for his or her reasonable expenses incurred with respect to duties as a member of the Board of Directors or any committee thereof.

Section 15. Current Director(s). The current Board of Directors of the corporation is:

Margaret H. Sharkey — 600 Marin Street, Ste. 4, Vallejo, CA 94590

Homar O. Crespo — 600 Marin Street, Ste. 4, Vallejo, CA 94590

## ARTICLE IV

### OFFICERS

Section 1. Number. The officers of the Corporation shall include a President, a Secretary, and a Treasurer. The Board of Directors also shall elect a Chairman of the Board and may elect such other officers as the Board of Directors shall from time to time deem appropriate or necessary, which other officers shall have such powers and duties as determined by the Board of Directors.

Section 2. Election of Officers, Term, and Qualifications. The officers of the Corporation shall be elected from time to time by the Board of Directors and shall hold office at the pleasure of the Board of Directors. Except for the Chairman of the Board, none of the officers of the Corporation needs to be a director of the Corporation. Any two (2) or more offices may be held by the same person to the extent permitted by the General Corporation Law of the State of California.

Section 3. Vacancies. A vacancy in officers shall be filled by the Board of Directors, or to the extent delegated to the Chairman of the Board, by the Chairman of the Board.

Section 4. Removal. Any officer elected by the Board of Directors may be removed, either with or without cause, by the Board of Directors at any meeting thereof, or to the extent delegated to the Chairman of the Board, by the Chairman of the Board.

Section 5. Resignation. Any officer may resign from the Corporation by providing notice in writing or by electronic transmission to the Board of Directors or to the Chairman of the Board; provided, however, that if such notice is given by electronic transmission, such electronic transmission must either set forth or be submitted with information from which it can be determined that the electronic transmission was authorized by the officer. Such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 6. The Chairman of the Board. The Chairman of the Board shall have the powers and duties customarily and usually associated with the office of the Chairman of the Board. The Chairman of the Board shall preside at meetings of the stockholders and of the Board of Directors.

Section 7. The President. The President shall be the chief executive officer of the Corporation. The President shall have, subject to the supervision, direction, and control of the Board of Directors, the general powers and duties of supervision, direction, and management of the affairs and business of the Corporation customarily and usually associated with the position of chief executive officer, including, without limitation, all powers necessary to direct and control the organizational and reporting relationships within the Corporation. if at any time the office of the Chairman of the Board shall not be filled, or in the event of the temporary absence or disability of the Chairman of the Board, the President shall perform the duties and exercise the powers of the Chairman of the Board.

Section 8. The Secretary. The Secretary shall attend meetings of the Board of Directors and meetings of the stockholders and record all votes and minutes of all such proceedings in a book or books kept for such purpose. The Secretary shall have all such further powers and duties as are customarily and usually associated with the position of Secretary or as may from time to time be assigned to him or her by the Board of Directors, the Chairman of the Board, or the President.

Section 9. The Treasurer. The Treasurer shall have custody of the Corporation's funds and securities, shall be responsible for maintaining the Corporation's accounting records and statements, shall keep full and accurate accounts of receipts and disbursements in books belonging to the Corporation, and shall deposit or cause to be deposited moneys or other valuable effects in the name and to the credit of the Corporation in such depositories as may be designated by the Board of Directors. The Treasurer also shall maintain adequate records of all assets, liabilities, and transactions of the Corporation and shall assure that adequate audits thereof are currently and regularly made. The Treasurer shall have all such further powers and duties as are customarily and usually associated with the position of Treasurer or as may from time to time be assigned to him or her by the Board of Directors, the Chairman of the Board, or the President.

Section 10. Current Officer(s). The current officers of the corporation are:

Chairman of the Board  
Homar Crespo

President  
Margaret Sharkey

Secretary  
Margaret Sharkey

Chief Financial Officer  
Homar Crespo

## ARTICLE V

### STOCK

Section 1. Certificates. The shares of capital stock of the Corporation shall be represented by certificates, unless the Certificate of Incorporation or the Board of Directors, by resolution, otherwise provides that some or all of the shares of any class or series of the Corporation's capital stock shall be uncertificated. Every holder of capital stock of the Corporation represented by certificates shall be entitled to a certificate representing such shares. Certificates for shares of stock of the Corporation shall be issued under the seal of the Corporation, or a facsimile thereof, and shall be numbered and shall be entered in the books of the Corporation as they are issued. Each certificate shall bear a serial number, shall exhibit the holder's name and the number of shares evidenced thereby, and shall be signed by or in the name of the Corporation by the Chairman of the Board or a Vice Chairman, if any, or the President or any Vice President, and by the Secretary or an Assistant Secretary or the Treasurer or an Assistant Treasurer representing the number of shares register

Section 2. Transfers. Transfers of stock of the Corporation shall be made on the books of the Corporation only upon surrender to the Corporation of a certificate (if any) for the shares duly endorsed or accompanied by proper evidence of succession, assignment, or authority to transfer.

Section 3. Lost, Stolen, or Destroyed Certificates. Any person claiming a certificate of stock to be lost, stolen, or destroyed shall make an affidavit or an affirmation of that fact, and shall give the Corporation a bond of indemnity in satisfactory form and with one or more satisfactory sureties sufficient to indemnify it against any claim that may be made against it on account of the alleged loss, theft or destruction of any such certificate or the issuance of such new certificate or uncertificated shares, whereupon a new certificate (if requested) may be issued of the same tenor and for the same number of shares as the one alleged to be lost, stolen, or destroyed.

Section 4. Registered Stockholders. The names and addresses of the holders of record of the shares of each class and series of the Corporation's capital stock, together with the number of shares of each class and series held by each record holder and the date of issue of such shares, shall be entered on the books of the Corporation. The Corporation shall be entitled to recognize the exclusive right of a person registered on its books as the owner of shares of capital stock of the Corporation as the person entitled to exercise the rights of a stockholder, including, without limitation, the right to vote in person or by proxy at any meeting of the stockholders of the Corporation. The Corporation shall not be bound to recognize any equitable or other claim to or interest in any such shares on the part of any other person, whether or not it shall have express or other notice thereof, except as otherwise expressly provided by the General Corporation Law of the State of California.

Section 5. Fractional Shares. The Corporation may, but shall not be required to, issue fractional shares of its capital stock if necessary or appropriate to effect authorized transactions. If the Corporation does not issue fractions of a share, it shall (1) arrange for the disposition of fractional interests by those entitled thereto, (2) pay in cash the fair value of fractions of a share as of the time when those entitled to receive such fractions are determined or (3) issue scrip or warrants in registered form (either represented by a certificate or uncertificated) or in bearer form (represented by a certificate) which shall entitle the holder to receive a full share upon the surrender of such scrip or warrants aggregating a full share. A certificate for a fractional share or an uncertificated fractional share shall, but scrip or warrants shall not unless otherwise provided therein, entitle the holder to exercise voting rights, to receive dividends thereon and to participate in any of the assets of the Corporation in the event of liquidation.

## ARTICLE VI INDEMNIFICATION

Section 1. Indemnification. (a) Subject to Section 3 of this Article VI, the Corporation shall indemnify, to the full extent that it shall have power under applicable law to do so and in a manner permitted by such law, any person who is made or threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative (hereinafter, a "Proceeding"), by reason of the fact that such person is or was a director or officer of the Corporation, or while serving as a director or officer of the Corporation, is or was serving at the request of Corporation as a director, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, including service with respect to an employee benefit plan (collectively, "Another Enterprise").

(b) The Corporation may indemnify, to the full extent that it shall have power under applicable law to do so and in a manner permitted by such law, any person who is made or threatened to be made a party to any Proceeding, by reason of the fact that such person is or was an employee or agent of the Corporation, or while not serving as a director or officer of the Corporation, is or was serving at the request of the Corporation as a director, officer, employee, or agent of Another Enterprise.

Section 2. Advancement of Expenses. (a) Subject to Section 3 of this Article VI, with respect to any person who is made or threatened to be made a party to any threatened, pending, or completed Proceeding, by reason of the fact that such person is or was a director or officer of the Corporation or while serving as a director or officer of the Corporation, is or was serving at the request of Corporation as a director, officer, employee, or agent of Another Enterprise, the Corporation shall pay to the fullest extent not prohibited by applicable law the expenses (including attorneys' fees) incurred by such person in defending any such Proceeding in advance of its final disposition (hereinafter an "advancement of expenses"); provided, however, that any advancement of expenses shall be made only upon receipt of an undertaking (hereinafter an "undertaking") by such person to repay all amounts advanced if it shall ultimately be determined by final judicial decision from which there is no further right to appeal that such person is not entitled to be indemnified for such expenses under this Article VI or otherwise.

(c) With respect to any person who is made or threatened to be made a party to any Proceeding, by reason of the fact that such person is or was an employee or agent of the Corporation, or while not serving as a director or officer of the Corporation, is or was serving at the request of the Corporation as a director, officer, employee, or agent of Another Enterprise, the Corporation may, in its discretion and upon such terms and conditions, if any, as the Corporation deems appropriate, pay the expenses (including attorneys' fees) incurred by such person in defending any such Proceeding in advance of its final disposition.

Section 3. Actions Initiated Against The Corporation. Anything in Section 1(a) or Section 2(a) of this Article VI to the contrary notwithstanding, except as provided in Section 5(b) of this Article VI, with respect to a Proceeding initiated against the Corporation by any person who is or was serving as a director or officer of the Corporation (or by a person who, while serving as a director or officer of the Corporation, is or was serving at the request of Corporation as a director, officer, employee, or agent of Another Enterprise), whether initiated in such capacity or in any other capacity, the Corporation shall not be required to indemnify or to advance expenses (including attorneys' fees) to such person in connection with prosecuting such Proceeding (or part thereof) or in defending any counterclaim, cross-claim, affirmative defense, or like claim of the Corporation in such Proceeding (or part thereof) unless such Proceeding was authorized by the Board of Directors of the Corporation.

**Section 4. Contract Rights.** The rights to indemnification and advancement of expenses conferred upon any current or former director or officer of the Corporation pursuant to this Article VI (whether by reason of the fact that such person is or was a director or officer of the Corporation, or while serving as a director or officer of the Corporation, is or was serving at the request of the Corporation as a director, officer, employee, or agent of Another Enterprise) shall be contract rights, shall vest when such person becomes a director or officer of the Corporation, and shall continue as vested contract rights even if such person ceases to be a director or officer of the Corporation. Any amendment, repeal, or modification of, or adoption of any provision inconsistent with, this Article VI (or any provision hereof) shall not adversely affect any right to indemnification or advancement of expenses granted to any person pursuant hereto with respect to any act or omission of such person occurring prior to the time of such amendment, repeal, modification, or adoption (regardless of whether the Proceeding relating to such acts or omissions, or any proceeding relating to such person's rights to indemnification or to advancement of expenses, is commenced before or after the time of such amendment, repeal, modification, or adoption), and any such amendment, repeal, modification, or adoption that would adversely affect such person's rights to indemnification or advancement of expenses hereunder shall be ineffective as to such person, except with respect to any Proceeding that relates to or arises from (and only to the extent such Proceeding relates to or arises from) any act or omission of such person occurring after the effective time of such amendment, repeal, modification, or adoption.

**Section 5. Claims.** (a) If (i) a claim under Section 1(a) of this Article VI with respect to any right to indemnification is not paid in full by the Corporation (following the final disposition of the Proceeding) within sixty (60) days after a written demand has been received by the Corporation or (ii) a claim under Section 2(a) of this Article VI with respect to any right to the advancement of expenses is not paid in full by the Corporation within twenty (20) days after a written demand has been received by the Corporation, then the person seeking to enforce a right to indemnification or to an advancement of expenses, as the case may be, may at any time thereafter bring suit against the Corporation to recover the unpaid amount of the claim.

(1) If successful in whole or in part in any suit brought pursuant to Section 5(a) of this Article VI, or in a suit brought by the Corporation to recover an advancement of expenses (whether pursuant to the terms of an undertaking or otherwise), the person seeking to enforce a right to indemnification or an advancement of expenses hereunder or the person from whom the Corporation sought to recover an advancement of expenses, as the case may be, shall be entitled to be paid by the Corporation the reasonable expenses (including attorneys' fees) of prosecuting or defending such suit.

(c) In any suit brought by a person seeking to enforce a right to indemnification hereunder (but not a suit brought by a person seeking to enforce a right to an advancement of expenses hereunder), it shall be a defense that the person seeking to enforce a right to indemnification has not met any applicable standard for indemnification under applicable law. With respect to any suit brought by a person seeking to enforce a right to indemnification or right to advancement of expenses hereunder or any suit brought by the Corporation to recover an advancement of expenses (whether pursuant to the terms of an undertaking or otherwise), neither (i) the failure of the Corporation to have made a determination prior to commencement of such suit that indemnification of such person is proper in the circumstances because such person has met the applicable standards of conduct under applicable law, nor (ii) an actual determination by the Corporation that such person has not met such applicable standards of conduct, shall create a presumption that such person has not met the applicable standards of conduct or, in a case brought by such person seeking to enforce a right to indemnification, be a defense to such suit.

(d) In any suit brought by a person seeking to enforce a right to indemnification or to an advancement of expenses hereunder, or by the Corporation to recover an advancement of expenses (whether pursuant to the terms of an undertaking or otherwise), the burden shall be on the Corporation to prove that the person seeking to enforce a right to indemnification or to an advancement of expenses or the person from whom the Corporation seeks to recover an advancement of expenses is not entitled to be indemnified, or to such an advancement of expenses, under this Article VI or otherwise.



**Section 6. Determination of Entitlement to Indemnification.** Any indemnification required or permitted under this Article VI (unless ordered by a court) shall be made by the Corporation only as authorized in the specific case upon a determination that indemnification of the present or former director, officer, employee or agent is proper in the circumstances because he or she has met all applicable standards of conduct set forth in this Article VI and Section 145 of the General Corporation Law of the State of California. Such determination shall be made, with respect to a person who is a director or officer of the Corporation at the time of such determination, (i) by a majority vote of the directors who are not parties to such action, suit or proceeding, even though less than a quorum; (ii) by a committee of such directors designated by majority vote of such directors, even though less than a quorum; (iii) if there are no such directors, or if such directors so direct, by independent legal counsel in a written opinion; or (iv) by the stockholders. Such determination shall be made, with respect to any person who is not a director or officer of the Corporation at the time of such determination, in the manner determined by the Board of Directors (including in such manner as may be set forth in any general or specific action of the Board of Directors applicable to indemnification claims by such person) or in the manner set forth in any agreement to which such person and the Corporation are parties.

**Section 7. Non-Exclusive Rights.** The indemnification and advancement of expenses provided in this Article VI shall not be deemed exclusive of any other rights to which any person may be entitled under any bylaw, agreement, vote of stockholders or disinterested directors, or otherwise, both as to action in such person's official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be such director, officer, employee, or agent and shall inure to the benefit of the heirs, executors, and administrators of such person.

**Section 8. Insurance.** The Corporation may purchase and maintain insurance on behalf of any person who is or was a director, officer, employee, or agent of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee, or agent of Another Enterprise against any liability asserted against such person and incurred by such person in any such capacity, or arising out of such person's status as such, whether or not the Corporation would have the power to indemnify such person against such liability under the provisions of this Article VI or otherwise.

**Section 9. Severability.** If any provision or provisions of this Article VI shall be held to be invalid, illegal, or unenforceable for any reason whatsoever: (1) the validity, legality, and enforceability of the remaining provisions of this Article VI (including, without limitation, each portion of any paragraph or clause containing any such provision held to be invalid, illegal, or unenforceable, that is not itself held to be invalid, illegal, or unenforceable) shall not in any way be affected or impaired thereby; and (2) to the fullest extent possible, the provisions of this Article VI (including, without limitation, each such portion of any paragraph or clause containing any such provision held to be invalid, illegal, or unenforceable) shall be construed so as to give effect to the intent manifested by the provision held invalid, illegal, or unenforceable.

**Section 10. Miscellaneous.** For purposes of this Article VI: (a) references to serving at the request of the Corporation as a director or officer of Another Enterprise shall include any service as a director or officer of the Corporation that imposes duties on, or involves services by, such director or officer with respect to an employee benefit plan; (b) references to serving at the request of the Corporation as a employee or agent of Another Enterprise shall include any service as an employee or agent of the Corporation that imposes duties on, or involves services by, such employee or agent with respect to an employee benefit plan; (c) a person who acted in good faith and in a manner such person reasonably believed to be in the interest of the participants and beneficiaries of an employee benefit plan shall be deemed to have acted in a manner not opposed to the best interests of the Corporation; and (d) references to a director of Another Enterprise shall include, in the case of any entity that is not managed by a board of directors, such other position, such as manager or trustee or member of the governing body of such entity, that entails responsibility for the management and direction of such entity's affairs, including, without limitation, general partner of any partnership (general or limited) and manager or managing member of any limited liability company.

## ARTICLE VII

### MISCELLANEOUS

**Section 1. Books and Records.** (a) Any books or records maintained by the Corporation in the regular course of its business, including its stock ledger, books of account, and minute books, may be kept on, or by means of, or be in the form of, any information storage device or method; provided, however, that the books and records so kept can be converted into clearly legible paper form within a reasonable time. The Corporation shall so convert any books or records so kept upon the request of any person entitled to inspect such records pursuant to the Certificate of Incorporation, these Bylaws, or the provisions of the General Corporation Law of the State of California.

(b) It shall be the duty of the Secretary or other officer of the Corporation who shall have charge of the stock ledger to prepare and make, at least ten (10) days before every meeting of the stockholders, a complete list of the stockholders entitled to vote thereat, arranged in alphabetical order, and showing the address of each stockholder and the number of shares registered in the stockholder's name. Nothing contained in this subsection (b) shall require the Corporation to include electronic mail addresses or other electronic contact information on such list. Such list shall be open to the examination of any stockholder, for any purpose germane to the meeting for a period of at least ten (10) days prior to the meeting: (i) on a reasonably accessible electronic network, provided that the information required to gain access to such list is provided with the notice of the meeting, or (ii) during ordinary business hours, at the principal place of business of the Corporation. In the event that the Corporation determines to make the list available on an electronic network, the Corporation may take reasonable steps to ensure that such information is available only to stockholders of the Corporation. If the meeting is to be held at a place, then the list shall be produced and kept at the time and place of the meeting during the whole time thereof, and may be inspected by any stockholder who is present. If the meeting is to be held solely by means of remote communication, then the list shall also be open to the examination of any stockholder during the whole time of the meeting on a reasonably accessible network, and the information required to access such list shall be provided with the notice of the meeting. The stock ledger shall be the only evidence of the identity of the stockholders entitled to examine such list.

**Section 2. Voting Shares in Other Business Entities.** The President or any other officer of the Corporation designated by the Board of Directors may vote any and all shares of stock or other equity interest held by the Corporation in any other corporation or other business entity, and may exercise on behalf of the Corporation any and all rights and powers incident to the ownership of such stock or other equity interest.

**Section 3. Fiscal Year.** The fiscal year of the Corporation shall be such fiscal year as the Board of Directors from time to time by resolution shall determine.

**Section 4. Electronic Transmission.** For purposes of these Bylaws, "electronic transmission" means any form of communication, not directly involving the physical transmission of paper, that creates a record that may be retained, retrieved, and reviewed by a recipient thereof, and that may be directly reproduced in paper form by such a recipient through an automated process.

**Section 5. Amendment.** These Bylaws may be altered, amended, or repealed at any annual or regular meeting of the Board of Directors or at any special meeting of the Board of Directors if notice of the proposed alteration, amendment, or repeal be contained in written notice of such special meeting, or at any meeting of the stockholders of the Corporation.

ARTICLE IX  
ADOPTION OF THE BYLAWS

The Secretary of the Corporation hereby certifies that the bylaws to be true and correct and adopted as of June 7, 2025.

  
\_\_\_\_\_

Secretary

  
\_\_\_\_\_

President

  
\_\_\_\_\_

Treasurer



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

March 12, 2025

**NATIVEI, LLC**  
Attn: Margaret Sharkey and Homar O. Crespo  
PO BOX 4160  
Vallejo, CA 94590

**Subject: Additional Information Required for Cannabis Business License Application**

Dear Ms. Sharkey and Mr. Crespo,

Upon review of your cannabis business license application for 130 N Butte Street, additional information is required to proceed with the evaluation. Please provide the following documents and details no later than **10 days from the date of this letter**:

1. **Item 2: Management Information** – A comprehensive submission of management details for both Margaret Sharkey and Homar Crespo is required.
2. **Item 2: Management Information Identification** – A legible copy of one valid government-issued photo identification for Homar Crespo must be provided.
3. **Item 6: Criminal Background**- Provide email addresses for owners and managers so that background requests can be received.
4. **Item 8: State License Clarification** – Please specify which state license you intend to apply for in the City of Willows.

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.

We appreciate your cooperation and look forward to receiving the requested information.

Respectfully,

Joe Bettencourt  
Community Development and Services Director  
City of Willows

## **RE: Additional Information Required for Cannabis Business License Application**

### **1. Item 2: Management Information**

**Name: Margaret Sharkey**

Address: 341 El Camino Real, Vallejo, CA 94590

Address: 235 N Plumas Willows, CA 95988

Mailing Address: PO Box 4160, Vallejo, CA 94590

Telephone: 707-704-5794

Title: Applicant, License Holder, General Business Management

Functions: Management information: Margaret Sharkey

1. Primarily responsible to provide and implement all appropriate policies relating to the Project.
2. Accounting and maintenance of adequate books and records. Responsible to maintain and preserve adequate books and records in compliance with Applicable Laws. Payment of all state and local licensing fees related to the Business; Responsible for all costs, expenses, compliance or other fees relating to the Business.
3. Tax collection and payment practices.
4. Satisfying all regulatory requirements for Company's CCTT-METRC track-and-trace services and UIDs to identify cannabis and/or a cannabis product on a licensed premises.
5. Preparation of Standard operating procedures.
6. Community outreach
7. Sourcing tested products from Native's microbusiness cultivation facility/vendor relationships.

**Name: Homar Crespo**

Address: 341 El Camino Real, Vallejo, CA 94590

Address: 235 N Plumas Willows, CA 95988

Mailing Address: PO Box 4160, Vallejo, CA 94590

Telephone: 310-498-1925

Title: Architect - Member LLC

Functions: Property owner. Responsible for design and oversight of construction and Financial Management.

Homar Crespo – General Information

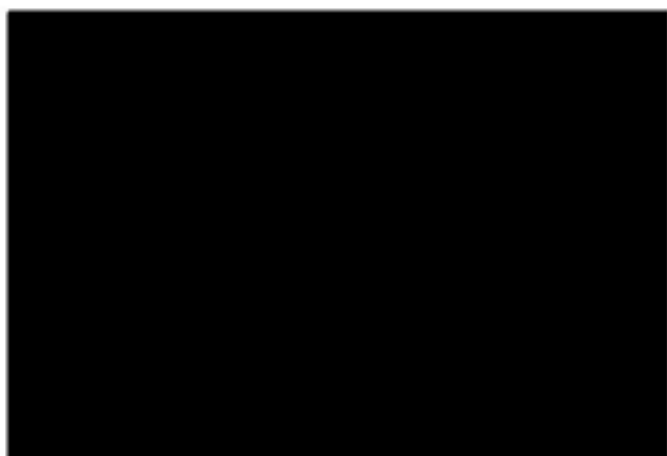
1. Premises design and construction coordination.
2. Security and lighting plan implantation.
3. Budget and financial statement preparation.
4. Responsible for hiring outside counsel, accountants, and securing any additional outside professional services as may be needed from time to time in furtherance of the Project.

### **2. Item 2: Homar Crespo- CDL: Attached**

### **3. Item 6: Criminal Background.**

Completed 03/13/2025 for Homar Crespo and Margaret Sharkey

### **4. Item 8: State License Clarification. License Type 10: Storefront retailer.**



**Willows, CA**

**Central Commercial Zone  
Letters of Support**

October 7, 2024

City of Willows CA  
201 North Lassen Street  
Willows, CA 95988



RE: Support for Conditional Use Permit for Central Commercial Permitted Retail Cannabis Dispensary

I understand the City of Willows has modified setbacks and has approved zoning in the central commercial area for a permitted cannabis dispensary.

I support the permitted use in the central commercial zone.

This business is appropriate for the central commercial zoning and will assist with commercial growth and business sustainability.

Sincerely,

*Kimberly McBeen*  
*Beautiful You Salon*  
*140 W. Sycamore, Willows*



October 7, 2024

City of Willows CA  
201 North Lassen Street  
Willows, CA 95988



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Sincerely,

Sarah Ruiz  
214 W Walnut St

October 7, 2024

City of Willows CA  
201 North Lassen Street  
Willows, CA 95988


RE: Support for Conditional Use Permit for Central Commercial Permitted Retail Cannabis Dispensary

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Sincerely,

  
YumYum Ice Cream

October 7, 2024

City of Willows CA  
201 North Lassen Street  
Willows, CA 95988


RE: Support for Conditional Use Permit for Central Commercial Permitted Retail Cannabis Dispensary

I understand the City of Willows has modified setbacks and has approved zoning in the central commercial area for a permitted cannabis dispensary.

I support the permitted use and location of a retail dispensary in the central commercial zone at 130 N. Butte Street, Ste. AB, Willows CA.

This business is appropriate for the central commercial zoning and will assist with commercial growth and business sustainability. I have full confidence this will be a responsible business and I support this use.

Sincerely,

  
\_\_\_\_\_  
Elite Barber Shop  
130 N. Butte St, Ste FG

October 7, 2024

City of Willows CA  
201 North Lassen Street  
Willows, CA 95988

RE: Support for Conditional Use Permit for Central Commercial Permitted Retail Cannabis Dispensary

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Sincerely,

A handwritten signature in black ink, appearing to read "Arthur Blum", written over a horizontal line.

130 N. Butte St, Suite IS

October 7, 2024

City of Willows CA  
201 North Lassen Street  
Willows, CA 95988


RE: Support for Conditional Use Permit for Central Commercial Permitted Retail Cannabis Dispensary

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Sincerely,

  
130 N. Butte Street 0

October 7, 2024

City of Willows CA  
201 North Lassen Street  
Willows, CA 95988

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Sincerely,

Leticia Aguilar Moreno

Mc Pinconito Market

October 7, 2024

City of Willows CA  
201 North Lassen Street  
Willows, CA 95988

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Sincerely,

Shawn Gammon  
530-804-2355

✱

October 7, 2024

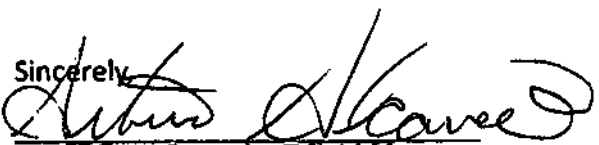
City of Willows CA  
201 North Lassen Street  
Willows, CA 95988

RE: Support for Conditional Use Permit for Central Commercial Permitted Retail Cannabis Dispensary

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I support the permitted use in the central commercial zone.

This business is appropriate for the central commercial zoning and will assist with commercial growth and business sustainability.

Sincerely,  
  
530.361.5843 \*



October 7, 2024

City of Willows CA  
201 North Lassen Street  
Willows, CA 95988

RE: Support for Conditional Use Permit for Central Commercial Permitted Retail Cannabis Dispensary

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Sincerely,

Colleen Spooner

707-295-4917  
4827 CR 99W Orland CA  
95963

RichField Metal & Recycling

October 7, 2024

City of Willows CA  
201 North Lassen Street  
Willows, CA 95988


RE: Support for Conditional Use Permit for Central Commercial Permitted Retail Cannabis Dispensary

I understand the City of Willows has modified setbacks and has approved zoning in the central commercial area for a permitted cannabis dispensary.

I support the permitted use in the central commercial zone.

This business is appropriate for the central commercial zoning and will assist with commercial growth and business sustainability.

Sincerely,



Gina Marone  
138 W. Sycamore St  
Willows, CA 95988  
ginamarone@gmail.com  
(530) 517-2591

October 7, 2024

City of Willows CA  
201 North Lassen Street  
Willows, CA 95988

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This business is appropriate for the central commercial zoning and will assist with commercial growth and business sustainability.

Sincerely,

  
138 W Lyman Ave / 524 5<sup>th</sup> St  
Willows, CA 95988  
504123456789

October 7, 2024

City of Willows CA  
201 North Lassen Street  
Willows, CA 95988

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This business is appropriate for the central commercial zoning and will assist with commercial growth and business sustainability.

Sincerely,

Donna Settle  
138 W. Sylamore St.  
Willows, 95988

October 7, 2024

City of Willows CA  
201 North Lassen Street  
Willows, CA 95988

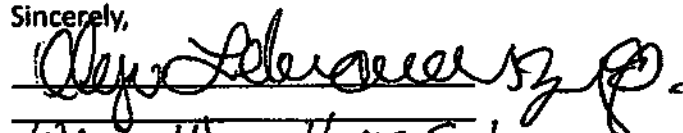
RE: Support for Conditional Use Permit for Central Commercial Permitted Retail Cannabis Dispensary

I understand the City of Willows has modified setbacks and has approved zoning in the central commercial area for a permitted cannabis dispensary.

I support the permitted use and location of a retail dispensary in the central commercial zone at 130 N. Butte Street, Ste. AB, Willows CA.

This business is appropriate for the central commercial zoning and will assist with commercial growth and business sustainability. I have full confidence this will be a responsible business and I support this use.

Sincerely,

  
Wong Way Home Saloon

October 7, 2024

City of Willows CA  
201 North Lassen Street  
Willows, CA 95988

RE: Support for Conditional Use Permit for Central Commercial Permitted Retail Cannabis Dispensary

I understand the City of Willows has modified setbacks and has approved zoning in the central commercial area for a permitted cannabis dispensary.

I support the permitted use in the central commercial zone.

This business is appropriate for the central commercial zoning and will assist with commercial growth and business sustainability.

Sincerely,  
Calvinna Cee  
(202) 517-3314  
Chiquis Shop

October 7, 2024

City of Willows CA  
201 North Lassen Street  
Willows, CA 95988


RE: Support for Conditional Use Permit for Central Commercial Permitted Retail Cannabis Dispensary

I understand the City of Willows has modified setbacks and has approved zoning in the central commercial area for a permitted cannabis dispensary.

I support the permitted use and location of a retail dispensary in the central commercial zone at 130 N. Butte Street, Ste. AB, Willows CA.

This business is appropriate for the central commercial zoning and will assist with commercial growth and business sustainability. I have full confidence this will be a responsible business and I support this use.

Sincerely,

  
\_\_\_\_\_  
- 916 834 4034  
Sincerely,  
\_\_\_\_\_  
Janice H

**November 11, 2024**

**City of Willows  
201 N. Lassen Street  
Willows, CA 95988**

**RE: Support for Conditional Use Permit for a Permitted Retail Cannabis Dispensary in Central Commercial Zone**

**I am aware that the City of Willows has modified setbacks and approved zoning for a permitted cannabis dispensary in the central commercial area.**

**I support the permitted use and location of a retail dispensary in the central commercial zone at 130 N. Butte Street, Suite A/B, Willows, CA 95988.**

**This business is appropriate for central commercial zoning and will assist in commercial growth and business sustainability for downtown merchants. I have full confidence this will be a responsible business and I support this use.**

**Sincerely,**

A handwritten signature in black ink, consisting of a stylized 'A' followed by a long horizontal line that tapers off to the right.



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**PHASE TWO**

**WWCRS, Inc.**

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# 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): 130 N. Butte Street, Ste. AB, Willows CA 95988	NAME OF PROPOSED PROJECT: Pending DBA name
	APN: 003-044-005-000	PROPERTY SIZE (ACRES) .32
	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: WWCRS, Inc.	BUSINESS PHONE: 707-704-5794	CELL PHONE: 707-704-5794
	MAILING ADDRESS: PO Box 4160, Vallejo, CA 94590	FAX:	EMAIL: goglobal2030@yahoo.com
	ARCHITECT/ENGINEER: Sunny Grewal - Studio g+s Architects	BUSINESS PHONE:	CELL PHONE:
	MAILING ADDRESS: 2223 5th Street, Berkely, CA 94710	FAX:	EMAIL: sunny@sgsarch.com
	PROPERTY OWNER: SRSH, LLC	BUSINESS PHONE: 310-498-1925	CELL PHONE: 310-498-1925
	MAILING ADDRESS: PO Box 4160, Vallejo, CA 94590	FAX:	EMAIL: goglobal2020@yahoo.com

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>M Sharkey</u>	DATE: <u>04/25/2025</u>
APPLICANT NAME PRINT: <u>Margaret Sharkey</u>	<u>Amended 8/29/2025</u>
PROPERTY OWNER SIGNATURE: <u>Tom Crespo</u>	DATE: <u>04/25/2025</u>
PROPERTY OWNER NAME PRINT: <u>Homar Crespo</u>	<u>Amended 8/29/2025</u>



**SALES FLOOR COMMON AREA**



**SECURITY ENTRANCE**



**SALES FLOOR COMMON AREA**





**SALES FLOOR COMMON AREA (PUBLIC)**



**SALES FLOOR COMMON AREA**

**SALES FLOOR COMMON AREA**





**CONFERENCE MEETING LIMITED ACCESS**



**CONFERENCE MEETING OFFICE LIMITED ACCESS**

## **SECURITY PLAN**

WWCRC, Inc.

130 N. Butte Street, Ste AB, Willows CA 95988

This security plan outlines the measures WWCRS, Inc. will implement to maintain a secure environment for all operations related to the retail cannabis premises at Suite AB in the Willow Walk Mall. The security plan ensures compliance with all state and local regulations and prioritizes safety, inventory control and prevention of unauthorized activity, 24 hours a day, 7 days per week.

**Site Summary:** The 130 N Butte Street, Suite AB, Willows, CA project site is a 1625sf premises located in the Willow Walk Mall in the central commercial zone. The area is surrounded by central commercial downtown development with common area and street parking.

### **24/7 Premises Security -Surveillance & Monitoring**

- WWCRS, Inc. will utilize a professionally installed and maintained digital surveillance system, Cameras will monitor all interior and exterior areas of the facility including entrances, sales floor, storage, and perimeter zones.
- Surveillance recordings will be maintained for a minimum of 90 days and will be accessible to law enforcement.
- The facility is protected by a 24/7 UL certified alarm system with real time monitoring and immediate alerts for unauthorized entry or motion detection.
- Exterior lighting shall be white light using LED lamps with full cutoff fixtures to limit glare and light trespass. Color temperature shall be between 2700K and 4100K with a color rendering index of 75 or better and a light loss factor of .95 or better.
- Broken or damaged exterior lighting shall be repaired or replaced within 48 hours of being noted. Exterior lighting shall be shielded or otherwise designed to avoid spill-over illumination to adjacent streets and properties.
- All solid core exterior doors will be equipped with a 180-degree viewing device to screen persons before allowing entry.
- Knox Box will be installed for police access to the exterior areas of the property after hours.

### **Physical Security – The following systems to monitor and alarm premises:**

- Burglar Alarm – U.L. certified, cellular communication, with door contacts, motion detectors, safe contacts, and wireless panic buttons. System monitored by a central monitoring station
- CCTV – 2.1mp 1080p HD cameras with remote viewing from smartphone, tablet, or desktop  
L.V.M. – Live Video Monitoring. The premises shall be equipped with Live Video Monitoring Analytics for each side of the structure on which there is an entrance/exit leading to the business. The system shall allow for the monitoring company to audibly engage suspects on the property. Monitoring shall be performed by a licensed third-party Alarm Company Operator (ACO). Live Video Monitoring shall be operational during ALL non-business hours. LIVE VIDEO MONITORING (LVM) LVM is designed to deter theft, vandalism, and trespassing by using live remote-video-monitoring in conjunction with commercial grade loud-speakers installed on site to alert intruders they are being monitored and recorded. Clients can view cameras 24/7/365 from any phone or computer. When the LVM system is armed, the monitoring company is monitoring property the moment a human or vehicle trespasses into the protected area. If an

intruder does not immediately leave after hearing a pre-recorded warning message, a monitoring agent can talk down to the intruder, identify them by clothing or vehicle and inform them they are being recorded and police have been dispatched to arrest them.

- **Burglar Alarm coverage:** Alarm system shall consist of a DMP XR150 Central Processing Unit and a DMP 263C Cellular Communicator. The (CPU) will have 1 alarm control keypad attached to it that will control and manage all of the alarm protection installed in the suite.
- **Motion detector:** Motion detectors will have a 40x40 range and will have a 90-degree protection pattern.
- **Mounted "Panic" buttons** – Silent mounted "panic" buttons to be installed throughout the facility. In the event the "panic" button is engaged, a call is made to dispatch the local Police Department. This holdup switch is used to trigger silent holdup alarms. The buttons are protected from accidental activation, and must be reset by key.
- **Burglar Alarm Response.** In the event a burglar alarm system is triggered by way of motion detection, or a breached door contact, the system will send a signal identifying exactly what device was tripped as well as sounding off a loud siren installed in the common hallway. First person listed on an emergency notification will be contacted immediately. If we receive no answer Alarm company will immediately dispatch the police and attempt to contact the #2 and #3 people on the emergency contact list. The Security Director or its designee shall be able to respond to assist in evaluating the activation within one hour. Where evidence of criminal activity is discovered by the responding Security Manager (or designee), those responding shall alert local law enforcement immediately and shall assist law enforcement with all necessary access to and within the facility as is needed to investigate.
- **Burglar Alarm** shall be equipped with a back-up battery for 24 hours of continued operation time, in case of power failure.
- **System Failure** - Facility shall be staffed with management staff or licensed guard at all times that the security system is not fully functional.
- **Event Log** - Arming and disarming of burglar alarm systems to be logged via alarm company central monitoring station.
- **Mechanical Security Doors** accessing all areas designated as secure storage for cannabis products and/or cash shall be equipped with metal door/frame plates, allowing the plate(s) to be locked with a circular "hidden shackle padlock(s)." These areas shall be locked during all non-business hours. These areas shall remain unlocked during business hours. ALL exterior doors shall be equipped with a metal latch guard (plate), to protect the locking mechanism and prevent/deter intrusion via crowbar.
- **Suite Entry Door** – "Man-trap" door to be equipped with intrusion alarm door contacts and motion detection. Entry has a 30 second delay to accommodate daily opening and closing of operation.
- **Exterior Surveillance** – All sides of premise equipped with CCTV fixed angle cameras for complete coverage of perimeter.
- **Building Entrance** - Entrance to be equipped with CCTV fixed angle camera to record all persons entering and exiting the building. All persons must enter through a single point of entry under video surveillance and recording.
- **All exterior access points of premises** will be under constant video surveillance with a closed-circuit camera system featuring a minimum of Ninety (90) day NVR storage. Remote



access of CCTV system to be granted to Police Department or Security Service as deemed necessary by all parties involved.

- Perimeter to be equipped with cameras providing coverage of the entire premises perimeter area.
- Interior Surveillance – CCTV coverage of the main entry interior of all persons entering the facility. As well as vault room, product storage room, hallways, offices, receiving area, and manager's office. All equipped with fixed angle cameras for complete coverage.
- Entry Vestibule – All persons entering the facility will immediately be recorded by a fixed camera in the Entry Vestibule. The camera will stream live video images to a monitor in the staff area. These images will be stored on NVR for 90 days.
- Hallway Between Rooms – All hallways feature fixed angle cameras recording all movement. These images will be stored on NVR for 90 days.
- Vault and Cash Handling – Vault room shall be under 24-hour video surveillance with fixed angle cameras. Management are the only ones with access to this room.
- Delivery area monitored by CCTV with continuous surveillance of all persons in shipping and receiving.
- Security entrance station to be equipped with viewing station for CCTV visual inspection and perimeter for safe exit of facility by employees.

#### **Premises Access Control - Preventing Unauthorized Presence.**

- Only authorized employees with valid IDs will be allowed beyond the lobby or sales area.
- All visitors, including customers, vendors, and contractors will be required to check in the security reception area.
- Signage clearly prohibiting loitering. On site security will ensure individual loitering will be asked to leave the premises.

#### **Limited Access Areas**

- Entry into LAAs will be secured with badge-access systems or biometric authentication. All employee movement will be logged and reviewed periodically to detect and prevent unauthorized access.
- Visitors to sign-in log kept at front entry and wear a visible identification badge given to them while in the facility and on premises.
- If visitors are from a State or City agency such as Police officers in uniform or Inspectors with clear identification, tenants should have prior notice of visit and will inform employees of visitors' schedule. If there are any questions or concerns with regard to any scheduled visitor Manager to immediately contact the agency that the visitor represents to verify employment and purpose of visit.
- Vendors will be met in the lobby and escorted at all times. Product order will be counted and verified, then receive a receipt. Products will then be logged, and added to the inventory system/ software. Verifying the bar codes, and quality. (Making sure products are within compliance) After everything has been accounted for and after business transactions have been completed and product is securely stored, Vendor to be escorted to the main exit.
- Shipping/Receiving – All shipping/receiving vehicles must be scheduled in advance and shall only gain access to shipping/receiving areas from staff that are expecting their arrival. All

pedestrian traffic will have to pass through a single point of entry (main entrance) into the lobby for sign-in and video recording. All shipping/receiving vehicles will call a facility when they are waiting at the shipping/receiving area. Manager or designated employee will verify the vehicle is on site using CCTV coverage.

#### **Product Storage**

- Product will be stored in proper rooms and containers. Each of them having different codes to unlock, only authorized employees will have codes. Products will be individually contained in separate boxes, labelled with a barcode/UPC of the product inside.

#### **Money/Cash Handling**

- Any cash or money stored overnight will be placed in a safe that is professionally mounted to the floor and protected with intrusion and vibration sensors connected to the burglar alarm per UL cert.

#### **Robbery Protocol**

- If a robbery or other type of altercation were to occur during business hours, personnel would comply with all demands and engage panic buttons as soon as possible when safe to do so.

#### **Cannabis Storage and Inventory Protection**

- Secure Storage Protocol
- All finished cannabis and cannabis products will be securely stored in locked safes or vaults located in a restricted area of the facility.
- Only authorized inventory personnel and management may access the storage area.
- Cannabis used for display or immediate sale will be kept in tamper-proof cases under constant video surveillance.

#### **Inventory Management**

- Inventory will be tracked in real-time using METRC-compliant seed-to-sale software to monitor movement and prevent diversion or loss.
- Weekly audits will be conducted to verify physical inventory against system records.

#### **Tamper-Proof Packaging**

- All cannabis products offered for sale at WWCRC, Inc. will be enclosed in tamperproof, tamper-evident, and child-resistant packaging.
- Packaging will meet all labeling requirements, including harvest date, cannabinoid content, and batch numbers, ensuring integrity and traceability.

### **Waste Disposal and Diversion Prevention**

- Waste Handling Protocol: All cannabis waste, including expired products and trimmings, will be rendered unusable and unrecognizable by grinding and mixing with non-consumable materials (e.g., cardboard, food waste).
- Waste will be stored in a secured, locked container until picked up by a licensed cannabis waste disposal company.
- A disposal log will be maintained, including dates, product types, amounts, and signatures from staff and waste hauler representatives.
- All cannabis waste will be weighed and video recorded before disposal to prevent misuse of waste
- Disposal activities will be conducted in Limited Access Areas under surveillance.

### **Community Impact and Neighbor Relations**

- Preventing Off-Site Impacts: WWCRS, Inc. will install an odor control filtration system to eliminate any detectable cannabis odor from leaving the premises.
- Customer flow will be managed through a queue system as necessary to prevent crowding.
- Exterior lighting will be designed to enhance safety without disturbing neighboring properties.
- Noise: Deliveries and pickups will be scheduled during standard business hours to minimize noise.

### **Cash Handling and Limitations**

- Minimizing On-Site Cash: Cash will be deposited in secure time-lock safes throughout the day to limit open exposure.
- An armored vehicle service will be used for bank deposits to minimize retained cash levels on-site.
- Internal Controls: Dual authorization will be required for accessing cash safes.
- Cameras will monitor all cash-handling activities including drawer counts and safe deposits.

### **Payment Alternatives**

- WWCRS, Inc. will offer digital payment methods to encourage non-cash transactions and reduce the volume of cash on premises.

### **Employee Safety Meetings**

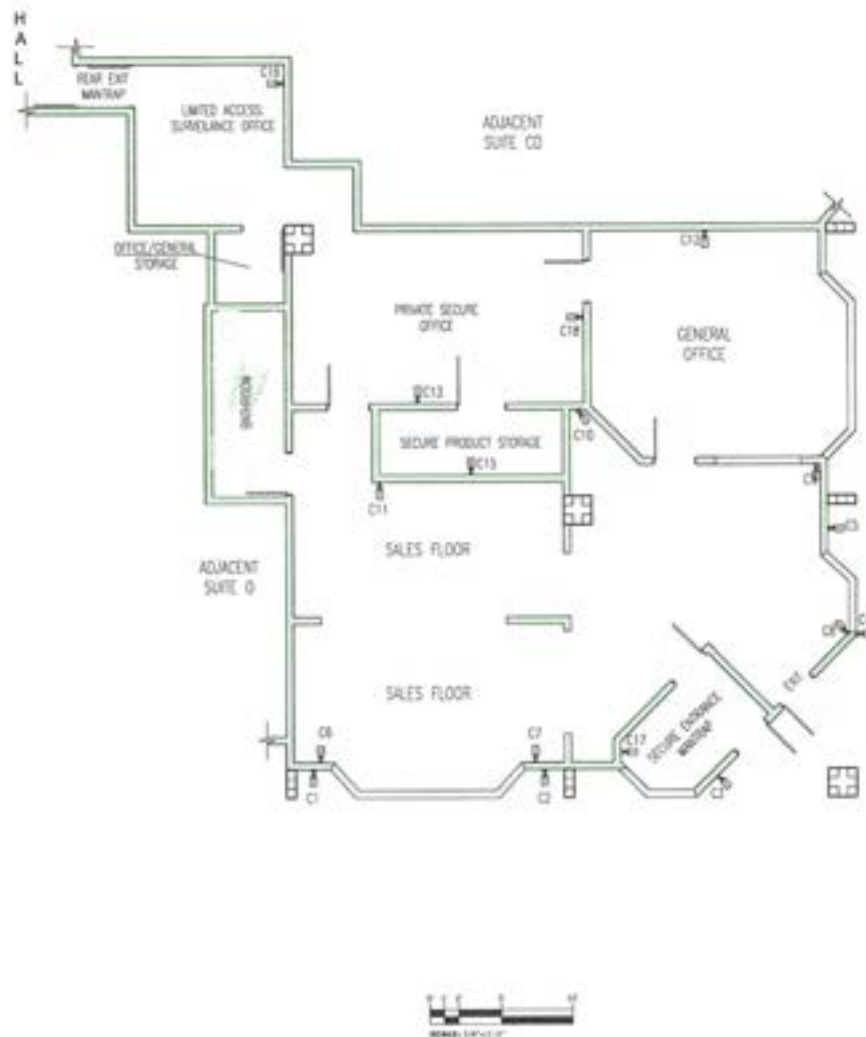
- Employee safety meetings will be held quarterly (at a minimum) to address security concerns and review security policies and procedures (e.g., opening and closing procedures, etc.). The meeting date and time, topics addressed, and names of attendees shall be kept in a log maintained on site.

### **Opening & Closing Procedures**

- Opening Procedures – Hours of operation will be 9:00am to 9:00pm, 7 days per week.
- Opening - Manager or authorized employee will unlock and disarm burglar alarm for suite. If at any time the suite must be left unoccupied, burglar alarm to be armed.
- Entry Door –Door to automatically lock upon closing.
- Closing Procedures – All products will be stored in appropriate containers. All cash and money will be placed in secure money bags for transport or storage in the safe.
- Employees check the viewing station in the lobby for any “negative activity” outside. If activity is observed, tenants stay inside, alert the authorities, and update police dispatch as necessary. If no signs of activity are observed, employees arm burglar alarms then exit. Door to automatically lock upon exit. Personnel must vacate premises immediately. No loitering is permitted.

WWCRS, Inc. is committed to operating a secure, compliant, and community-conscious cannabis dispensary. This Security Plan reflects our commitment to safeguarding our business, employees, customers, and the surrounding community through proactive security systems.

# Willow Walk Mall - Suite A-B Camera Placement



130 N BUTTE STREET  
SUITE AB  
WILLOWS, CA 95822  
APN 003-044-005-000  
FLOOR AREA = 1803.3446FT<sup>2</sup>  
DATE: APRIL 4, 2025  
PROJECT: WILLOW, CA  
SCALE- AS NOTED  
CAMERA PLACEMENT/ FLOOR PLAN

LEGEND:  
SURVEILLANCE CAMERA AND ORIENTATION  
C1- OUTSIDE SW CORNER SIDE  
C2-OUTSIDE WINDOW AREA  
C3-EXIT DOOR  
C4-MAIN ENTRANCE DOOR  
C5-SIDE OF BUILDING/SIDEWALK AREA  
C6-SALES FLOOR COMMON AREA  
C7-SALES FLOOR COMMON AREA  
C8-SALES FLOOR COMMON AREA  
C9-SALES FLOOR COMMON AREA  
C10-SALES FLOOR COMMON AREA  
C11-SALES FLOOR COMMON AREA/REGISTER POS AREA  
C12-LIMITED ACCESS OFFICE  
C13-LIMITED ACCESS STORAGE  
C15-STORAGE  
C16-LIMITED ACCESS SURVEILLANCE ROOM  
C17-SECURITY DESK  
C18-SECURITY ENTRANCE

## SITE PLAN



CLIENT  
Homer Craig &  
Margaret Shanks  
Willows, California

PROJECT  
130 N. BUTTE ST.  
SUITE AB  
WILLOWS, CA 95822

SCALE  
1/4"=1'-0"

A

F-01

## CMIP3342W-28MDA / CMIP3342W-MDA Platinum 4 MP Smart Fixed Turret Network Camera



Empowered by deep learning algorithms, our technology brings human and vehicle target classification alarms to front- and back-end devices. The system focuses on human and vehicle targets, vastly improving alarm efficiency and effectiveness.

- High quality imaging with 4 MP resolution
- Clear imaging against strong backlight thanks to 120 dB WDR technology
- High-efficiency H.265+ compression technology
- Built-in microphone for real-time audio security
- Water and dust resistance (IP67)
- Focus on human and vehicle target classification based on deep learning

## Specifications

### Camera

Image Sensor	1/3" Progressive Scan CMOS
Min. Illumination	Color: 0.005 Lux @ (F1.6, AGC on), 0 Lux with IR on
Shutter Speed	1/3 to 1/100,000 sec.
Slow Shutter	Yes
P/N	P/N
Wide Dynamic Range	120 dB
Day & Night	ICR Cut
Angle Adjustment	Pan: 0° to 360°, tilt: 0° to 75°, rotate: 0° to 360°

### Lens

Lens Type & FOV	2.8 mm: Horizontal 103°, vertical 55°, diagonal 122° 4 mm: Horizontal 84°, vertical 45°, diagonal 100°
Aperture	F1.6
Lens Mount	M12

### Detection, Observation, Recognition, Identification

DORI	2.8 mm: D: 67 m, O: 26 m, R: 13 m, I: 6 m 4 mm: D: 80 m, O: 31 m, R: 16 m, I: 8 m
------	--

### Illuminator

IR Range	Up to 98 ft (30 m)
Wavelength	850 nm

### Video

Max. Resolution	2688 × 1520
Main Stream	50 Hz: 25 fps (2688 × 1520, 1920 × 1080, 1280 × 720) 60 Hz: 30 fps (2688 × 1520, 1920 × 1080, 1280 × 720)
Sub Stream	50 Hz: 25 fps (640 × 480, 640 × 360) 60 Hz: 30 fps (640 × 480, 640 × 360)
Third Stream	50 Hz: 25 fps (1280 × 720, 640 × 480, 640 × 360) 60 Hz: 30 fps (1280 × 720, 640 × 480, 640 × 360)
Video Compression	Main stream: H.264 / H.264+ / H.265 / H.265 + Sub-stream: H.264 / H.265 / MJPEG Third stream: H.264 / H.265
Video Bit Rates	32 Kbps to 8 Mbps
H.264 Type	Baseline Profile / Main Profile / High Profile
H.265 Type	Main Profile
H.264+	Main Stream supported
H.265+	Main Stream supported
Bit Rate Control	CBR / VBR
Scalable Video Coding (SVC)	Yes
Region of Interest (ROI)	1 fixed region for main stream and sub-stream

### Audio

Environment Noise Filtering	Yes
Audio Sampling Rate	8 / 16 / 32 / 44.1 / 48 kHz
Audio Compression	G.711 ulaw / G.711 alaw / G.722.1 / G.726 / MP2L2 / PCM / MP3 / AAC

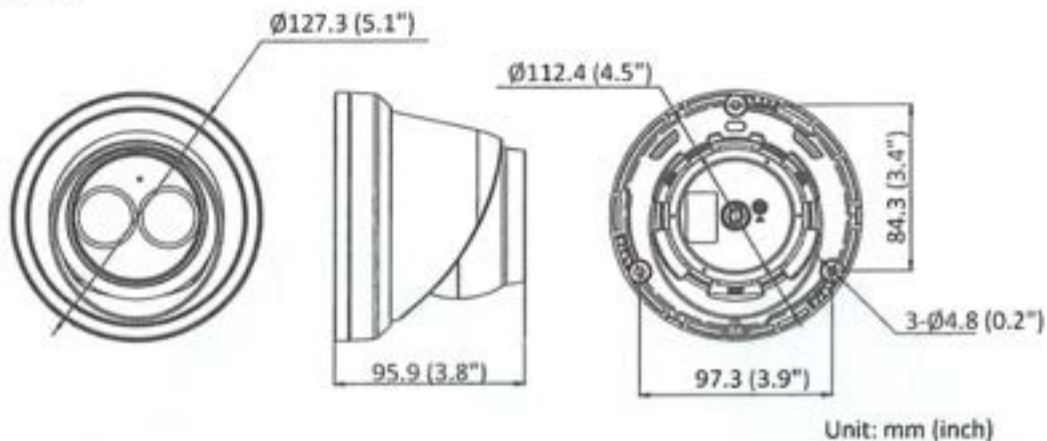


Audio Bit Rate	64 Kbps (G.711 ulaw / G.711 alaw) / 16 Kbps (G.722.1) / 16 Kbps (G.726) / 16 Kbps - 64 Kbps (AAC) / 32 - 192 Kbps (MP2L2) / 8 - 320 Kbps (MP3)
<b>Network</b>	
Simultaneous Live View	Up to 6 channels
API	Open Network Video Interface (Profile S, Profile G), ISAPI, SDK
Protocols	TCP/IP, ICMP, HTTP, HTTPS, FTP, DHCP, DNS, DDNS, RTP, RTSP, NTP, UPnP, SMTP, IGMP, 802.1X, QoS, IPv6, UDP, Bonjour, SSL/TLS, PPPoE
User / Host	Up to 32 users. 3 user levels: administrator, operator and user
Security	Password protection, complicated password, HTTPS encryption, IP address filter, Security Audit Log, basic and digest authentication for HTTP/HTTPS, TLS 1.1/1.2, WSSE and digest authentication for Open Network Video Interface
Network Storage	MicroSD / SDHC / SDXC cards (256 GB) for local storage, and NAS (NFS, SMB / CIFS), auto network replenishment (ANR)
Web Browser	Plug-in required live view: IE 10, IE 11 Plug-in free live view: Chrome 57.0+, Firefox 52.0+ Local service: Chrome 57.0+, Firefox 52.0+
<b>Imaging</b>	
Day / Night Switch	Day, Night, Auto, Schedule
Image Enhancement	BLC, HLC, 3D DNR
Image Parameter Switching	Yes
Image Settings	Rotate, mirror, privacy mask, saturation, brightness, contrast, sharpness, gain, white balance adjustable by client software or web browser
<b>Interface</b>	
Built-in Microphone	yes
On-board Storage	Built-in MicroSD, up to 256 GB
Hardware Reset	Yes
Communication Interface	1 RJ45 10/100 Mbps self-adaptive Ethernet port
<b>Event Types</b>	
Basic Events	Motion detection (human and vehicle targets classification), video tampering alarm, exceptions / anomalies
Face Detection	Yes
<b>Deep Learning Functions</b>	
Perimeter Protections	Line crossing detection, intrusion detection Supports human and vehicle target classification
<b>General</b>	
Linkage Method	Upload to FTP / memory card / NAS, notify surveillance center, trigger record, trigger capture, Email
Web Client Languages (33)	English, Russian, Estonian, Bulgarian, Hungarian, Greek, German, Italian, Czech, Slovak, French, Polish, Dutch, Portuguese, Spanish, Romanian, Danish, Swedish, Norwegian, Finnish, Croatian, Slovenian, Serbian, Turkish, Korean, Traditional Chinese, Thai, Vietnamese, Japanese, Latvian, Lithuanian, Portuguese (Brazil), Ukrainian
General Functions	Anti-flicker, heartbeat, password reset via e-mail, pixel counter
Software Reset	Yes
Storage Conditions	-22° to 140° F (-30° to 60° C); Humidity 95% or less (non-condensing)



Startup and Operating Conditions	-22° to 140° F (-30° to 60° C); Humidity 95% or less (non-condensing)
Power Supply	12 VDC $\pm$ 25%, reverse polarity protection PoE: 802.3af, Class 3
Power Consumption and Current	12 VDC, 0.5 A, max. 6 W PoE (802.3 af, 36 V to 57 V), 0.19 A to 0.12 A, max. 7 W
Power Interface	Ø 5.5 mm coaxial power plug
Materials	Aluminum alloy body
Camera Dimensions	Ø 5.01 $\times$ 3.78 in. (Ø 127.3 $\times$ 95.9 mm)
Package Dimensions	5.9 $\times$ 5.9 $\times$ 5.6 in. (150 $\times$ 150 $\times$ 141 mm)
Camera Weight	Approx. 1.3 lbs (600 g)
Package Weight	Approx. 1.8 lbs (816 g)
Certifications	FCC (47 CFR Part 15, Subpart B); CE-EMC (EN 55032: 2015, EN 61000-3-2: 2014, EN 61000-3-3: 2013, EN 50130-4: 2011 +A1: 2014); RCM (AS/NZS CISPR 32: 2015); IC (ICES-003: Issue 6, 2016); KC (KN 32: 2015, KN 35: 2015)
EMC	UL (UL 60950-1); CB (IEC 60950-1:2005 + Am 1:2009 + Am 2:2013); CE-LVD (EN 60950-1:2005 + Am 1:2009 + Am 2:2013); BIS (IS 13252(Part 1):2010+A1:2013+A2:2015)
Safety	
Environmental Protections	CE-RoHS (2011/65/EU); WEEE (2012/19/EU); Reach (Regulation (EC) No 1907/2006) IP67 (IEC 60529-2013)

## Dimensions



## Accessories (Optional)

**LTB373**  
Pendant Mount



**LTB03-W**  
Junction Box



**LTB379**  
Corner mount



**LTB378**  
Vertical Pole  
Mount



**LTB301**  
Wall Mount



## Platinum Enterprise Level 32 Channel NVR 1.5U LTN8932-P16

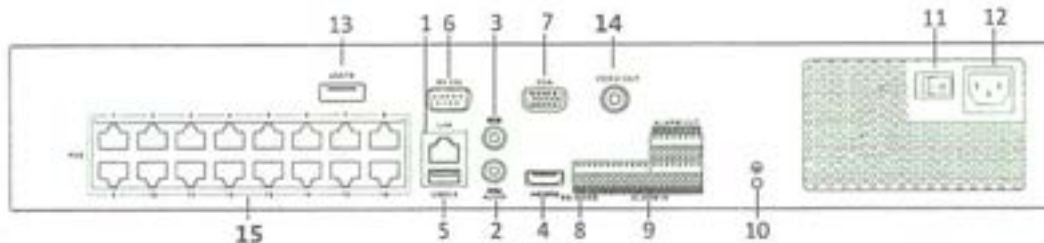


### Key Features:

- Up to 32 network cameras can be connected
- Support live view, storage, and playback of the connected camera with up to the resolution of 12 megapixels
- Up to 16 independent PoE network interfaces for different models
- HDMI Video output at up to 4K (3840 × 2160) resolution
- Up to 4 SATA hard disks can be connected with up to 6TB capacity for each
- Supports HDD quota and group modes

### Rear Panel:

- |                            |  |
|----------------------------|--|
| 1. LAN Network Interfaces  | 9. Alarm in/out                          |
| 2. Audio out               | 10. GND                                  |
| 3. Audio in                | 11. 100~240VAC Power Input               |
| 4. HDMI Interface          | 12. Power Switch                         |
| 5. USB 3.0 Interface       | 13. eSATA Interface                      |
| 6. RS-232 Serial Interface | 14. Video out                            |
| 7. VGA Interface           | 15. Network Interfaces with PoE function |
| 8. RS-485 Serial Interface |  |



# Platinum Enterprise Level 32 Channel NVR 1.5U

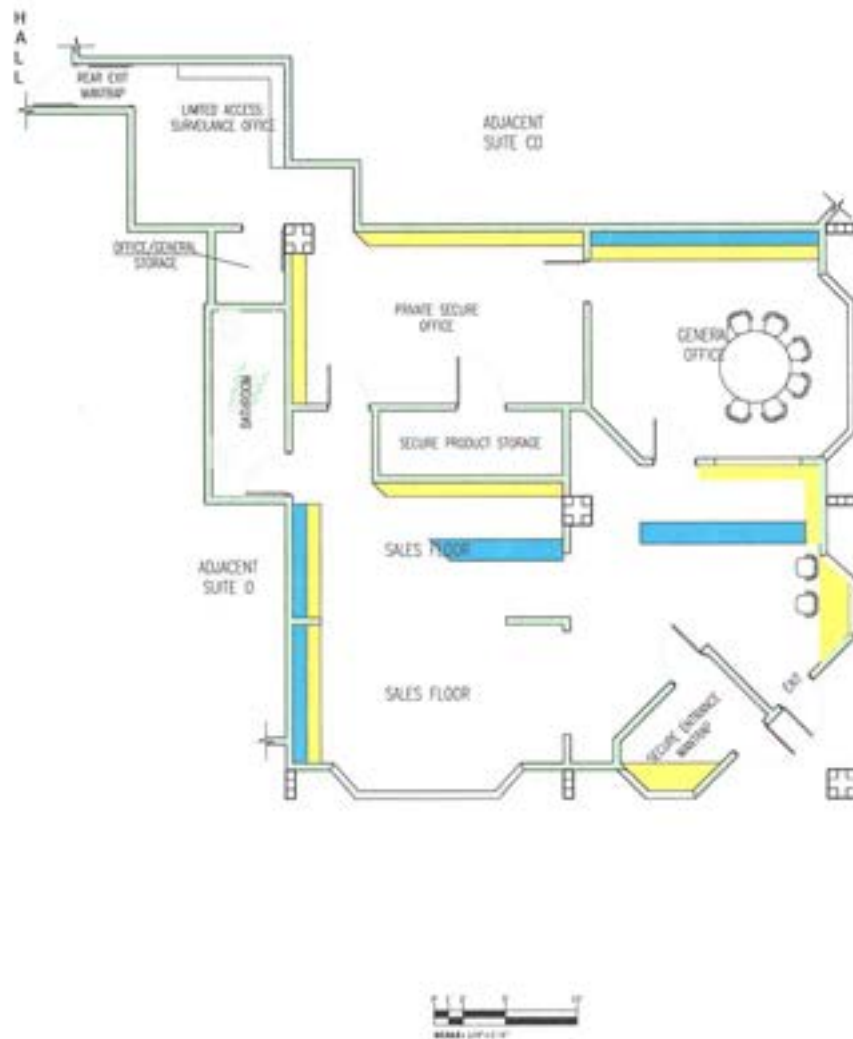
## LTN8932-P16

Video/Audio Input	
IP video Input	32-CH, Up to 12 MP resolution
Two-way audio input	1-ch, RCA (2.0 Vp-p, 1kΩ)
Network	
Incoming bandwidth	256Mbps
Outgoing bandwidth	256Mbps
Remote connection	128
Video/Audio Output	
Recording resolution	12 MP/8 MP/6 MP/5 MP/4 MP/3 MP/1080p/UXGA/720p/VGA/4CIF/DCIF/2CIF/CIF/QCIF
HDMI output	4K (3840 × 2160)/60Hz, 4K (3840 × 2160)/30Hz, 1920 × 1080p/60Hz, 1600 × 1200/60Hz, 1280 × 1024/60Hz, 1280 × 720/60Hz, 1024 × 768/60Hz
VGA output	1-ch, resolution: 1920 × 1080p/60Hz, 1280 × 1024/60Hz, 1280 × 720/60Hz, 1024 × 768/60Hz
CVBS output	1-ch
Audio output	1-ch, RCA (Linear, 1kΩ)
Decoding	
Live view / Playback resolution	12 MP/8 MP/6 MP/5 MP/4 MP/3 MP/1080p/UXGA/720p/VGA/4CIF/DCIF/2CIF/CIF/QCIF
Synchronous playback	16-CH
Capability	4-ch @ 4K, or 16-ch @ 1080p
Hard Disk	
SATA	4 SATA interfaces for 4 HDDs
Capacity	Up to 6TB for each disk
External Interface	
Network Interface	1 RJ-45 10/100/1000 Mbps self-adaptive Ethernet interface
Serial interface	1 RS-485 (half-duplex), 1 RS-232
USB Interface	Front panel: 2 × USB 2.0; Rear panel: 1 × USB 3.0
Alarm in/out	16/4
PoE	
Interface	16 RJ-45 10/100 Mbps self-adaptive Ethernet interfaces
Max. Power	≤200W
Supported standard	IEEE 802.3 af/at
GENERAL	
Power Supply	100~240V AC
Consumption	≤20 W (without enabling PoE)
Working Temperature	+14 °F ~ +131 °F (-10 °C ~ +55 °C)
Working Humidity	10% - 90%
Casing	19-inch rack-mounted 1.5U casing
Dimensions (WxDxH)	17.5" × 15.3" × 2.8" (445 × 390 × 70 mm)
Weight	≤ 11 lb ( 5 Kg)





## Willow Walk Mall - Suite A-B Furniture



130 N BUTTE STREET  
 SUITE AB  
 WILLOWS, CA 95822  
 APN 003-044-005-000  
 FLOOR AREA = 1803,3446F<sup>2</sup>  
 DATE: APRIL 4, 2025  
 PROJECT: WILLOW, CA  
 SCALE- AS NOTED  
 CAMERA PLACEMENT/ FLOOR PLAN

SITE PLAN



CLIENT  
 Home Design &  
 Remodeling  
 Willow, California

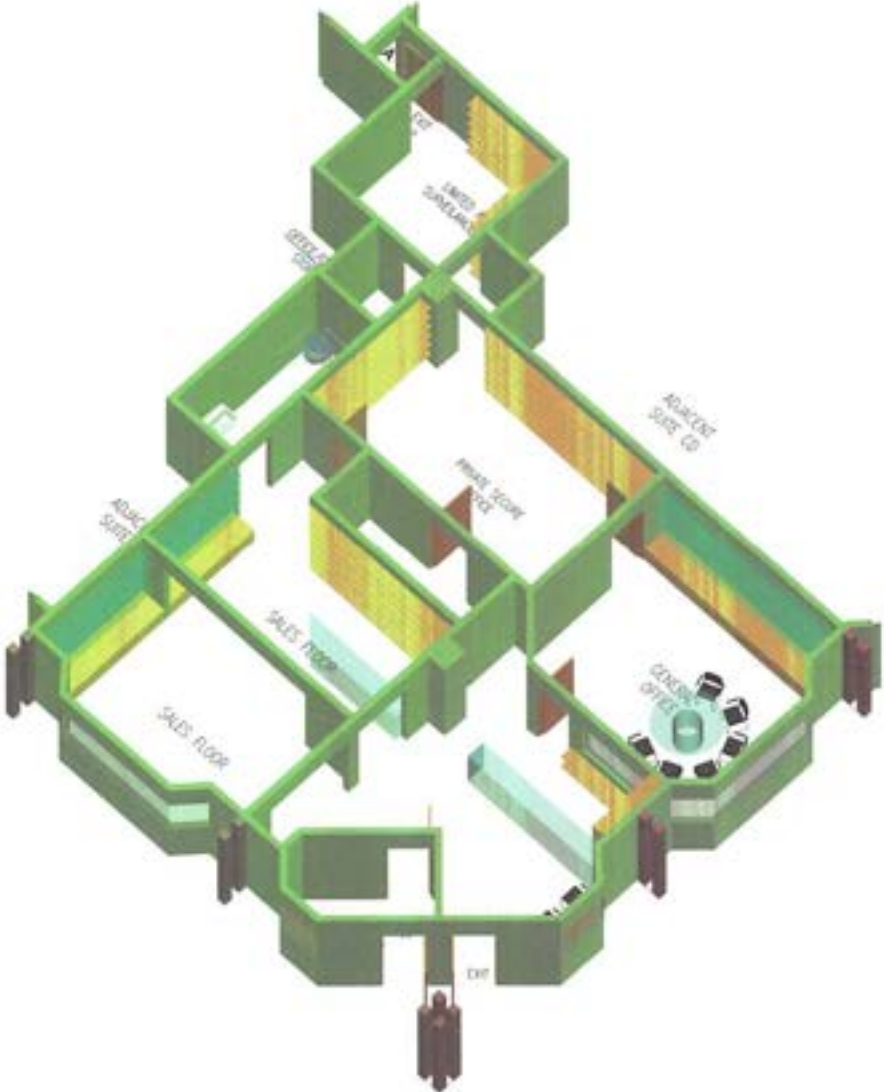
PROJECT  
 130 N. BUTTE ST.  
 SUITE AB  
 WILLOWS, CA 95822

SCALE  
 1/4" = 1'-0"

A

F-01

Willow Walk Mall - Suite A-B FLOOR PLAN - 3D - South-West View



CLIENT

Interior Design &  
Construction  
Company  
Willow Walk, California

PROJECT

120 N. SUITE ST.  
SUITE A-B  
WILLOW, CA 95068

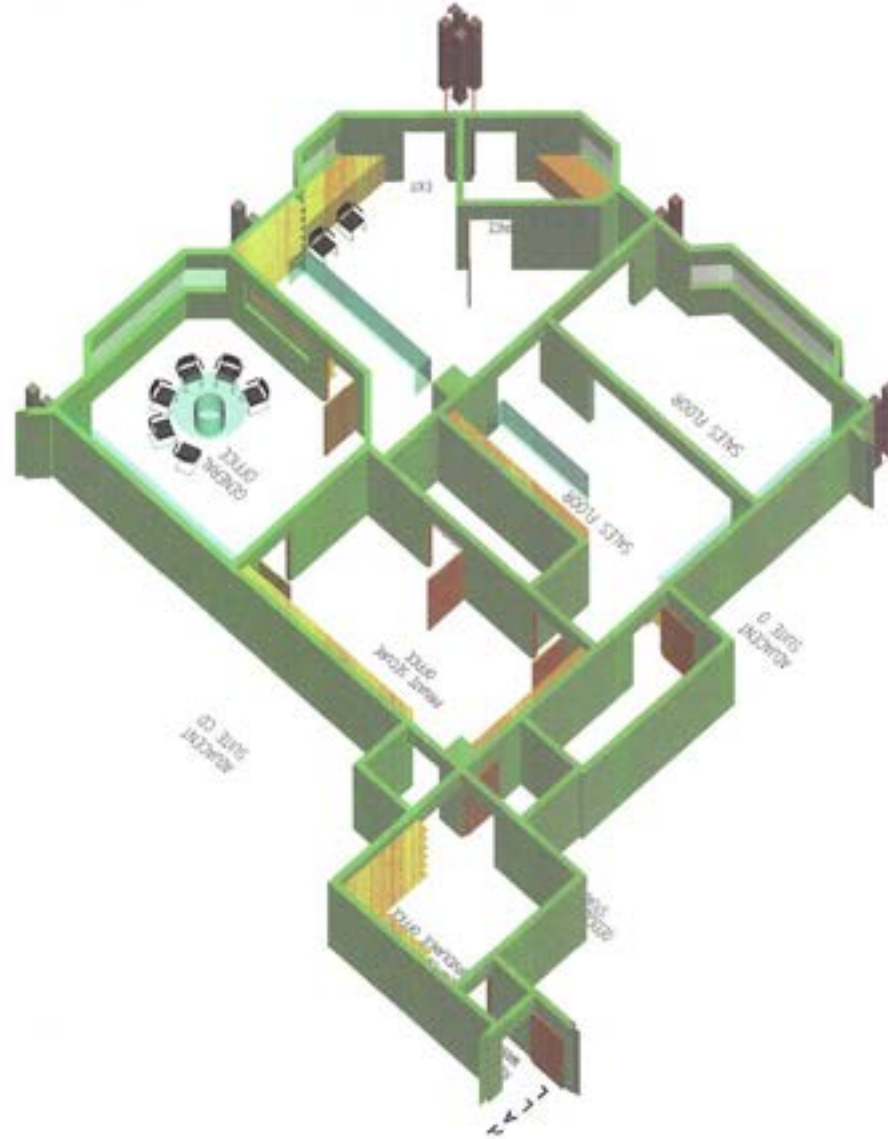
SCALE

1/8" = 1'-0"

A

FP-3D

Willow Walk Mall - Suite A-B FLOOR PLAN - 3D - North-East View



CLIENT  
Honor Crespo &  
Margaret Shanks  
Ventura, California

PROJECT  
130 N. BUTTE ST.  
SUITE A-B  
WILLOW, CA 95366

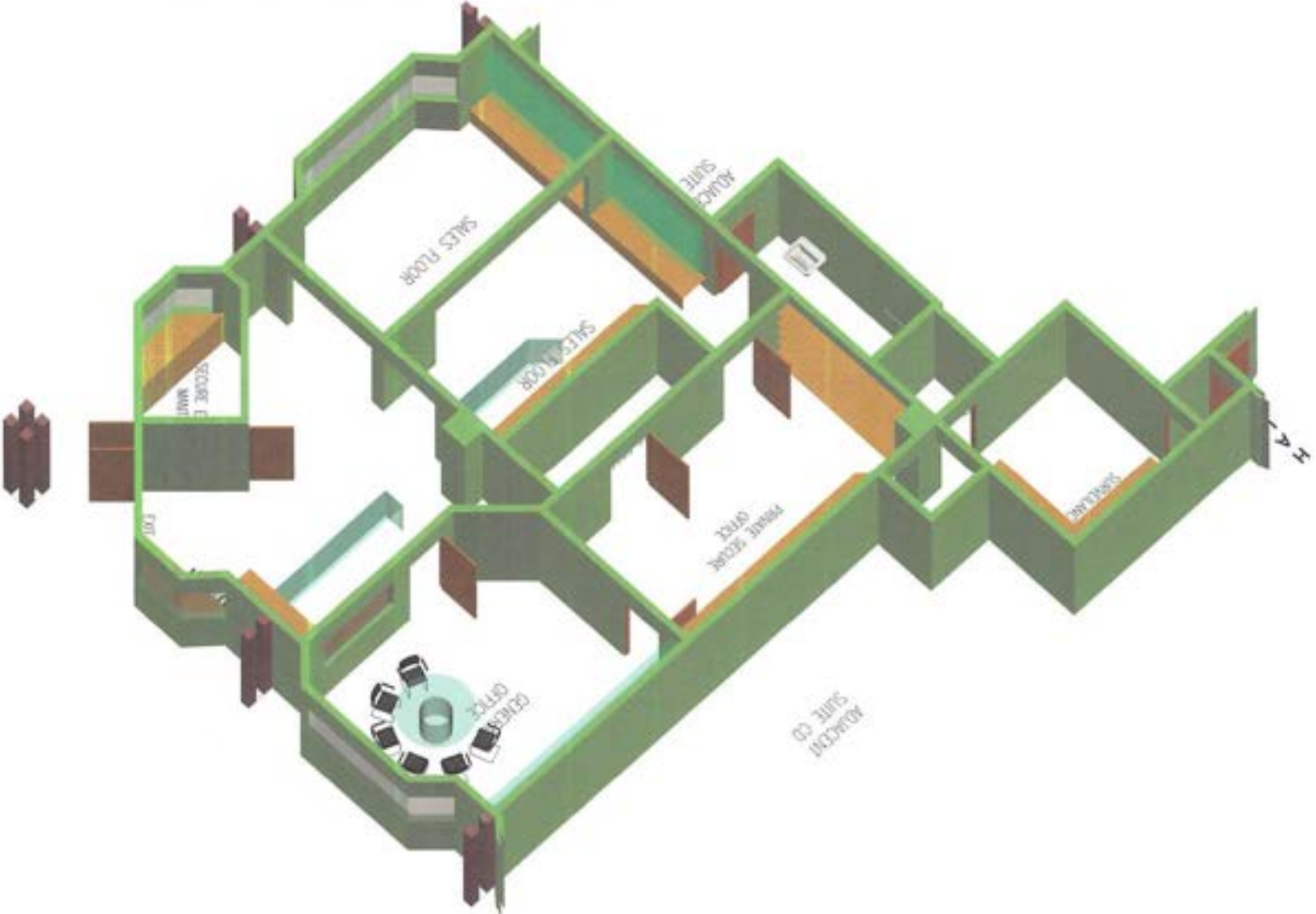
SCALE  
1" = 1'

A

FP-3D



Willow Walk Mall - Suite A-B FLOOR PLAN - 3D - North-West View



CLIENT

Home Oregon &  
Margaret Shanks  
Willows, California

PROJECT

130 N. BLUFFE ST.  
SUITE A/B  
WILLOWS, CA 95698

SCALE



A

FP-3D

Willow Walk Mall - Suite A-B FLOOR PLAN - 3D - South-East View



CLIENT

Summa Group &  
Pinnacle Group  
Vancouver, Canada

PROJECT

130 N. BAYVIEW ST.  
SUITE 400  
WILLOW, CA 94095

SCALE

1" = 10'

A

FP-3D

Willow Walk Mall - Suite A-B FLOOR PLAN - 3D - West View



CLIENT  
Homer Crespo &  
Margaret Shattuck  
Vallejo, California

PROJECT  
130 N. BAYVIEW ST.  
SUITE A/B  
WILLOW, CA 95699

SCALE  
1/8" = 1'-0"

A

FP-3D

Willow Walk Mall - Suite A-B FLOOR PLAN - 3D - South View



CLIENT  
Crescent &  
Margaret Shookery  
Vallejo, California



PROJECT  
1500 S. 15th St.  
SUITE A-B  
WILLOW, CA 95698

SCALE  
1/8" = 1'

A

FP-3D



Willow Walk Mall - Suite A-B FLOOR PLAN - 3D - North View



FP-3D

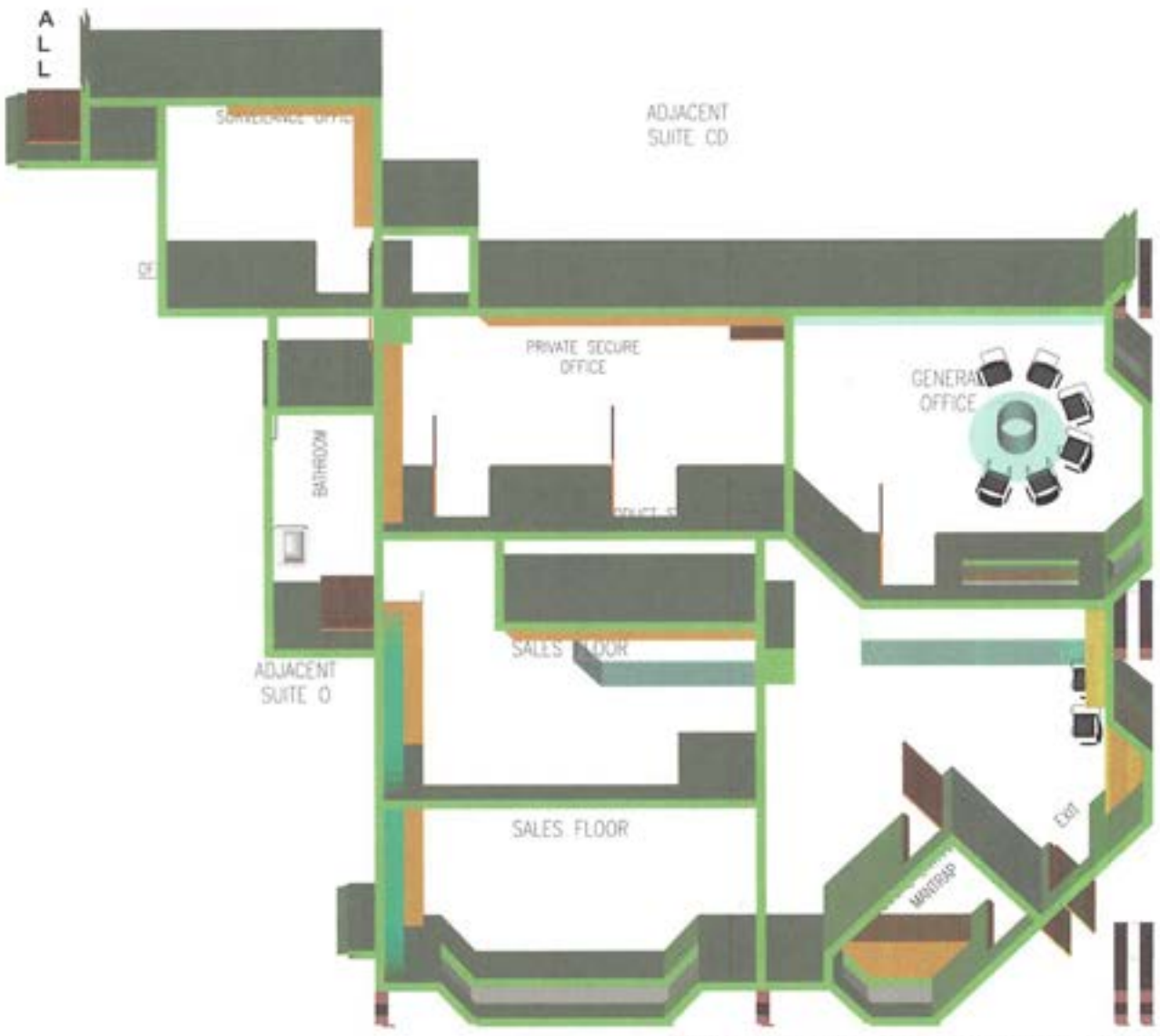
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SCALE  
N/S

PROJECT  
130 N. SUITE ST.  
SUITE A/B  
WILLOW, CA 95968

CLIENT  
Inner Circle &  
Margaret Sharkey  
Vallejo, California

Willow Walk Mall - Suite A-B Floor PLAN - 3D - East View



FP-3D

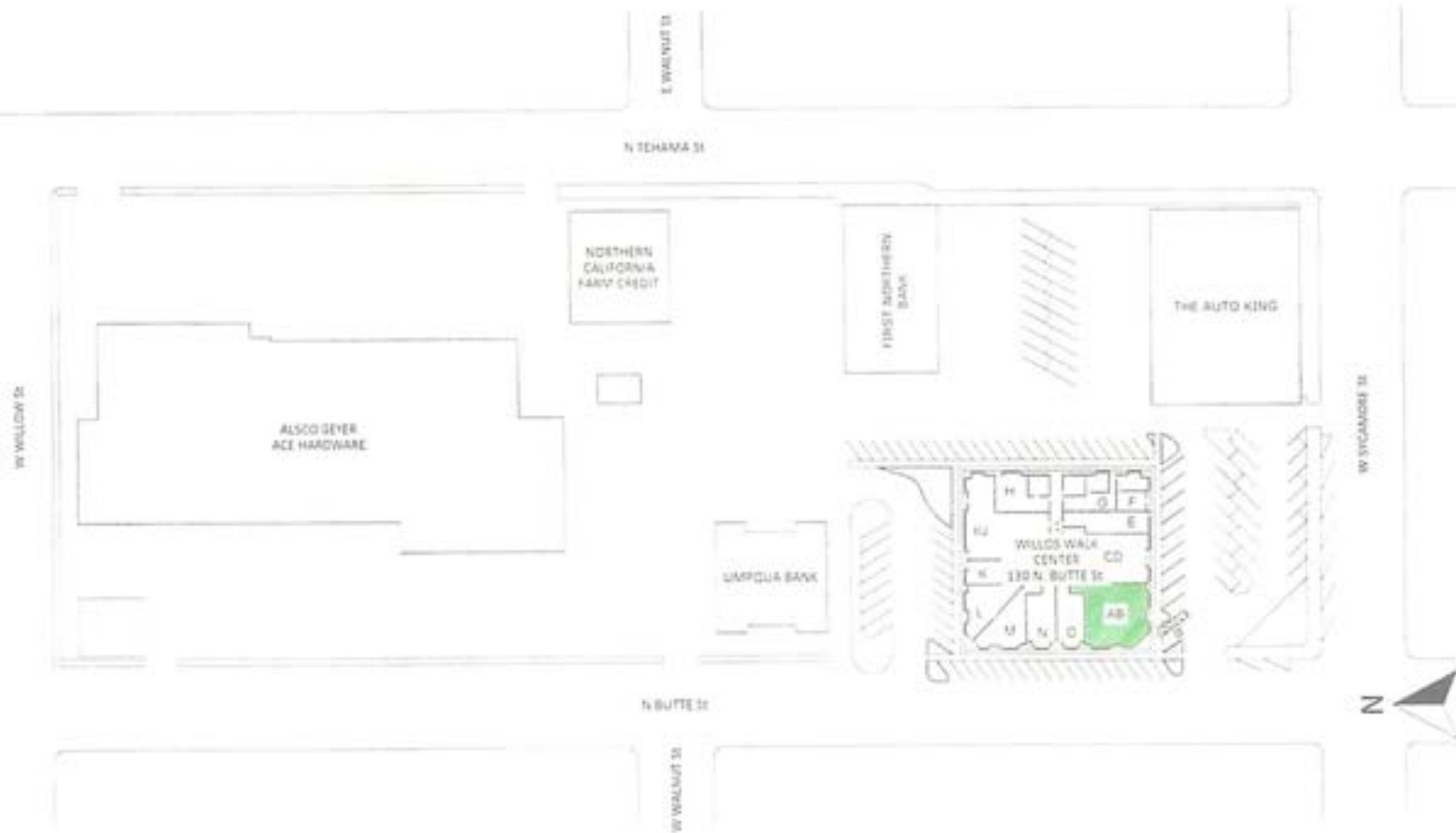
A



PROJECT  
130 N. BENTLEY ST.  
SUITE A-B  
WILLOW, CA 95088

CLIENT  
James Chong &  
Margaret Sherry  
Willow, California

Willow Walk Mall - Suite AB - Site Plan



SCALE: N/S

CLIENT  
Carpenter &  
Wright Quarry  
Willow, California

PROJECT  
130 N. Butte St  
Willow, CA 95694

SCALE  
1" = 10'

A

F-01

# Path of travel – Deliveries and Waste Pick up



1 Site Plan

Legend  
  
Project Location  
 Adjacent Space



2023 Fifth St.  
 Berkeley, CA 94710  
 Ph: 915.544.1648  
 info@ggsarch.com  
 www.ggsarch.com



WWCRS, INC.  
 130 N. Butler St. Suite A/B  
 Willows, CA 95988  
 916-444-0050

Sheet Contents  
 Site Plan

Notes: Notes, Remarks, etc. shall be written in the notes section of the plan. All notes shall be in the notes section of the plan. All notes shall be in the notes section of the plan.

Project No. 25-06-526

Drawn By: SSG

Checked By: SSG

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

10/20/20

Planning Set: 4-24-2020

Planning Set: 9-4-2020

Sheet A0.2



WWCRS, Inc.

Vendor Deliveries.

1. All deliveries will occur through the rear door of the premises during regular business hours.  
See premise floor plan showing path of travel for vendor deliveries.
2. All cannabis products will be delivered per appointment by licensed distributors between normal operating hours.
3. All products will be prepackaged and labeled as per DCC requirements.
4. Products delivered will include product invoice, metric manifest and metric tags.
5. Products delivered will be verified, logged into the POS and placed into secure storage.

WWCRS, Inc.

Waste Product Service

1. Service for waste product shall be provided by Easy Waste. (Proposal enclosed).
2. All cannabis waste products shall be removed from the premises by appointment during normal business hours.
3. All cannabis waste will be transported from the premises by the rear door.
4. Easy Waste will issue a site-specific Waste Management Plan and Certificate of Waste Compliance and will provide the completed shipping manifest.
5. WWCRS, Inc will be responsible for track-and trace metric compliance.





WWCRS, INC.  
130 N. Butler St. Suite A/B  
Willows, CA 95688  
003-044-005-0

**Broad Coverage:**  
Proposed First Page

These images, brought into question by the presence of the *St. M.* fly, are not a simple matter for artists and their clients. In a recent article,

28-06-52

Drawn By: 500

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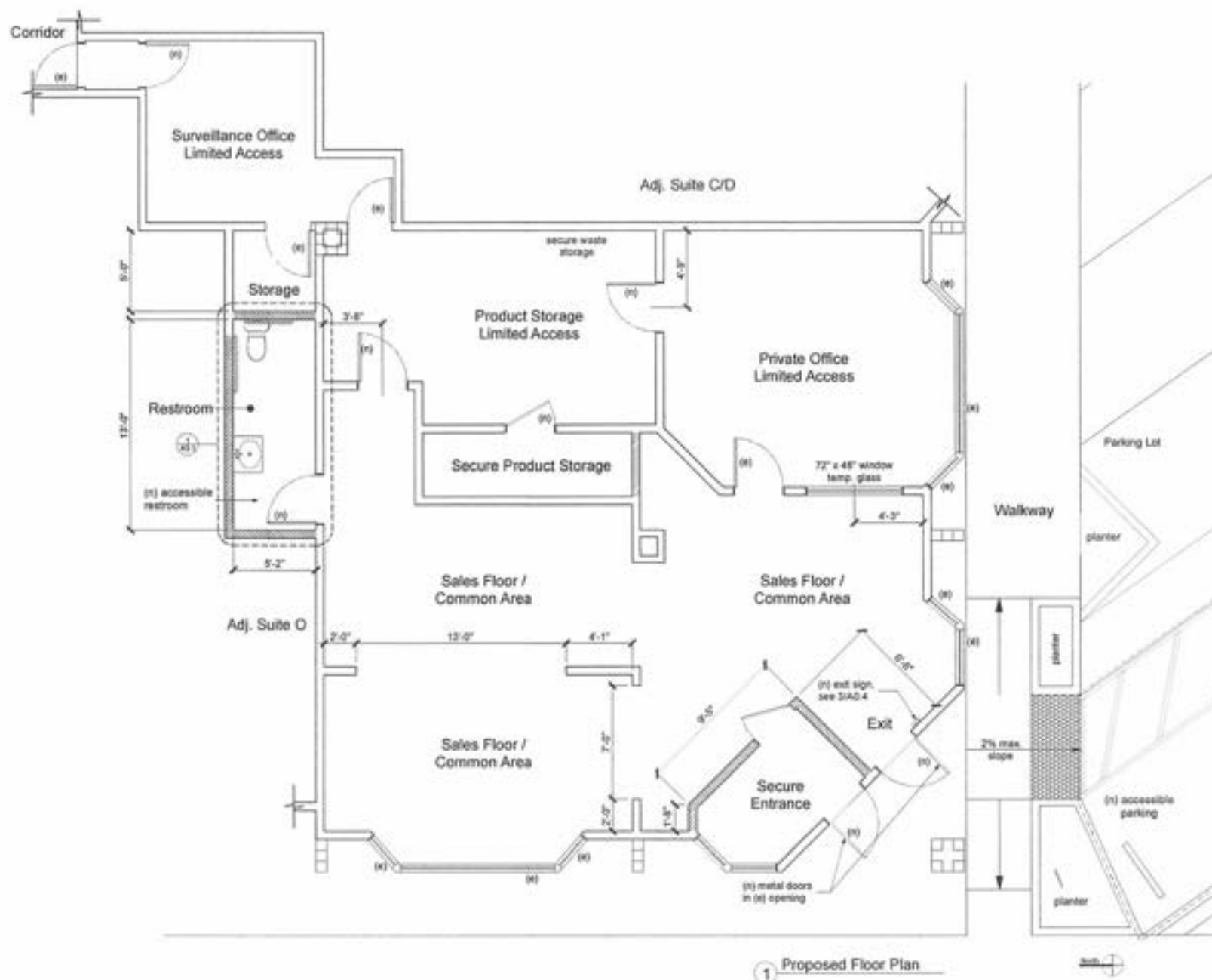
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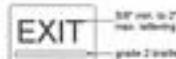
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A2.1





**Tactile Exit Sign**

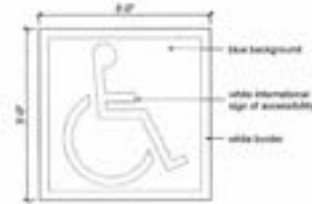
1. Every exit sign and directional exit sign shall have raised characters that are at least 5/8 inch high with the principal strokes of the letters not less than 3/4 inch wide. The word "EXIT" shall have letters having a width not less than 2 inches wide. Except the letter "I" and the minimum spacing between letters shall be not less than 3/8 inch. Signs larger than the minimum established in this section shall have letter widths, strokes and spacing in proportion to their height.

2. The word "EXIT" shall be in high-contrast with the background and shall be clearly discernible when the means of exit sign illumination is not energized. If a directional directional indicator is provided as part of the exit sign, the combination shall be such that the direction of the directional indicator cannot be readily changed.

3. Raised characters shall be raised 1/8 inch and shall be sans serif upper case and accompanied by grade 2 braille. Raised characters shall be 5/8 inch to 2 inch high. Characters and braille shall be placed in a horizontal format. Braille shall be placed min. of 3/8 inch max. of 1/2 inch below the tactile characters from left to center.

4. Tactile signage shall be installed on the wall adjacent to the back side of the exit door. Tactile characters on signs shall be located 48 inch, 48 inch or ground surface. Measure from the base of the lowest tactile character and 67 inch, 67 inch or ground surface, measured from the base of the highest line of raised characters, complying with CBC 2022, 11B-702.1 and 11B-702.2.

5 Tactile Exit Signage



4 Parking Accessibility Marking

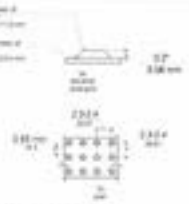


1. Directional signs shall comply with CBC 2022, 11B-702.1.1  
2. Access shall point in direction of travel  
3. Raised characters and grade 2 braille shall be included per CBC 2022, 11B-702.2

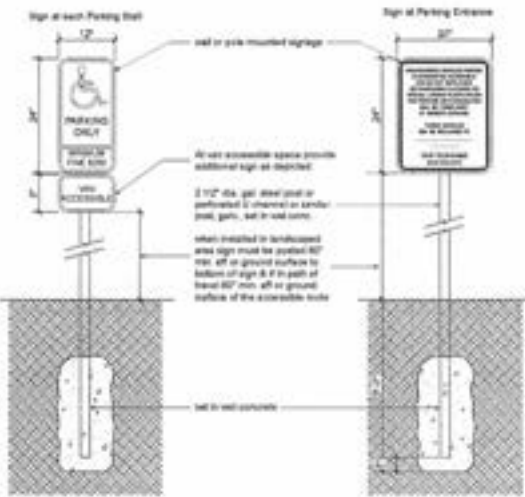
3 Accessibility Signage

**Notes:**

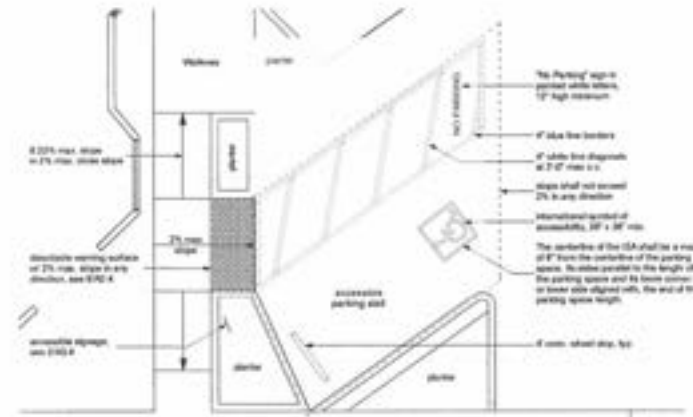
- Material of the detectable warning strip to be an integral part of the surface
- Detectable warning surface to be yellow and approximately 2000 of SAE AMS-570-505A
- Specify the detectable warning surface to be yellow and approximately 2000 of SAE AMS-570-505A



6 Truncated Domes



2 Parking Space ID Signage



1 Accessible Parking Stall

Scale: 1/4" = 1'-0"

**Lavatories and sinks - 119-406**  
119-406.2 Clear floor space. A clear floor space complying with Section 119-305, unobstructed for a forward approach, and knee and toe clearance complying with Section 119-308 shall be provided.  
**Exceptions:**  
1. A parallel approach complying with Section 119-305 shall be permitted to a kitchen sink in a space where a sink top or nonfunctional range is not provided and is not used.  
119-406.3 Height. Lavatories and sinks shall be installed with the front of the fixture at the top of the rim or counter surface 34 inches (864 mm) maximum above the finish floor or ground.  
119-406.4 Faucets. Controls for faucets shall comply with Section 119-308. Hand-operated operating faucets shall remain open for 10 seconds minimum.  
119-406.5 Exposed pipes and surfaces. Water supply and drain pipes under lavatories and sinks shall be installed or otherwise configured to protect against contact. There shall be no sharp or abrasive surfaces under lavatories and sinks.  
119-406.6 Adjacent side wall or partition. Lavatories, when located adjacent to a side wall or partition, shall be a minimum of 15 inches (381 mm) to the centerline of the fixture.  
119-406.7 Sink depth. Sinks shall be 8 1/2 inches (216 mm) deep maximum.  
**Clear floor or ground space - 119-305**  
119-305.2 Size. The clear floor or ground space shall be 30 inches (762 mm) minimum by 48 inches (1219 mm) minimum.  
119-305.4 Knee and toe clearance. Unless otherwise specified, clear floor or ground space shall be permitted to include knee and toe clearance complying with Section 119-308.  
119-305.5 Position. Unless otherwise specified, clear floor or ground space shall be permitted for either forward or parallel approach to an element.  
**Operable parts - 119-309**  
119-309.2 Clear floor space. A clear floor or ground space complying with Section 119-305 shall be provided.  
119-309.3 Height. Operable parts shall be placed within one or more of the reach ranges specified in Section 119-308.  
119-309.4 Operation. Operable parts shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. The force required to activate operable parts shall be 5 pounds (22.2 N) maximum.

## 4 Lavatories & Sinks Notes

N.T.S.

4

(For accessible mounting heights, see 304.1)



Elevation A

Elevation B

Elevation C

Elevation D

Elevation E

Elevation F

Elevation G

Elevation H

Elevation I

Elevation J

Elevation K

Elevation L

Elevation M

Elevation N

Elevation O

Elevation P

Elevation Q

Elevation R

Elevation S

Elevation T

Elevation U

Elevation V

Elevation W

Elevation X

Elevation Y

Elevation Z

Elevation AA

Elevation AB

Elevation AC

Elevation AD

Elevation AE

Elevation AF

Elevation AG

Elevation AH

Elevation AI

Elevation AJ

Elevation AK

Elevation AL

Elevation AM

Elevation AN

Elevation AO

Elevation AP

Elevation AQ

Elevation AR

Elevation AS

Elevation AT

Elevation AU

Elevation AV

Elevation AW

Elevation AX

Elevation AY

Elevation AZ

Elevation BA

Elevation BB

Elevation BC

Elevation BD

Elevation BE

Elevation BF

Elevation BG

Elevation BH

Elevation BI

Elevation BJ

Elevation BK

Elevation BL

Elevation BM

Elevation BN

Elevation BO

Elevation BP

Elevation BQ

Elevation BR

Elevation BS

Elevation BT

Elevation BU

Elevation BV

Elevation BW

Elevation BX

Elevation BY

Elevation BZ

Elevation CA

Elevation CB

Elevation CC

Elevation CD

Elevation CE

Elevation CF

Elevation CG

Elevation CH

Elevation CI

Elevation CJ

Elevation CK

Elevation CL

Elevation CM

Elevation CN

Elevation CO

Elevation CP

Elevation CQ

Elevation CR

Elevation CS

Elevation CT

Elevation CU

Elevation CV

Elevation CW

Elevation CX

Elevation CY

Elevation CZ

Elevation DA

Elevation DB

Elevation DC

Elevation DD

Elevation DE

Elevation DF

Elevation DG

Elevation DH

Elevation DI

Elevation DJ

Elevation DK

Elevation DL

Elevation DM

Elevation DN

Elevation DO

Elevation DP

Elevation DQ

Elevation DR

Elevation DS

Elevation DT

Elevation DU

Elevation DV

Elevation DW

Elevation DX

Elevation DY

Elevation DZ

Elevation EA

Elevation EB

Elevation EC

Elevation ED

Elevation EE

Elevation EF

Elevation EG

Elevation EH

Elevation EI

Elevation EJ

Elevation EK

Elevation EL

Elevation EM

Elevation EN

Elevation EO

Elevation EP

Elevation EQ

Elevation ER

Elevation ES

Elevation ET

Elevation EU

Elevation EV

Elevation EW

Elevation EX

Elevation EY

Elevation EZ

Elevation FA

Elevation FB

Elevation FC

Elevation FD

Elevation FE

Elevation FF

Elevation FG

Elevation FH

Elevation FI

Elevation FJ

Elevation FK

Elevation FL

Elevation FM

Elevation FN

Elevation FO

Elevation FP

Elevation FQ

Elevation FR

Elevation FS

Elevation FT

Elevation FU

Elevation FV

Elevation FW

Elevation FX

Elevation FY

Elevation FZ

Elevation GA

Elevation GB

Elevation GC

Elevation GD

Elevation GE

Elevation GF

Elevation GG

Elevation GH

Elevation GI

Elevation GJ

Elevation GK

Elevation GL

Elevation GM

Elevation GN

Elevation GO

Elevation GP

Elevation GQ

Elevation GR

Elevation GS

Elevation GT

Elevation GU

Elevation GV

Elevation GW

Elevation GX

Elevation GY

Elevation GZ

Elevation HA

Elevation HB

Elevation HC

Elevation HD

Elevation HE

Elevation HF

Elevation HG

Elevation HH

Elevation HI

Elevation HJ

Elevation HK

Elevation HL

Elevation HM

Elevation HN

Elevation HO

Elevation HP

Elevation HQ

Elevation HR

Elevation HS

Elevation HT

Elevation HU

Elevation HV

Elevation HW

Elevation HX

Elevation HY

Elevation HZ

Elevation IA

Elevation IB

Elevation IC

Elevation ID

Elevation IE

Elevation IF

Elevation IG

Elevation IH

Elevation II

Elevation IJ

Elevation IK

Elevation IL

Elevation IM

Elevation IN

Elevation IO

Elevation IP

Elevation IQ

Elevation IR

Elevation IS

Elevation IT

Elevation IU

Elevation IV

Elevation IW

Elevation IX

Elevation IY

Elevation IZ

Elevation JA

Elevation JB

Elevation JC

Elevation JD

Elevation JE

Elevation JF

Elevation JG

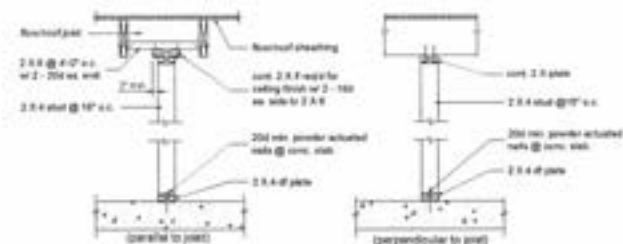
Elevation JH

Elevation JI

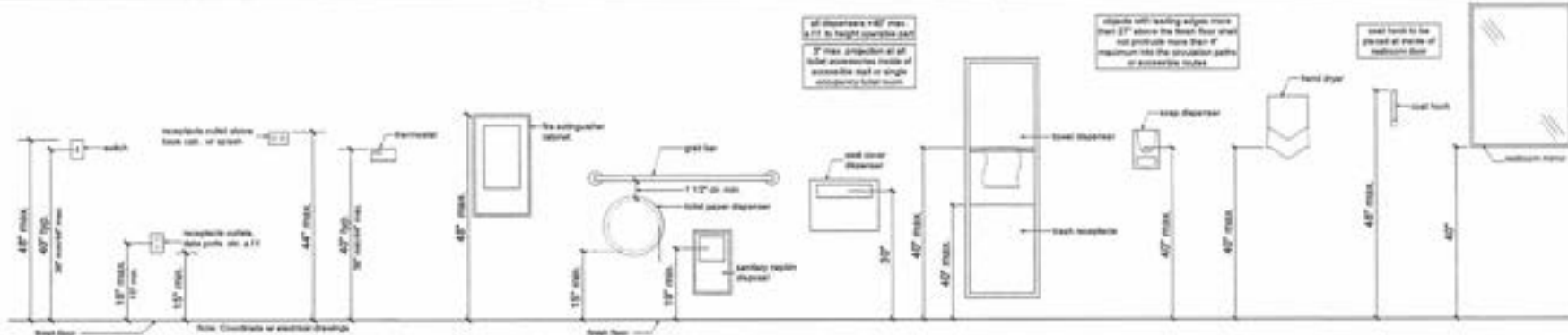
Elevation JJ

Elevation JK

Scale: 1/4" = 1'-0"



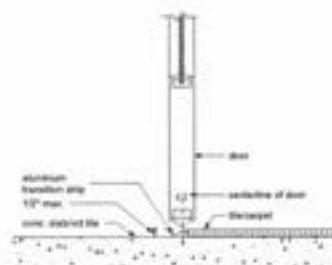
Scale: 1" = 1'-0"



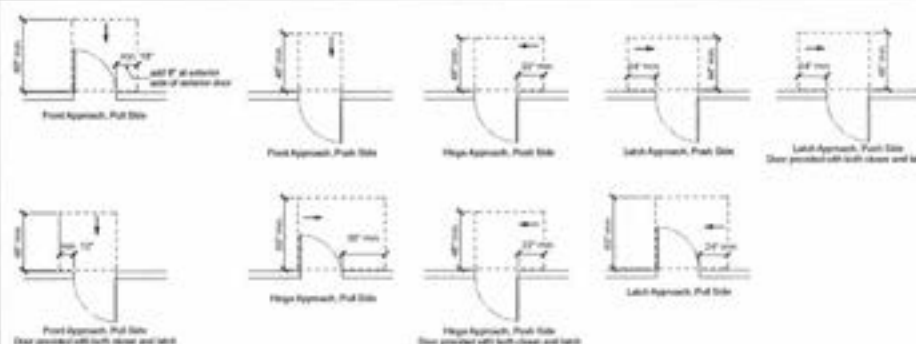
Scale: 1" = 1'-0"



Scale:  $3\text{m}^2 = 1''$

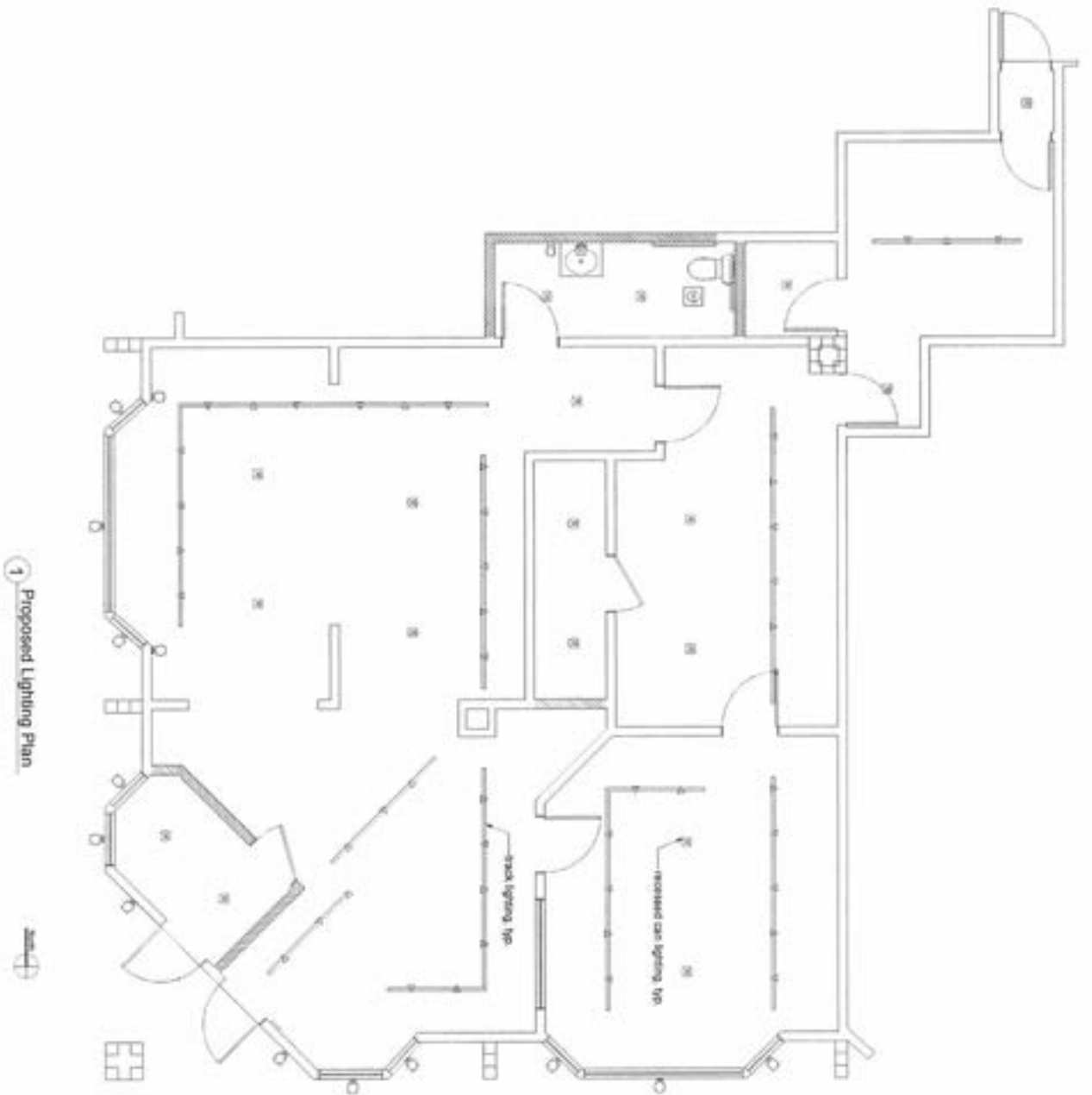


Scale: 3" = 1'-0"



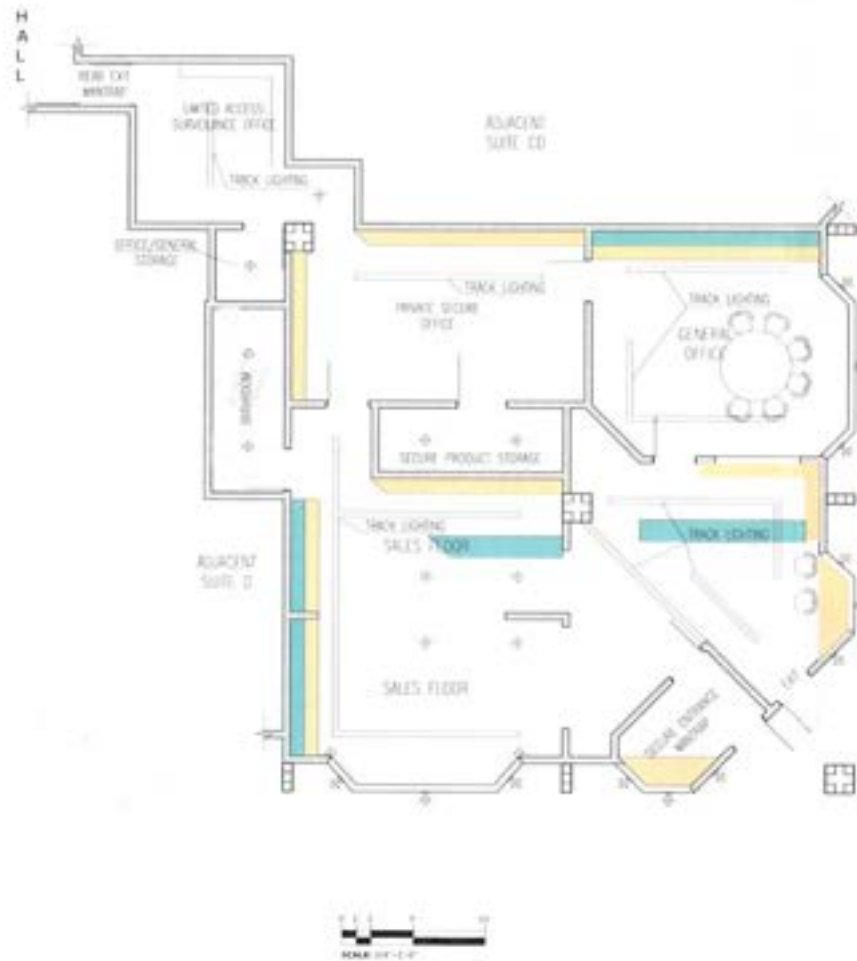
Scale: 1/4" = 1'-0"







# Willow Walk Mall - Suite A-B FLOOR PLAN - Luminaires



130 N BUTTE STREET  
SUITE AB  
WILLOWS, CA 95827  
APN 003-044-005-000  
FLOOR AREA = 1803.3446FT<sup>2</sup>  
DATE: APRIL 4, 2025  
PROJECT: FLOOR PLAN  
SCALE: AS NOTED

LEGEND:  
 CEILING SPOTLIGHTS  
 WALL LIGHT  
 TRACK LIGHTING

SITE PLAN



CLIENT  
 Home Depot  
 Margaret Quaherty  
 Willows, California

PROJECT  
 130 N. BUTTE ST.  
 SUITE AB  
 WILLOWS, CA 95827

SCALE  
 1/4" = 1'-0"

A

F-01

## **Zoning Code Compliance**

Conditional Use Permit is contingent on a Phase II approval.

Phase II approval was completed.

WWCRS, Inc. location complies with setback regulations and approved zoning areas.

The amendment to the City Cannabis Ordinance allows for cannabis retail/dispensary business in the Central Commercial, General commercial and Light Industrial Zones.

The amendment to the ordinance also reduces setbacks from schools to 600 feet and removes all setback requirement from churches, licensed daycares, playgrounds and parks.

The new ordinance went into effect of February 14, 2025.



WWCRSIN-01

PGARCIA

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/28/2025

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).

PRODUCER  
Kohan Insurance Brokerage, LLC  
11110 Ohio Ave Suite 108  
Los Angeles, CA 90028

CONTACT  
NAME  
PHONE  
(Alt. No., Ext): (310) 420-8000  
FAX (Alt. No.):  
EMAIL: info@kohaninsurance.com  
ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Knight Specialty Insurance Company

15366

INSURED

WWCRS INC  
PO Box 4160  
Vallejo, CA 94590-0804

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

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.

USER TYPE	TYPE OF INSURANCE	APPL. EXCL. (YES/NO)	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	<input checked="" type="checkbox"/>	KSQSGL003631-00	3/5/2025	3/5/2026	EACH OCCURRENCE \$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000
						MED EXP (Any one person) \$
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$
						\$
	GEN'L AGGREGATE LIMIT APPLIES PER:					
	<input checked="" type="checkbox"/> POLICY	<input type="checkbox"/> PRO-JECT	<input type="checkbox"/> LOC			
	OTHER:					
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO OWNED AUTOS ONLY	SCHEDULED AUTOS				BODILY INJURY (Per person) \$
	MIXED AUTOS ONLY	NON-OWNED AUTOS ONLY				BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB	OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	CLAIMS-MADE				AGGREGATE \$
	DED	RETENTION \$				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N				PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in WA)	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 104, Additional Remarks Schedule, may be attached if more space is required)  
LOC 1: 8400 Freepoint Blvd Sacramento, CA 95822

LOC 2: 130 N. BUTTE STREET STE AB WILLOWS, CA 95688

## CERTIFICATE HOLDER

## CANCELLATION

City of Willows  
201 N Lassen Street  
Willows, CA 95688

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

42

## 9. Fiscal

***A copy of the business's annual budget for operations***

Copy attached.

***A copy of the business's most recent financial statement and tax return.***

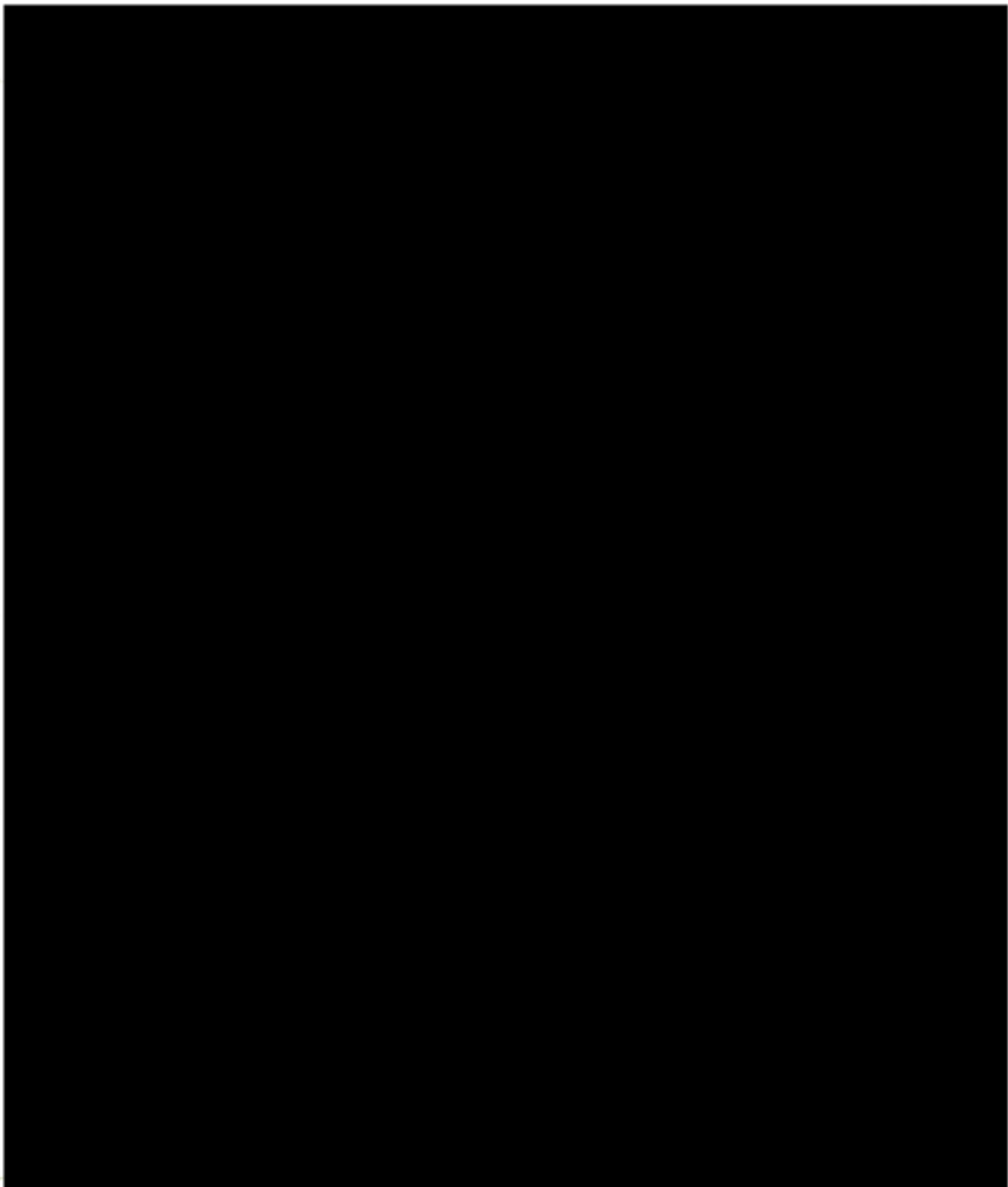
*WWCRS, Inc. as a new entity has not filed a tax return.*

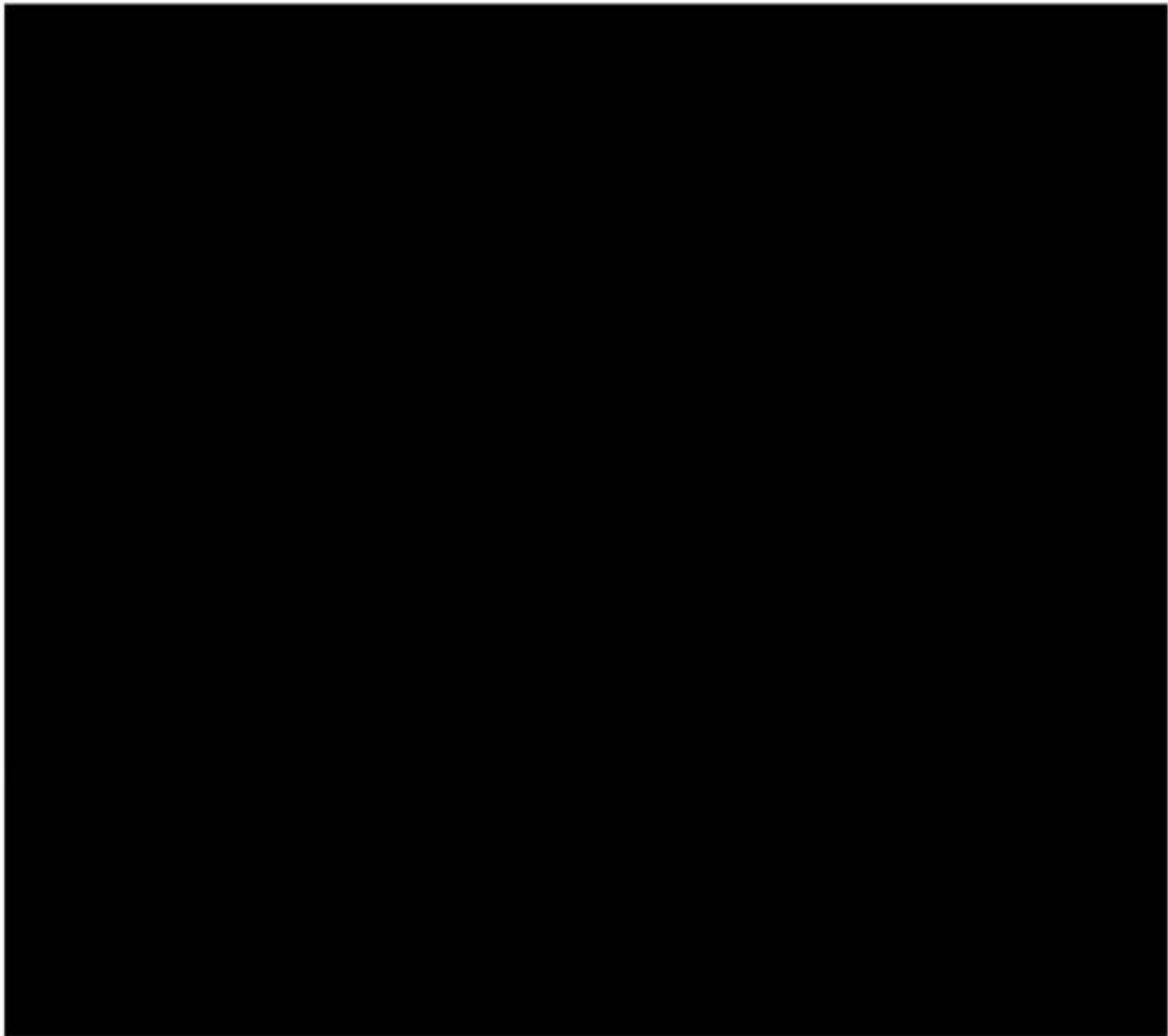
Due to 280E tax constraints, the landlord provided all building improvement expenses and passed this cost on to the tenant, WWCRS, Inc. as pass through NNN costs.

WWCRS, Inc. was formed on June 6, 2025 with Homar Crespo and Margaret Sharkey. This entity maintains the same proportional interest as NATIVEI, LLC

***A list of the most recent, or proposed, prices for all products and services provided by the business.***

Copy Attached





## WWCRS, Inc. Proposed Pricing Cannabis Product

Costs are based on quality and quantity.

Wellness Topical/Lotion products	\$15.-\$80.
Tinctures	\$20.-\$100.
Flower	\$15.-\$50.
Preroll	\$5.-\$15.
Concentrates	\$20.-\$65.
Vapes & Cartridges	\$20.-\$50.
Edibles	\$10.-\$40.
Capsules	\$45.-\$54.

**1. Executive Summary**

WWCRS, Inc. will be a full-service dispensary, where adult customers can safely and conveniently purchase a variety of tested and compliant cannabis products from a skilled staff.

Our team brings extensive experience with retail cannabis business startups, implementation and adherence to regulations, and proactive compliance with city and state requirements. This retail business requires detailed coordination, cooperation and specific direction from the owners to work in an expeditious manner for the business start-up to be accomplished within a reasonable time-frame and successful thereafter.

Our team's historical background will assist in accelerating building plan submission for permit approval, premises renovation, retail software compliance, security and IT installation and state and city licensing submission. As owners of a licensed cannabis microbusiness facility in Sacramento, retail operators and previous owners of multiple dental health clinics, we have developed a strong base of experience in staging and directing the implementation of new businesses with standard operating procedures, policies and compliance.

Based on our team's proficiency in this business sector, financial solidity, compliant property and proactive approach to confirming the support of central commercial businesses, we look forward to the opportunity to work with the City of Willows to effect a successful business operation. We have certainty that our cannabis retail operation in the downtown will be mutually beneficial to adjacent businesses' longevity and stability by generating more retail traffic flow and revenue to the downtown central commercial merchants.

Margaret Sharkey and Homar Crespo, have extensive experience in business startups, real estate management, project development, construction and real estate property ownership. They are the owners and managing members of NATIVEI, LLC, which maintains a licensed cannabis microbusiness facility in Sacramento, California. As fully-vested owners of the state license, facility improvements and real property, one principal advantage of the company, especially in the current turbulent economic times facing the industry, is company predictability and stability. The Sacramento cannabis microbusiness comprises three areas vital to a successful cannabis business: cultivation, manufacturing/packaging and distribution. This indoor microbusiness facility was designed and funded by the owners and included engineering and architectural design, contractor coordination, including an electrical upgrade, and compliance with city planning, building, permitting and state license requirements.

The Willows retail facility will vertically integrate with the Sacramento microbusiness facility. As a vertically integrated cannabis company, we are able to act swiftly to changing market conditions and accomplish tasks in a more efficient, cost effective and timely manner. Another benefit is greater control over the supply chain and increased profit margins and cost savings by controlling all stages of production. As a small craft cannabis business, vertical integration helps strengthen and streamline the operations between production and retail.





Department of  
Cannabis Control  
CALIFORNIA

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

## Cannabis Microbusiness License Adult-Use

**Business Name:**  
NATIVEI, LLC

NATIVEI

**License Number:** C12-0000416-LIC

**License Type:** Microbusiness

(Distributor, Level 1 Manufacturer - Type N, Cultivator (less than 10K sq ft), Cultivator Type Indoor)

**Premises Address:**  
6400 FREEPORT BLVD  
SACRAMENTO, CA 95822-5904

**APN:**  
035-0102-014-0000  
SACRAMENTO

**Valid:** 4/26/2022  
**Expires:** 4/26/2026

The license authorizes NATIVEI, LLC to engage in commercial cannabis Microbusiness (Distributor, Level 1 Manufacturer - Type N, Cultivator (less than 10K sq ft), Cultivator Type Indoor) 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 Professional 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.

Scan to verify this  
license.



Non-Transferable

Post in Public View

## **2. Professional Background**

### **A. *Margaret Sharkey***

Margaret Sharkey, graduated from UCSF as a dentist in 1990. During the period from 1990 to 2006 she established three dental clinics. The first two offices were renovated and expanded by her husband, an architect, and the third office was designed by him from scratch. During this period, she employed general dentists and specialists which enabled the expansion of the offices to serve more members of the community and provide professional job opportunities to the local high school students interested in the field.

Principal duties, aside from direct patient care, included administrative tasks, team management, human resources, staff hiring and office protocol. Staff and doctor training and implementation of new and existing industry policies and regulations was an ongoing part of the business. As she was one of the first Spanish speaking female doctors, community involvement and marketing were important to the growth and success of her practices. An initial focus included providing emergency care services, offering free consultations with intra oral cameras, and attending local health fairs with her staff. One rewarding part of her practice was providing the opportunity for entry level staff and assisting foreign doctors gain legal entry into the profession. Margaret was directly involved in their training and the progression of their future careers in the industry.

Office procedures and protocols along with staff training were integral to growing a startup business. Margaret was principally involved in systems creation and implementation. As the owner, she was also responsible for staff conflict resolution, business accounting, payroll, tax payments, staff bonus systems, auditing insurance billing and payment of all expenses. This business required overall compliance and system control similar to how a dispensary responds to oversight, customer care and regulation compliance.

In 2006, Margaret transferred her practices and she and her family lived in Puerto Rico for the education of their two sons until 2018 frequently traveling between California and Puerto Rico. During that time, they maintained their primary home in CA and continue to manage general real estate. In addition to being licensed in California, Margaret also received her dental license in Puerto Rico where she continued to maintain involvement in continuing education and professional relationships in the industry.

## **Professional Background**

### **B. *Homar Crespo***

Homar Crespo Tizol graduated with a Bachelor and Master degree in Architecture in 1980 from the University of Puerto Rico. From 1980-1994 he was employed as a licensed Architect in Puerto Rico and in California in the Department of Defense. During this time, he worked on various projects with the Department of Defense in the Western Division, including Hawaii and the Bay Area. Homar was instrumental in the design, construction, and rehabilitation of various projects at Bay Area military bases. Homar has many years of experience in the real estate business, which began with the acquisition of commercial properties where Dr. Margaret Sharkey built her dental offices. Homar was involved in the design and renovation of Margaret's three dental offices. In addition, he assisted with marketing, budgeting, tax planning and implementation of new technologies for the office.

Homar was principally involved in the design and construction of the Sacramento microbusiness facility and continues to work in design and renovation in his commercial real estate projects. While in Puerto Rico, Homar used his skills to continue working in property development, design and renovation.

Homar's strength lies with the ability to analyze the present and plan for the future; as an entrepreneur, with architect training, his vision is in planning ahead, succinct in directing staff, and focused on bringing projects to fruition.

### ***Key qualifications***

1. WWCRS, Inc. is fully funded for the project.
2. Its team of managers brings extensive retail experience including multiple retail cannabis startup businesses and compliance experience, which will accelerate the start-up of a retail dispensary in Willows.
3. We have experience with multiple startup businesses in healthcare (three dental offices located in buildings we owned), retail (see [www.CapsnCork.com](http://www.CapsnCork.com)) in a shopping plaza owned by our corporation and in business growth and general property management.
4. We have extensive experience in design, build out and managing our commercial, residential, and cannabis real estate in Puerto Rico and California.
5. We are current owners and license holders for a microbusiness facility in Sacramento to vertically integrate with a retail dispensary.
6. We have experience with implementation of general business systems including project vision, design and construction.
7. We have experience with implementation of compliance systems.
8. We foster positive staff communication and business cohesiveness with strategic vision for growth.
9. We have a history of HR including staff work reviews, staff benefits, bonus systems, and staff expectation.
10. We have experience with creative marketing strategies with retail and healthcare businesses.
11. Our vertical integration provides flexibility to adapt business models to current and changing circumstances.
12. We have experience with business forecasting and budgeting for growth.
13. We have a history in our prior dental and retail projects by increasing production by 100x.
14. Having owned commercial and residential property in Willows we are sensitive to the communities' concerns with a retail dispensary.
15. We believe integrity is the vital quality for business success.

### ***Detailed description of work in the cannabis industry.***

Homar and Margaret began their work in the cannabis industry after working with various retail dispensaries who leased space in their commercial properties in Vallejo, CA. Their involvement in the multiple stages of their tenant improvements motivated their understanding of the emerging industry. In 2018, Sacramento opened up the pathway for legal ownership in the cannabis industry. They purchased a commercial building in Sacramento that complied with the city zoning for a cannabis microbusiness facility that incorporates indoor cultivation, packaging/manufacturing and distribution. After much community outreach with adjacent businesses and area residents and with the support of the city and police, we were approved through the CUP process. It was decided at that time to lease the property to a cannabis cultivation company, however, due to the complex design process, improvement costs, build out time, and city and state business and licensing requirements, it became clear that the project needed to be under the control of the owners who could comply with the complexity and costs associated with the project. As a state-of-the-art indoor microbusiness facility, all improvements including equipment, building and electrical upgrades, and security requirements to meet state, city, police and fire regulations were completed by the owners. Significant coordination between the architect, engineers and City Planning and Building Departments was required to complete the facility improvements. Homar, as an architect, was involved as the principal designer and lead coordinator between all parties.

As business owners, both Homar and Margaret, understand the importance to balance the need to generate more opportunities in Willows, attract new business and support existing business. As they have attended city council and planning meetings in regard to the ordinances, they are aware of the concerns and apprehension of the general community in regard to a retail dispensary. Support of downtown retail is part of their plan to ensure downtown businesses will benefit from this retail business. In addition to generating taxes payable to the City of Willows, principally it is the expectation that this business will foster a more retail driven downtown central commercial zone. The direct result of the retail dispensary will be to improve local business incremental revenue by increasing traffic to the central commercial downtown corridor. It is anticipated this business will help the sustainability of existing downtown businesses generate additional tax revenue through increased sales, promotion of new business openings and a reduction in businesses closing due to lack of traffic and revenue.

They have learned through their prior business in health care, that education is principal and today's consumers are seeking products and brands that can safely and effectively deliver a consistent product that meets their expectations. As our population ages, health-conscious people are looking for ways to improve their physical and mental wellbeing. Many of these consumers are interested to learn about the positive benefits of cannabis when used correctly. The dispensary will incorporate an educational center, in addition to providing quality, tested, consistent cannabis products that can assist in improving personal health and wellness.

Their business plan includes a Community Outreach program committed to working with businesses and residents. The principal goal is to raise awareness about the benefits of cannabis through community education and to promote the understanding of the product's therapeutic advantages. The education center

will provide the opportunity to learn about current research in the medical field, different products and their use including topicals, edibles, oils and flower strains and how each can be tailored to an individual's need. In addition, there is a plan to include a Patient Access Program which will allow seniors and veterans with financial challenges to have access to products at a reduced cost. As a licensed microbusiness and future retailer, we can designate cannabis products in the inventory for medicinal patients as part of our Patient Access Program.

### ***Specific roles held within dispensaries***

Margaret and Homar have long term experience in owning and managing both retail and health care businesses. Their involvement overseeing prior tenant's dispensary business start-ups, and the City of Vallejo and City of Sacramento licensing process have prepared them for the start-up and operation of a retail dispensary. Their managerial team has extensive hands-on experience in dispensary business start-ups, legal compliance, and management, marketing, and growth.

### ***Years of experience and scope of responsibilities***

Margaret and Homar have over 35 years of experience in managing successful businesses. Their main scope of responsibility with this dispensary would be working in conjunction with their experienced managerial staff to open and operate the dispensary. As owners, they will be responsible for financial and business decisions and will be involved, along with their managers, at every level from the design and renovation to compliance and the day-to-day business operations.

## **3. Regulatory Compliance Experience**

### ***Familiarity with California's Department of Cannabis Control (DCC) Regulations***

The DCC has an excellent informative website and licensing web portal and are familiar with the Department of Cannabis Control's regulations. The DCC is responsible for the regulation of growing cannabis plants, manufacture of cannabis products, transportation and tracking of cannabis goods throughout the state, the sale of cannabis goods, regulating events where cannabis is sold or used and labeling of goods sold at retail.

The Department of Cannabis Control (DCC) was established on July 12, 2021, and consolidated California's three cannabis licensing programs (established in 2016) into a single department to centralize and streamline California's commercial cannabis regulatory oversight. The three different state programs combined into one state department were: 1) the Bureau of Cannabis Control, in the Department of Consumer Affairs, 2) Manufactured Cannabis Safety Branch, in the Department of Public Health and 3) CalCannabis Cultivation Licensing, in the Department of Food and Agriculture. Today the DCC licenses, inspects, and regulates all cannabis activity in California. The principal goals of the DCC included 1) creating a single point of contact for licensees,

local governments and other stakeholders, 2) simplifying and centralizing licensing and regulatory oversight, and 3) providing support for businesses to be successful and compliant with state law and 4) improving enforcement coordination to better protect public health, safety and lands and make it more costly to operate in the illicit cannabis market. The DDC website provides recently approved regulatory actions and pending actions. We stay up to date by frequently visiting the DDC website, and by receiving email updates directly.

### ***Experience with compliance protocols***

Compliance is a top priority for a retail cannabis business successful and sustainable pathway. The safety of our staff, customers, and the general public is directly related to the compliance of a dispensary business. The Sacramento microbusiness facility has been our primary experience in cannabis business compliance protocols. Many of the compliance requirements are similar in nature to a retail facility. Audits and tracking to monitor compliance are part of our business model and our managerial staff is fully aware and knowledgeable of compliance protocols. California Cannabis Track and Trace (CCTT) requires careful documentation and reporting of cannabis cultivation, manufacturing, retail, and testing.

Metric (Marijuana Enforcement Tracking Reporting and Compliance), is the mandatory cannabis track-and-trace system used in California. It provides comprehensive seed-to-sale tracking for all cannabis supply chain activities, ensuring transparency and compliance. All licensed cannabis businesses in California are required to use Metric for inventory management, reporting, and tracking to maintain compliance with regulations set by the Department of Cannabis Control (DCC), prevent diversion, and safeguard public health and safety.

Metric, which holds exclusive cannabis tracking contracts in over 20 states renewed its agreement with California last year for up to \$28.3 million annually. Seed-to-sale tracking is a cornerstone of the regulated cannabis industry, and provides comprehensive oversight of cannabis products throughout their lifecycle. These systems assign unique identifiers to each plant and product and track them from cultivation through processing, testing, distribution, and ultimately to the point of sale. This tracking ensures regulatory compliance, prevents diversion to the illicit market, and enables swift product recalls when necessary.

### ***Knowledge of local ordinances and licensing process***

Margaret has attended most City Council and Planning meetings since Willows began drafting its original cannabis ordinances in 2018 and has voiced her opinion of the positive impact that a retail dispensary could have to revitalize the downtown central commercial corridor. Since the original ordinance, she has followed developments in the evolution of the City of Willows' ordinances and zoning changes. In addition to community outreach and polling neighboring businesses, letters of support for a retail dispensary were included in the phase I application. This outreach has helped to show local support in the central commercial downtown business community.

We have become very familiar with the application process through the state Department of Cannabis Control and city requirements during our application for our microbusiness license. We continue to monitor changes and incorporate updates under the Department of Cannabis Control and local city ordinances.

***Customer Purchases & Age Restrictions.***

1. WWCRS, Inc. will not employ or retain persons under 21 years of age.
2. Cannabis will not be sold to the public without electronic age verification.
3. Electronic age verification will be utilized to verify the age and identity of any individuals purchasing cannabis goods.
4. Cannabis goods will only be received by the customer.

***Facility Restrictions***

1. On-site consumption of cannabis is prohibited at all times by all individuals on the property.
2. 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 of the vehicles owned or used as part of the business.
3. The front entrance of the Dispensary will have a secure lobby and no products will be visible within this area.
4. 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.
5. WWCRS, Inc. 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.
6. Signage for the facility will be submitted to the City of Willows for review and permit issuance.
7. A current copy of the commercial cannabis business permit issued by the City and State license will be posted inside the business premises in a location readily visible.

**4. Operational Expertise**

***Day-to-day dispensary management experience***

Managing a cannabis dispensary involves a mix of retail operations, compliance, inventory management, and customer service. Our managers have extensive experience in the day-to-day management of a retail dispensary. Management includes monitoring of cash handling & POS systems in addition to reconciling opening cash floats.; Inventory procedures include verification of overnight stock levels, ensuring all products are properly labeled and displayed.

We will utilize Flowhub as our POS system as it is one of the leading cannabis technology companies partnering with dispensaries nationwide to provide compliance, point of sale, payments, inventory tracking,



and retail management solutions. Compliance procedures include confirming that all licenses, security cameras, and state-mandated tracking systems are operational.

Closing Procedures include end-of-day reconciliation, inventory update counts to reflect sales and returns. Security Protocols including arming alarms, securing safes, and ensuring all cannabis is locked in compliance with state laws.

### ***Inventory management and supply chain coordination***

#### **Inventory Management:**

A dispensary point of sale or “POS” system provides cannabis retailers with a platform to sell their products compliantly to patients and customers. Similar to mainstream retail POSs, a cannabis POS specifically handles the nuanced regulations and reporting requirements for the cannabis industry. Industry-specific software (Flowhub and METRC) will be utilized for the retail facility. The software and backup data are designed to record and report data to prevent diversion of the products and theft; provide employees accountability, and provide all regulatory information.

Facility Data Management System is designed to track data in each phase that is carried forward throughout the entire process chain of the seed-to-sale system so that the cannabis can be traced forward through the entire process and backward from the point of sale back to the plant batch of origin.

Our effective inventory management strategies consist of:

**Demand Forecasting:** Track sales trends and seasonal fluctuations, analyze patient/customer purchase patterns, use historical data to predict future demand.

**Inventory Tracking Systems:** Seed-to-sale tracking software, Barcode/RFID scanning for accurate product tracking, Real-time inventory.

**Stock Level Optimization:** Establish minimum/maximum stock levels for each product category, analysis to prioritize high-value items, Just-in-time inventory for perishable products;

**Product and Price Categorization:** Flower, concentrates, edibles, topicals, accessories, THC/CBD potency levels.

### ***Inventory and Supply Chain Coordination***

As part of our inventory and supply chain management, we will:

1. Carry out regular physical inventory audits.
2. Train staff on inventory procedures.
3. Establish loss prevention strategies.
4. Have a system for expiration date management (especially for perishable items).
5. Have a contingency plan for supply chain disruptions.
6. Our micro business will also provide tested crafts products for the retail dispensary.

7. We have included an extensive list of Vendors with whom we will work to ensure a wide selection of products.

10. Our managers have long term, extensive experience with cannabis startups, and compliance and reporting requirements.

### ***POS system and retail technology expertise***

In 2019, Margaret assisted her eldest son in taking over and successfully re-establishing a failing small beer and wine retail store. This re-launch project provided an understanding of today's retail industry's dependence on POS systems and technology.

Aside from the premises design and renovation, licensing process, logo and name creation, the point-of-sale (POS) software system became one of the most important tools for retail analytics and growth. The reports help us understand purchasing patterns, product margins, identify products that sold best, avoid product expiration and reduce carrying costs. As the initial focus of the retail store was craft beer and wine, the challenge was to understand such a diverse product market and current trends and consumer interests.

As the store grew, their ability to forecast consumer interests became one of the most important drivers in purchasing decisions, especially with the vast craft beer selection. The POS analytics tools provided insight into customer preferences, peak purchasing times and seasonal trends. This helped in our marketing plan, forecasting demand, managing inventory and changing consumer market trends. By understanding those trends and working with our distributors, we could better anticipate which products to order, adjust inventory, and minimize excess inventory. In addition, the POS software analytics help identify slow-moving products that need to be discounted or removed from the inventory.

By using POS software analytics, we learned how to prevent overstock situations which can end up impacting the cash flow. Within one year of opening, we had applied for a license upgrade to include all spirits. This along with excellent customer service and established relationships with reliable distributors, enabled the store to grow and by 2020, gross sales income increased to over one million dollars. Website: <https://www.capsncork.com>

### **Sales & Marketing Experience**

#### ***Strategies for customer acquisition and retention***

New customer acquisition and customer retention is one of the highest priorities for any business. As a prior dentist with multiple offices, client retention was just as important as attracting new clients. For a retail dispensary, as in any business, first impressions are foremost in establishing a comfortable customer visit. Our principal goal is to connect with clients by making them feel comfortable and taking time to understand their product interests. Talking with customers and understanding their goals provides the opportunity to personalize their experience and provide recommendations for appropriate or new products. We know that

a satisfied customer is the best referral source and our dispensary will include educational content to assist clients in selecting appropriate products to meet their needs. This is especially important for elderly clients investigating products for pain relief and anxiety.

Our education informational focus will be to provide available information on new research in the medical field, best strains for particular effects, dosages, and how to use different products and various delivery modalities. This is a rapidly emerging research area and we are interested in making available new information that is related to cannabis medical research that may have a beneficial effect for our customers.

### ***Experience with cannabis marketing regulations***

Cannabis marketing regulations are complex and vary significantly by jurisdiction. We understand California has strict laws designed to limit the exposure of cannabis marketing campaigns to protect vulnerable individuals, like minors, and to protect the public.

All WWCRS managers have significant experience regarding cannabis marketing regulations and will strategize in conjunction with the owner oversight on all marketing campaigns to ensure compliance with regulations.

We will invest in legal expertise and subtle, education-driven strategies to adhere to strict advertising restrictions, including no youth appeal, and avoid unapproved medical claims (e.g., "cures anxiety" or "treats pain") unless backed by regulatory approval (like FDA).

Since Meta (Facebook/Instagram) and Google Ads often reject cannabis ads, even in legal markets. We will rely on organic content, influencer partnerships, and cannabis-specific ad networks.

We are fully aware that California bans billboards near highways or schools and prohibits lifestyle advertising (no associating cannabis with glamour, recreation, or driving).

Our marketing campaigns will mostly be education-focused content, pivoting to "awareness" content (e.g., industry news); influencer and affiliate marketing; partnering with compliant influencers (age-gated, no exaggerated claims); Event Sponsorships, and wholesale platforms (e.g., Leafly, Weedmaps), which are for cannabis promotion.

## **Key Advertising Requirements & Restrictions**

1. **Age Verification:** All marketing must target audiences where at least 71.6% are 21 years or older
2. **Warning Labels:** All advertisements must include specific government warnings about health risks
3. **Location Restrictions:** No advertising within 1,000 feet of schools, daycare centers, youth centers, or playgrounds
4. **Visibility Rules:** Cannabis products cannot be visible from outside the business premises
5. **Operating Hours:** All sales transactions must be completed between 6:00 AM and 10:00 PM

### ***Requirements per City Ordinance.***

1. Preventing individuals from remaining on the premises if they are not engaged in activity expressly related to the operation of the cannabis facility.
2. Establishing limited access areas accessible only to authorized personnel including security measures to both deter and prevent unauthorized entrance into areas containing cannabis or cannabis products and theft of cannabis or cannabis products.
3. Storing all finished cannabis and cannabis products in a secured and locked room, safe or vault, in a manner to prevent diversion, theft, and loss, except for limited amounts of cannabis used for display purposes, samples, immediate sale.
4. Providing tamper-proof and tamper-evident packaging for finished cannabis product
5. Preventing off-site impact to adjoining or near properties
6. Limiting the amount of cash on the premises.

### **Prohibited Practices**

1. Targeting individuals under 21 years of age
1. Making unsubstantiated health claims
2. Using cartoon characters or imagery appealing to children
3. Advertising on Interstate Highways or State Highways crossing borders
4. Giveaways of any cannabis products or accessories
5. Publishing misleading or false advertising
6. Promoting excessive consumption
7. According to Proposition 64, cannabis products can only be advertised where at least 71.6% of the audience is expected to be over the age of 21.
8. Advertisements cannot be posted within 1,000 feet of day care centers, schools between kindergarten through 12th grade, playgrounds, or youth centers and the use of imagery that would attract minors, such as movie or cartoon characters is prohibited.
9. Smoke cannabis where it is illegal to smoke tobacco
10. Smoke cannabis within 1,000 feet of a school, daycare center or youth center while kids are present.



11. In addition, cannabis advertisers cannot give away free products or promote contests tied to cannabis and all cannabis advertisements must accurately identify the licensee and its license number.
12. In January 2019, Assembly Bill 3067 went into effect, closing a loophole that allowed cannabis products to be advertised online to minors.
13. On and after March 1, 2025, a retailer, or microbusiness with listed retail activities, shall display this brochure. All licensed retailers, including storefront and delivery, are required to provide the brochure to new consumers. The brochure must also be prominently displayed.

### High Potency

**Consuming higher-potency THC products does not mean a better cannabis experience.**

Higher-potency THC products are harder to control and come with a higher risk of adverse effects. Using them often may cause dependency in some people.

If you are new to cannabis, be careful with higher-potency products like concentrates and vape cartridges.

If you are buying cannabis, compare labels and consider lower-potency products:

- Flower with less than 20% THC
- Edibles with close to 5mg THC per serving (or consume half of a 10mg THC serving)

If you are inhaling cannabis, wait between puffs until you feel the full effect.

### Pregnancy and Breastfeeding

**There are risks to your baby from using cannabis. Your baby consumes what you do.**

Do not use any cannabis if you are:

- pregnant or may be pregnant
- breastfeeding

This includes:

- inhaling cannabis (smoking, vaping, dabbing)
- eating or drinking cannabis products
- applying cannabis-infused creams or lotions

No matter how you consume cannabis, THC and other chemicals will be passed to your baby through your placenta and breastmilk.

If you use medicinal cannabis, ask your doctor about alternative treatments during pregnancy or while breastfeeding.



### Effects of Cannabis Use

**Wondering what to expect when using cannabis?**

Cannabis has two major chemicals that affect the brain differently:

- **THC (Tetrahydrocannabinol)** makes you feel "high". How you feel depends on how much THC you take, and the effects can vary from person to person.
- **CBD (Cannabidiol)** doesn't make you feel "high", but can have other effects.

**The effects of using cannabis may include:**

- Trouble with thinking, remembering, and problem-solving
- Seeing or hearing things that aren't real (with high doses and/or high potency)
- Feeling like time is moving slower or faster
- Feeling relaxed or paranoid
- Having mood swings
- Having increased or decreased anxiety
- Feeling dizzy
- Having dry mouth or bloodshot eyes
- Relieving pain and reducing nausea/vomiting
- Impaired movement and coordination
- Feeling hungry
- Faster heartbeat or lower blood pressure

**Edibles: Start Low, Go Slow.**

**Use extra caution, as the delayed onset of edibles can have unintended effects.** If you consume a cannabis edible (like brownies, gummies, or an infused beverage), it can take up to 2 hours to begin feeling the effects, and up to 4 hours to feel the full effects. This is much slower than smoking or vaping, and the "high" can feel stronger. Start with a small amount of THC (5mg or less) and wait at least 2 hours to see how you feel.

**When consuming edibles, you can always take more later, but you can't take it back.**

**Drive high, get a DUI.** Driving under the influence of cannabis is illegal and increases your risk of getting into an accident. Penalties for driving high are the same as driving drunk.

### Mental Health

**There are potential risks to your mental health from cannabis use.**

Research suggests that mental health disorders may develop or worsen from:

- Daily cannabis use
- Near-daily cannabis use
- Higher-potency cannabis use

These types of use have been linked to Cannabis Use Disorder, and may lead to:

- Hallucinations
- Thoughts of self harm
- Schizophrenia
- Suicide attempts
- Depression
- Suicide
- Anxiety
- Temporary psychosis

### Minors and Young Adults

Our brains actively develop until around the age of 25. Using cannabis regularly while younger can cause long-term problems with thinking and mental health.

**Parents, be aware.** Edibles and other cannabis products can be mistaken for food or candy. Like medications, you should keep cannabis products in child-resistant packaging. Store and dispose of cannabis products where they cannot be easily seen or accessed by children and pets.

California Poison Control:  
Animal Poison Control:  
Dept of Cannabis Control:  
Dept of Public Health:

(800) 222-1222  
(888) 426-4435  
cannabis.ca.gov  
cdph.ca.gov



**Department of  
Cannabis Control**  
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## ***Data-driven sales performance metrics***

Key Performance Indicators (KPIs) are used extensively in Cannabis Retail. They are crucial for businesses, and provide a structured pathway to success by creating benchmarks. This enables businesses to track progress toward strategic goals, increase clarity, and facilitate alignment across all tiers of the business. KPIs help businesses stay focused on their main goals, make informed decisions, and adapt swiftly to changing market conditions by pivoting when progress isn't going as expected. KPIs provide a focus for strategic and operational improvement, create an analytical basis for decision making, and help focus attention on what matters most.

The following are KPIs that will be used to help data driven sales performance metrics:

### **Sales Metrics**

1. Total Sales Revenue: Daily/weekly/monthly sales totals
2. Average Transaction Value (ATV):  $\text{Total sales} \div \text{number of transactions}$
3. Units per Transaction: Average number of items sold per customer
4. Product Category Mix: Breakdown of sales by flower, edibles, concentrates, etc.
5. Top-Selling SKUs: Best performing individual products
6. Sell-Through Rate:  $\text{Units sold} \div \text{beginning inventory}$
7. Inventory Turnover:  $\text{Cost of goods sold} \div \text{average inventory}$

### **Customer Metrics**

1. Customer Count: Unique customers per period
2. Repeat Customer Rate: % of customers who return within X days
3. Customer Acquisition Cost (CAC):  $\text{Marketing spend} \div \text{new customers}$
4. Customer Lifetime Value (CLV): Average revenue per customer over time
5. Demographic Breakdown: Age, gender, zip code analysis

### **Operational Metrics**

1. Conversion Rate: % of foot traffic that makes a purchase
2. Average Wait Time: Time from entry to purchase completion
3. Basket Abandonment Rate: % of started transactions not completed
4. Employee Sales Performance: Sales per budtender
5. Price Elasticity: Sensitivity of demand to price changes

## **Data Analysis Approaches**

1. Trend Analysis:
  - Seasonal patterns (weekend vs. weekday, holidays)
  - Time-of-day performance
  - Impact of weather on sales
2. Cohort Analysis:
  - New vs. returning customer behavior
  - Product preference by customer segment
3. Market Basket Analysis:
  - Product affinities and cross-selling opportunities
  - Common purchase combinations
4. Price Optimization:
  - Margin analysis by product category
  - Discount effectiveness measurement

## **5. Financial Management**

Budgeting, forecasting, and financial reporting are critical to our success. Due to the industry's unique regulatory challenges, cash-heavy nature, and tax complexities, we are constantly preparing to meet challenging factors like taxes, changing product markets and new regulations. We implement disciplined budgeting, forecasting, and reporting to facilitate navigating through those financial challenges and to position ourselves for short and long-term growth. We plan for contingencies, maintain reserve accounts and adjust for industry and consumer shifts.

We work with pro-forma outlines of expected revenues, costs, and cash flow. Our key considerations for a more accurate revenue budget (after opening the business) will include sales projections, pricing strategy evaluation and projected seasonal trends.

We account for expense budgeting for costs like taxes, fees, salaries, utilities, insurance, compliance and state and local licenses. As well as for variable costs like inventory purchases, packaging and marketing. Not to mention for tracking system fees (e.g., Metrc), security, capital expenditures, POS systems, security upgrades (cameras, vaults), store renovations and/or expansion. Our cash flow budgeting includes cash management of items like armored transport, safes, banking fees, etc.

We'll do financial forecasting budgets based on market changes. We focus on: 1) short-term forecasts (*Monthly/Quarterly*): Adjust for sales trends (e.g., new product demand, regulatory changes) and monitoring inventory turnover to avoid stockouts or overstocking. 2) Long-term forecasts (*Annual/3-Year*): Include expansion plans (e.g., delivery services), changes in tax laws and federal legalization and the impact of competition shifts.

The key forecasting methods we use are: 1) Historical Trends: Use past sales data to predict future performance. 2) A Rolling Forecast is used to try to predict future performance. 3) Scenario Planning: Model best-case/worst-case scenarios (e.g., price drops, supply shortages, inflation).

We will use accurate financial reporting to ensure compliance and informed decision-making.

Those reports include: 1) Essential Reports - Income Statement (P&L) where COGS are separate from non-deductible expenses. 2) Balance Sheet - Track cash, inventory, liabilities, and equity. 3) Cash Flow Statement - Monitor operating, investing, and financing cash flows. 4) Plan for tax payments and large cash transactions. 5) Inventory Reports - Track product movement, waste, and shrinkage. Reconciled with state-mandated track-and-trace systems. 6) Sales by Product/Category - Identify high/low-margin items to optimize purchasing. 7) Compliance Reports for state-specific sales/purchase tracking (e.g., METRC).

We pay special attention to tax reporting challenges. IRS 280E compliance is complex. We recognize that only the cost of goods is deductible; other expenses (i.e., marketing, salaries) are not. We will be budgeting for California's 15% excise tax, plus local taxes, and revenue sharing amounts. All cash transactions will be meticulously monitored for audits.

Our historical experience with our other businesses has prepared us for financial management.

### ***Cash handling and banking compliance***

1. Our dispensary standard operating procedures include daily reconciliation, cash count and secure cash drops completed during the day.
2. Sales reporting includes tracking daily revenue, tax collection, and product performance.
3. Expense tracking for petty cash operational costs.
4. Day-to-day procedures for handling cash will be clearly defined with Standard Operating Procedures for cash handling, including standard practice to ensure employees are never leaving cash out in the open.
5. The facility design will ensure to make it very obvious that the facility is being heavily monitored.
6. The amount of cash in a drawer at any one time will be limited.
7. Trusted employees will be assigned to handle the movement of cash from POS stations to the secured location in the back of the house vault.
8. Lockable money bags will be utilized when moving cash within the dispensary.
9. Our POS and inventory management system will provide control over employee permissions.
10. All cash temporarily stored on-site will be in a time-triggered safe. Safes that take 15-20 minutes to open can dissuade offenders from attempting to rob the store.



### ***WWCRS, Inc. will offer alternative payment methods to reduce cash***

1. A non-cash payment option to reduce cash transactions.
2. Offering point banking. This widely-used technology eliminates the need for shoppers to carry cash, reducing the risk of theft or loss. Point-of-banking terminals can provide instant transaction receipts through email or SMS notifications.
3. A facility ATM will be on the premises. As cash is a primary way of paying, customers have an expectation that one will be available for use.

### ***Banking Compliance***

1. Banking compliance for cannabis dispensaries is complex due to the conflict between state and federal laws. Under federal law, cannabis remains illegal, making it risky for banks to serve cannabis-related businesses.
2. Banks must file suspicious activity reports (SARs) when providing financial services to cannabis-related businesses, as the proceeds of cannabis transactions are considered illegal under federal law.
3. To comply with these regulations, banks must verify the cannabis licenses and state business licenses of dispensaries.
4. Banks also need to monitor and report certain information about cannabis businesses, including their cash flow and accounting records.
5. Banks must ensure that cannabis companies are licensed entities in good standing and comply with both state and federal laws.

### ***Banking Relationships***

Today a number of Credit Unions are providing cannabis: Key Point Credit Union, one of our prior commercial real estate lenders, launched a cannabis banking pilot program in February 2020. They offer cannabis banking services to help businesses in the legal cannabis industry and provide compliance support for compliance with banking regulations. Key Point Credit Union partners with Shield Compliance to manage risks and provide electronic payment solutions, enhancing their services for the cannabis industry.

Dama Financial, recently purchased by Leafly, offers access to a secure banking solution and provides armored courier service, vendor payments and electronic payments to tax authorities. Their cash management solutions lower risk and provide payment flexibility with ACH, wire, or check.

### ***Cost Control Strategies***

Cost management is of utmost importance in the cannabis industry. Vertical integration reduces costs by eliminating most outsourcing and inefficiencies, resulting from third-party involvement. Most importantly, it improves inventory management by ordering and receiving inventory as needed, rather than keeping large quantities of stock on hand. This minimizes carrying costs and reduces the risk of product expiration, which

is important given the limited shelf-life of cannabis products. Another key advantage is the ability to produce higher quality products, produce proprietary brand development, and control the majority of finished products, product storage, packaging and distribution.

Our vertically integrated business between the Willows retail dispensary and the Sacramento microbusiness provides cost control advantages, as does ownership of the properties in which they are located. Vertical integration will provide a significant margin advantage over our competitors as we can oversee different areas of the supply chain including cultivation, packaging, distribution, and retail. This reduces the need for 3rd party expenses for outside services and reduces overall operational costs.

## **6. Human Resources & Training**

### ***Staff recruitment, onboarding, and training practices***

As with my original dental offices, staff recruitment, onboarding, and training practices are similar and must comply with California labor law requirements. Labor protections apply to all workers in the cannabis industry and all employers must comply with minimum wage, overtime laws, maintain a valid workers' compensation insurance and provide safe working conditions for employees.

#### ***Staff recruitment***

There are many online platforms for staff recruitment. These include: Indeed, ZipRecruiter, Staff MMJ, Cannabizteam., SimplyHired, etc. However, we understand limited commute times are important to reduce stress and increase performance in any job. As such, primarily we will solicit staff from the local area and/or assist with relocation costs as necessary.

Onboarding. California rules for staff hire at a dispensary include:

1. Age: The applicant must be at least 21 years old.
2. Identification. The applicant must have a valid form of identification to prove age.
3. Background Check. Applicants must pass a background check
4. Driver License or Real ID. Applicants must have a CDL or Real ID.
5. Education. Applicants should typically have a high school diploma or GED.
6. Training. Ideally candidates should have some retail and cash handling experience, and customer service experience.

#### ***Staff Training and Management***

Staff training is a vital part of any business and essential for any working in a retail dispensary.

Training empowers staff and encourages them to research broad cannabis topics.

There are key components to an effective cannabis training program and these include:

1. Compliance Training. Staff members must understand state cannabis laws.

2. Product knowledge. With a myriad of cannabis products, strains and methods of use, staff must be trained and have an understanding of the product in our retail facility.
3. Customer Service training for customer engagement is essential for any business, especially in a retail setting. Staff will undergo customer service training and sensitive training to ensure all customers are welcome and treated with the golden rule.
4. Safety Protocols in staff training are paramount to protecting staff and customers.
5. SOP training. Standard Operating Procedures are part of our staff training onboarding.
6. Risk Management and Legal Responsibilities make up another part of standard staff training and are critical to the success and safety of all customers and other staff members.
7. Effective Communication. Training in communication with customers and staff ensures directions, duties, and responsibilities can be accomplished. We will maintain an open-door policy for staff to discuss concerns. We will also have staff suggestion meetings to find ways to improve our services, reduce conflicts and improve resolution.
8. CPR/ADE and first aid will be offered to staff annually.
8. Regular General Training sessions will be scheduled monthly with specific topics to improve our overall service and discuss new ideas and trends to improve the retail business.
9. Continuous learning is part of the human condition, attending local trade shows and events will be part of our overall staff training strategy.

### ***Staff Management***

Dispensary software plays an important part in staff management and tools are built into the software to simplify and track staff management.

1. Tracking hours. POS have time clocks which calculate hours over a specific period helps simplify payroll
2. Track employee's sales.
3. Setting software permissions. Setting staff restrictions and permissions on a control point-of-sale and limit accessibility and help to prevent mistakes. Establishing permissions rather than allowing full access can avoid costly incidents.
4. POS systems have the capability to monitor transactions and will give managers clear indicators on the efficiency of employees.

### ***Team leadership and conflict resolution skills***

Effective team leadership and conflict resolution skills are crucial in any business. A cannabis dispensary requires teamwork, compliance, and customer service. Our experience comes from multiple business start-ups where strong leadership fosters a positive work environment, ensures compliance, and helps drive sales.

We have developed key leadership qualities through the years of decisions that shape the goal and growth of a business. Most importantly demonstrating professionalism, compliance, and excellent customer service were most important in growing our businesses. We incorporated daily morning huddles to identify daily goals, assign tasks and focus on important projects and monthly staff meetings to identify ways to improve

and make our work day more efficient. We also understood the importance of rewarding staff through bonuses based on productivity which motivated and created team harmony. Staff was motivated to learn all job positions which created more flexibility.

Encouraging staff and customer feedback and suggestions helped to grow our businesses and many improvements were a direct result of team members' suggestions. Continuing education including first aid, CPR, and conventions for staff development was an integral part of our business and helped to foster staff cohesiveness. Our business also maintained an open-door policy which was helpful in identifying potential issues which could be resolved early.

Today's businesses are more media driven than ever and customer's online reviews can provide feedback on ways to correct and improve policies ultimately helping to grow the business.

### ***Conflict Resolution in Dispensary***

Conflicts may arise between staff, with management, or even with customers. Handling them professionally ensures smooth operations. One of the most common issues is employee disputes which can range from clashing personalities, uneven workload distribution and scheduling conflicts. Most employee conflicts were resolved with a private discussion and clear strategy to resolve issues.

Customer Complaints are the second area of conflict resolution. These may be related to wait times, product concerns and general misunderstandings. As customers are vital to our business, de-escalating customer concerns in a timely manner is of utmost importance. Customer complaints are fairly limited and as such, can be resolved by sales policies which are part of the business policy manual. Resolution and reinforcement of business policies through staff meetings and written documentation helps to prevent future customer conflicts.

We are confident that our managerial team, which has significant experience in conjunction with ownership, will ensure our business operates efficiently, stays compliant, and delivers excellent customer service.

## **7. Security & Risk Management**

### ***Experience with dispensary security protocols***

Our experience with security protocol is specific to our microbusiness. Bay Alarm was the company that provided compliance with city and state regulations. The goal of state regulations is the prevention of theft or robbery. Principally our goal is to maintain a safe environment for both staff and customers and ensure our business is protected. As part of our security protocol mandatory ID scanning upon entrance with a valid government-issued ID required for age verification. Our managers have extensive experience with all aspects of dispensary security protocols. These security protocols are described in our security plan and are part of our standard operating practice.

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

### ***Approaches to creating an inclusive and educational retail environment***

Our business will be an inclusive and educational dispensary environment that involves thoughtful design and strategies to foster customer engagement. Working with diverse populations is a common business practice especially in California. Our goal is to promote responsible cannabis use to all customers.

Our approach in prior retail businesses included ensuring accessibility with design elements that meet ADA requirements. The physical space design will be wheelchair-accessible with wide aisles, ADA counters, and clear signage. Our staff will be trained on cultural competency, inclusivity, and disability awareness. Customer approach is centered in active listening, and avoiding assumptions about customer experience levels. Wellness is a component in our retail plan and will include resources for medical patients, seniors, and those new to cannabis. To meet clients' expectations, we plan to maintain a large and diverse product menu with education on the varied consumption methods.

We understand the importance of community engagement and outreach and plan on hosting workshops with a focus on wellness, chronic pain applications, insomnia, mood improvement and safe consumption.

Today, digital access is standard for information and business search. We will have an accessible website with screen reader compatibility and simple navigation. Websites today include virtual tours which can help first-time visitors familiarize themselves with the space and product menu prior to their physical visit.

As in all of our prior businesses, there is zero-tolerance for discrimination and these policies as part of our business model to ensure there is no bias based on race, gender, age, or ability. A feedback system for customers to allow them to share experiences and suggest improvements will be part of our retail business.

Our business will also have price transparency to explain sales taxes upfront and avoid "hidden fees" which can affect our credibility. In addition, we will offer discount programs to veterans, seniors, and medical patients.

We will implement these strategies to create a space where all customers—whether recreational or medical patients, seniors, or first-time visitors feel respected, informed during their visit.

### ***Community outreach and involvement in local cannabis events or advocacy***

Our primary goal, as a downtown business, will be to build relationships with other businesses, provide direct marketing referrals, and promote and improve downtown business success and adjunctive revenue.

Community outreach helps to improve public education, trust and acceptance. We plan to be involved in community outreach to build confidence that we are a Bonafide business, educate the public, and promote

responsible cannabis use. This process will include providing free seminars on cannabis laws, safe consumption, and advances and research in medical use. Community outreach also centers around support for community events and collaboration with social and physical wellness businesses and creativity and crafting businesses in the community.

## **9. Key Achievements**

### ***Examples of dispensaries you've helped grow or optimize***

See Ana Garcia's (General Manager) extensive experience in the growth and optimization of businesses in the cannabis industry.

## **10. Legal & Compliance Documentation**

### ***Copies of relevant licenses or certificates***

Current micro business license with annual expiration of 4/26/2026. (Copy included)

### ***Proof of compliance training or security clearance***

Live scan applications for Willows will be required.

Prior live scan applications and Federal Background Check were completed for approval of the Sacramento project. (Copies included)

## **11. Proposal for Future Work**

### ***How your experience will benefit the new project or partnership***

### ***Strategies or ideas tailored to the specific dispensary or business***

Our strategies take into account factors like location, target audience, regulations, competition, and product differentiation. As a local community-focused dispensary in a tight-knit community our strategies include:

1. Partnering with nearby businesses for cross-promotions.
2. Hosting educational workshops
3. Include loyalty programs and promote ambassador programs for referral bases
4. Optimize Google My Business and utilize internet marketing such as Weedmaps and Leafly.

As a medical and recreational dispensary our strategies include:

Offer free consultations for patient education

1. Provide discounts for Medical Patients, Veterans, Seniors, and chronic illness patients.
2. Provide product selection including high-CBD, low-THC products.
3. Providing Limited-Time Strains
4. Promoting seasonal or exclusive products

## **2025 Cannabis industry challenges:**

1. Six years after legal sales started, overall sales have been falling for the past two years. The number of legal cannabis growers and brands has decreased by more than 70% since legalization first went into effect. Currently California surrendered licenses now outnumber active licenses according to the Department of Cannabis Control.
2. California is set to increase its cannabis excise tax from 15% to 19% starting on July 1, 2025, as part of a budget compromise made in 2022. This increase is expected to further burden the struggling cannabis industry. Nearly 15% of cannabis businesses are already defaulting on their sales and use tax obligations, totaling \$189.3 million in default. Assemblymember Matt Haney, D-San Francisco, has introduced Assembly Bill 564 to repeal the requirement for the California Department of Tax and Fee Administration (CDTFA) to adjust the cannabis excise tax rate. The bill aims to prevent the increase from happening, which could help stabilize the industry facing financial difficulties
3. There is potential for rescheduling in 2025-2026, but there is still an uncertain timeline. Rescheduling cannabis under the U.S. Controlled Substances Act would dramatically reshape the industry's finances. Currently Cannabis businesses pay about double the federal tax rate of traditional companies because of IRS Code Section 280E, which prevents them from deducting normal business expenses.
4. Lack of accountability between vendor payment practices causes significant problems for retail business. A vertically integrated company has the benefit to insure they will not be in a position for payment default for their products as they are produced by the same company. More commonly, products are purchased on a net term and unpaid invoices are not uncommon. A new cannabis credit score company brings a platform for companies to exchange feedback on vendor relationships. They help bring transparency and accountability to payment practices which is crucial in the cannabis industry. Cannabis Credit Scores addresses this issue by providing a platform to view and share first-hand experiences with clients with the goal of shedding light on retail to vendor payment practices and overall business conduct.

### **Future Plans**

It is WWCRS, Inc.'s plan to incorporate a delivery business with an online delivery platform.

The delivery of cannabis products are permitted in conjunction with a physical cannabis retail location. An operational plan with security protocols and services compliance with city and state law will be prepared in conjunction with the future delivery business and will include an operational plan, security protocols and compliance with City of Willows ordinances.

WWCRS's online ordering platform will allow customers to place orders from our website or mobile app and will partner with a premier e-commerce delivery company to create the platform's features that allow an online menu and shopping portal that directly connects to our inventory management system. The online ordering platform will display all the products for sale at the business, their prices, and product descriptions. The platform will update live as products are sold and added.



### **Estimated Sequence of Events**

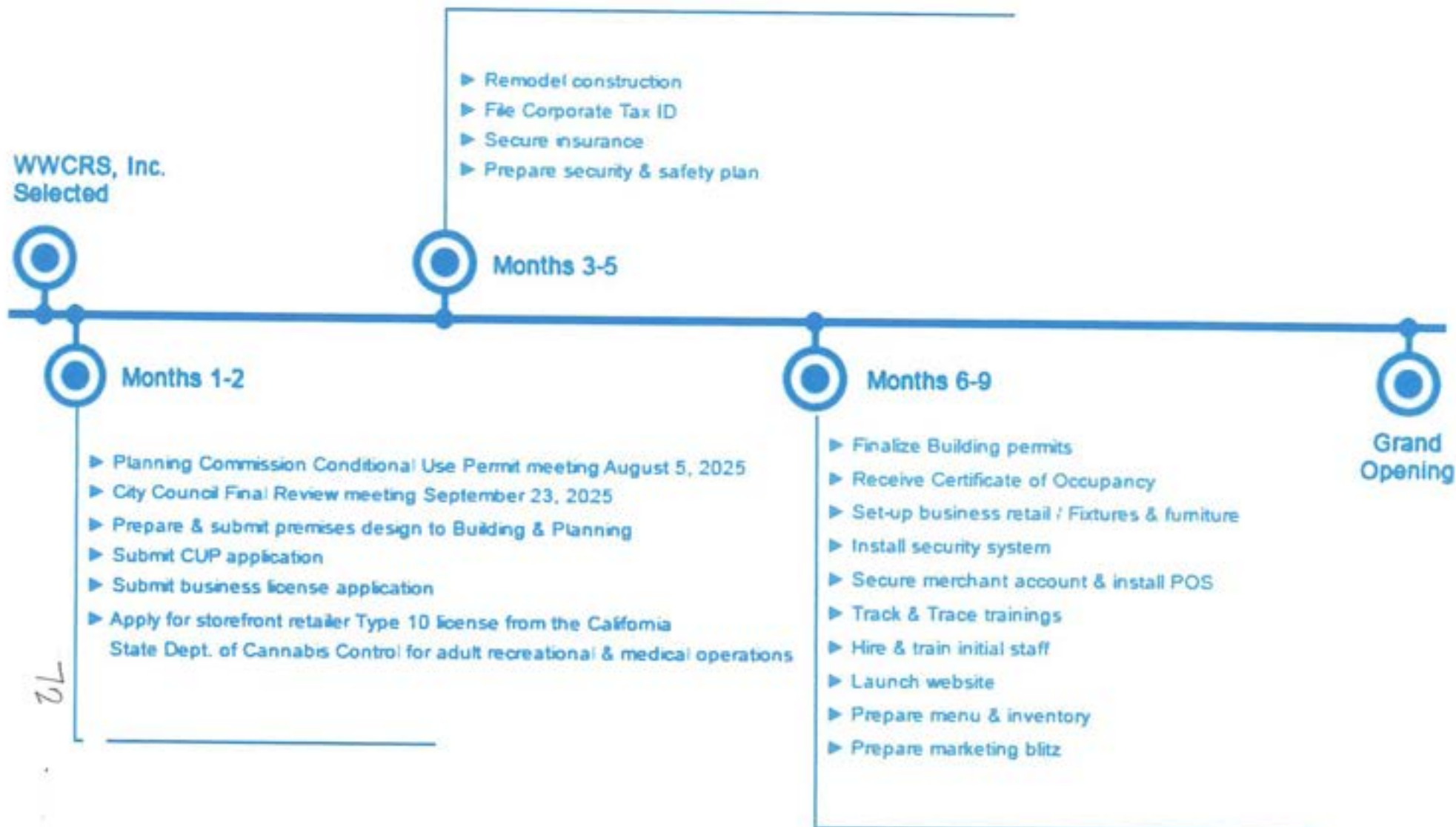
Subject to approval for a commercial cannabis license in Willows, the following is an estimated sequence of events to begin operations.

1. Planning Commission Conditional Use Permit meeting August 5, 2025;
2. Letter of Appeal City Council August 12, 2025.
3. City Council Final Review meeting August 26, 2025. Agenda item continued.
4. Anticipated City Council Final Review and Approval September 23, 2025
5. Submission of full set of building plans & issuance of building permit.
6. Premises construction/renovation (including air filtration system).
7. Application for a storefront retailer Type 10 license from the California State Department of Cannabis Control for adult recreational and medical operations.
8. Complete premises remodel construction work.
9. Set-up internet, phone and communication systems.
10. Equipment and technology purchase for installation of security and compliance systems (i.e., age verification, security cameras, etc.).
11. Integrate inventory management software and full Track and Trace.
12. Implement customer service protocol and handbook.
13. Prepare online, print, and media tools.
14. Use online and network recruitment tools and resources to hire staff and assign responsibilities.
15. Launch sales and marketing campaign.
16. Estimated launch date: April 2026.

Prior to commencing business operations, and pursuant to a cannabis retail/dispensary business license issued by the City of Willows, WWCRS, Inc. will hold a Certificate of Authorization issued by the City of Willows in addition to a conditional use permit issued by the City of Willows Planning commission, and a State insured type 10 Retail/Dispensary Cannabis Sales License.

# WWCRS, Inc. ESTIMATED SEQUENCE OF EVENTS

From selection to grand opening



\* Timelines may vary depending on third-party turn-arounds

# **Professional Portfolio: Ana Garcia**

## **1. Executive Summary**

Ana Garcia is a seasoned leader in the cannabis industry, bringing over 15 years of operational, regulatory, and financial expertise to dispensary businesses across California.

As a founder and executive for several successful retail cannabis ventures, Ana has consistently demonstrated the ability to navigate complex regulatory environments, optimize operations, and drive profitability.

Her leadership combines compliance excellence, team development, customer-centric strategies, and financial acumen making her an invaluable asset to any cannabis organization or partnership.

## **Core Strengths & Key Qualifications**

15+ years in cannabis operations, compliance, and leadership

Expertise in METRC, audits, licensing, and state/local regulations

Proven success launching and scaling dispensaries from concept to profitability

Strong financial background as CFO and CEO in high-risk banking environments

Track record of hiring, training, and leading high-performing teams

Deep community involvement and brand-building within local markets

## **2. Professional Background**

Ana has held executive and operational roles in top-tier California dispensaries, including:

### **Vice President & CFO, Better Health Group (2009–Present)**

Oversaw financial operations and compliance for a high-volume dispensary in Vallejo, managing budgets, audits, banking compliance, and business strategy.

### **Managing Member, Rockaway Enterprises (2021–Present)**

Founded and led all operational and compliance efforts, helping the dispensary reach \$2.5M in annual revenue in a competitive market.

### **Chief Executive Officer, Lake Street Organic (2023–Present)**

Directed daily operations, regulatory management, and strategic planning for one of Lake County's top dispensaries.

### **Chief Executive Officer, Fuego Crescent City (2023–Present)**

Launched and licensed the dispensary, driving consistent growth and community alignment in Crescent City.

### **Chief Executive Officer, Fuego Lucerne Cannabis Dispensary (2025–Present)**

Organized the opening of a brand-new store opening date May 15 2025

## **3. Regulatory Compliance Experience**

Ana is well-versed in California cannabis law and compliance:

### ***Expert in BCC/DCC regulations***

Proven success in maintaining full licensure and regulatory standing across multiple jurisdictions.

### ***METRC Proficiency***

Oversaw compliance for hundreds of SKUs using the METRC track-and-trace system.

### ***Audit & Inspection Readiness***

Successfully completed local/state audits with zero violations through proactive protocols and compliance training.

### ***Licensing Experience***

Personally secured retail cannabis licenses in cities across California, navigating zoning, community meetings, and planning commission approvals.

## **4. Operational Expertise**

Ana has built and scaled operational frameworks that support compliant, efficient, and customer-focused dispensaries:

Daily management of staff, schedules, inventory, compliance logs

Expert in Flowhub, Meadow, and similar POS and inventory systems

Streamlined SOPs for intake, sales, cash management, and reporting

Vendor management and product selection aligned with market trends

## **5. Sales & Marketing Experience**

Ana's sales and marketing background supports dispensary growth and retention:

### **Customer Acquisition & Loyalty**

Implemented loyalty programs, referral campaigns, and patient education to improve retention

### **Compliant Marketing**

Created marketing plans within California cannabis advertising rules—balancing visibility with regulatory requirements

### **Performance Tracking**

Analyzed KPIs, basket size, and conversion data to enhance product mix and staff performance

## **6. Financial Management**

Ana has directly managed the financial health of multiple dispensaries:

Annual budgeting, forecasting, and revenue modeling

Cash management and armored transport coordination

Financial reporting for investors and regulatory bodies

Deep understanding of cannabis banking restrictions and workarounds

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

Ana has built and led high-functioning dispensary teams:

Recruited, hired, and trained dozens of cannabis retail employees

Created compliant onboarding programs covering METRC, POS, and security

Led workplace culture initiatives and staff retention efforts

Hands-on experience resolving internal conflicts and HR compliance issues

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

With extensive front-line experience, Ana prioritizes risk mitigation:

Developed site security protocols (24/7 surveillance, ID checks, panic buttons)

Managed relationships with third-party security and armored transport firms

Implemented crisis protocols (e.g., power outage, theft, protest response)

Conducted regular compliance training and emergency preparedness drills

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

Ana believes in cannabis retail as a community service:

Built inclusive, informative dispensary spaces that welcome all demographics

Ensured staff were trained in terpene and cannabinoid education

Led participation in local cannabis events, job fairs, and nonprofit outreach

Fostered community trust through transparency, hiring, and education

## **10. Key Achievements**

\$2.5M Revenue: Helped Rockaway Enterprises reach \$2.5M in annual sales in under 2 years

License Wins: Successfully secured and renewed multiple retail licenses across California

Growth Leadership: Led Lake Street Organic and Fuego Crescent City to record-breaking quarterly growth and customer satisfaction ratings

Clean Audit Record: Maintained 100% clean audits across all dispensary locations

## **11. Legal & Compliance Documentation**

### **Licenses Held**

C10-0000256-LIC (Better Health Group)

C10-0000814-LIC (Rockaway Enterprises)

C10-0001401-LIC (Lake Street Organic)

C10-0001395-LIC (Fuego Crescent City)

C10-0001558-LIC (Fuego Lucerne Cannabis Dispensary)

### **Certifications & Education**

Certified EKG Technician, CSU East Bay (2018)

B.S., Business Administration, Colorado Technical University (2022)

## **12. Proposal for Future Work**

Ana's proven experience can bring measurable value to any new venture in the cannabis space.

Her strategic vision, combined with hands-on operational knowledge, positions her as a powerful partner in:

License acquisition and community outreach

Staff development and operational infrastructure

Revenue optimization through data-driven retail strategy

Brand elevation via customer education and community connection

She is ready to help future partners build scalable, compliant, and community-first cannabis businesses that thrive in California's evolving market.



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## Lake Street Organics

### License Information



**Active**

Lic. No. **C10-0001401-LIC (Annual)**

Commercial - Retailer

Adult-Use and Medicinal

Effective on **2023-10-16**

Expires on **2025-10-15**

### Business Information



**Lake Street Organics**

Legally named **Link Rock Falls Corporation**

Registered as Corporation

Ana Garcia, Jaypee Sereghy, Terri Larsen

03espinoza@gmail.Com

707-694-3706





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## Better Health Group, Inc.

### License Information



**Active**

Lic. No. **C10-0000256-LIC** (Annual)

Commercial - Retailer

Adult-Use and Medicinal

Effective on **2019-06-20**

Expires on **2025-06-19**

### Business Information



Legally named **Better Health Group, Inc.**

Registered as Corporation

Ana Garcia, Justine Barajas, Morgan Hannigan, Nathan Cowherd

Managementbhg@gmail.Com

707-643-3767



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## Fuego Lucerne Cannabis Dispensary

### License Information



#### Active

Lic. No. **C10-0001558-LIC** (Annual)

Commercial - Retailer

Adult-Use and Medicinal

Effective on **2025-03-18**

Expires on **2026-03-19**

### Business Information



#### Fuego Lucerne Cannabis Dispensary

Legally named **Lexington Meadows Creek Corp.**

Registered as Corporation

Ana Garcia, Anthony Anthony Blanco

Bicgroup1@gmail.Com

707-501-8259



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## Fuego

### License Information



#### Active

Lic. No. **C10-0001395-LIC** (Annual)

Commercial - Retailer

Adult-Use and Medicinal

Effective on **2023-10-11**

Expires on **2025-10-10**

### Business Information



#### Fuego

Legally named **El Alto Inc**

Registered as Corporation

Ana Garcia, Anthony Blanco, Edward Blakeley, Juan Garcia-Flores, Richard Sereghy

Wearefuego1@gmail.Com

707-342-5378



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## Rockaway Enterprises, LLC

### License Information



#### Active

Lic. No. **C10-0000814-LIC** (Annual)

Commercial - Retailer

Adult-Use and Medicinal

Effective on **2021-05-24**

Expires on **2025-05-24**

### Business Information



#### Rockaway Enterprises, LLC

Legally named **Rockaway Enterprises, LLC**

Registered as Limited Liability Company

Juan Garcia Flores, Thomas Rodríguez

Licensing.Vhhc420@gmail.Com

415-272-8970



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## Better Health Group, Inc.

### License Information



**Active**

Lic. No. **C10-0000256-LIC** (Annual)

Commercial - Retailer

Adult-Use and Medicinal

Effective on **2019-06-20**

Expires on **2025-06-19**

### Business Information



Legally named **Better Health Group, Inc.**

Registered as Corporation

Ana Garcia, Justine Barajas, Morgan Hannigan, Nathan Cowherd

Managementbhg@gmail.Com

707-643-3767



**Department of  
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## Lake Street Organics

### License Information



**Active**

Lic. No. **C10-0001401-LIC** (Annual)

Commercial - Retailer

Adult-Use and Medicinal

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Legally named **Link Rock Falls Corporation**

Registered as Corporation

Ana Garcia, Jaypee Sereghy, Terri Larsen

03espinoza@gmail.Com

707-694-3706

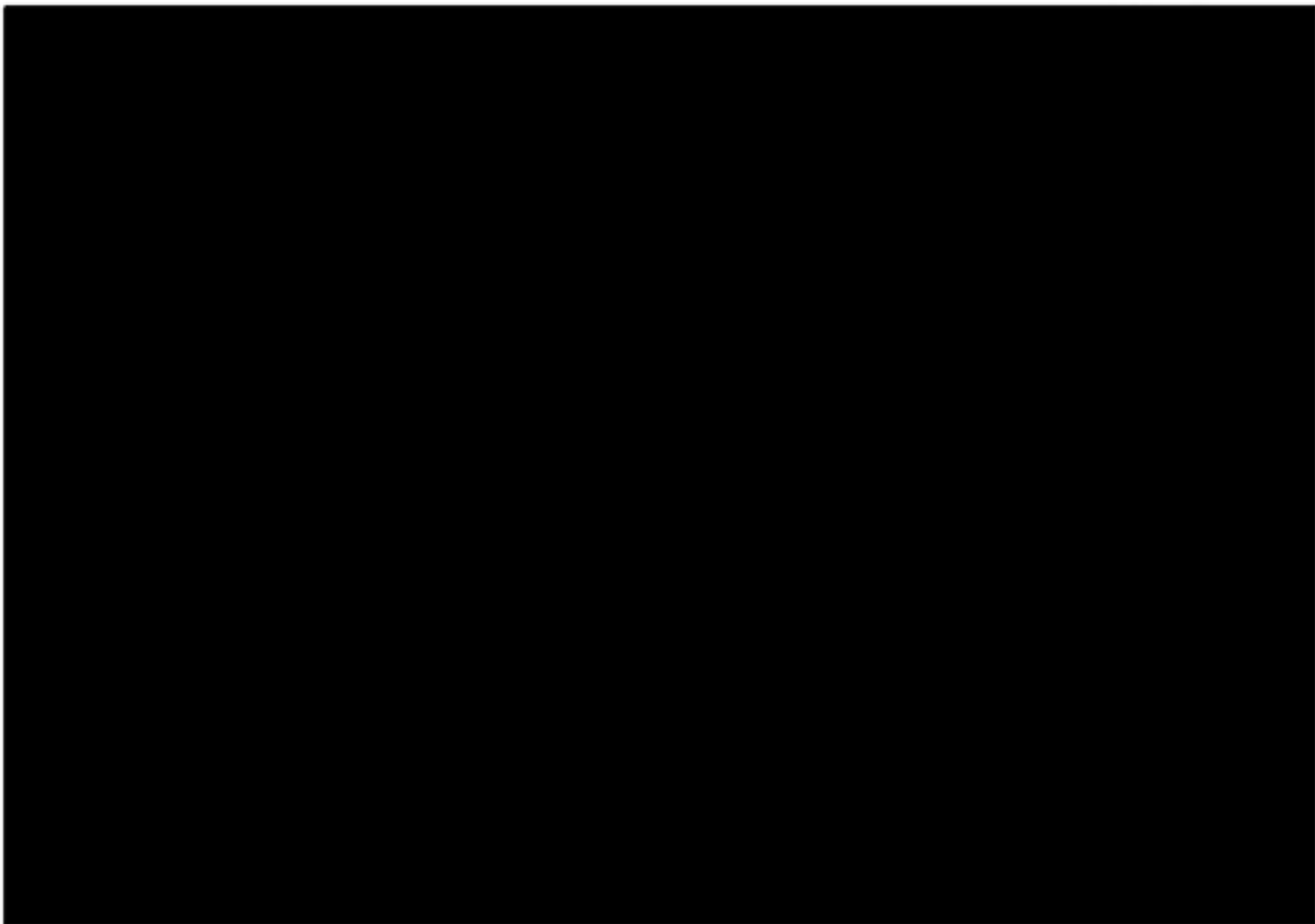
## **11. Financial Viability**

### **Verification of Funds**

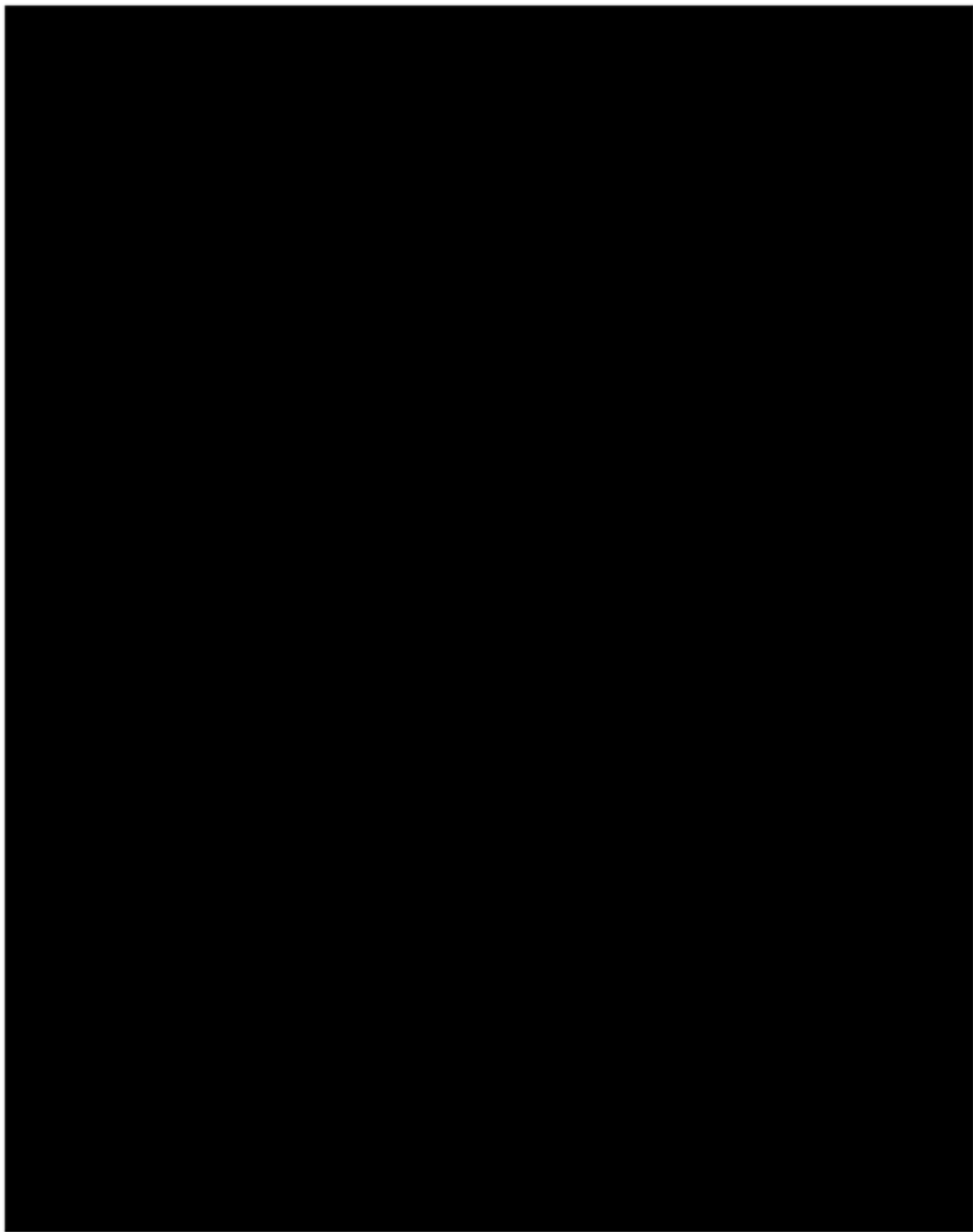
Bank America was unable to provide a letter of verification of funds. In lieu of this letter, enclosed is a WWCRS, Inc. Bank of America business on line account showing reserve funds for this project.

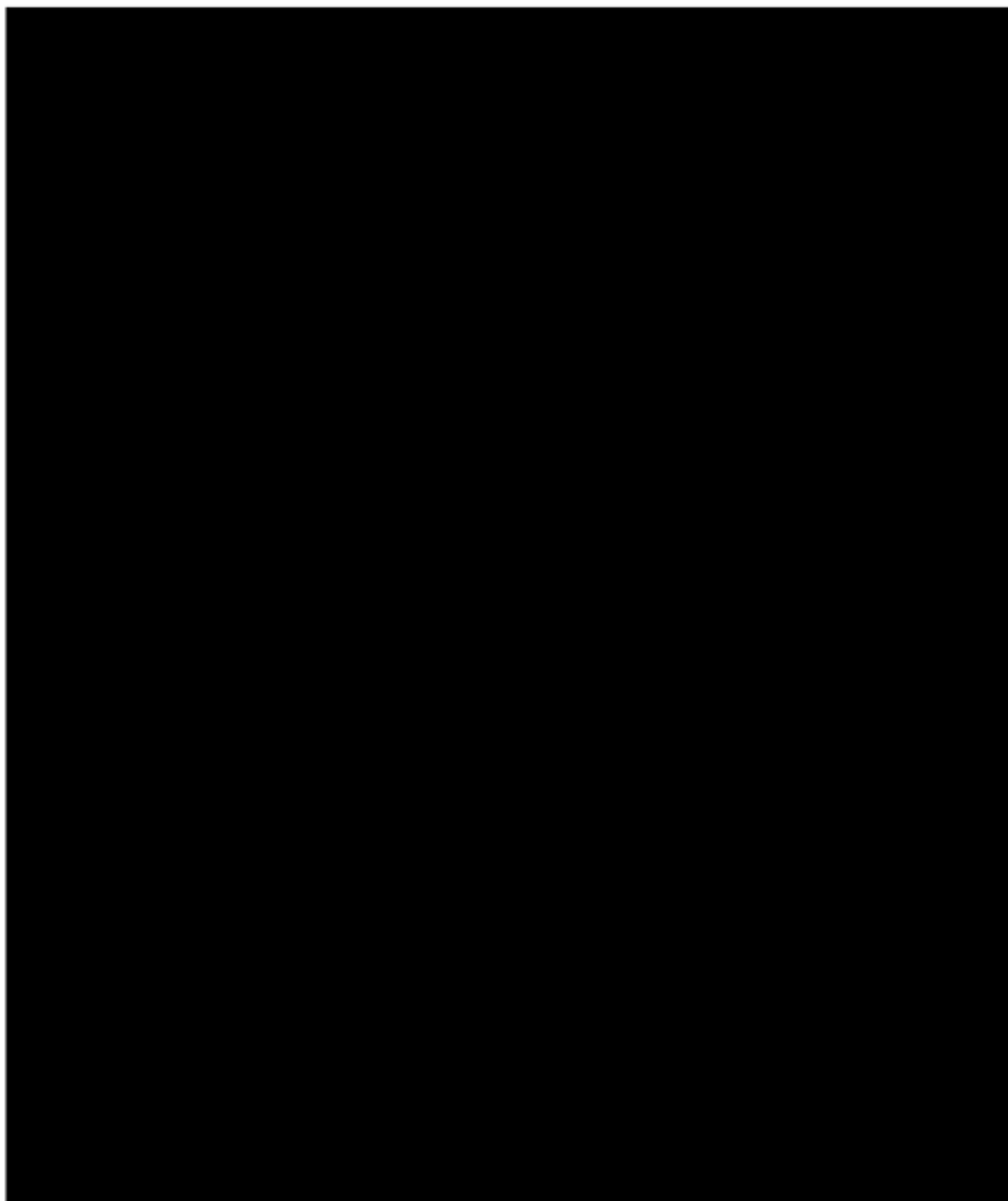
3- Year Pro Forma

Copy attached.







## City Authorization: Consent to Entry and Inspection

I, the undersigned owner of WWCRS, Inc., hereby grant full authorization and consent to the City of Willows, and its designated representatives, to enter the business premises as follows:

### Right of Entry.

I authorize representatives of the City of Willows to enter the premises of the licensed business at any time, with or without prior notice, and with or without reasonable cause.

### Purpose of Entry.

Such entry may be made for the purpose of:

Inspecting the premises;

Monitoring business operations;

Confirming compliance with applicable laws, regulations, and licensing conditions.

### Acknowledgment.

I acknowledge and accept that this authorization is a condition of operating a licensed business within the City of Willows and that refusal to permit entry may result in enforcement actions, including suspension or revocation of the business license.

By signing below, I affirm my understanding and agreement to the terms set forth above, and I consent to the City's rights of access as described.

Affirmed and signed by:

Name: Margaret Sharkey

Title: Director WWCRS, Inc

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



Date: 4/25/2025

Amended 8/28/2025

## City Authorization: Consent to Entry and Inspection

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By signing below, I affirm my understanding and agreement to the terms set forth above, and I consent to the City's rights of access as described.

Affirmed and signed by:

Name: Homar Crespo

Title: Director WWCRS, Inc.

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



Date: 4/25/2025

Amended 8/28/2025

## City Authorization: Consent to Entry and Inspection

I, the undersigned Manager of WWCRS, Inc., hereby grant full authorization and consent to the City of Willows, and its designated representatives, to enter the business premises as follows:

### Right of Entry.

I authorize representatives of the City of Willows to enter the premises of the licensed business at any time, with or without prior notice, and with or without reasonable cause.

### Purpose of Entry.

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Monitoring business operations;

Confirming compliance with applicable laws, regulations, and licensing conditions.

### Acknowledgment.

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By signing below, I affirm my understanding and agreement to the terms set forth above, and I consent to the City's rights of access as described.

Affirmed and signed by:

Name: Ana Garcia

Title: Manager

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



Date: 4/25/2025

Amended 8/28/2025

## Reporting and Audit Affirmation

I, the undersigned owner of WWCRS, Inc., hereby certify under penalty of perjury the following commitments to the City of Willows:

### Accurate Reporting.

I affirm that all sales by the business shall be accurately and faithfully reported to the City of Willows in accordance with applicable laws and regulations.

### Timely Financial Disclosures.

I agree to provide, in a timely manner, any additional financial information reasonably requested by the City of Willows.

### Tax and Fee Compliance

I affirm that all taxes, fees, and other required payments will be properly calculated and fully paid when due.

### Consent to Audit

I hereby consent to the audit of the business's books and financial records by the City of Willows at any time deemed necessary by the City, provided that such audits shall not occur more frequently than once every 180 days, unless otherwise permitted or required by law.

By signing this affirmation, we acknowledge and accept these obligations and understand that failure to comply may result in penalties, including fines, suspension, or revocation of permits, in accordance with applicable laws and regulations.

Affirmed and signed by:

Name: Margaret Sharkey

Title: WWCRS, Inc. - Director

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

Date: 04/25/2025

Amended 8/28/2025

## Reporting and Audit Affirmation

I, the undersigned owner of WWCRS, Inc. hereby certify under penalty of perjury the following commitments to the City of Willows:

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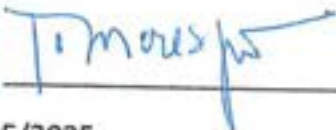
By signing this affirmation, we acknowledge and accept these obligations and understand that failure to comply may result in penalties, including fines, suspension, or revocation of permits, in accordance with applicable laws and regulations.

Affirmed and signed by:

Name: Homar Crespo

Title: WWCRS, Inc. - Director

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



Date: 04/25/2025

Amended 8/28/2025



## Reporting and Audit Affirmation

I, the undersigned Manager of WWCRS, Inc., hereby certify under penalty of perjury the following commitments to the City of Willows:

### **Accurate Reporting.**

I affirm that all sales by the business shall be accurately and faithfully reported to the City of Willows in accordance with applicable laws and regulations.

### **Timely Financial Disclosures.**

I agree to provide, in a timely manner, any additional financial information reasonably requested by the City of Willows.

### **Tax and Fee Compliance**

I affirm that all taxes, fees, and other required payments will be properly calculated and fully paid when due.

### **Consent to Audit**

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By signing this affirmation, we acknowledge and accept these obligations and understand that failure to comply may result in penalties, including fines, suspension, or revocation of permits, in accordance with applicable laws and regulations.

Affirmed and signed by:

Name: Ana Garcia

Title: Manager

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



Date: 04/25/2025

Amended 8/28/2025



## **Applicant's Certification**

I, the undersigned Director of WWCRS, Inc., hereby certify under penalty of perjury the following:

### **Personal Knowledge**

I affirm that I have personal knowledge of the information contained in the Phase One and Phase Two applications submitted to the City of Willows. I am fully aware of the contents and details provided therein.

### **Truthfulness and Accuracy**

I affirm that all information included in the Phase One and Phase Two applications is true, accurate, and complete to the best of my knowledge. No material facts have been omitted, and all statements made are correct and verifiable.

### **Application Oversight**

I further affirm that these applications are completed under my direct supervision. I accept full responsibility for their accuracy and completeness, and confirm that all necessary documents and supporting information have been thoroughly reviewed and properly submitted.

By signing below, I acknowledge that any false statements or omissions may result in penalties, including denial or revocation of the application, in accordance with all applicable laws and regulations.

Affirmed and signed by:

Name: Margaret Sharkey

Title: WWCRS, Inc. - Director

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

Date: 04/25/2025

Amended 8/288/2025

## **Applicant's Certification**

I, the undersigned Director of WWCRS, Inc., hereby certify under penalty of perjury the following:

### **Personal Knowledge**

I affirm that I have personal knowledge of the information contained in the Phase One and Phase Two applications submitted to the City of Willows. I am fully aware of the contents and details provided therein.

### **Truthfulness and Accuracy**

I affirm that all information included in the Phase One and Phase Two applications is true, accurate, and complete to the best of my knowledge. No material facts have been omitted, and all statements made are correct and verifiable.

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I further affirm that these applications are completed under my direct supervision. I accept full responsibility for their accuracy and completeness, and confirm that all necessary documents and supporting information have been thoroughly reviewed and properly submitted.

By signing below, I acknowledge that any false statements or omissions may result in penalties, including denial or revocation of the application, in accordance with all applicable laws and regulations.

Affirmed and signed by:

Name: Homar Crespo

Title: WWCRS, Inc. - Director

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

Date: 04/25/2025

Amended 8/28/2025

## **Applicant's Certification**

I, the undersigned Manager of WWCRS, Inc., hereby certify under penalty of perjury the following:

### **Personal Knowledge**

I affirm that I have personal knowledge of the information contained in the Phase One and Phase Two applications submitted to the City of Willows. I am fully aware of the contents and details provided therein.

### **Truthfulness and Accuracy**

I affirm that all information included in the Phase One and Phase Two applications is true, accurate, and complete to the best of my knowledge. No material facts have been omitted, and all statements made are correct and verifiable.

### **Application Oversight**

I further affirm that these applications are completed under my direct supervision. I accept full responsibility for their accuracy and completeness, and confirm that all necessary documents and supporting information have been thoroughly reviewed and properly submitted.

By signing below, I acknowledge that any false statements or omissions may result in penalties, including denial or revocation of the application, in accordance with all applicable laws and regulations.

Affirmed and signed by:

Name: Ana Garcia

Title: Manager

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

Date: 04/25/2025

Amended 8/28/2025

**15. Phase II Application Fee**

**Payment date:** May 6, 2025

**Check #:** 6018

**Payment Amount:** \$5000.

## Attachments



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

May 4, 2025

**NATIVEI, LLC**  
Attn: Margaret Sharkey and Homar O. Crespo  
PO BOX 4160  
Vallejo, CA 94590

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

Dear Ms. Sharkey and Mr. Crespo,

After reviewing your Phase 2 Cannabis Business License Application for 130 N. Butte St. Ste AB, 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) Identify the delivery and waste pickup locations, it is not shown on the submitted site plan or floor plan.

**2. Item 2: Floor Plan-**

- a) Please confirm and indicate the location of the 'waiting area' on the floor plan, as it is currently not depicted.

**3. Item 9: Fiscal-**

- a) The sales tax is listed at 7.25%, which is incorrect, update the budget with the correct sales tax amount of 8.75%

**4. Item 10: Experience-**

- a) Identify who the onsite managers will be and provide a schedule for onsite managers.

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

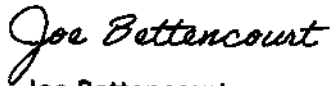
- a) The sales tax is listed at 7.25%, which is incorrect, update the three-year proforma with the correct sales tax amount of 8.75%.

**5. Item 11: Financial Viability (Cont'd)-**

- b) Provide additional information on whether benefits will be provided to employees and whether they will be part-time or full-time employees.

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

WWCRS, Inc.  
Margaret Sharkey  
Homar Crespo

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

1. Item 1: Security Plan) Identify the delivery and waste pickup locations, it is not shown on the submitted site plan or floor plan. **Attached.**

2. Item 2: Floor Plan) Please confirm and indicate the location of the 'waiting area' on the floor plan, as it is currently not depicted. The waiting area is located in the secured entrance area next to where the security guard's check-in desk. **See drawing A2.1**

3. Item 9: Fiscal) The sales tax amount of 8.75%. **Attached.**

4. Item 10: Experience) Identify who the onsite managers will be and provide a schedule for onsite managers. ***As this project may take between 8-15 months from the date of the City of Willows approval, submission of construction plans, issuance of the State License, finalization of construction and occupancy, any current schedule for onsite managers will not reflect an actual schedule at the time the business legally opens.***

5. Item 11: Financial Viability) The sales tax is three-year proforma with sales tax amount of 8.75%. **Attached.**

Item 11: Financial Viability (Cont'd)- b) Provide additional information on whether benefits will be provided to employees and whether they will be part-time or full-time employees.

***We anticipate a combination of part-time and full-time employees.***

***Employee Benefits Include:***

***Flexible hours***

***Part-time positions***

***Employee discount***

***Continuing Education***

***Mandatory requirement:***

***Paid sick leave 5days/year (per State of California)***

***Social Security and Medicare tax contribution***

***Unemployment insurance tax***

***Workers' compensation insurance***



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

From: Joe Bettencourt (jbettencourt@cityofwillows.org)  
To: goglobal2020@yahoo.com; goglobal2030@yahoo.com  
Cc: mbrown@cityofwillows.org  
Date: Thursday 15 May 2025 at 16:53 GMT-7

Good afternoon,

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

1. 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.
2. Do you plan on allowing online orders and/or deliveries?

Thanks,

Joe Bettencourt  
Community Development & Services Director  
City of Willows  
Phone: 530-934-7041  
[www.cityofwillows.org](http://www.cityofwillows.org)



From:goglobal2030@yahoo.com  
To:Joe Bettencourt

Fri, 16 May at 08:55

Hi Mr. Bettencourt.

1. One of the other applicants is across the street from your proposed location, does this affect your budget or 3-year proforma?

**No, this will not affect our budget or 3-year proforma.**

2. Do you plan on allowing online orders and/or deliveries? **Yes, this will be part of the business plan.**

Thank you  
Margaret Sharkey  
707-704-5794

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

From: goglobal2030@yahoo.com (goglobal2030@yahoo.com)

To: jbettencourt@cityofwillows.org

Bcc: goglobal2020@yahoo.com; goglobal2030@yahoo.com

Date: Friday 16 May 2025 at 10:36 GMT-7

In regard to managers schedules:

Regarding the out of town managers schedule we have 235 North Plumas property which allows three living quarters to operate at a walking distance from the dispensary. This will allow private living quarters for the five managers. (see floor plan below)

The dispensary will be open seven days per week for a total of 30 days.  
Each manager will work 5.5 days per week for an average 40 hours /week schedule.

130 N. Butte Street, Suite O in the Willow Walk Mall is available to expand business if additional space is required, which will consequently increase the revenue.

Thank you  
Margaret Sharkey  
Managers living quarters.  
Residential layout.

## Cannabis Delivery Information Request

From: Joe Bettencourt (jbettencourt@cityofwillows.org)  
To: goglobal2030@yahoo.com; goglobal2020@yahoo.com  
Cc: delanie.garlick@weareharris.com; amy.rossig@weareharris.com  
Date: Monday 21 July 2025 at 17:03 GMT-7

Good afternoon,

Regarding cannabis delivery services and as required by the attached resolution, can you describe the operational plan and specific extent of delivery services, security protocols and how the delivery services will comply with the requirements set forth in [Willows Municipal Code 9.020](#). If already provided, please let me know the location of the information within your Phase 1 or Phase 2 applications.

Thanks,

Joe Bettencourt  
Community Development & Services Director  
City of Willows  
Phone: 530-934-7041  
[www.cityofwillows.org](http://www.cityofwillows.org)



2. Ord 745-2019 Amendments to First Muni Code.pdf  
199.2 kB

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WWCRS, Inc.  
130 N. Butte Street, Suite AB  
Willows, CA 94590

**Delivery Service as part of the retail store front.**

WWCRS, Inc. is submitting information related to future delivery service in conjunction with a permitted retail facility. As a secondary arm of the retail service, WWCRS, Inc. goal will be to evaluate feasibility of a delivery service in the City of Willows base on an evaluation of demand within two years of opening the retail storefront.

**1. Operational Plan and Scope of Delivery Services.** Retail Storefront Location: WWCRS, Inc. delivery service will be directly associated with and operated from the licensed cannabis retail storefront located within the City of Willows. This location is open to the public during regular business hours and shall be fully compliant with all local and state regulations.

**2. Extent of Delivery Services.** Service Area: Delivery will be provided to customers within the City of Willows and if permitted to locations outside the city as is allowed under local and state laws.

**3. Operating Hours.** Deliveries will be made between 9:00 AM and 7:00 PM, as allowed by state law.

**4. Order Channels.** Orders may be placed through the secure online ordering platform, over the phone, or in person at the retail storefront.

**5. Delivery Vehicles.**

A. WWCRS, Inc. will operate unmarked GPS-tracked vehicles exclusively for cannabis delivery.

B. Each vehicle will meet the requirements outlined in BPC § 26090, CCR Title 4, and WMC 9.020.

**6. Security Protocols Vehicle and Staff Requirements.** To ensure the safe and compliant operation of the delivery services, the following shall be implemented to comply with security measures:

- A. **Delivery Staff.** All delivery drivers are employees shall be 21 years old, hold a valid CDL and have completed comprehensive training in cannabis delivery, security procedures, and emergency response.
- B. **Live GPS Tracking.** All vehicles shall be equipped with real-time GPS tracking, monitored by the central dispatch system.
- C. **Two-Way Communication.** Each delivery driver maintains active communication with the retail location throughout the delivery route.
- D. **No Cash Storage Overnight.** No cannabis products or cash are left in any delivery vehicle overnight.
- E. **Unmarked Vehicles.** Delivery vehicles will be unmarked and will not advertise cannabis or the business name, as per state regulation.

**7. Inventory and Manifest Controls.** Inventory Limits: No delivery vehicle will carry more than the maximum value of cannabis goods allowed under state regulations (currently \$10,000 per vehicle, with only \$5,000 worth of product pre-ordered).

- A. **Delivery Inventory Ledger.** Each vehicle carries a detailed delivery inventory ledger and delivery request receipts matching products in transit.

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**B. Seed-to-Sale Tracking.** All deliveries are entered into the California METRC system in real-time, ensuring full traceability from dispatch to customer receipt.

**8. Compliance with Willows Municipal Code Section 9.020.** WWCRS, Inc affirms the delivery service shall meet all the conditions listed under WMC 9.020(a):

- A. The delivery operation is only conducted in conjunction with the licensed retail storefront located within the City of Willows.
- B. The delivery service shall not operate exclusively and shall be part of the retail store.
- C. This operational plan shall be included in the Conditional Use Permit application, per city requirements.
- D. The detailed plan herein describes how WWCRS, Inc. shall maintain security, comply with local code, and adhere to California State regulations, including BPC § 26090, CCR Title 4, Division 19, and WMC 9.020.

**9. Recordkeeping, Reporting, and Monitoring.**

- A. All delivery transactions, including delivery routes, order receipts, inventory manifests, and customer verification records, will be maintained for a minimum of seven years.
- B. WWCRS, Inc. will provide access to these records upon request by the City of Willows, law enforcement, or state licensing authorities.
- C. WWCRS, Inc. will comply with all state auditing and inspection protocols, and permit City staff to inspect vehicles and premises as needed to confirm compliance.

**10. Conclusion.**

The delivery service is designed to ensure safe, secure, and fully compliant cannabis deliveries within the City of Willows. This plan satisfies the operational, regulatory, and public safety requirements as described in Willows Municipal Code Section 9.020 and applicable state law.



September 1, 2025

WWCRS, Inc.  
Margaret Sharkey  
707-704-5794  
goglobal2030@yahoo.com  
130 N. Butte Street, Ste. AB, Willows, CA 95988

Easy Waste Management is pleased to present this proposal to provide cannabis waste management services for WWCRS, Inc. ("The Company") retail and distribution facility located in Willows, CA. This proposal is based on information gathered during our email exchange.

The Company anticipates generating streams of waste consisting of returned or expired products, along with packaging. Waste generation will be picked up on an on-call basis. It is our understanding that the Company would like the above mentioned managed by Easy Waste Management

### **Scope of Work**

This proposal presents the services needed to successfully complete this project based on the above understanding. Easy will provide the following services to successfully complete this project:

- Upon subscription, Easy will issue a site-specific Waste Management Plan and Certificate of Waste Compliance.
- Easy will deliver empty waste containers to the site to initiate service. The containers are to be utilized for waste accumulation.
- Easy will provide monthly waste pickup services.
- All plant and non-hazardous waste removed from the Company's facility will be transported directly to a permitted facility for processing/rendering.
- The Company will receive receipt of waste handling via signed waste manifest pickup.

### **Containers Needed**

Based on our on-site inspection, it is determined that the Company will require the containers specified below. Please be advised that while you may have an unlimited number of our containers on-site, you will be invoiced only for the containers we collect on the service date.

- 1 X 21-gallon stackable containers





## Fees

All services described will be provided for a fee based upon the following breakdown:

Service	Cost	Unit	Total
Initial Deposit	\$880	1	Waived
Set Up, Waste Plan and SOP	\$499	1	Waived
Monthly Membership	\$98	1	\$98
21-gallon Retail Chest	\$260	1	TBD
21-gallon AIO (Hazardous) Cost per lb	\$35	1	TBD

**Total Initial Payment:** -

Our estimated fee is based on the below assumptions:

- Easy will be provided unobstructed access to the facility's waste storage area.
- Monthly membership payments are due at the beginning of the month of service. Waste disposal fees are billed according to the quantity of collections from the facility during the month of service, billed at the end of the month of service, at the above rates. (i.e. total number of collections in January will be billed at the beginning of February.)
- All waste must be placed inside the containers provided and secured prior to pick-up. Easy is not responsible for filling the containers, transferring waste from other receptacles into the containers, or cleaning up debris associated with the accumulation of waste.

## Schedule

Easy Waste Management can begin work on this project immediately after receipt of written authorization to proceed.

Thank you for the opportunity to submit our proposal to you. We look forward to working with you on this project. If you have any questions, please call us at (323) 818-5233

Sincerely,

Easy Waste Management  
Sam Arabadjyan  
Director of Regulated Waste



## Downtown Merchant Letters

La Casita Restaurant  
130 N. Butte St., Ste. U  
Willows CA 95988

September 4, 2025

Willows City Council Members  
Mayor Evan Hutson; Vice Mayor Richard Thomas  
Gary Hansen; Lorie Pride; Matt Busby  
City of Willows  
201 North Lassen Street  
Willows, CA 95988

RE: Letter of support for WWCRS, Inc. retail dispensary in the central commercial zone

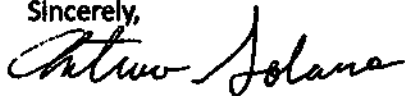
Dear City Council,

Since August 2022, when I started construction on my restaurant in downtown Willows, it was my expectation that my business would succeed by providing a comfortable place for people to relax and enjoy a meal.

Since opening, it has been difficult to cover all of my business expenses due to the limited number of visitors to downtown. I expected my business would grow over time and become a stable downtown restaurant, but due to skyrocketing expenses, I am unsure of how long I will be able to stay open and maintain my business. After all of the work and capital needed to open my business, I do not want to be in the position to close permanently.

I urge you to approve WWCRS, Inc.'s plan to open a retail dispensary in the downtown commercial zone and know it will bring people to my restaurant and will help provide for future growth and maintain my business open to serve the Willows community and visitors to our downtown.

Sincerely,

A handwritten signature in black ink that reads "Antonio Solano". The signature is fluid and cursive, with the first name "Antonio" and last name "Solano" clearly distinguishable.

Antonio Solano  
Business owner

Mi Rinconcito  
130 N. Butte St., Ste. LM  
Willows CA 95988

September 4, 2025

Willows City Council Members  
Mayor Evan Hutson; Vice Mayor Richard Thomas  
Gary Hansen; Lorie Pride; Matt Busby  
City of Willows  
201 North Lassen Street  
Willows, CA 95988

RE: Support for WWCRS, Inc. retail dispensary in the central commercial zone

Dear City Council,

This is to voice support for WWCRS, Inc. plan to start a retail dispensary in the downtown central commercial.

My retail store started in the downtown on June 1, 2024.

Since that time, my business has not grown as expected due to a lack of shoppers visiting the downtown and my income revenue needed to pay for all my business expenses has not increased sufficiently.

I, like other retailers downtown, consider closing my retail store on a daily basis due to the lack of income to sustain my business.

The landlord has been helpful in supporting me and understands the problem of cash flow to downtown business due to limited traffic and visitors to this area.

For this reason, I fully support a dispensary downtown, which will help bring traffic to my store.

Sincerely,

  
Leticia Aguilar  
Business Owner

House of Tattoo  
130 N. Butte St., Ste. N  
Willows CA 95988

September 4, 2025

Willows City Council Members  
Mayor Evan Hutson; Vice Mayor Richard Thomas  
Gary Hansen; Lorie Pride; Matt Busby  
City of Willows  
201 North Lassen Street  
Willows, CA 95988

RE: Letter of support for WWCRS, Inc. retail dispensary in the central commercial zone

Dear City Council,

I started my personal service business in downtown Willows in March 2023.

Since that time, my business has not grown as expected due to a lack of people visiting downtown. My income revenue is stagnant and I have reduced my business days to help limit my business expenses.

Since the business opened, the landlord has not assessed any annual rental increase in my lease to assist me in staying open, but due to increasing expenses and reduced income I do not know how much longer I can stay open on a limited schedule.

I support WWCRS, Inc. to open a retail dispensary downtown and know this will directly help improve my business.

Sincerely,



Niel Manos  
*Business Owner*

Chiquis  
130 N. Butte St., Ste. CD  
Willows CA 95988

September 4, 2025

Willows City Council Members  
Mayor Evan Hutson; Vice Mayor Richard Thomas  
Gary Hansen; Lorie Pride; Matt Busby  
City of Willows  
201 North Lassen Street  
Willows, CA 95988

RE: Letter of support for WWCRS, Inc. retail dispensary in the central commercial zone

Dear City Council,

On July 15, 2024, I signed a lease to open my business downtown.

My business provides party supplies and I continue to work towards adding healthy shakes and crepes to my business plan.

I am a long-term business person with a positive outlook but I am struggling to succeed due to limited sales and the lack of pedestrian traffic and visitors to the downtown.

I do not want to be another downtown business that closes before even getting off the ground, but the reality is the lack of activity, traffic and visitors to this part of the city is affecting my ability to continue.

I am in support of WWCRS, Inc. opening a retail dispensary in the downtown which will help my business grow by bringing more people to the downtown who will shop at my store.

Sincerely,

A handwritten signature in black ink, appearing to read "Olga Palacios", with a stylized flourish at the end.

Olga Palacios  
Business Owner

WWCRS, Inc.  
130 N. Butte Street, Suite AB  
Willows, CA 94590

**Delivery Service as part of the retail store front.**

WWCRS, Inc. is submitting information related to future delivery service in conjunction with a permitted retail facility. As a secondary arm of the retail service, WWCRS, Inc. goal will be to evaluate feasibility of a delivery service in the City of Willows base on an evaluation of demand within two years of opening the retail storefront.

**1. Operational Plan and Scope of Delivery Services.** Retail Storefront Location: WWCRS, Inc. delivery service will be directly associated with and operated from the licensed cannabis retail storefront located within the City of Willows. This location is open to the public during regular business hours and shall be fully compliant with all local and state regulations.

**2. Extent of Delivery Services.** Service Area: Delivery will be provided to customers within the City of Willows and if permitted to locations outside the city as is allowed under local and state laws.

**3. Operating Hours.** Deliveries will be made between 9:00 AM and 7:00 PM, as allowed by state law.

**4. Order Channels.** Orders may be placed through the secure online ordering platform, over the phone, or in person at the retail storefront.

**5. Delivery Vehicles.**

- A. WWCRS, Inc. will operate unmarked GPS-tracked vehicles exclusively for cannabis delivery.
- B. Each vehicle will meet the requirements outlined in BPC § 26090, CCR Title 4, and WMC 9.020.

**6. Security Protocols** Vehicle and Staff Requirements. To ensure the safe and compliant operation of the delivery services, the following shall be implemented to comply with security measures:

- A. **Delivery Staff.** All delivery drivers are employees shall be 21 years old, hold a valid CDL and have completed comprehensive training in cannabis delivery, security procedures, and emergency response.
- B. **Live GPS Tracking.** All vehicles shall be equipped with real-time GPS tracking, monitored by the central dispatch system.
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- E. **Unmarked Vehicles.** Delivery vehicles will be unmarked and will not advertise cannabis or the business name, as per state regulation.

**7. Inventory and Manifest Controls.** Inventory Limits: No delivery vehicle will carry more than the maximum value of cannabis goods allowed under state regulations (currently \$10,000 per vehicle, with only \$5,000 worth of product pre-ordered).

- A. **Delivery Inventory Ledger.** Each vehicle carries a detailed delivery inventory ledger and delivery request receipts matching products in transit.

- B. **Seed-to-Sale Tracking.** All deliveries are entered into the California METRC system in real-time, ensuring full traceability from dispatch to customer receipt.

**8. Compliance with Willows Municipal Code Section 9.020.** WWCRS, Inc affirms the delivery service shall meet all the conditions listed under WMC 9.020(a):

- A. The delivery operation is only conducted in conjunction with the licensed retail storefront located within the City of Willows.
- B. The delivery service shall not operate exclusively and shall be part of the retail store.
- C. This operational plan shall be included in the Conditional Use Permit application, per city requirements.
- D. The detailed plan herein describes how WWCRS, Inc. shall maintain security, comply with local code, and adhere to California State regulations, including BPC § 26090, CCR Title 4, Division 19, and WMC 9.020.

**9. Recordkeeping, Reporting, and Monitoring.**

- A. All delivery transactions, including delivery routes, order receipts, inventory manifests, and customer verification records, will be maintained for a minimum of seven years.
- B. WWCRS, Inc. will provide access to these records upon request by the City of Willows, law enforcement, or state licensing authorities.
- C. WWCRS, Inc. will comply with all state auditing and inspection protocols, and permit City staff to inspect vehicles and premises as needed to confirm compliance.

**10. Conclusion.**

The delivery service is designed to ensure safe, secure, and fully compliant cannabis deliveries within the City of Willows. This plan satisfies the operational, regulatory, and public safety requirements as described in Willows Municipal Code Section 9.020 and applicable state law.

October 7, 2024

City of Willows CA  
201 North Lassen Street  
Willows, CA 95988



RE: Support for Conditional Use Permit for Central Commercial Permitted Retail Cannabis Dispensary

I understand the City of Willows has modified setbacks and has approved zoning in the central commercial area for a permitted cannabis dispensary.

I support the permitted use in the central commercial zone.

This business is appropriate for the central commercial zoning and will assist with commercial growth and business sustainability.

Sincerely,

*Kimberly McBeen*  
*Beautiful You Salon*  
*140 W. Sycamore, Willows*



October 7, 2024

City of Willows CA  
201 North Lassen Street  
Willows, CA 95988



RE: Support for Conditional Use Permit for Central Commercial Permitted Retail Cannabis Dispensary

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I support the permitted use in the central commercial zone.

This business is appropriate for the central commercial zoning and will assist with commercial growth and business sustainability.

Sincerely,

Sarah Ruiz  
214 W Walnut St

October 7, 2024

City of Willows CA  
201 North Lassen Street  
Willows, CA 95988

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This business is appropriate for the central commercial zoning and will assist with commercial growth and business sustainability.

Sincerely,

Marta Lopez  
YumYum Ice Cream

October 7, 2024

City of Willows CA  
201 North Lassen Street  
Willows, CA 95988

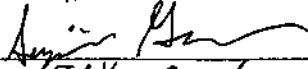
RE: Support for Conditional Use Permit for Central Commercial Permitted Retail Cannabis Dispensary

I understand the City of Willows has modified setbacks and has approved zoning in the central commercial area for a permitted cannabis dispensary.

I support the permitted use and location of a retail dispensary in the central commercial zone at 130 N. Butte Street, Ste. AB, Willows CA.

This business is appropriate for the central commercial zoning and will assist with commercial growth and business sustainability. I have full confidence this will be a responsible business and I support this use.

Sincerely,

  
\_\_\_\_\_  
Elite Barber Shop  
130 N. Butte St., Ste FG

October 7, 2024

City of Willows CA  
201 North Lassen Street  
Willows, CA 95988

RE: Support for Conditional Use Permit for Central Commercial Permitted Retail Cannabis Dispensary

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I support the permitted use and location of a retail dispensary in the central commercial zone at 130 N. Butte Street, Ste. AB, Willows CA.

This business is appropriate for the central commercial zoning and will assist with commercial growth and business sustainability. I have full confidence this will be a responsible business and I support this use.

Sincerely,

A handwritten signature in black ink, appearing to read "Arthur Elmer", written over a horizontal line.

130 N. Butte St, Suite 15

October 7, 2024

City of Willows CA  
201 North Lassen Street  
Willows, CA 95988


RE: Support for Conditional Use Permit for Central Commercial Permitted Retail Cannabis Dispensary

I understand the City of Willows has modified setbacks and has approved zoning in the central commercial area for a permitted cannabis dispensary.

I support the permitted use and location of a retail dispensary in the central commercial zone at 130 N. Butte Street, Ste. AB, Willows CA.

This business is appropriate for the central commercial zoning and will assist with commercial growth and business sustainability. I have full confidence this will be a responsible business and I support this use.

Sincerely,

  
130 N. Butte St Ste O

October 7, 2024

City of Willows CA  
201 North Lassen Street  
Willows, CA 95988

RE: Support for Conditional Use Permit for Central Commercial Permitted Retail Cannabis Dispensary

I understand the City of Willows has modified setbacks and has approved zoning in the central commercial area for a permitted cannabis dispensary.

I support the permitted use and location of a retail dispensary in the central commercial zone at 130 N. Butte Street, Ste. AB, Willows CA.

This business is appropriate for the central commercial zoning and will assist with commercial growth and business sustainability. I have full confidence this will be a responsible business and I support this use.

Sincerely,

Leticia Aguilar Moreno  
Mi Pinconcita Market

October 7, 2024

City of Willows CA  
201 North Lassen Street  
Willows, CA 95988

RE: Support for Conditional Use Permit for Central Commercial Permitted Retail Cannabis Dispensary

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I support the permitted use in the central commercial zone.

This business is appropriate for the central commercial zoning and will assist with commercial growth and business sustainability.

Sincerely,

Shane Gammitt  
530-804-2355



October 7, 2024

City of Willows CA  
201 North Lassen Street  
Willows, CA 95988

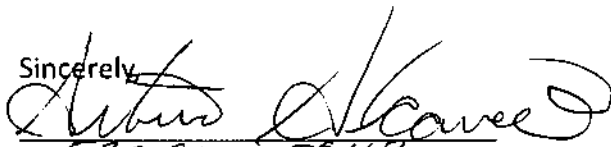
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Sincerely,

  
530 361 5843

\*



October 7, 2024

City of Willows CA  
201 North Lassen Street  
Willows, CA 95988

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Sincerely,

Colleen Spooner

707-295-4917

4827 CR 99W Orland CA  
95963

RichField Metal & Recycling

October 7, 2024

City of Willows CA  
201 North Lassen Street  
Willows, CA 95988


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Sincerely,

  
138 W. Sycamore St  
Willows, CA 95988  
ginamarone@gmail.com  
(530) 517-2591

October 7, 2024

City of Willows CA  
201 North Lassen Street  
Willows, CA 95988


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Sincerely,

  
138 W Lyman Ave / 524 5<sup>th</sup> St  
Willows, CA 95988  
50KIRBY88@gmail.com

October 7, 2024

City of Willows CA  
201 North Lassen Street  
Willows, CA 95988

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Sincerely,

Donna Settle  
138 W. Sylamore St.  
Willows, 95988

October 7, 2024

City of Willows CA  
201 North Lassen Street  
Willows, CA 95988

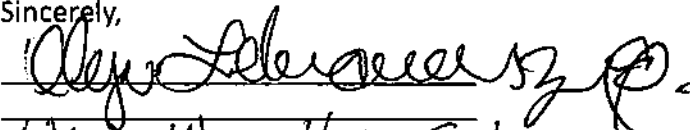
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Sincerely,

  
Alex Leveaux  
Wrong Way Home Saloon

October 7, 2024

City of Willows CA  
201 North Lassen Street  
Willows, CA 95988

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Sincerely,

Calina Cee

(930) 517-3314

Chiquis Shop

October 7, 2024

City of Willows CA  
201 North Lassen Street  
Willows, CA 95988


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Sincerely,

  
\_\_\_\_\_  
- 916 839 4034  
Sarah H

September 17, 2025

City of Willows  
Willows City Council  
201 N Lassen Street  
Willows, CA 95988

Dear Mayor Hutson and City Council,

RE: Appeal (CUP 25-02) Public Hearing Comment for Sept 23, 2025

As a business owner of 17 years in our CC District, I am writing to share my concern about the impact of cannabis dispensaries in the commercial core of a small city.

**The cannabis customer is specialized-**

Unlike restaurants, cafes and specialty shops, dispensaries typically operate as stand-alone destination stores. Most customers make a quick purchase and leave, rather than browsing nearby businesses or contributing to broader foot traffic.

**A dispensary will not automatically drive cross-shopping-**

For this reason, many cities deliberately zone dispensaries to the outskirts of town or into commercial/Industrial corridors. This approach keeps scarce, high visibility retail space available for businesses that actively draw people in, compliment surrounding shops and generate spill over spending.

**Studies prove that there is no consistent positive spillover to other retailers-**

By placing two dispensaries in our downtown without considering these dynamics, we risk weakening our business mix and losing opportunities for shops and services that actually sustain our local economy.

The decision to approve any dispensary in the downtown equates to Short Term Gain with long-term pain for the downtown and our entire community.

I respectfully urge the Council to reconsider how these approvals are made and to prioritize businesses that strengthen our downtown's vitality and character rather than weaken it.

Sincerely,



Holly Myers





September 16, 2025

To the Willows City Council

Re: Say No to a Second Cannabis Dispensary – (File No. CUP 25-02)  
Public Hearing Comments for City Council Meeting Sept 23, 2025

We're writing as neighbors, business owners and people who care deeply about the future of downtown Willows. Enough is enough. One dispensary is already too many for our small city. When relaxing the municipal code for cannabis dispensaries; the absence of any discussion on how many dispensaries should be allowed in the CC District is deeply concerning. Equally troubling is that dispensaries are being allowed in the CC District at all. Now we're facing the very real prospect of two dispensaries right in the heart of downtown.

The CC District is not the place for this industry. Our downtown is where families come for community events, where small businesses try to thrive and where visitors get their first impression of our city. Visitors do help sustain our economy, but they do so by dining in our restaurants, staying in our hotels and shopping at our local businesses. We shouldn't equate the health of our visitor economy with the presence of cannabis dispensaries in our downtown. Adding dispensaries here threatens the character and vitality we've all worked so hard to build.

We're asking you to stand with us, protect our downtown from becoming overrun by vice business and uses that don't fit. Please revise the code and reject any new dispensary applications in the CC District. Our downtown deserves protection, not exploitation and isn't for sale to cannabis profits.

Thank you for listening to the people who live, work and raise families here – and to the many visitors, who help sustain our local economy.

Cannabis first, community last - enough is enough!

On behalf of the undersigned community residents and visitors,






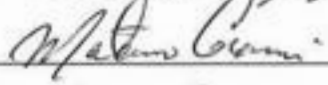

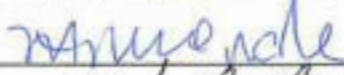
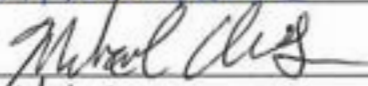
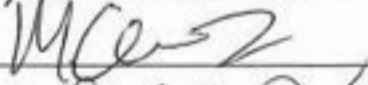
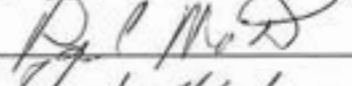


(26 pages attached)

**ENOUGH IS ENOUGH  
ONE DISPENSARY IS ALREADY TOO MANY!**

When rewriting the Municipal Code for cannabis dispensaries; the absence of any discussion on how many dispensaries should be allowed in the CC District is deeply concerning. Equally troubling is that dispensaries are being allowed in the CC district at all.

We, the undersigned, strongly oppose a second cannabis dispensary downtown. One has already been approved and the CC District is not the place for this industry. If another dispensary is allowed, it should locate elsewhere.

Our downtown deserves protection, not exploitation.

NAME	SIGNATURE	DATE
Dustin Clark		9-11-25
Leland McCorkle	Leland McCorkle	9/12/25
Ellen E. Pehrson	Ellen E. Pehrson	9/12/25
Jeremy G. Gable		9/12/25
Phillip McCorkle		9/12/25
VINCENT KEOLANU		9-12-25
Cherie Garcia		9/13/25
Mat Garcia		9/13/25
MATT MIRANDE		9/13/25
Uyan Miranda		9/13/25
Michael Alis		9/13/25
Markel Chavez		9/13/25
PAUL MARTIN		9/14/25
Andrew Martin		9/14/25
Devon McCorkle		9/14/25

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NAME	SIGNATURE	DATE
Susan Boilon	Susan L. Boilon	9-12-25
Ricardo Boilon	Ricardo Boilon	9/12/25
Duane Sutherly	Duane Sutherly	9/15/25
Rebecca Roberts	Rebecca Roberts	9/15/25
Leeana Myre	Leeana Myre	9/15/25
Jim Arnold	Jim Arnold	9/15/25
DARREN PSCHEIDT	Darren Pscheidt	9-15-25
Tracy Martin	Tracy Martin	9-16/25
Teresa Amador	Teresa Amador	9/16/2025
Valerie Henney	Valerie Henney	9-16-2025
Emmy Martin	Emmy Martin	9-16-2025
Laura Lombardi	Laura Lombardi	9-16-2025
Barb Welock	Barb Welock	9-16-2025
Rich Alves	Rich Alves	9-16-25



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NAME	SIGNATURE	DATE
Amy Strickland	Amy Strickland	9/7/25
Debbie Martin	Debbie Martin	9/7/25
Kris Taylor	Kris Taylor	9-7-25
Angela Allen-West	Angela Allen-West	9-7-25
Shanna Grant	Shanna Grant	9-7-25
Jason Grant	Jason Grant	9-7-25
Charles Deery	Charles Deery	9-10-25
Jimmy O'Reilly	Jimmy O'Reilly	9-10-25
Randy Lusskard	Randy Lusskard	9-10-25
Josh Allen	Josh Allen	9-15-25
Tommy Lederer	Tommy Lederer	9-15-25
Dayton Allen	Dayton Allen	9-16-25
Gary Kasma	Gary Kasma	9/16/25
Heather Grill	Heather Grill	9/16/25

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NAME

SIGNATURE

DATE

Tamara Davidson	Tamara Davidson	9/5/25
Bill Davidson	Bill Davidson	9/5/25
Daryl Spooner	Daryl Spooner	9-5-25
Lynne M Johnson	Lynne M Johnson	9-5-25
Julia Black	Julia Black	9-5-25
Marcela Collins	Marcela Collins	9-6-25
Rosa P. Alvarado	Rosa P. Alvarado	9/6/26
Mario Cabrera	Mario Cabrera	9-6-25
Tom Watkins	TOM WATKINS	9-8-25
Jason Watkins	JASON WATKINS	9/8/25
Nina Rosales	Nina Rosales	9-12-25
Rachel LaGrande	Rachel LaGrande	9-12-25
Kim Hecykowitz	Kim Hecykowitz	9-16-25
Karen Owens	Karen Owens	9-16-25

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NAME	SIGNATURE	DATE
Holly Myers	Holly Myers	8/27/25
Ray Soell	Ray Soell	8-27-25
Gaynelle Foley	Gaynelle Foley	8-27-25
Karen Johnson	K. Johnson	8/28/25
Jennifer Nymen	J. Nymen	8-28-25
Wilma Olsen	Wilma Olsen	8-28-25
Carleen	Carleen	8-28-25
Suzanne Murphy	Suzanne Murphy	8-29-25
Doni Studebaker	Doni Studebaker	8-28-25
Renee Garner	Renee Garner	8-28-25
Kevin R. Garner	Kevin R. Garner	8/28/25
Dale Myers	Dale Myers	8/27/25
Kristi Dugo	Kristi Dugo	8/28/25
Annette Mercer	Annette Mercer	8-28-25

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NAME

SIGNATURE

DATE

Valerie Hall

Valerie Hall

8-28-2025

Mary Elizabeth Starnes

Mary Elizabeth Starnes

8-28-2025

Curtis Hurlbert

Curtis Hurlbert

8/28/2025

Kathlene J. Caviglia

Kathlene J. Caviglia

8/28/2025

Victoria Simpley

Victoria Simpley

8/29/2025

FORREST SPEAGUE

Forrest Speague

8/29/2025

Alexis Lopez

Alexis Lopez

8/29/2025

Sylvia Sanchez

Sylvia Sanchez

8/29/2025

Jolyn Campbell

Jolyn Campbell

8/29/25

Candice Bergson

Candice Bergson

8/29/25

Madison McCleskey

Madison McCleskey

8/29/25

Braiden Lato

Braiden Lato

8/29/25

MIKE RAKESTRA

Mike Rakstra

8/29/25

TERRI DONOVAN

Terri Donovan

8/29/25



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Vicky Dado	Vicky Dado	8/30/2025
Garen Soeth	Garen Soeth	8/30/2025
Lynette Carroll	Lynette Carroll	8/30/2025
Duncan Pay	Duncan Pay	8/30/2025
Deborah Fay	Deborah Fay	8/30/2025
Ellen Herrera	Ellen Herrera	8/30/2025
Steve Nash	Steve Nash	8/31/25
Sarah Tripp	Sarah Tripp	9/2/25
Steve Walton	Steve Walton	9/2/25
Joyce Ksander	Joyce K. Welder-Ksander	9/2/2025
Trina Youngman	Trina Youngman	9/2/25
D. Saut	D. Saut	9/2/25
L. Levi	L. Levi	9/2/25
Melissa Kelly	M. Kelly	9/2/25



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NAME	SIGNATURE	DATE
Shiril Katleba	Shiril Katleba	Sept 10-25
DAVID RUTTER	David Rutter	9/10/25
Jessica Bidlack	Jessica Bidlack	9/10/25
Patty Woldridge	Patty Woldridge	9/10/25
DEBRA ROSE	Debra Rose	9/11/25
LINDA CORBIN	Linda Corbin	9/11/25
Beverly J Blackwood	Beverly J Blackwood	9/11/25
Julie Brulé	Julie Brulé	9/11/25
Patricia O'Malley	Patricia O'Malley	9/11/25
MARVIN WHITE	Marvin White	9/12/25
Candace Perkins	Candace Perkins	9/12/25
Julie JACKSON	Julie Jackson	9/12/25
Sallie Kormos	Sallie Kormos	9/12/25
DIANE STAUBEL	Diane Staubel	9/12/25

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	Pam Pohl	8/29/25
Caitlin Dillon		8/29/25
PAUL SHELLEY	Paul Shelly	8/29/25
Jennie Rakestraw	JEANNIE RAKESTRAW	8/29/25
Margaret Parisio		8/29/25
Nancy Mallory	Nem	8/29/25
AMANDA LOCKERMAN	Amanda Lockerman	29 Aug 25
Chelsey Holland	Cheslerland	Aug 29, 25
KD	Karen Dostma	Aug 30 - 25
Dee McDade	Dee McDade	Aug 30 TH
Bonnie Schmidt	Bonnie Schmidt	8/30/2025
Bonnie Vless	Bonnie Vless	8.30.25
Tennifer Martins	Jenny Martin	8-30-25
SVEN ALMEID		8-29-25


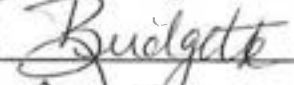
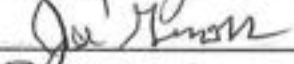

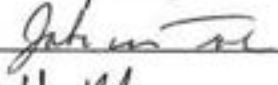
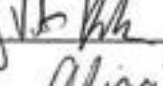
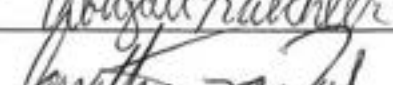


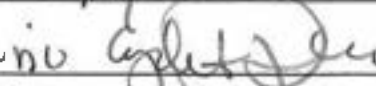
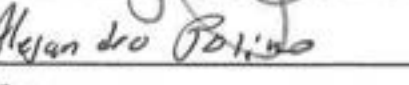



Is this town being built for Addiction?

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NAME	SIGNATURE	DATE
David Voytek		8/31/25
Bridgette Van Tol		8/31/25
Joe Gross		8/31/2025
Philip Gross		8/31/2025
John Lee		8/31/2025
Vivian Kuechler		8/31/2025
Abigail Kuechler		8/31/2025
Jonathan Van Tol		8/31/2025
Rachel Voytek		8/31/2025
Marissa Cabrera		8/31/2025
Angelita Polino		8/31/2025
Alex Polino		8/31/2025
Ashlee Polino		8/31/2025
Noe		8-31-2025

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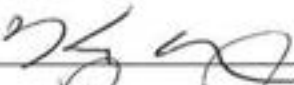
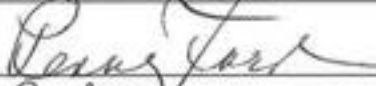

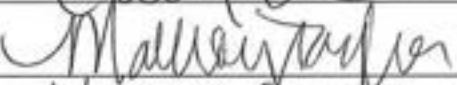
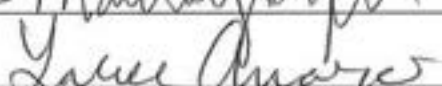
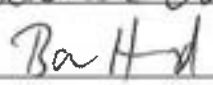
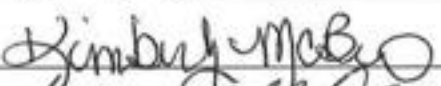

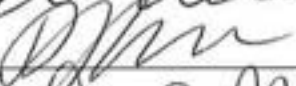
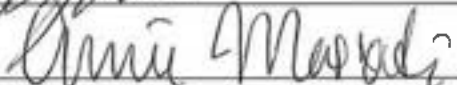
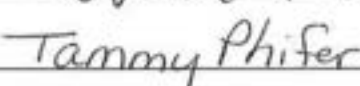
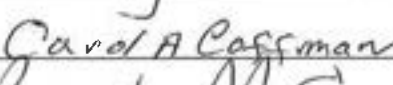

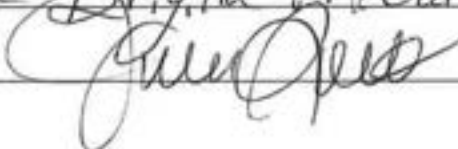
NAME	SIGNATURE	DATE
MARIE PEREZ	Marie Perez	8-29-2025
Robert Murphy	Robert Murphy	8-31-2025
Marci Duckworth	Marci Duckworth	9-2-2025
Lorrie Beane	Lorrie Beane	9-2-2025
Vicky Clark	Vicky Clark	9-2-2025
Royce Anne Kelly	Royce Anne Kelly	9-3-2025
Tom Kelly	Tom Kelly	9-3-2025
Ann Marie Morris	Ann Marie Morris	9-3-2025
Paula Anderson	Paula Anderson	9/3/2025
James Mowrey	James Mowrey	9/3/2025
Kandy Cooper	Kandy Cooper	9/3/25
Gillian Valdez	Gillian Valdez	9/3/25
Carissa Thuemler	C. Thuemler	9/3/25
Esmeralda Hernandez	Esmeralda Hernandez	9/3/25

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NAME	SIGNATURE	DATE
Kevin Nelson		9-3-25
Penny Farnham		9-4-25
Cally Nichues		9-4-25
Mallory Taylor		9-4-25
Laree Amaro		9-4-25
Baillie Howard		9-4-25
Kimberly McBeen		9-4-25
<sup>Wallace</sup> Suzie Wallace		9/4/25
Nekecia Warrick		9-4-25
Annie Mascadi		9/4/25
Tammy Phifer		9/5/25
Carol A. Coffman		9-5-25
Brigitte McEarr		9-5-25
Jillie Soeth		9-5-25

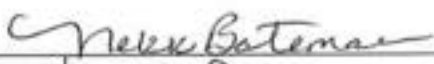
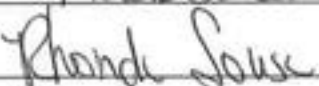
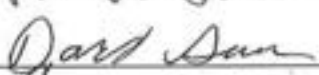
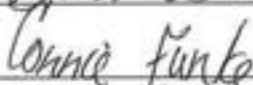



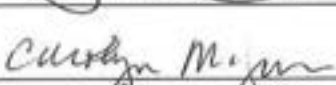
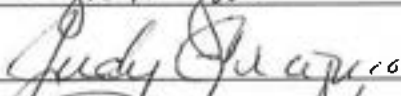
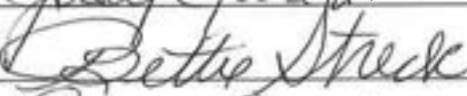
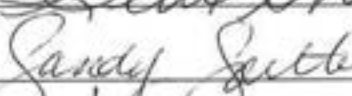
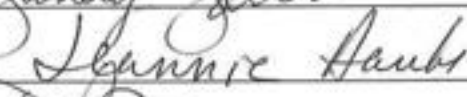
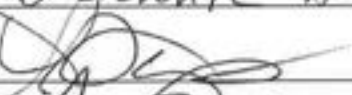
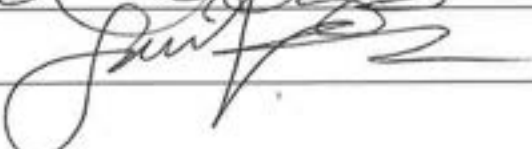


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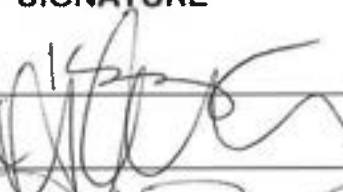

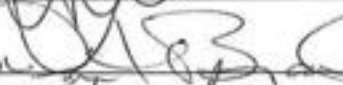

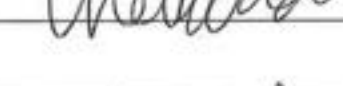

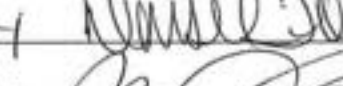
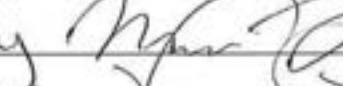

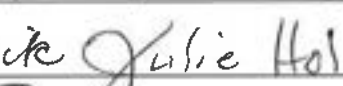
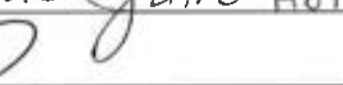


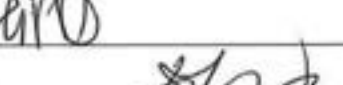
NAME	SIGNATURE	DATE
Nekki Bateman		9/5/25
100 Rhonda Sousa		9/5/25
DAVID SOUSA		9-5-25
Connie Funke		9/5/25
Kelly Lederer		9/5/25
Tami Allen		9-5-25
Rick Allen		9-5-25
Carolyn McGarr		9/5/25
Judy Garcia		9/5/25
Bettie Streck		9/5/25
Sandy Soeth		9/5/25
Jeannie Haub		9/5/25
Alex Zayas		9/5/25
Samantha		9/5/25

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NAME	SIGNATURE	DATE
Kelly Geiger		9/6/25
Kathleen Smith		9/6/25
Ardythé Brandon		9/6/25
Chelsea Weirich		9/6/25
Kawasha		9/6/25
Darsel Forney		9/6/25
Madison Forney		9/6/25
Vanessa Patrick		9/6/25
Julie Holvik		9/6/25
Valle		9/6/25
Gaurin Tutsch		9/6/25
Natalie Bonciaro		9/6/25
Brian Cheng		9/6/25
Joseph Chow		9/6/2025

PETITION AGAINST CANNABIS DISPENSARIES IN THE CENTRAL COMMERCIAL DISTRICT – WILLOWS CA

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NAME	SIGNATURE	DATE
CAROLYN J. TAYLOR	CAROLYN J. TAYLOR	8/31/2025
CHERYL T HALL	CHERYL T HALL	08/31/2025
BRUCE J Taylor	BRUCE J Taylor	9-1-2025
Marlene L. Taylor	Marlene L. Taylor	9-3-2025
Connie Alves	Connie Alves	9-3-2025
Josh Alves	Josh Alves	9-3-2025
Pat Kennedy	Pat Kennedy	9-3-2025
Basil Alves	Basil Alves	9-3-2025
Sandra Boggan	Sandra Boggan	9-3-2025
Matthew	Matthew	9-3-2025
Celia Berens	Celia Berens	9-3-2025
Robert J. Berens	Robert J. Berens	9-3-2025
Kathleen E. Meckfessel	Kathleen E. Meckfessel	9-4-2025
MARK ACKERMAN	Mark Ackerman	9-4-25



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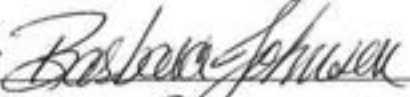
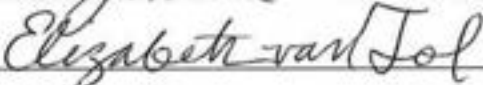
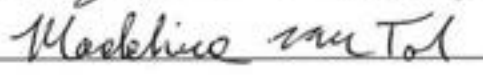

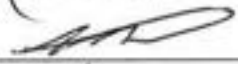
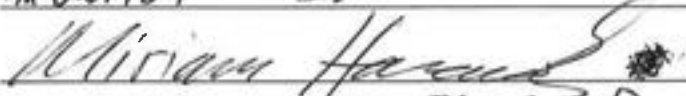
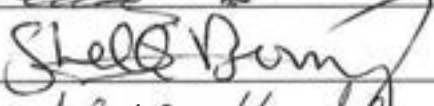
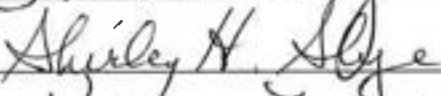
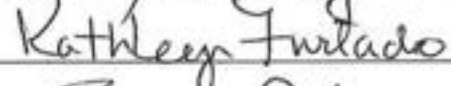
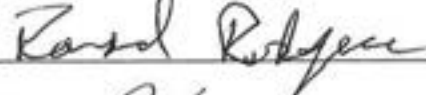
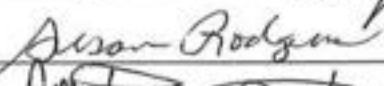

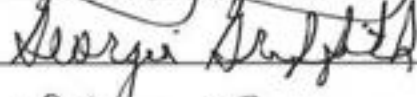

NAME	SIGNATURE	DATE
Danena F. Cruz	Danena F. Cruz	8/31/25
Reuben Ortiz	Reuben Ortiz	8/31/25
Kimberly Tackett	Kimberly Tackett	9/3/25
Lynndee Taylor	CYNTHIA TAYLOR	9-3-25
Adrian Ayala	Adrian Ayala	9-3-25
Ben Keenan	Keenan, Ben	9-3-25
Leland McCutlz	Leland M. McCutlz	9-3-25
Chris Johnson	Chris Johnson	9/3/2025
Deborah Fogarty	Deborah Fogarty	9-3-25
Mel Dodge	Mel Dodge	9-3-25
Rebecca Reesley	Rebecca Reesley	9/4/25
John C. Benningfield	John Benningfield	9/6/25
Shirley Benningfield	Shirley Benningfield	9/6/25
Silvia Oveveda	Silvia Oveveda	9/6/25

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NAME	SIGNATURE	DATE
Barbara Johnson		9.6.25
Elizabeth van Tol		9-7-25
Madeline van Tol		9-7-25
Peggy L. Bowen		9-7-25
Tina van Tol		9-7-25
Miriam Hansen		9-8-25
Shelli Derry		9-8-25
Shirley Slye		9-8-25
KATHLEEN FURTADO		9-8-25
Ron Rodgers		9-8-25
Susan Rodgers		9/8/25
Courtney Dicharry		9/8/25
Georgia Griffith		9/8/25
Dolores Amaro		9/8/25

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NAME	SIGNATURE	DATE
Anthony VanNatta	Anthony VanNatta	9/8/25
RAY CRACKER	Ray Cracker	9-8-25
ROSE MARIE THRAILL	Rose Marie Thrall	9-8-25
STEVEN ABOLD	Steven Abold	9/8/25
Ann Abold	Ann Abold	9/8/25
Cindy Rustenhoven	Cindy Rustenhoven	9/8/25
ROBIN P. RUSTENHOVEN	ROBIN P. RUSTENHOVEN	9-8-25
JAMES ROMANO	James Romano	9/8/25
JANICE ROMANO	Janice Romano	9/8/25
ANDY WEINRICH	Andy Weinrich	9-8-25
Blake Mcbride	Blake Mcbride	9/8/25
Jacque Alexander	Jacqueline Alexander	9-8-25
Bill Brubaker	Bill Brubaker	9-8-25

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NAME	SIGNATURE	DATE
Taylor Navarro	Tayn Navar	9-6-25
Conna Navarro	Conna Navar	9-6-25
Jeremy Woodworth	Jer	9-6-25
Rubert Woodworth	Rubert	9/6/25
MARYABROWN	Mary Brown	9/8/2025
Diana Millsaps	Diana Millsaps	9/8/25
Debra Garcia	Debra Garcia	9/8/25
Donna Curl	Donna Curl	9/8-25
M. Ruth Stites	M. Ruth Stites	9/8/25
Marlene Koon	Marlene Koon	9/8/25
Virginia Millang		9-8-25
Gene Koon	Gene Koon	9-8-25
PEGGY WHITE	Peggy White	9-8-25
Ron McCully	Ron McCully	9-8-25



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NAME	SIGNATURE	DATE
Shari Rinehart	Shari Rinehart	9-8-2025
PATRICIA FLEMING	Patricia Fleming	9-8-2025
Jyl Carney	Jyl Carney	9-8-2025
Pat Carney	Pat Carney	9-8-2025
Lce Talley	Lce Talley	9-8-2025
Paula Ikard	Paula Ikard	9-8-2025
Kim Eidman	Kim Eidman	9-8-2025
Gene Mendes	Gene Mendes	9-8-2025
Kathy Mendes	Kathy Mendes	9-8-2025
W.D. Weirich	W.D. Weirich	9-8-2025
Charles Bodie	Charles Bodie	9-8-2025
Maria E Ibanez	Maria E Ibanez	9-8-2025
Sue K Taylor	Sue K Taylor	9-8-2025
SKIP TAYLOR	McTaylor	9-8-2025

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NAME	SIGNATURE	DATE
Doug Hartzell	Doug Hartzell	9/7/2025
Carolyn Donnelly	Carolyn Donnelly	9/7/2025
Gary Taylor	Gary Taylor	9/7/2025
Julie Kinkade	Julie Kinkade	9/7/25
Colleen Worthington	Colleen Worthington	9/7/25
Thomas Whitlow	Thomas Whitlow	9/7/25
Gloria DelPape	Gloria DelPape	9-7-25
Nancy Hanson	Nancy Hanson	9-7-25
KATHY SUNDERRY	Kathy Sunderry	9-7-25
Lisa Stockham	Lisa Stockham	9-7-25
Dianna Hill	Dianna Hill	9-7-25
ADRIAN L. HILL	Adrian L. Hill	9-7-25
Cindy McConnell	Cindy McConnell	9-7-25
Hannah Taylor	Hannah Taylor	9-7-25

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NAME \_\_\_\_\_

**SIGNATURE**

DATE \_\_\_\_\_

Gail Real-Girtman Gail Real-Girtman 9/2/85

Leister, Kenneth L. 9-12-75

Juanita Holcomb H. H. H. H. 9-12-25

Shelley Benson July 29 9-12-25

22 R K Karal Grop 8.55 9.12-26

9-12-25

Ruben Ortiz (Signature) 9-13-25

Nancy Campbell NANCY CAMPBELL 9-13-25

Kenneth A. Johnston Capt USMC 9-15-25

Kathleen M Johnston Kathleen Johnston 9-13-25

Jose Javreyl 4 2 9/13/25

Olivia Gross-Jauregui *Olivia Gross-Jauregui* 9/13/25

Sophia Jauregui *Sophia Jauregui* 9-13-25

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NAME	SIGNATURE	DATE
Barbara	[Signature]	8-30-25
JANE WRINKLE	[Signature]	8-30-25
Sandy Clark	[Signature]	9-8-25
Thomas J. Arnold	[Signature]	9-3-25
Beverly Appleton	[Signature]	9-3-25
J. Catherine Pearson	J. ANTOINETTE PEARSON	9-3-25
Jane Kristine Smith	[Signature]	9-3-25
S. LAYNE DINTON	[Signature]	09-03-25
Dianna Lovick	[Signature]	9-5-25
Laurel Hill Ward	[Signature]	9-5-25
BETTY FROMBERG	[Signature]	9-5-25
Lisa Kennedy	[Signature]	9-5-25
Katelyn Guenther	[Signature]	9-7-25
Jason D Guenther	[Signature]	9-7-25



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NAME	SIGNATURE	DATE
Linda Lokse	Linda Lokse	9/9/25
Tony Gonzales	Tony Gonzales	9/9/25
Lisa Gonzales	Lisa Gonzales	9/9/25
DONNA ROUSH	Donna Roush	9/9/25
Stacy Taylor	Stacy Taylor	9/9/2025
Mary Lowe	Mary Lowe	9/10/25
Olivia Cox	Olivia Cox	9-10-25
Julie Thornton	Julie Thornton	9-10-25
Maxine Boelman	Maxine Boelman	9-10-25
Nancy K. Meneses	Nancy K. Meneses	9-10-25
MARY BAILEY	Mary Bailey	9-10-25
Jeff Bailey	Jeff Bailey	9-10-25
Inger Carriere	Inger Carriere	9-10-25
Richard Carriere	Richard Carriere	9-10-25

**ENOUGH IS ENOUGH  
ONE DISPENSARY IS ALREADY TOO MANY!**

When rewriting the Municipal Code for cannabis dispensaries; the absence of any discussion on how many dispensaries should be allowed in the CC District is deeply concerning. Equally troubling is that dispensaries are being allowed in the CC district at all.

We, the undersigned, strongly oppose a second cannabis dispensary downtown. One has already been approved and the CC District is not the place for this industry. If another dispensary is allowed, it should locate elsewhere.

Our downtown deserves protection, not exploitation.

NAME	SIGNATURE	DATE
Lisa Raposa	Lisa Raposa	Sept 12, 25
Nickie Burley	Nickie Burley	9-12-25
Michael Flanagan	Michael Flanagan	9/12/25
Robert Forder	Robert Forder	9/12/25
Dena Forder	Dena Forder	9.12.25
Patricia Schager	Patricia Schager	9/13/25
Sarah Schager	Sarah Schager	9.13.25
Valerie Tyler	Valerie Tyler	9-13-25
Donna Nelson	Donna Nelson	9-13-25
Jill Egly	Jill Egly	9-13-25
Claudia Jimenez	Claudia Jimenez	9/13/25
Amado Jimenez	Amado Jimenez	9-13/25
Bonnie Erickson	Bonnie Erickson	9/13/25
Donna Dalton	Donna Dalton	9/13/25

**ENOUGH IS ENOUGH  
ONE DISPENSARY IS ALREADY TOO MANY!**

**Our downtown deserves protection, not exploitation.**

NAME	SIGNATURE	DATE
Bradley Taylor	Bradley Taylor	8/30/25
TINA LAVEY	Tina Lavey	8/30/25
Doug Lavey	Doug Lavey	8/30/25
Andrea Thompson	Andrea Thompson	9/4/25
Anna Dillard	Anna Dillard	9/5/25
Mary Ellis	Mary Ellis	9-12-25



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# DISCUSSION & ACTION CALENDAR



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Date: September 23, 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

---

**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 and the appeal was scheduled for the August 26, 2025, City Council meeting. The item was continued at the August 26, 2025, City Council meeting, because after submission of the Phase Two application and prior to the Planning Commission review of CUP 25-02, the applicants formed a new corporate entity, WWCRS, Inc. On the advice of the City Attorney, it was determined that both applications must be resubmitted under the newly formed corporation, WWCRS, Inc., in order to properly align the approvals with the correct legal entity.

On September 4, 2025, the City Council received a letter (Attachment 3) from the Law Offices of Scot Candell, which explained the reasoning behind the decision to change the entity for the application. WWCRS, Inc. resubmitted their applications and supplemental material and it was determined that the applications were complete. The appeal for CUP 25-02 took place on September 23, 2025, prior to the consideration of the license by Council. WWCRS revised their Phase One and Phase Two applications and submitted them to the City on September 15, 2025. The City Manager and CD&S Director reviewed the revised applications and determined they were complete.

#### **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 11379.8.*

*(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 Zone 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 the City's 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
- Attachment 3: Letter from Law Offices of Scot Candell



**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 phased 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 and Phase Two application which were deemed complete by the City Manager and Community Development and Services Director; and

**WHEREAS**, on September 23, 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 September 23, 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); these documents are 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 September 23, 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 business 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 September 23, 2025.

**PASSED AND ADOPTED** by the City Council of the City of Willows this 23<sup>rd</sup> day of September 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

---

Evan Hutson, Mayor

---

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: September 23, 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 payments made to the City of Willows. If a cannabis tax is approved by voters, WWCRS, Inc. will be responsible for paying the voter-approved cannabis business 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.

WWCRS, Inc.  
600 Marin St. #4  
Vallejo, CA 94590  
File #B20250153826

\_\_\_\_\_  
Margaret Sharkey, Incorporator  
PO Box 4160  
Vallejo, CA 94590

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



# LAW OFFICES of SCOT CANDELL

## ATTORNEYS AT LAW

TEL: (415) 441-1776  
WWW.CANDELL-LAW.COM

4040 CIVIC CENTER DRIVE, SUITE 219  
SAN RAFAEL, CA 94903

September 4, 2025

Willows City Council  
Mayor Evan Hutson  
Vice Mayor Richard Thomas  
Councilmembers Gary Hansen, Lorie Pride, Matt Busby  
City of Willows  
201 North Lassen Street  
Willows, CA 95988  
Via Email

RE: Amendment to Cannabis Retail Dispensary Application for WWCRS, Inc.

Dear honorable Mayor Hutson and esteemed City Council Members,

This letter is regarding the upcoming appeal of the conditional use permit denial (File# CUP 25-02) for WWCRS, inc. It has come to our attention that there may be concern among some members of the City Counsel regarding the change of entity for this application from NATIVEI, LLC to WWCRS, Inc. We wanted to take a minute to explain the reasoning behind the change and the process followed.

The original entity used for Phase 1 of our cannabis retail application was NATIVEI, LLC. It was brought to our attention that as this entity owns and operates another cannabis business in a different jurisdiction, it may be challenging to maintain a clear separation between the business activities associated with the Willows dispensary and the activities associated with the Company's other cannabis business. Our goal was to simplify the accounting of the Willows dispensary to create transparency for our City Revenue Share Agreement as well as for state cannabis excise tax reporting. We discussed this situation with City staff, and as it was determined that these goals align with the City's goals, we submitted a letter to the City on June 23, 2025, requesting to modify the application entity from NATIVEI, LLC to a new entity, WWCRS, Inc. (see Attachment #1). This request was based on City of Willows' Municipal Code section 9.02.080 (14), which states "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 ... within 10 days of any such change ..."

We received an email from the Community Development and Services Director on June 25, agreeing to make this change regarding the entity listed in the application, and to adjust the agenda for the Planning Commission Meeting to reflect the amended application. (see Attachment #2). On August 26th the Community Development and Services Director explained that the entity change for the application will be resolved by updating the approved Phase I and Phase II application forms to reflect WWCRS, Inc. as the business entity, and on August 27th the City attorney forwarded the information request to amend the

application.

The ownership of both entities, NATIVEI and WWCRS, Inc., consists of the same individuals with the same proportional percentages of ownership interest. The Phase I and Phase II applications have been amended as of August 28, 2025, to reflect the entity change.

We have worked with City staff and believe we have complied with all requirements of the regulations. If you believe there is anything else that we need to do to comply with your regulations and application process, please let us know.

Sincerely,

A handwritten signature in blue ink, appearing to read "Scot Candell", is positioned above the printed name.

Scot Candell  
Attorney for WWCRS, Inc.

Margaret Sharkey  
Homar Crespo  
NATIVEI, LLC

Attachment #1

June 23, 2025

Jose Bettencourt  
Community Development & Services Director  
City of Willows

RE: Applicant change in entity with proportionally the same ownership interest.

Der Mr. Bettencourt

This is a request to replace the applicant entity, from NATIVEI, LLC to WWCRS, Inc. for the purpose of Planning Permit Application for the Conditional Use Permit. This change in entity maintains exactly the same proportional ownership interest. This change entity was directed by our CPA.

Based on the City of Willows Ordinance No. 740-2018, the separate entity, WWCRS, Inc. has been filed with the Secretary of State and all pertinent documents shall be provided to the City of Willows upon this request approval.

Sincerely,

Margaret Sharkey

Homar Crespo

CITY OF WILLOWS  
ORDINANCE NO. 740- 2018

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING CHAPTER 9.20.070 OF THE WILLOWS MUNICIPAL CODE OF THE CITY OF WILLOWS SPECIFICALLY SECTION 9.20.070(1) TO ADD LANGUAGE WHERE CANNABIS RETAIL DISPENSARY BUSINESSES ARE ALLOWED WITH ALL OTHER TEXT TO REMAIN UNCHANGED

THE CITY COUNCIL OF THE CITY OF WILLOWS DOES ORDAIN AS FOLLOWS:  
SECTION 1. The City Council does hereby amend Chapter 9.20.070(1) of the Willows Municipal Code adding language to the code of the Municipal Code, City of Willows, California, is hereby amended to read as follows:

9.20.080

(14) 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.

**Attachment #2 page 1**

**RE: Willows Ca July 1st CUP Public Hearing - NATIVEI, LLC - Change in entity**

From: Joe Bettencourt (jbettencourt@cityofwillows.org)

To: goglobal2030@yahoo.com

Date: Wednesday 25 June 2025 at 08:51 GMT-7

Good morning,

We have received the documents and will get it adjusted for the Planning Commission Meeting.

Joe Bettencourt  
Community Development & Services Director  
City of Willows  
Phone: 530-934-7041  
[www.cityofwillows.org](http://www.cityofwillows.org)



From: goglobal2030@yahoo.com <goglobal2030@yahoo.com>  
Sent: Tuesday, June 24, 2025 4:55 PM  
To: Joe Bettencourt <JBettencourt@cityofwillows.org>  
Subject: Willows Ca July 1st CUP Public Hearing - NATIVEI, LLC - Change in entity

Hi Mr. Bettencourt.

Thank you for your assistance in this process.

Based on the conversation yesterday at City Hall with Homar, please confirm approval for the change in entity from NATIVEI, LLC to WWCRS, INC. for the July 1st CUP Public Hearing.

Thank you

Margaret Sharkey

707-704-5794



**Attachment #2 page 2**

Willows CA - July 1 CUP Retail cannabis dispensary - Change in applicant entity.

From: goglobal2030@yahoo.com (goglobal2030@yahoo.com)  
To: delanie.garlick@weareharris.com  
Cc: goglobal2020@yahoo.com; goglobal2030@yahoo.com  
Date: Wednesday 25 June 2025 at 11:18 GMT-7

Hi Delanie.

Please note, Joe Bettencourt of the Community Development & Services Director City of Willows has approved of a change in entity for the CUP July 1st planning meeting for the retail dispensary in Willows.

Please update your information to update the entity applicant name of the new entity for the July 1st CUP meeting.

Existing approved entity: NATIVEI, LLC  
New entity: WWCRS, INC.

These entities have the same proportional interest for owners: Margaret Sharkey and Homar Crespo.  
Attached is the Business filing with the Secretary of State.

Thank you Margaret Sharkey  
707-704-5794

Here is an email from Mr. Bettencourt in regard to this change in entity:

---

Joe Bettencourt  
From: jbettencourt@cityofwillows.org  
To: goglobal2030@yahoo.com  
Wed, 25 Jun at 08:51

Good morning,

We have received the documents and will get it adjusted for the Planning Commission Meeting.

Joe Bettencourt

Community Development & Services Director

City of Willows

Phone: 530-934-7041

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



WWCRS INC B3752-2449 INITIAL FILING.pdf  
123.4 kB



Date: September 23, 2025  
To: Honorable Mayor and Councilmembers  
From: Marti Brown, City Manager  
Subject: New Carpet for Library (Backroom)

---

**Recommendation:**

Authorize the City Manager to purchase new carpet for the backroom of the library (adjacent to the Civic Center parking lot) using the Library Development Impact Mitigation Fee in an amount not to exceed \$10,000.

**Rationale for Recommendation:**

With the recent library ceiling repairs and strong desire to expand library services and programs, staff would like to refresh the backroom of the library with new carpet and paint in an effort to prepare the space for public use and increase library programs (which the room has not been historically used for).

**Background:**

In January 2025, the ceiling of the 1,250 square foot backroom partially collapsed. Historically, the room has only been used for employee office space and storage.

Unfortunately, it has taken nine months to complete the repairs due to several unforeseen circumstances. Concurrently, the City of Orland terminated its contract with the City of Willows for library director services. As a result, the City of Willows hired a new full-time City Librarian who immediately demonstrated a strong interest in expanding the library's program offerings to better service the residents of Willows and Glenn County. Now is a perfect time to refresh the backroom of the library and prepare it for increased use and expanded programs while ceiling repairs are underway, and the room has been cleared of all storage items and furniture.

**Discussion & Analysis:**

Now that the library ceiling repairs are nearly complete, Public Works is preparing to repaint the room and staff would also like to install new carpet tiles to give the room a refreshed look and prepare it for public use. While this project is not budgeted for in the General Fund, the Library Development Impact Mitigation Fee fund currently has a balance of \$146,200 and could be used to fund the purchase and installation of new carpet tiles in the backroom of the library.

In order to expend Library Development Impact Mitigation Fees (DIF), the city must comply with the 2008 Council approved Development Impact Mitigation Fee Feasibility/Nexus Study ('Nexus Study') guidelines, including the ability to:

- Identify the purpose of the fee;
- Demonstrate a reasonable relationship (nexus) between the fee and the impact of development; and
- Restrict spending to the types of capital facilities or improvements justified in the nexus study.

Frequently, the use of DIF is also tied to population growth over time and, therefore, demonstrating the need to expand city services and facilities.

Since the library serves both the City of Willows and Glenn County, it's relevant to review countywide population growth since the 2008 Nexus Study was prepared and approved. The population in Glenn County has increased by 854 residents since 2008 making it practical to increase library programs and services, including expanding the physical space for public programs and converting the employee-only backroom to a public space by repainting it and installing new carpet.

Additionally, the 2008 Nexus Study identified new library services to be borne by new residents to include increasing the building square footage, purchasing additional library books and adding computer workstations available to the public. As the backroom of the library has never been available for public use, and the improvements associated with the requested expenditure will allow an expansion of the square footage available for public use, the recommendation directly aligns with expanding the square footage of the library and therefore it is appropriate to use Library DIF funds for the proposed project.

Therefore, staff recommend using Library DIF to purchase and install new carpet in the 1,250 square foot backroom of the library.

**Consistency with Council Priorities and Goals:**

The proposed project and expenditure are consistent with the Council's priority to "Expand youth and adult activities (e.g., children's librarian/youth role)."

**Fiscal Impact:**

Staff recommend using \$10,000 of the Library Development Impact Mitigation Fee to purchase and install the new carpet. Currently, there is a balance of \$146,200 in the fund. Should Council approve using \$10,000 for the new carpet, there will be a new balance of \$136,200 remaining in the Mitigation Fee fund.

**Attachment:**

- Attachment 1: Development Impact Mitigation Fee Feasibility/Nexus Study



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# **Development Impact Mitigation Fee Feasibility/Nexus Study**

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**Prepared for the  
City of Willows**

**Prepared by  
PMC**

**December 2008**



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## EXECUTIVE SUMMARY

This report presents an analysis of the need for public facilities to accommodate new development in the City of Willows. The report documents the maximum justified impact fee that could be imposed on new development in the following facility categories:

- Library
- Parks and Recreation
- Interchange
- Traffic
- Police
- Fire
- Wastewater
- Storm Drain

## BACKGROUND AND STUDY OBJECTIVES

The City of Willows is facing increasing challenges funding public facilities to accommodate anticipated growth. Since the passage of Proposition 13, property tax revenues have been insufficient for capital funding, and federal and state assistance has not replaced the decline in local revenue sources. These funding shortfalls have caused declining facility standards (i.e., the ratio of facility capacity to service population), which have accelerated the rate of physical deterioration, increased operating costs and reduced the efficiency of many departments. Given these funding difficulties, the City desires that new development pay its fair share to fund the facilities necessary to accommodate growth.

This study documents the relationship between new development and the amount of public facilities the City must acquire to accommodate growth within the Willows sphere of influence through the year 2030. The study also determines facilities costs and calculates public facilities fees by land use type. The estimates of public facilities required to serve growth assume that new development will provide facilities adequate to maintain City facility standards.

The City will rely on its authority to levy public facilities fees under the Mitigation Fee Act, contained in Government Code Section 66000 et seq. This report provides the necessary documentation for the adoption of public facilities fees.

## FEE SCHEDULES AND REVENUES

Table I-1 summarizes the schedule of impact fees based on the analysis contained in this report. Total fee revenues to 2030 (in constant 2008 dollars) for all facility categories by land use are summarized in Table I-2.

**Table I-1: Summary of Fees per Unit**

<b>Fee Category</b>	<b>Single-Family Residential</b>	<b>Multifamily Residential</b>	<b>Commercial (per 1,000 sq. ft.)</b>	<b>Industrial (per 1,000 sq. ft.)</b>
Library	\$1,495	\$1,434	\$0	\$0
Parks and Recreation	\$2,139	\$2,052	\$0	\$0
Interchange	\$412	\$290	\$892	\$276
Traffic	\$768	\$539	\$1,662	\$514
Police	\$790	\$758	\$344	\$162
Fire	\$1,623	\$1,556	\$707	\$333
Wastewater	\$1,261	\$1,209	\$549	\$258
Storm Drain	\$2,035	\$1,221	\$1,495	\$1,682
<b>Subtotal</b>	<b>\$10,525</b>	<b>\$9,059</b>	<b>\$5,649</b>	<b>\$3,224</b>
Administration (3% of Subtotal)	\$316	\$272	\$169	\$97
<b>Total</b>	<b>\$10,840</b>	<b>\$9,331</b>	<b>\$5,818</b>	<b>\$3,321</b>

**Table I-2: Forecast Total Fee Revenues**

<b>Fee Category</b>	<b>Projected Fee Revenues through 2030 (2008 dollars)</b>
Library	\$1,376,500
Parks and Recreation	\$1,969,740
Interchange	\$1,477,300
Traffic	\$3,088,500
Police	\$865,269
Fire	\$1,777,000
Wastewater	\$1,380,800
Storm Drain	<u>\$5,255,800</u>
<b>Subtotal</b>	<b>\$17,190,909</b>
Administration (3% of Subtotal)	\$515,727
<b>Total</b>	<b>\$17,706,636</b>

## **1 . INTRODUCTION**

This report presents an analysis of the need for public facilities to accommodate new development in the City of Willows. This chapter explains the study approach and summarizes results under the following sections:

- Public facilities financing in California;
- Mitigation Fee Act;
- Organization of the report;
- Facility standards; and
- Fee schedules and revenues.

### **PUBLIC FACILITIES FINANCING IN CALIFORNIA**

The changing fiscal landscape in California during the past couple of decades has steadily undercut the financial capacity of local governments to fund infrastructure. Three dominant trends stand out:

- The passage of a string of tax limitation measures, starting with Proposition 13 in 1978 and continuing through the passage of Proposition 218 in 1996;
- Declining popular support for bond measures to finance infrastructure for the next generation of residents and businesses; and
- Steep reductions in federal and state assistance.

Faced with these trends, many cities and counties have had to adopt a policy of “growth pays its own way.” This policy shifts the burden of funding infrastructure expansion from existing rate- and taxpayers to new development. This funding shift has been partly accomplished by the imposition of development impact fees, also known as public facility fees and mitigation fees. A key advantage of this approach in an era of voter approval requirements is that impact fees need only a majority vote of the legislative body for adoption and are thus exempt from the requirements of Proposition 218.

In most jurisdictions that have implemented impact fee programs, new development pays close to the full cost required to maintain existing level of service standards as growth occurs. If cities do not collect the full amount, the effect is often a decline in facility standards, though some communities are able to increase other revenue sources to compensate. Often the scenario is that the city's current level of service for a particular facility category is less than a desired standard, creating a current deficiency. In that event, the city must remedy the deficiency using funds other than impact fee revenues – new development may not be required to raise the level of service for existing development.

### **MITIGATION FEE ACT**

As a result of widespread imposition of public facilities fees, the State Legislature passed the Mitigation Fee Act, starting with Assembly Bill 1600 in 1988. The Act, contained in California Government Code Section 66000 et seq., establishes ground rules for the imposition and

ongoing administration of impact fee programs. The Act became law in January 1989 and requires local governments to document the following when adopting an impact fee:

- 1) Identify the purpose of the fee;
- 2) Identify the use of fee revenues;
- 3) Determine a reasonable relationship between the fee's use and the type of development paying the fee;
- 4) Determine a reasonable relationship between the need for the fee and the type of development paying the fee; and
- 5) Determine a reasonable relationship between the amount of the fee and the cost of the facility attributable to development paying the fee.

In general, the fee cannot be more than the cost of the public facility needed to accommodate the development paying the fee, and fee revenues can only be used for their intended purposes. The Act also has specific annual accounting and reporting requirements and findings requirements every five years for the use and disposition of fee revenues.

In addition, the impact fee revenues may not be used for staffing, operations and maintenance of either existing or new facilities.

## ORGANIZATION OF THE REPORT

Chapter 2 presents the land use, population and employment assumptions used for the public facilities fee analysis. Chapters 3 through 10 are devoted to documenting the maximum justified impact fee for each of the following facility categories:

- Library
- Parks and Recreation
- Interchange
- Traffic
- Police
- Fire
- Wastewater
- Storm Drain

Each chapter is organized using the following subsections to clearly document the requirements of the Mitigation Fee Act discussed above:

- The purpose of the fee and the types of facilities that would be funded.
- The service population that defines what type of development requires this type of facility, whether (1) only residents, or (2) residents and businesses (measured by

employment). It also projects the service population growth anticipated to occur over the planning horizon.

- The facility standards or level of service that establishes a reasonable relationship between the need for the fee and the type of development paying the fee. This section also estimates the cost per capita or other appropriate unit for facilities to accommodate growth.
- The facility costs to accommodate growth that establish a reasonable relationship between the use of fee revenues and the type of development paying the fee. This section estimates the total facilities costs associated with new development over the planning horizon, equal to the revenues that would be collected through the impact fee.
- Calculation and summary of the fee schedule that establishes a reasonable relationship between the amount of the fee and the cost of the facility attributable to development paying the fee. Using a common factor for facility costs per capita, the schedule ensures that each development project pays its fair share of total facility costs.

Chapter 11 calculates the Administrative Fee, which is a surcharge on the total impact fee that will be used to implement the fee program including funding for required reports and future updates.

The final chapter of the report, Chapter 12, provides a summary of fee implementation procedures and recommendations for the ongoing administration of the fee. The recommendations are provided to ensure compliance with the Act and to ensure that fees are updated in the future for facility cost inflation.

## FACILITY STANDARDS METHODS

New development alone cannot be asked to improve facility standards that benefit both new and existing development. Additionally, new development alone cannot correct an existing facility deficiency. Either way, facility standards cannot be increased compared to existing standards solely "on the backs of new development."

For establishing facility standards, one of three approaches is selected for each fee category depending on the availability of data provided by the City. Each approach is discussed below.

- The existing facilities method uses a standard based on the ratio of existing facilities to the current service population. Under this approach, new development funds the expansion of facilities at the same standard currently serving existing development. This method is used for certain municipal facilities and equipment. For this study, this method is applied to Library, Parks and Recreation, and Fire.
- The excess capacity method determines the standard based upon the ratio of existing facilities, including recent construction, to the current and future service population. This approach is used where the facilities have been sized to accommodate the current population as well as the future population. Fees are collected from new development to reimburse the City its costs for having constructed a facility which has excess capacity sufficient to serve new development. The City is responsible for funding the share related to the existing service population. For this study, this method is applied to Wastewater.

- The level of service method is based upon standards and/or standard engineering or planning criteria. This method is used for the Traffic and Interchange facilities, as well as for Police and Storm Drainage. The standard is to maintain and forecast the appropriate level of service for all roadway segments/intersections, police facilities and drainage from surface runoff. This method could also result in "existing deficiencies" that must be funded outside the impact fee program, such as the case for police.

## DATA SOURCES

The analyses in this report have been prepared using the most recent available data provided by the City. PMC worked with City management and staff to gather and review various key inputs including land use mapping and demographic assumptions, building trends, financial capitalization thresholds, and existing and planned public facilities. Where data from the City was not readily available, such as updated population and employment forecasts, we consulted outside sources such as the State Department of Finance Demographic Research Unit, the California Employment Development Department and the 2000 Federal Census. Other significant document sources consulted included the previous Willows Development Impact Fee and Nexus Study prepared in 1993, a separate Willows Development Impact Fee Study for Freeway Interchange Function also prepared in 1993, and the City's current General Plan. Certain facility costs that were escalated to current dollars utilized the Construction Cost Index adopted by the State Department of Transportation and Department of General Services.



## 2 . LAND USE, POPULATION AND EMPLOYMENT GROWTH PROJECTIONS

### LAND USE CATEGORIES

Land use assumptions in the City's sphere of influence through the year 2030 are based on mapping prepared by the City Engineer, which determined the existing and vacant acreage by land use type, including residential, commercial, industrial and commercial/industrial combining. The land use assumptions determine the potential development over the next 20 years and drive the need for new public infrastructure and the fee.

Based on our interpretation of the mapping data, there are approximately 1.8 million square feet of currently developed commercial and industrial land uses in the City. Commercial land use comprises about 72%, or 1.3 million square feet, and industrial comprises 28%, or 0.5 million square feet. The mapping data also provided estimated acreage of vacant land uses by type. Table 2-1 below shows the vacant acreage within the City's current boundary and sphere of influence.

**Table 2-1: Vacant Land Uses and Acreage**

<b>Land Uses</b>	<b>Total Acreage</b>	<b>Percentage of Total</b>
Agriculture	1,001	31.5
Estate Density Residential	493	15.5
Light Industrial	200	6.3
General Industrial	127	4.0
Commercial/Industrial Combined	269	8.5
Low Density Residential	456	14.3
Public Facilities & Services	353	11.1
General Commercial	80	2.5
Open Space	59	1.9
Urban Reserve	99	3.1
Highway Commercial	41	1.3
<b>Total</b>	<b>3,178</b>	<b>100</b>

Based on our conversation with the City, PMC determined that the non-residential land uses most likely to develop are those within the City's current boundaries, including to the south and west, and those to the southeast and east in the sphere of influence. The land uses include General Industrial, Commercial/Industrial Combined, General Commercial, and Highway Commercial. City staff indicated that the Light Industrial zoning on the west side of the City's

sphere of influence and just adjacent to the air field would not likely be developed by 2030, given the airport safety zone restrictions on these lands. Of the non-residential land uses likely to develop, it is assumed that half of the total acreage is developed, based on historic growth of the City and taking a more conservative approach to the development forecast. In addition, based on actual building permit data provided by the City, the developable space per acre has been on average 20%, meaning for a given acre, 20% of it contains the building structure. This is expressed as a floor area ratio (FAR) of 0.20.

From these assumptions, the vacant non-residential acreage utilized for the impact fee report is shown in Table 2-2. The total vacant square footage through 2030 is calculated at 2.2 million square feet.

**Table 2-2: Vacant Non-Residential Land Uses**

Land Uses <sup>(1)</sup>	Total	Percentage Share	Assumed Acres Developed by 2030 Study Horizon (assumed 50% is developed by 2030)	Equivalent land sq. ft. (43,560 sq. ft. per acre)	Building sq. ft. using FAR 0.20 <sup>(2)</sup>
Light Industrial <sup>(3)</sup>	200	27.9	-	-	-
General Industrial	127	17.7	64	2,766,060	553,212
Commercial/Industrial Combined	269	37.5	135	5,858,820	1,171,764
General Commercial	80	11.2	40	1,742,400	348,480
Highway Commercial	41	5.7	21	892,980	178,596
<b>Total</b>	<b>717</b>	<b>100.0</b>	<b>259</b>	<b>11,260,260</b>	<b>2,252,052</b>

(1) Source: zoning maps provided by City Engineer

(2) City of Willows' General Plan allows for a FAR of 1.0 for all commercial and industrial land uses. FAR of 0.2 is average building footprint per acre occurring in the City in the last 15 years.

(3) Light industrial zoning is along flight path zone of airport on west side of City's sphere of influence, assumed not developed by 2030.

## EMPLOYMENT ESTIMATES

New jobs created through 2030 are a function of the new building square footage and employment density standards for commercial and industrial land uses. Table 2-3 shows the density factors and the new employment assumed from development of the vacant land uses. Existing employment is 2,600, while new employment is calculated at 1,867, for total employment of 4,467. This growth equates to an annual rate of about 2.5%.

**Table 2-3: New Employment**

Employment Density Assumptions				
Commercial	800	Square feet per employee		
Industrial	1700	Square feet per employee		
Employees per 1,000 square feet				
Commercial	1.25			
Industrial	0.59			
Land Use	2030 Building Square Feet	New 2030 Employees	Existing Employees	Total Employees
Commercial	820,017	1,025		
Industrial	1,432,035	842		
	2,252,052	1,867	2,600	4,467

## POPULATION AND HOUSING ESTIMATES

Between the base project year (2007) and the time horizon of this study (2030), the City is anticipated to grow in population from 6,473 to 9,116 residents, an additional 2,643 residents assuming a 1.5% growth rate. The rate is an average rate of population growth assumed in the City's existing general plan (2%) and by the California Department of Finance (1%). The existing population estimate of 6,473 is the average figure from three data sources, including the General Plan (6,400), the State Department of Finance (6,497) and ESRI Tapestry (6,521).

Using Census 2000 data, there is a total of 2,121 existing households, with 72% of the residents residing in single-family households and 28% residing in multifamily households. By dividing the population residing in each household type by the number of households, the persons per household is 2.87 for single-family and 2.75 for multifamily. Based on these data and the forecast of population, the number of additional future households is 932. Table 2-4 shows the population and housing forecast.

**Table 2-4: Population and Housing Forecast**

Year	Use for DIF Study	City - General Plan	Calif. Dept. of Finance	Tapestry Report
2007	6,473	6,400	6,497	6,521
2008	6,570	6,534	6,563	6,571
2009	6,668	6,672	6,630	6,622
2010	6,768	6,812	6,697	6,673
2011	6,870	6,955	6,765	6,724
2012	6,973	7,101	6,834	6,776
2013	7,078	7,250	6,904	6,828
2014	7,184	7,402	6,974	6,881
2015	7,292	7,558	7,045	6,934
2016	7,401	7,716	7,116	6,987
2017	7,512	7,878	7,188	7,041
2018	7,625	8,044	7,262	7,095
2019	7,739	8,213	7,335	7,150
2020	7,855	8,385	7,410	7,205
2021	7,973	8,561	7,485	7,260
2022	8,092	8,741	7,561	7,316
2023	8,214	8,925	7,638	7,372
2024	8,337	9,112	7,716	7,429
2025	8,462	9,303	7,794	7,486
2026	8,589	9,499	7,873	7,544
2027	8,718	9,698	7,953	7,602
2028	8,849	9,902	8,034	7,661
2029	8,981	10,110	8,116	7,720
2030	<b>9,116</b>	<b>10,322</b>	<b>8,198</b>	<b>7,779</b>
Avg. Growth	1.50%	2.10%	1.02%	0.77%
population increase from current to 2030				<b>2,643</b>
persons per dwelling unit (single-family)				2.87
percentage of population in single-family unit				72%
persons per dwelling unit (multifamily)				2.75
percentage of population in multifamily unit				28%
number of new single-family housing units required				661
number of new multifamily housing units required				271
total number of new housing units required				<b>932</b>
current housing stock				2,482
total housing stock by 2030				<b>3,414</b>

## SERVICE POPULATION

Different service populations and unit factors are used to estimate impacts for different types of fees. To measure existing development and future growth, we use:

- Daytime population (residents plus workers) for public facilities such as for Police, Fire and Wastewater
- Residents for Parks and Recreation and Library facilities;
- Dwelling units and building square feet to estimate vehicle trips for transportation facilities; and
- Acreage for Storm Drain.

These measures are used because they are reasonable indicators of the level of demand for public facilities. The City builds public facilities primarily to serve these populations and, typically, the greater the population the larger the facility required to provide a given level of service.

Daytime population is the product of the resident population plus a proportion of employees, as it is assumed these public services benefit both residents and workers. It is assumed an employee works 45 hours per week (including lunch) in the City, which results in one employee being the equivalent of a 0.27 resident (45 hours/168 hours in a week). From this formula, the employee equivalent from new development is 500 ( $0.27 \times 1,867$  new employees). Together with the new residential growth of 2,643 residents, the daytime population from new development is 3,144.

### 3 . LIBRARY

#### EXISTING LIBRARY FACILITIES AND SERVICE POPULATION

The existing library is located at City Hall and occupies approximately 7,500 square feet. The library contains over 66,000 volumes and includes 6 computer workstations available to the public. The current library serves residents within the City; therefore the facility standards are based on the residential population.

#### LIBRARY FACILITIES STANDARDS

To ensure equity between the level of existing facilities and the facilities that new development should be responsible for, an existing per capita facility standard is used. Use of the existing facility standard in calculating the impact fee ensures that new development only pays for the facilities at the same level of service as existing development. A per capita share is calculated for each cost area (building, books and workstations) and shown in Table 3-1.

**Table 3-1: Library Level of Service**

<b>Library Inventory</b>	<b>Existing Conditions</b>	<b>Existing Population (2007)</b>	<b>Current Level of Service (Existing Standard)</b>	<b>Unit</b>
Building square footage	7,500	6,473	1.2	square feet per capita
Number of library books	66,193	6,473	10.2	volumes per capita
Computer workstations available to public	6	6,473	0.0009	workstations per capita

#### LIBRARY FACILITIES AND COSTS FOR NEW DEVELOPMENT

New development can be required to provide its fair share of the costs related to its impact on library facilities at the same rate per capita as existing development. The equivalent level of service that would be borne by new development is determined by multiplying the new residents by the per capita standards, as shown in Table 3-2. It is assumed that there are no significant impacts for library services from non-residential development.

**Table 3-2: Library Service Borne by New Residents**

Library Inventory	Existing Conditions	Existing Population (2007)	Current Level of Service (Existing Standard)	2030 Total Population	Incremental 2030 Population	New Facilities from New Growth (sq. ft.; vol.; workstations)
Building square footage	7,500	6,473	1.2	9,116	2,643	3,063
Number of library books	66,193	6,473	10.2	9,116	2,643	27,032
Computer workstations available to public	6	6,473	0.0009	9,116	2,643	2

A sampling of recently constructed public libraries was collected from the California State Library and determines an average library construction cost per square foot of \$344. The cost impact from new development is shown in Table 3-3 and expressed on a per capita basis.

**Table 3-3: New Development Cost per Capita**

Library Inventory	2030 Total Population	Incremental 2030 Population	New Facilities Required from New Growth Using Existing Standards (sq. ft., volumes, or computer workstations)	Cost/sq. ft., per book, or per computer workstation <sup>(1)</sup>	Cost from New Growth	Cost Per New Capita
Building square footage	9,116	2,643	3,063	\$ 344	\$ 1,054,200	\$ 399
Number of library books	9,116	2,643	27,032	\$ 12	\$ 318,300	\$ 120
Computer workstations available to public	9,116	2,643	2.5	\$ 1,500	\$ 4,000	\$ 2
					\$ 1,376,500	\$ 521

(1) Construction cost per square foot for library projects completed between 2005 and 2007. State Library website.

Cost of circulation library books is assumed valued at one-half the price of a new adult fiction hardback and children's fiction hardback. Library circulation of adult fiction hardback assumed value of \$13.29, and children's fiction hardback assumed value of \$10.26.

Workstation cost based on most recent lowest priced Dell Precision 390 workstation computer.

## FEE SCHEDULE

The per capita cost is used as a basis, in conjunction with the persons per household, to determine the library impact fee per household (single-family and multifamily). Table 3-4 shows the Library facilities impact fee for new development. The fee represents the amount required to fully fund all facilities needed to accommodate growth based on the existing facilities method.

**Table 3-4: Library Impact Fee**

<b>Fee</b>	<b>Cost per Capita</b>	<b>Persons per Household</b>	<b>Fee per Unit</b>
Single-Family	\$ 521	2.87	\$ 1,495
Multifamily	\$ 521	2.75	\$ 1,434



#### 4. PARKS AND RECREATION

##### EXISTING PARKS AND RECREATION FACILITIES AND SERVICE POPULATION

The City's existing parks system comprises over 33 acres of parklands. Table 4-1 shows the existing inventory of parks and amenities. Parks and Recreation serves residents within the City; therefore the facility standards are based on the residential population.

**Table 4-1: Existing Parks Inventory and Amenities**

<b>Sycamore Park</b>	
15.07 acres	Benches, picnic tables, barbeque, playground area, skate park, walking path, tennis courts, municipal pool, vita course
<b>Jensen Park</b>	
15.08 acres	Benches, picnic tables, barbeque, two playground areas, two Little League fields, two softball fields, horseshoe pits, covered gazebo area, covered structure (provided by local service club)
<b>Central Park</b>	
3.08 acres	Picnic benches, playground equipment
<b>S.P. Park</b>	
0.47 acres	No amenities

##### PARKS AND RECREATION STANDARDS

The existing park standard is typically expressed as acreage per 1,000 residents. For Willows, the park standard is 5.2 acres per 1,000 residents, as shown in Table 4-2.

**Table 4-2: Existing Park Standard**

<b>Existing Park Acreage</b>	<b>Acres</b>
Sycamore Park	15.07
Jensen Park	15.08
Central Park	3.08
S.P. Park	0.47
Total	33.7
Current Population	6,473
Park Acre/1,000 Residents	5.2

Using this standard and the projected population growth, the park requirements for new growth would be an additional 13.8 acres, as shown in Table 4-3.

**Table 4-3: New Park Acreage**

<b>New Park Acreage</b>	<b>Acres</b>
2030 Population	9,116
Net New Population	2,643
New Acres/1,000 Residents	13.8

## PARKS FACILITIES AND COSTS FOR NEW DEVELOPMENT

The City currently has a park impact fee and has collected roughly \$100,000. The City indicated its intention to spend the collected revenues on park improvements related to the previous fee study. During the course of this update, City staff provided a capital list of new projects that would include park and recreation amenities similar to existing parks as well as additional facility recommendations. Table 4-4 shows the parks and recreation improvements proposed and the estimated cost of each improvement.

**Table 4-4: Parks and Recreation Capital Improvements**

	<b>Cost Estimate</b>
<b>Park Amenities</b>	
solar lights for park around play equipment/pathways, pedestrian walkway lighting	\$120,000
2 new softball fields	\$165,500
bike paths/BMX course	\$30,000
warm-up areas for softball pitchers	\$1,000
coin/token operated softball lights	\$280,000
pathways in parks	\$140,000
trees	\$20,000
2 soccer fields	\$145,000
land cost: 14 acres at \$35,000 per acre	\$490,000
<b>Subtotal:</b>	<b>\$1,391,500</b>
Contingency @ 15%	\$208,725
Engineering @ 12%	\$166,980
Construction Management. & Inspection @ 10%	\$139,150
City Administration @ 4% (1% design, 1% construction, 2% overhead)	\$55,660
Environmental @ 3%	\$41,745
<b>Total Non-Construction</b>	<b>\$612,260</b>
<b>Total Cost</b>	<b>\$2,003,760</b>
<b>Cost per Acre</b>	<b>\$143,126</b>

Table 4-5 shows the total cost and cost per capita of park facilities necessary to accommodate growth based on the existing standard.

**Table 4-5: Cost per Capita**

New Growth Population	Park Needs	Park Cost per Acre	Facility Expansion Cost	Cost per Capita
2,643	13.8	\$ 143,126	\$ 1,969,740	\$745

## FEE SCHEDULE

Table 4-6 shows the Parks and Recreation impact fee for new development based on the facilities cost per capita. The fee represents the amount required to fully fund all facilities needed to accommodate growth based on the existing facilities method.

**Table 4-6: Parks and Recreation Impact Fee**

Fee	Cost per Capita	Persons per Household	Fee
Single-Family	\$ 745	2.87	\$ 2,139
Multifamily	\$ 745	2.75	\$ 2,052

## 5. FREEWAY INTERCHANGE

### INTERCHANGE FACILITIES

The City has an existing impact fee for improvements to the southbound off-ramps and signalization for the Interstate 5 interchange. The current fee program is implemented in a specific area around the Interstate 5 interchange, and the City has collected about \$112,000. It is acknowledged that the impacts to the interchange are borne by all development beyond just the adjacent land uses. This update expands the fee program to include new development occurring in Willows and is based on the trip generation from the various land uses.

### INTERCHANGE FACILITIES DEMAND

For purposes of this fee study, current and future trips on the interchange off-ramps are treated as if they are generated by either City residents or businesses. The distribution of the costs is through trip generation rates by land use provided by the Institute of Transportation Engineers (ITE). Table 5-1 shows the average daily trip generation by residential, commercial and industrial land use found in the ITE.

**Table 5-1: Trip Generation**

Land Use	Trip Basis	Average Daily Trips
Residential Uses		
Single-Family Detached	per unit	<b>9.57</b>
Apartment	per unit	<b>6.72</b>
Average		<b>8.15</b>
Commercial Uses		
Hotel	per room	<b>8.17</b>
General Office Building	per 1,000 sq. ft.	<b>11.01</b>
Retail (Shopping Center)	per 1,000 sq. ft. GLA*	<b>42.94</b>
Average		<b>20.71</b>
Industrial Uses		
General Light Industrial	per 1,000 sq. ft.	<b>6.97</b>
Truck Terminal	per 1,000 sq. ft.	<b>9.85</b>
Warehousing	per 1,000 sq. ft.	<b>4.96</b>
Manufacturing	per 1,000 sq. ft.	<b>3.82</b>
Average		<b>6.40</b>

GLA = Gross Leasable Area

Source: Institute of Transportation Engineers (ITE) *Trip Generation*, 7th Edition, 2003

The trips are determined for each land use between existing and new development, as shown in Table 5-2. Existing trips are based on the current number of households and developed square

footage of non-residential. New development trips are based on the land use forecast conducted for this study.

**Table 5-2: Trips by Land Use**

<b>Land Use</b>	<b>Avg. Daily Trips - Existing</b>	<b>Avg. Daily Trips - Growth</b>	<b>Total Trips</b>
Residential (in units)			
Single-Family	14,403	6,327	20,730
Multifamily	4,140	1,819	5,958
Nonresidential (per 1,000 sf)			
Commercial	27,443	16,980	44,423
Industrial	3,297	9,165	12,462
Total	49,282	34,291	83,573

## INTERCHANGE COSTS FOR NEW DEVELOPMENT

The original cost of the interchange improvements in 1993 was \$650,000. By applying the Caltrans Construction Cost Index between 1993 and 2007, costs of construction have increased by about 144% (index change from 106.8 to 261.1). This increase would raise the original estimates to about \$1.59 million today. By subtracting the \$112,000 already collected, the remaining balance is \$1.48 million.

The previous table shows that new development would generate an average daily rate of 34,291 new trips from the perspective of a single-family dwelling unit equivalent. The cost per trip is then calculated, as shown in table 5-3.

**Table 5-3: Cost per New Trip**

Interchange Costs	\$1,477,346
Total New Trips	34,291
Cost per Trip	\$43.08

## FEE SCHEDULE

The per trip cost is used as a basis to determine the interchange impact fee per land use. Table 5-4 shows the interchange impact fee for new development. The fee represents the amount required to fully fund all facilities needed to accommodate growth based on the level of service method.

**Table 5-4: Interchange Impact Fee**

<b>Land Use</b>	<b>Cost per Avg. Daily Trip</b>	<b>Avg. Daily Trip (Unit or 1000 sq. ft.)</b>	<b>Fee (unit or 1,000 sq. ft.)</b>	<b>Fee per Square Foot</b>
Residential				
Single-Family	\$43.08	9.6	\$412	
Multifamily	\$43.08	6.7	\$290	
Nonresidential				
Commercial	\$43.08	20.7	\$892	\$0.89
Industrial	\$43.08	6.4	\$276	\$0.28

## 6. STREET AND TRAFFIC

### STREET AND TRAFFIC FACILITIES

The City's pavement inventory currently consists of 26.87 centerline miles of paved streets. Of this total, 23.07 centerline miles are classified as residential, 1.26 miles as collector and 2.54 as arterial. The City currently collects impact fees for traffic for a specific area of development to the south of the Central Canal and east of Interstate 5. However, because development has not yet occurred, the City has not collected any fee revenues.

The City does not currently have a citywide capital improvements program (CIP) for traffic and streets. For purposes of developing a citywide fee for traffic, it is assumed that the improvements designed for the specific area to the south from the prior impact fee study would be similar to the needs on a citywide scale as new development occurs. These improvements include street widening, signal modification and turn lanes.

### STREET AND TRAFFIC COSTS FOR NEW DEVELOPMENT

The street capital improvements for the area, as provided in the prior impact fee study, show a total cost of \$1.3 million in 1993 dollars. By applying the Caltrans Construction Cost Index between 1993 and 2007, costs of construction have increased by about 144% (index change from 106.8 to 261.1). This increase would raise the original estimates to about \$3.3 million today.

The updated cost of capital improvements for the existing traffic fee program is shown in Table 6-1.

**Table 6-1: Updated Street and Traffic Capital Costs**

	1993 Cost	2007 Cost
<b>Streets</b>		
Tehama @ Sycamore (construct turn lane, modify signal)	\$75,000	\$183,357
Tehama - Cedar to Rd 53 (widen to 4 lanes)	\$150,000	\$366,713
Tehama @ GCID canal (construct bridge modification)	\$230,000	\$562,294
Tehama - northbound @ Rd 53 (construct right turn lane)	\$20,000	\$48,895
Tehama @ Rd 53 (rebuild intersection)	\$25,000	\$61,119
Rd 53 westbound @ Tehama (construct right turn lane)	\$50,000	\$122,238
Sacramento @ GCID canal (bridge modifications)	\$800,000	\$1,955,805
<b>BUILDOUT TOTAL</b>	<b>\$1,350,000</b>	<b>\$3,300,421</b>
<i>Source: City of Willows 1993 Development Impact Fee and Nexus Study, Prepared by: Konrad-Rae &amp; Assoc.</i>		
<i>Costs increased by: Caltrans Construction Cost Index</i>		

The updated cost per trip is based on the vehicle trips modeled for the existing fee for the south area. Table 6-2 shows the cost per trip for the existing fee area using the updated capital costs.

**Table 6-2: Cost per Trip Existing Fee Area**

Updated Cost of Fee District	\$ 3,300,421	
VTE for District	Usage Factor	VTE
Residential	10	11,310
Commercial	35.5	16,000
Industrial	8.7	13,812
		41,122
Cost per Trip	\$ 80.26	
VTE=Vehicle Trip Ends per Day		
Source of VTE: City of Willows 1993 Development Impact Fee and Nexus Study		

**FEE SCHEDULE**

The cost per trip can then be applied to the same traffic generation rates described for the Freeway Interchange Fee. The citywide traffic impact fee is shown in Table 6-3. The fee represents the amount required to fully fund all facilities needed to accommodate growth based on the level of service method.

**Table 6-3: Street and Traffic Impact Fee**

Land Use	Cost per Avg. Daily Trip	Avg. Daily Trip (Unit or 1000 sq. ft.)	Fee (unit or 1,000 sq. ft.)	Fee per Square Foot
Residential				
Single-Family	\$80.26	9.6	\$768	
Multifamily	\$80.26	6.7	\$539	
Nonresidential				
Commercial	\$80.26	20.7	\$1,662	\$1.66
Industrial	\$80.26	6.4	\$514	\$0.51



## 7. POLICE

### EXISTING POLICE FACILITIES AND SERVICE POPULATION

The City's police station is currently located in the southwest corner of City Hall and occupies about 1,340 square feet of space. Table 7-1 shows the current configuration of the station.

**Table 7-1: Existing Police Station Configuration**

Room Type	Square Feet
Chief's Office	144
Report File Room	84
Entrance/Administrative Services	252
Briefing/Report Writing Room	168
Evidence Room	120
Supply Storage	60
Sergeant/Detective Room	168
Unisex Locker Room	200
Property/Evidence Storage Room	144
Total	1,340

The Willows Police Department has a current staffing level of 15 personnel, although 2 are currently unfunded. Staff consists of the chief of police, two sergeants, one detective, eight officers (one unfunded), two community service officers (one unfunded) and an administrative assistant. The department currently operates seven vehicles, with one assigned to the chief of police, one assigned to Investigations/CSO, one assigned to Narcotics, and four marked vehicles assigned to patrol.

Dispatch services are currently provided by the Glenn County Sheriff's Department. There are two categories of response times: emergency response, which is approximately two minutes on average, and regular response, which is approximately five minutes on average. Given that police serves both residents and businesses, the allocation of the capital cost uses daytime population which comprises the residential population and a resident-equivalent proportion of employees.

### POLICE STANDARDS

Our conversations with the department indicated that the current facility is severely deficient in terms of space relative to the number of personnel employed and population served. As such, a current deficiency exists which new development cannot pay for.

Future development will require additional police officers, facility space and other capital improvements, including vehicles. Table 7-2 shows the current standard for police personnel per 1,000 population and the number of new sworn officers from future population growth. Five new officers would be required to accommodate new growth, for a total of 17 sworn officer staff. Table 7-3 shows the current standard for non-sworn police personnel and the additional non-sworn personnel from future population growth. One new community service office would be required.

**Table 7-2: Current Standard for Sworn Police Officers**

Current Sworn Police Officer Positions	12
2007 Resident Population	6,473
Officers per 1,000 Population	1.85
2030 Resident Population	9,116
Officers Required per 1,000 Population in 2030 using same standards	17
New Officers from New Development	5

**Table 7- 3: Current Standard for Non-Sworn Personnel**

Current Community Services Officer Positions	2
2007 Resident Population	6,473
Officers per 1,000 Population	0.31
2030 Resident Population	9,116
Community Service Officers Required Per 1,000 Population in 2030 using same standards	3
Officers from New Development	1
Current Administrative Positions	1
2007 Resident Population	6,473
Admin. Staff per 1,000 Population	0.15
2030 Resident Population	9,116
Admin. Staff Per 1,000 Population in 2030 using same standards	1
New Admin. Staff from New Development	0

The current office space per police staff is 89 square feet (1,340 square feet divided by 15 staff, including 1 administrative assistant). Given the current deficiency of the existing police station, a new standard for office space per staff is developed using the level of service method. The new standard, which is based on the average office space from a sampling of other police stations, will cover the deficiency as well as accommodate the new officers from future growth. Table 7-4 shows the new standard of office space per police staff, which is 240 square feet on average.

**Table 7-4: Standard for Office Space**

<b>Comparable Square Footage per Staff Person</b>	
<b>Facility</b>	<b>Square Feet</b>
San Luis Obispo Sheriff	306
South Gate Police	245
Santa Maria Police	231
Pismo Beach Police	225
Placer Sheriff	265
LA Hollenbeck	170
<b>Average</b>	<b>240</b>

The improved police station would be increased in size from 1,340 square feet to 5,040 square feet using the new standards. Of the 5,040 square feet, the existing police staff would occupy 3,600 square feet, and the new officers would occupy 1,440 square feet. New development's share of the new facility would be the portion occupied by the new officers.

#### **POLICE FACILITIES AND COSTS FOR NEW DEVELOPMENT**

New development can be required to pay its fair share of the cost of facilities at the proposed standard if existing development provides its proportionate share necessary to raise the overall level of service. The cost per square foot of a new police station is found to be \$497, based on the construction cost of other police stations. Table 7-5 shows this comparison. The total cost of a new police station would be about \$2.5 million for 5,040 square feet.

**Table 7-5: Cost per Square Foot Police Station**

<b>Construction cost of new police station building</b>	
recent example	per square foot
Los Angeles	\$549
Redding	\$522
Gilroy	\$545
Morgan Hill	\$210
Ontario	\$425
Orland	\$580
Yuba City	\$646
<b>Average</b>	<b>\$497</b>

Note: Excludes land acquisition cost

Table 7-6 shows the allocation of police facility costs to both existing and new development. New development's share of the facility cost would be 29%, or \$715,269, based on the square feet occupied by the new officers resulting from new growth.

**Table 7-6: New Development's Share of Police Station**

Square Feet per Police Staff	240
Current Police Dept. Staff	15
New Level of Service (Sq. Ft.)	3,600
Current Square Feet	1,340
Current Deficiency Sq. Ft.	2,260
New Development's Share (sq. ft.)	1,440
Total Square Feet New Facility	5,040
Cost Per Square Feet (excluding land)	\$497
Total Cost of New Facility	\$2,503,440
New Development's Share (sq. ft.)	1,440
New Development's Cost Share	\$715,269
Percentage Share	29%

In addition to facilities cost, marked vehicles for the new officers would also be included in the fee program. There is a current shortage of at least two patrol vehicles and one vehicle for the community service officer which new development cannot pay for. Using existing standards for marked cars per patrol officer, three additional new vehicles would be required by new development. At a cost of approximately \$50,000 per vehicle, the cost borne by new development would be an additional \$150,000. Table 7-7 shows the cost for new marked vehicles.

**Table 7-7: Cost of New Vehicles**

Total Current Vehicles	7
Car assigned to Chief of Police	1
Car assigned to Investigations/CSO	1
Car assigned to Narcotics	1
Marked cars assigned to patrol	4
Number of current officers to share vehicles	7
Ratio of marked cars per patrol officer	0.57
Number of new sworn officers from new development	5
Number of new vehicles from new development	3
Cost per Vehicle	\$50,000
New Development's Vehicle Cost Share	\$150,000

In sum, new development's share of capital cost is \$865,269, including facilities and vehicles.

The total cost is divided into a cost per capita and allocated over the new service population generated by new growth from residential and non-residential development. Using the daytime population projection of 3,144 resident equivalents, the cost per capita is \$275. Table 7-8 shows this calculation.

**Table 7-8: Police Cost per Capita**

Police Costs	\$865,269
New Growth Daytime Population	3,144
Cost per Capita	\$275

## FEE SCHEDULE

Table 7-9 shows the fee for police facilities for new development based on the facilities cost per capita. The fee represents the amount required to fully fund all facilities needed to accommodate growth based on the level of service standard.

**Table 7-9: Police Impact Fee**

Fee	Per Capita	Persons per HH/1,000 sq. ft.	Fee	Fee per Square Foot
Single-Family	\$ 275	2.87	\$ 790	
Multifamily	\$ 275	2.75	\$ 758	
Commercial	\$ 275	1.25	\$ 344	\$ 0.34
Industrial	\$ 275	0.59	\$ 162	\$ 0.16

## 8. FIRE

### EXISTING FIRE FACILITIES AND SERVICE POPULATION

The Fire Department is an all risk department that responds to medical emergencies, fires, hazardous materials and other public services. The fire department indicated that it strives to maintain the current response times of three minutes (meeting the NFPA standards under Chapter 4 Section 4.1.2.1), with the exception of serving the west side of the City, which takes approximately five to six minutes due to traffic conditions. The department currently consists of five fire staff and 20 volunteers. The paid staff include the fire chief, one officer and three engineers. The engineers rotate on 24-hour shifts, 56-hour work weeks.

The City's fire station is currently located at the corner of Butte Street and Birch Street in Willows. The current facility is approximately 6,394 square feet, including a dormitory (666 square feet), training room (1,702 square feet), and apparatus bays (4,026 square feet).

The Fire Department has an agreement with the Willows Rural Fire Protection District in which the district pays a portion of its property tax to the City to provide service. In return, the City houses, maintains and staffs the equipment for the rural district. The City can also use the rural district's wildland engines and support equipment for City calls for service, while the rural department can use the City's structure engines. The inventory of City-owned equipment and the Rural District equipment is shown in Table 8-1.

**Table 8-1: Fire Vehicles**

Department Equipment, City-Owned	
1996	HME Structure Engine
1986	GMS Structure Engine
2006	HME Ladder/Quint
2002	Chevrolet Utility
Rural District Equipment	
1996	International Wildland Engine
2004	HME Wildland Engine
1973	Freightliner Water Tender
1996	Chevrolet Support Unit
2004	Air Cascade Trailer

Given that the Fire Department serves both residents and businesses, the allocation of the capital cost uses daytime population which comprises the residential population and a resident-equivalent proportion of employees.

### FIRE FACILITY STANDARDS

New development will require additional staff and expansion of the fire station. Because the land use development assumptions show that future development would primarily occur to the south and east, it is assumed expansion to fire would occur at the existing location. A second fire station on the west side of the city would not be required due to the airport safety zone limiting development and current agricultural zoning west of Interstate 5.

Table 8-2 shows the current standard for facility square footage per residential capita. With population growth from new development, the fire station would grow using the same standard, from 6,394 square feet to 9,005 square feet, or by 2,611 square feet.

**Table 8-2: Current Facility Standard and New Square Feet**

Existing Facilities	
Dormitory	666
Training Room	1,702
Apparatus Bays	4,026
Total Square Feet Existing	6,394
2007 Resident Population	6,473
2030 Resident Population	9,116
Net New Resident Population	2,643
Square Feet per Existing Population	0.99
<b>Total Square Feet from New Development</b>	<b>2,611</b>
Total Square Feet Fire Station	9,005

## FIRE FACILITIES AND COSTS FOR NEW DEVELOPMENT

The construction cost per square foot of a fire station is \$445, based on the construction cost of other fire stations. Table 8-3 shows this comparison. The total cost of an expanded fire station would be close to \$1.2 million (2,611 square feet of expansion x \$445/sq. ft.).

**Table 8-3: Cost per Square Foot Fire Station**

<b>Construction cost of new fire station building</b>	
recent example projects	per square foot
Higgins	\$250
Yuba City	\$635
Roseville	\$450
<b>Average</b>	<b>\$445</b>

Note: Excludes land acquisition cost

With this new growth in facilities, additional capital costs will be incurred including a new structure engine and capitalized equipment for new firefighters. According to the fire chief, the cost of a new structure engine is estimated at \$400,000, plus an additional \$200,000 to outfit the engine with equipment.

The current standard of staffing levels to population is one on-duty firefighter per 1,000 population. With a current population of 6,473, the City's staffing level would be six firefighters per 1,000, indicating a current deficiency given there are currently five departmental staff. With a future population of 9,116, the City's staffing level would increase to nine on-duty firefighters. New development's share would be three of the new firefighters. The capital cost of outfitting a new firefighter includes the Self-Contained Breathing Apparatus (SCBA), valued at \$5,000 each, which is the City's capitalized threshold. To support three new firefighters, the capital cost would be \$15,000.

Table 8-4 summarizes the total cost borne by new growth.

**Table 8-4: Cost of Fire Facilities**

	Quantity/Sq. Ft.	Cost/ Sq. Ft.	Total Capital Cost
One new structure engine	1	\$400,000	\$400,000
Outfit new engine	1	\$200,000	\$200,000
Self-Contained Breathing Apparatus	3	\$5,000	\$15,000
Expansion of station (dormitory, training room, apparatus bays)	2,611	\$445	<u>\$1,161,968</u>
Total Cost			\$1,776,968

The total cost is divided into a cost per capita and allocated over the new service population generated by new growth from residential and non-residential development. Using the daytime population projection of 3,144 resident equivalents, the cost per capita is \$565. Table 8-5 shows this calculation.

**Table 8-5: Fire Cost per Capita**

Fire Costs	\$1,776,968
New Growth Daytime Population	3,144
Cost per Capita	\$ 565



## FEE SCHEDULE

Table 8-6 shows the fee for fire facilities for new development based on the facilities cost per capita. The fee represents the amount required to fully fund all facilities needed to accommodate growth based on the existing facility standard.

**Table 8-6: Fire Impact Fee**

<b>Fee</b>	<b>Per Capita</b>	<b>Persons per Household or 1,000 sq. ft.</b>	<b>Fee (Household or 1,000 sq. ft.)</b>	<b>Fee per Square Foot</b>
Single-Family	\$565	2.87	\$1,623	
Multifamily	\$565	2.75	\$1,556	
Commercial	\$565	1.25	\$707	\$0.71
Industrial	\$565	0.59	\$333	\$0.33

## **9. WASTEWATER**

### **EXISTING WASTEWATER FACILITIES AND SERVICE POPULATION**

The City provides daily management of 26 miles of an underground sanitary sewer collection system within the City and five lift station structures, including the North East Willows Community Service District (N.E.W.C.S.D.). The City contracts with a private company for the day-to-day operation of the new treatment facility capable of treating 2.0 million gallons per day (mgd).

The impact fees developed for sewer through this study address only the treatment plant portion of the sewer collection system. As future information regarding additional wastewater improvements and costs to accommodate growth in the City's sphere of influence becomes available through the master planning process, these costs would be included in updates to the fee program. In addition, the City has begun development of a sewer collection and transport system capital improvement project list within the existing city limits. The improvements on the project list are designed to address existing deficiencies.

Given that the wastewater system serves City residents, businesses and customers within the N.E.W.C.S.D., the allocation of the capital cost uses daytime population which comprises the residential population and a resident-equivalent proportion of employees.

### **WASTEWATER FACILITY STANDARD**

The upgraded plant capacity of 2.0 mgd is capable of handling wastewater flow from existing and future growth as forecast and assumed in this study. There also appears to be additional capacity in the plant beyond the forecast use by the future population. Due to the excess capacity of the existing plant, the excess capacity method is used to establish the facility standard. This approach is used where the facilities have been sized to accommodate the current population as well as the future population. Fees are collected from new development to reimburse the City its costs for having constructed a facility which has excess capacity sufficient to serve new development. The City is responsible for funding the share related to the existing service population.

### **WASTEWATER CONSUMPTION**

Staff indicated that current development within the City uses a peak flow of about 0.95 mgd of the total treatment capacity. Customers within the N.E.W.C.S.D. use an additional 0.065 mgd, for a total existing peak flow of 1.015 mgd. Table 9-1 shows the usage rates by the daytime population which comprises existing residents of both the City and the N.E.W.C.S.D., plus daytime resident-equivalent workers. The average peak flow per capita is 129 gallons per day.

**Table 9-1: Current Wastewater Consumption**

<b>Current peak month flow</b>	
Existing Development (MGD)	0.95
Existing Daytime Population	7,169
Residents	6,473
Employee Equivalent	696
<b>Peak Flow/Capita</b>	<b>133</b>
<b>Northeast Willows Community Services District (NEWCSD)</b>	
Existing Development (MGD)	0.065
Connections	247
Persons per Dwelling Unit	2.87
Existing Resident Population	709
<b>Peak Flow/Capita</b>	<b>92</b>
<b>Combined</b>	
Existing Development (MGD)	1.015
Existing Total Daytime Population	7,878
Residents	7,182
Employee Equivalent	696
<b>Peak Flow/Capita</b>	<b>129</b>

New development's share of the use of the upgraded facility is based on the same peak flow per capita. Table 9-2 shows new development's wastewater consumption.

**Table 9-2: New Development Share of Wastewater Consumption**

New Resident Population	2,643
New Employee Equivalent (0.27 per resident)	<u>500</u>
Total Incremental Daytime Population	3,144
Wastewater Usage (gallons per day per capita)	129
Total Wastewater Gallons per Day	405,007
MGD	0.41

New development's consumption is 0.42 mgd, while existing development's consumption is 1.015 mgd, for a total of 1.42 mgd. This total falls within the capacity of the upgraded treatment facility.

## WASTEWATER FACILITIES AND COSTS FOR NEW DEVELOPMENT

The City has invested in an upgraded wastewater treatment facility that is capable of treating up to 2.0 mgd. The total cost is \$10.2 million, with \$6.9 million financed through Certificates of Participation (COP's) held by USDA-rural development (40-year payoff at 4.125%). Principal paid has been about \$70,000 (an interest only payment was made in 2006-07). The balance of the cost is paid through grant and internal funding. The loans are paid back in regular intervals through the sewer rates paid by customers. The impact fee for wastewater is based on the remaining principal amount of the plant cost and new development's share of the plant's capacity.

The allocation of the plant cost is through the consumption by existing and new development. Table 9-3 shows the allocation of the capital cost. New development's share of the cost is 20%.

**Table 9-3: Allocation of Treatment Facility Cost**

Development Share	Capacity (MGD)	Capacity Percentage
Existing	1.015	51
Future Growth to 2030	0.41	20
Remaining Share	0.58	29
	2.0	100

Table 9-4 shows the calculation to arrive at the cost per capita based on new development's share of the principal cost and average wastewater consumption per day.

**Table 9-4: Wastewater Cost per Capita**

Total Cost of Treatment Plant Upgrade	\$10,256,000
Grant and Internal Funding	\$3,367,000
Principal Cost of Treatment Plant Upgrade	\$6,889,000
Principal Paid	\$70,000
Remaining Principal Cost	\$6,819,000
New Development Share of Cost	20%
New Development Cost	\$1,380,871
New Development Consumption (mgd)	0.41
Cost per Gallon	\$3.41
Wastewater Usage per Day per Capita	129
Cost per Capita	\$439.27

## FEE SCHEDULE

Table 9-5 shows the fee for new development for the sewer treatment facility based on the facilities cost per capita. The fee represents the amount required to fully fund all facilities needed to accommodate growth based on the excess capacity standard.

**Table 9-5: Wastewater Impact Fee**

<b>Fee</b>	<b>Per Capita</b>	<b>Persons per Household/1,000 sq. ft.</b>	<b>Fee (unit or 1,000 sq. ft.)</b>	<b>Per Square Foot</b>
Single-Family	\$ 439.27	2.87	\$ 1,261	
Multifamily	\$ 439.27	2.75	\$ 1,209	
Commercial	\$ 439.27	1.25	\$ 549	\$ 0.55
Industrial	\$ 439.27	0.59	\$ 258	\$ 0.26

## 10. STORM DRAINAGE

### STORM DRAINAGE FACILITIES

The City currently has a storm drain impact fee for the Humboldt Avenue commercial area northeast of the Interstate 5 interchange. The cost of the improvements contained in the 1993 impact fee study was \$126,800. Revenues collected by the City from this fee area total \$100,841.

The City does not currently have a master plan for drainage. However, it has begun development of a storm drain capital improvement project list within the existing city limits. The improvements on the project list are designed to address existing deficiencies. For purposes of developing a citywide impact fee, it is assumed that the improvements designed for the fee area along Humboldt Avenue from the prior impact fee study would be similar to the needs on a citywide scale as new development occurs. This implies that the cost per acre would be applicable to future new development throughout the city for similar capital improvements. Improvements include reinforced concrete pipe installation and ditch excavation.

### STORM DRAINAGE FACILITIES AND COSTS FOR NEW DEVELOPMENT

By applying the Caltrans Construction Cost Index between 1993 and 2007, costs of construction have increased by about 144% (index change from 106.8 to 261.1). This increase would raise the original estimates from \$126,800 in 1993 to about \$310,000 today. Table 10-1 shows this change in project costs.

**Table 10-1: Updated Storm Drain Capital Costs**

	1993 Cost	2007 Cost
<b>Storm Drain</b>		
Reinforced concrete pipe (90 ft of 39")	\$14,800	\$36,182
Reinforced concrete pipe (800 ft of 36")	\$64,000	\$156,464
Reinforced concrete pipe (50 ft of 24")	\$5,000	\$12,224
Pipe junction structure	\$7,000	\$17,113
Ditch excavation	\$14,000	\$34,227
Right of way acquisition	\$3,000	\$7,334
Admin. & design	\$19,000	\$46,450
<b>BUILDOUT TOTAL</b>	<b>\$126,800</b>	<b>\$309,995</b>
<i>Source: City of Willows 1993 Development Impact Fee and Nexus Study, Prepared by: Konrad-Rae &amp; Assoc.</i>		
<i>Costs increased by: Caltrans Construction Cost Index</i>		

Table 10-2 shows the cost per acre by land use for the existing fee area.

**Table 10-2: Cost per Acre Existing Fee Area**

Current Capital Cost of Fee District		\$309,995	
	Acreage of Commercial District	Impervious Coefficient	Impervious Area
General	11.0	0.8	8.8
Highway	12.8	0.8	10.24
Total	23.8		19.04
		Cost per Acre	\$16,281
Source of Acres and Coefficients: City of Willows 1993 Development Impact Fee and Nexus Study			

The acreage of impervious area from new development is shown in Table 10-3. The degree of water runoff varies between land uses. For example, residential uses will have a smaller impervious land area relative to industrial, as homes will have landscaping and less impervious surfaces compared to an industrial use. The higher the amount of surface runoff, the greater the impervious coefficient. The table shows that there are 872 acres of impervious acreage from new development.

**Table 10-3: New Development Impervious Area**

2030 New Development	Acres	Impervious Coefficient	Impervious Area (Acres)
<b>Residential</b>			
Single-Family	673	0.50	337
Multifamily	276	0.75	207
Commercial	155	0.80	124
Industrial	228	0.90	205
	1,332		872

## FEE SCHEDULE

The cost per acre is used to determine the fee for each land use, along with the assumed land density per acre. From the existing general plan policies, it is assumed that there are 4 single-family homes per acre and 10 multifamily homes per acre. The floor area ratio for non-residential land use is 0.20. These data are used to determine the acres per unit of land use (i.e., acres per household and acres per 1,000 square feet of non-residential). Table 10-4 shows the impact fee using these factors. The fee represents the amount required to fully fund all facilities needed to accommodate growth based on the level of service method.

**Table 10-4: Storm Drain Impact Fee**

	Cost per Impervious Acre	Acres per Unit	Impervious Factor	Fee (Unit or 1,000 sq. ft.)	Fee per Square Foot
Residential					
Single-Family	\$ 16,281	0.25	0.50	\$ 2,035	
Multifamily	\$ 16,281	0.10	0.75	\$ 1,221	
Commercial	\$ 16,281	0.11	0.80	\$ 1,495	\$ 1.50
Industrial	\$ 16,281	0.11	0.90	\$ 1,682	\$ 1.68



## 11. ADMINISTRATION

### COST TO IMPLEMENT

As with most programs, there is a cost to administer, oversee and update the impact fee program. While an administrative fee is not an AB 1600 impact fee, it is standard practice to apply a surcharge to building permits to recover the costs related to implementing, administering, overseeing and updating the fee program, including the annual reporting requirements. An administrative cost of 3% of the total fee has been calculated and is shown in Table 11-1.

**Table 11-1: Total Impact Fee Revenues with Administration Costs**

<b>Fee Category</b>	<b>Projected Fee Revenues through 2030 (2008 dollars)</b>
Library	\$1,376,500
Parks and Recreation	\$1,969,740
Interchange	\$1,477,300
Traffic	\$3,088,500
Police	\$865,269
Fire	\$1,777,000
Wastewater	\$1,380,800
Storm Drain	\$5,255,800
<b>Subtotal</b>	<b>\$17,190,909</b>
Administration (3% of Subtotal)	\$515,727
<b>Total</b>	<b>\$17,706,636</b>

Table 11-2 estimates the revenues generated by the impact fee program by type of land use, including for administration. The City should monitor its actual costs and adjust the 3% factor as necessary in any subsequent update to the fee program. As with each fee program, the City should create a separate account for the administration revenue.

**Table 11-2: Summary of Fees and Administration Costs**

<b>Fee Category</b>	<b>Single-Family Residential</b>	<b>Multifamily Residential</b>	<b>Commercial (per 1,000 sq. ft.)</b>	<b>Industrial (per 1,000 sq. ft.)</b>
Library	\$1,495	\$1,434	\$0	\$0
Parks and Recreation	\$2,139	\$2,052	\$0	\$0
Interchange	\$412	\$290	\$892	\$276
Traffic	\$768	\$539	\$1,662	\$514
Police	\$790	\$758	\$344	\$162
Fire	\$1,623	\$1,556	\$707	\$333
Wastewater	\$1,261	\$1,209	\$549	\$258
Storm Drain	\$2,035	\$1,221	\$1,495	\$1,682
<b>Subtotal</b>	<b>\$10,525</b>	<b>\$9,059</b>	<b>\$5,649</b>	<b>\$3,224</b>
Administration (3% of Subtotal)	\$316	\$272	\$169	\$97
<b>Total</b>	<b>\$10,840</b>	<b>\$9,331</b>	<b>\$5,818</b>	<b>\$3,321</b>

## 12. IMPLEMENTATION

### IMPACT FEE PROGRAM ADOPTION PROCESS

Impact fee program adoption procedures are found in the California Government Code Section 66000 et seq. Adoption of an impact fee program requires the City Council to follow certain procedures including noticing and holding a public hearing. Fourteen-day mailed public notice is required for those registering for such notification. Data, such as this impact fee report, and referenced material must be made available at least 10 days prior to the public hearing. The City's legal counsel should inform the City of any other procedural requirements as well as advise regarding adoption of an enabling ordinance and/or a resolution. After adoption, there is a mandatory 60-day waiting period before the fees go into effect, unless an Urgency Ordinance valid for 30 days is adopted making certain findings regarding the urgency being claimed. The ordinance must be re-adopted at the end of the first period (and possibly at the end of the second period depending on City Council meeting dates) to cover the next 30 days and therefore the entire 60-day waiting period. Fees adopted by urgency go into effect immediately. This procedure must also be followed for fee increases.

### PROGRAMMING REVENUES AND PROJECTS WITH THE CIP

The City should develop and update its Capital Improvement Plan (CIP) to identify specific projects and program fee revenues to those projects. Use of the CIP in this manner documents a reasonable relationship between new development and the use of fee revenues.

For the five-year planning period of the CIP, the City should allocate all existing fund balances and projected fee revenue to facilities projects. The City can hold funds in a project account for longer than five years if necessary to collect sufficient funds to complete a project.

### INFLATION ADJUSTMENT

The project costs presented in this report are given in 2008 dollars and based on actual construction costs, where available. To ensure that the fee program stays current with costs, the City should identify appropriate inflation indexes in the fee ordinance and include an automatic annual inflation adjustment in the fee ordinance for those facilities or systems that have not been constructed or procured. A construction or building cost index can be based on the City's recent capital project experience or taken from an industry accepted source, such as the Engineering News Record.

### COMPLIANCE REQUIREMENTS

The California Mitigation Fee Act (Government Code Section 66000 et seq.) mandates procedures for administration of impact fee programs, including collection, accounting, refunds, updates and reporting. The City should comply with the annual and five-year reporting requirements. For facilities to be funded with a combination of impact fees and other revenues, the City must identify the source and amount of the other revenues. The City must also identify when the other revenues are anticipated to be available to fund the project. The City's compliance obligations vis-à-vis the Act include but are not limited to the following specific requirements.

**Collection of fees.** Section 66007 provides for the timing of collection of the impact fees for residential projects. If the residential development contains more than one dwelling, the City may determine whether the fees shall be paid on a pro rata basis for each dwelling when it

receives its final inspection or certificate of occupancy, whichever occurs first; on a pro rata basis when a certain percentage of the dwellings have received their final inspection or certificate of occupancy, whichever occurs first; or on a lump-sum basis when the first dwelling in the development receives its final inspection or certificate of occupancy, whichever occurs first.

The City may require the payment of fees at an earlier time if (1) the City determines that the fees will be collected for public improvements for which an account has been established and funds appropriated and for which the City has adopted a proposed construction schedule or plan prior to final inspection or issuance of the certificate of occupancy, or (2) the fees are to reimburse the City for expenditures previously made.

**Fee exemptions, reductions and waivers.** In the event that a development project is found to have no impact on facilities for which fees are charged, such project must be exempted from the fees. If a project has characteristics that indicate its impacts on a particular public facility or infrastructure system will be significantly and permanently smaller than the average impact used to calculate impact fees in this study, the fees should be reduced accordingly.

In some cases, the City may desire to voluntarily waive or reduce impact fees that would otherwise apply to a project to promote goals such as affordable housing or economic development. Such a waiver or reduction may not result in increased costs to other development projects and are allowable only if the City offsets the lost revenue from other fund sources.

**Credit for improvements by developers.** If the City requires a developer, as a condition of approval, to construct facilities or improvements for which impact fees have been or will be charged, the impact fee imposed on that development project for that type of facility must be adjusted to reflect a credit for the cost of facilities or improvements constructed by the developer. If the reimbursement would exceed the amount of the fee to be paid by the development for that type of facility the City may seek to negotiate a reimbursement agreement with the developer.

**Earmarking of fee revenue.** Section 66006 mandates that the City shall: “deposit .... fees for the improvement in a separate capital facilities account or fund in a manner to avoid any commingling of the fees with other revenues and funds of the City, except for temporary investments...” Fees must be expended solely for the purpose for which they were collected. Interest earned on the fee revenues must also be placed in the capital account and used for the same purpose. The Mitigation Impact Fee Act is not clear as to whether depositing fees “for the improvements” refers to a specific capital improvement or a class of improvements (e.g., park facilities). Recommended practice is for the City to maintain separate funds or accounts for impact fee revenues by facility category but not necessarily for individual projects.

**Reporting.** Section 66006 requires that once each year, within 180 days of the close of the fiscal year, the City must make available to the public the following information for each account established to receive impact fee revenues:

1. The amount of the fee;
2. The beginning and ending balance of the account or fund;
3. The amount of the fees collected and interest earned;

4. Identification of each public improvement on which fee revenues were expended and the amount of the expenditures on each improvement, including the percentage of the cost of the public improvement that was funded with fee revenues;
5. Identification of the approximate date by which the construction of a public improvement will commence, if the City determines sufficient funds have been collected financing of an incomplete public improvement;
6. A description of each inter-fund transfer or loan made from the account or fund, including interest rates, repayment dates, and a description of the improvements on which the transfer or loan will be expended;
7. The amount of any refunds or allocations made pursuant to Section 66001, paragraphs (e) and (f).<sup>1</sup>

The above information must be reviewed by the City Council at its next regularly scheduled public meeting, but not less than 15 days after the statements are made public.

**Findings and refunds.** Section 66001 requires that, for the fifth fiscal year following the first deposit of any impact fee revenue into an account or fund as required by Section 66006, and every five years thereafter, the City shall make all of the following findings for any fee revenues that remain unexpended, whether committed or uncommitted:

1. Identify the purpose to which the fee will be put;
2. Demonstrate the reasonable relationship between the fee and the purpose for which it is charged;
3. Identify all sources and amounts of funding anticipated to complete financing of incomplete improvements for which the impact fees are to be used;
4. Designate the approximate dates on which the funding necessary to complete financing of those improvements will be deposited in to the appropriate account of fund.

**Annual update of Capital Improvement Program.** Section 66002 provides that if a City adopts a CIP to identify the use of impact fees, that program must be adopted and annually updated by a resolution of the governing body at a noticed public hearing.

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<sup>1</sup> 66001 e) Except as provided in subdivision (f), when sufficient funds have been collected, as determined pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of Section 66006, to complete financing on incomplete public improvements identified in paragraph(2) of subdivision (a), and the public improvements remain incomplete, the local agency shall identify, within 180 days of the determination that sufficient funds have been collected, an approximate date by which the construction of the public improvement will be commenced, or shall refund to the then current record owner or owners of the lots or units, as identified on the last equalized assessment roll, of the development project or projects on a prorated basis, the unexpended portion of the fee, and any interest accrued thereon. By means consistent with the intent of this section, a local agency may refund the unexpended revenues by direct payment, by providing a temporary suspension of fees, or by any other reasonable means. The determination by the governing body of the local agency of the means by which those revenues are to be refunded is a legislative act.

(f) If the administrative costs of refunding unexpended revenues pursuant to subdivision (e) exceed the amount to be refunded, the local agency, after a public hearing, notice of which has been published pursuant to Section 6061 and posted in three prominent places within the area of the development project, may determine that the revenues shall be allocated for some other purpose for which fees are collected subject to this chapter and which serves the project on which the fee was originally imposed.

## TRAINING AND PUBLIC INFORMATION

Administering an impact fee program effectively requires considerable preparation and training. It is important that those responsible for applying and collecting the fee, and for explaining them to the public, understand both the details of the fee program and the basic principles upon which it is based. Before fees are imposed, a staff training workshop is highly desirable if more than a few staff will be involved in collecting or accounting for fees.

It is also useful to pay close attention to handouts that provide information to the public regarding impact fees. This is particularly important if the impact fee program is new and the public has not had experience with such fees in the past. Impact fees should be clearly distinguished from user fees, such as application and plan review fees, and the purpose and use of particular impact fees should be made clear, especially that the fees will go only to the purchase of capital facilities meant to accommodate new development.

Finally, anyone who is responsible for accounting, capital budgeting or project management for projects involving impact fees must be fully aware of the restrictions placed on the expenditure of impact fee revenues. The fees recommended in this report are associated with specific improvements and cost estimates. Fees must be expended accordingly, and the City must be able to show that funds have been properly expended. Impact fees have been used effectively in hundreds of cities and counties throughout the state to help meet the demands that growth has placed on public infrastructure. The continued acceptance of impact fee programs by both the public and the development community will be assured if these programs continue to be fairly and judiciously implemented.

# APPENDIX

## COMPARISON OF IMPACT FEES FROM OTHER LOCAL JURISDICTIONS

Impact fee data was collected from eleven other local jurisdictions and displayed in the following table for informational purposes. Because the fee structure varies by jurisdiction, including some that charge residential fees on a square foot basis or on a per unit basis, the rates shown have been adjusted to reflect the fees paid for a single-family dwelling unit of 1,800 square feet.

**Table A-1: Comparison of Impact Fees**

COMPARISON OF IMPACT FEES IN SELECTED COMMUNITIES <sup>1</sup>														
	Jurisdiction	Population	Impact Fees <sup>2</sup>											Totals
			Traffic	Inter-change	Community Facilities	Parks & Rec	Library	Municipal Facilities	Storm Drain	Sewer	Police	Fire	Other (e.g. water)	
1	Anderson	10,418	\$3,771			\$1,897			\$836	\$2,803	\$1,196		\$1,921	\$12,424
2	Colusa County	21,272	\$1,528		\$18		\$669	\$2	\$286	\$76	\$1,420	\$533	\$2,291	\$6,823
3	Corning	7,279	\$4,819			\$875			\$975	\$5,297			\$1,307	\$13,273
4	Glenn County	28,061						\$1,385			\$391		\$520	\$2,296
5	Gridley	5,912	\$1,423			\$3,564				\$10,685	\$116	\$1,559	\$3,237	\$20,584
6	Orland	7,050	\$982		\$1,528	\$3,220	\$295	\$295	\$993		\$1,346	\$604		\$9,263
7	Oroville	13,505	\$604			\$861			\$2,567	\$427	\$38	\$50	\$78	\$4,625
8	Paradise	26,389	\$972						\$1,080		\$126	\$72		\$2,250
9	Red Bluff	14,005	\$4,652			\$1,322		\$349	\$357	\$2,112	\$675	\$314	\$1,480	\$11,261
10	Williams	4,723				\$985				\$3,219	\$348	\$1,620	\$7,000	\$13,172
11	Winters	6,731	\$7,732			\$3,941			\$299	\$6,883	\$1,048	\$1,592	\$10,229	\$31,724
	Average Fee:		\$2,943		\$773	\$2,083	\$482	\$508	\$924	\$3,938	\$670	\$793	\$3,118	\$11,609

**Notes:**

1 Survey of fees as adopted by each agency; a typical development assumes 3 BD/2 Ba Single-Family detached 1,800 sq. ft. Lot @ 6 units/Ac; 50 unit subdivision

2 Only fees adopted by the agency surveyed are included; Does not include fees resulting from special assessment districts for fire, sewer, school, utilities, special traffic, etc.





Date: September 23, 2025

To: Honorable Mayor and Councilmembers

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

Subject: Wayfinding Sign Design Review

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**Recommendation:**

Provide direction to staff to present the final wayfinding design to City Council for approval or direct the Planning Commission to approve the final design.

**Rationale for Recommendation:**

Staff seek clarification and direction from the City Council regarding design approval of the final wayfinding signs.

**Background:**

At the July 8, City Council meeting, the Council authorized staff to purchase wayfinding signs and seek Planning Commission input on design options. As a result, staff presented mockups of potential wayfinding designs at the September 2 Planning Commission meeting. The Planning Commission provided design feedback to staff, as well as recommended establishing an Ad Hoc Committee to review and direct final design of the signs. The proposed Committee would consist of Commissioner Nygard and Vice Chair Corum, one City Council member, and one local business owner.

**Discussion & Analysis:**

Based on the Planning Commission's feedback, staff developed two revised mockups (Attachment 1). While a formal Ad Hoc Committee was not formed, an informal committee developed consisting of Commissioner Nygard, Vice Chair Corum and Council Member Pride (the Planning Commission Liaison). Since the mockups were distributed, the appointed Commissioners and Council Liaison have been gathering input from local business community. They plan to provide final recommendations to staff for any revisions and implementation.

The purpose of this staff report is twofold: 1.) Confirm that the approach and process outlined above is amenable to the Council, and 2.) seek direction and confirmation as to which governing body will provide final approvals on the wayfinding sign design – the Council or the Planning Commission.

**Consistency with Council Priorities and Goals:**

This action aligns with the Council's priority #2 Economic Development.

**Attachments:**

- Attachment 1: Revised Wayfinding Sign Mockups (based on Planning Commission Direction)



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# COMMENTS AND REPORTS



# CLOSED SESSION