

MARIN COUNTY BOARD OF SUPERVISORS

RESOLUTION NO. _____

A RESOLUTION DENYING THE MARIN COMPASSIONATE CAREGIVERS APPEAL OF THE COUNTY ADMINISTRATOR’S DECISION AND DENYING THE MARIN COMPASSIONATE CAREGIVERS MEDICAL CANNABIS DISPENSARY LICENSE APPLICATION

SECTION I: FINDINGS

1. WHEREAS, on August 31, 2016, Marin Compassionate Caregivers submitted an application and fees for a medical cannabis dispensary license to the Community Development Agency pursuant to the requirements of Marin County Ordinance 3639 and the implementation program. The proposed dispensary is located at 5 Harbor Dr., Novato, and would be comprised of a medical cannabis dispensary within an existing 740 square-foot building on a lot shared with another commercial use. With dispensary hours of operation Monday – Sunday 9 a.m. – 9 p.m. and delivery on Tuesday (hours not specified).

2. WHEREAS, on April 10, 2017, the County Administrator (CAO) denied the proposed license. The CAO found that the proposed application did not meet and exceed all of the review criteria in Marin County Code Section 6.85.061 with the right combination of experienced applicant/operator, a location that adequately accommodates the use without significant neighborhood impacts, and an operating plan that fits with the type and scale of the proposed dispensary use, and the requirements of Marin County Code Section 6.85.042.

3. WHEREAS, the applicant submitted a timely appeal of the CAO’s decision, claiming that the reasons given for denial are “capricious and without merit” and “they are clearly based on prejudice with a strong bias against me, Susie Krolicki N.D., being a female applicant.” (Attachment 6; Marin Compassionate Caregivers 00005; Appeal)

4. WHEREAS, on May 23, 2017, the Board of Supervisors conducted a public hearing to consider the appeal.

5. WHEREAS, for this application, the Board of Supervisors finds that the applicant did not meet “Review Criteria A” under Marin County Code 6.85.061 related to consistency with State law, local law, and the Ordinance itself (“That the dispensary is consistent with the intent of Proposition 215 and related State law, the provisions of this chapter and the County code . . .”) The Board bases this finding on the expressed concerns of the Advisory Committee, independently verified by this Board upon review of the application materials.

a. Verified Advisory Committee Concern: Found that there is “a lot of heart to the applicant but no depth or experience” (Attachment 6; Marin Compassionate Caregivers 00020; Advisory Committee Report). Specifically, because it is true that applicant Susie Krolicki has no experience running a dispensary (Attachment 6; Marin Compassionate Caregivers 00062-00063; Application), and because a lack of experience generally casts doubt on the applicants’ ability to meet the operational requirements set forth in Marin County Code Chapter 6.85, and because such doubt is not otherwise eliminated or

dispelled by the details of the applicants' operational plan (Attachment 6; Marin Compassionate Caregivers 00075-00094; Application), the Board finds that it would be inconsistent with the provisions of Marin County Code Chapter 6.85 (which seeks to only award license to applicants who have demonstrated an ability to meet all operational requirements) to grant the subject license.

- b. **Verified Advisory Committee Concern:** "parking standards not met" (Attachment 6; Marin Compassionate Caregivers 00020; Advisory Committee Report). Upon reviewing the application, the Board has verified this Advisory Committee concern. (Attachment 6; Marin Compassionate Caregivers 00102; Application). Specifically, because it is true that the applicant's proposal does not meet the parking requirements per Marin County Code 24.04.340, this Advisory Committee concern is sufficient to show that the proposed dispensary, if approved, would be inconsistent with the intent of provisions within the Marin County Code related to minimum parking requirements.

6. **WHEREAS**, for this application, the Board of Supervisors finds that the applicant did not satisfy "Review Criteria A" under Marin County Code 6.85.061 related to application submittal requirements ("That the dispensary license is consistent with . . . the application submittal and operating requirements herein."). Specifically, the applicant did not provide an operating plan describing the number of patients the dispensary intends to serve, let alone show how the dispensary would establish "controls that will ensure limitations on number of patients are adhered to." Such a submission is required by Marin County Code 6.85.061(A), which incorporates Marin County Code 6.85.050(F)(13)(c) and 6.85.050(F)(15)'s precise requirements that the applicant describe the number of patients that will be served and provide a plan for controlling the number of patients. The Board bases this finding on the expressed concerns of the Advisory Committee, independently confirmed by this Board upon review of the application materials.

- a. **Verified Advisory Committee concern:** "operating plan is deficient in that it did not include details on patient limits" (Attachment 6; Marin Compassionate Caregivers 00020; Advisory Committee Report). Specifically, as this Board finds that it is true that the application did not indicate the proposed number of patients and did not describe any controls that would ensure limits on number of patients (Attachment 6; Marin Compassionate Caregivers 00075-00094; Application), and because those are required submittals under the Ordinance, the Board finds this evidence is sufficient to show that granting a license would be inconsistent with the application submittal requirements set forth in the Ordinance and, therefore, "Review Criteria A" is not met.

7. **WHEREAS**, for this application, the Board of Supervisors finds that the applicant did not meet criteria "L" under Marin County Code 6.85.061 ("That the dispensary would not adversely affect the health, peace, or safety of persons living or working in the surrounding area, overly burden a specific neighborhood with special needs or high impact uses, or contribute a public nuisance; or that the dispensary has resulted in repeated nuisance activities including disturbances of the peace, illegal drug activity, ingesting cannabis in public, harassment of passerby, excessive littering, excessive loitering, illegal parking, excessive loud noises, especially late at night or early in the morning hours, lewd conduct, or police detentions or arrests.") The Board bases this finding on the existence of expressed concerns by neighbors and the verified concerns of the Advisory Committee.

- a. **Existence of Neighborhood Concern:** “The potential of hundreds of added car trips a day (759 as estimated by one of the applicant’s traffic study) to and from a dispensary on harbor Dr. would detrimentally impact the neighborhood.” (Attachment 9; Public Comments 00544-00545; 3/5/17 letter from Adrian Ivancevich). Specifically, because it is not unreasonable to be concerned about the draw of regional traffic to one of two potential locations along the 101, the Board finds that the existence of this rational neighborhood concern is sufficient to show that the dispensary would overly adversely affect the health, peace, or safety of persons living or working in the surrounding area.
- b. **Existence of Neighborhood Concern:** “Any dispensary will negatively alter the character of our small, rural neighborhood setting. Residents will suffer by being exposed to unnecessary risks that threaten their peace, safety and wellbeing.” (Attachment 9; Public Comments 00548; 2/20/17 letter from Penelope Teicher). Specifically, because it is true that the subject site is in a relatively small, rather rural setting, the Board finds that the existence of this rational neighborhood concern is sufficient to show that the dispensary would adversely affect the health, peace, or safety of persons living or working in the surrounding area.

8. **WHEREAS**, the Board finds that the claim the decision was based on the gender of the applicant is without merit, as the foregoing findings of fact demonstrate that the application lacked merit in not meeting specific County Codes.

9. **WHEREAS**, the Board, after reviewing all of the arguments presented in the applicant’s written appeal, and after hearing the arguments and evidence presented at the hearing, finds that the applicant/appellant has failed to negate the existence of the above-stated evidence that justifies denial of the license.

SECTION II: ACTION

NOW, THEREFORE, BE IT RESOLVED that the Marin County Board of Supervisors hereby denies the Marin Compassionate Caregivers Appeal and upholds the County Administrator’s decision by denying the Marin Compassionate Caregivers application for a medical cannabis dispensary license.

SECTION III: VOTE

ADOPTED at a regular meeting of the Board of Supervisors of the County of Marin, State of California, on the 23rd day of May, 2017, by the following vote to wit:

AYES: SUPERVISORS

NOES:

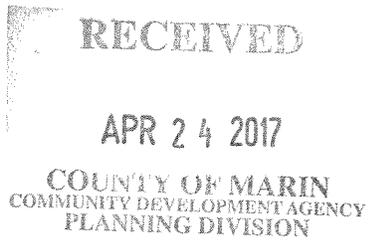
ABSENT:

JUDY ARNOLD, PRESIDENT
MARIN COUNTY BOARD OF SUPERVISORS

ATTEST:

Matthew H. Hymel
Clerk of the Board of Supervisors

01/09/2017 10:11:11 AM



April, 20th 2017

Marin Board of Supervisors
Marin County Fair & Exposition, 3501 Civic Center Dr # 329, San Rafael, CA 94903

Re: Appeal of denial of Marin Compassionate Caregivers, 5 Harbor Drive Novato

Honorable Supervisor,

This appeal is filed on the grounds that the reasons given for denial are capricious and without merit. They are clearly based on prejudice with a strong bias against me, Susie Krolicki N.D., being a female applicant. The false narrative used to portray me as an inexperienced woman with a weak written application is absurd. I am a professional business woman and a doctor of medicine with a DEA license and years of practical firsthand experience regarding the use of medical cannabis. I chose a strong legal dispensary owner to partner, Peter Marshall, an officer of Marin Compassionate Caregivers. He owned and operated Robertson Caregivers in Los Angeles from 2009 through 2014. This is one of the coveted Pre-ICO dispensaries compliant with Prop D and is still in good standing with the Los Angeles City Attorneys' office. He also was an officer with Malibu Community Collective, one of only two legal dispensaries in Malibu, California. To ignore Peters' experience in this rebuke of MCCs' application is certainly not an oversight but most likely an attempt to manufacture fault.

All applicants were denied which points to a whitewash of the real issues involved and most likely it was decided that kicking it down the road would be more popular than sticking with the process and choosing the four best applicants as proposed in the original ordinance. After all, it was the County itself that vetted these locations. Next the false narrative continued with fault found in the operating plan, business plan and security plan. These were put together by one of the top MMJ ordinance consultants in California, Kimberly Cargile. She is the Director of a model dispensary in Sacramento, A Therapeutic Alternative. Kimberly has worked with the City of Sacramento to develop their ordinances as well as with Laurie Ajax the Chief of the new Bureau of Cannabis Regulations overseeing rules and regulations for the State of California. Kimberly was paid her full professional fee to oversee the application and to be certain it met all the stated requirements. She will gladly testify to this. To judge these submissions as deficient in all areas is absurd and shows more bad faith.

Next we have the issue of not meeting the parking requirements. This again is false. Site plans were professionally drawn showing more than the required one space per 200 square feet of retail and one handicapped space. The front of the garage opens up an additional three parking spaces and the removal of trucks in the rear opens up two more spaces leaving more than enough parking spaces for the market and deli. Finally, the question of financial means to operate the dispensary was raised in the denial even though MCC has enough cash sitting in its' Wells Fargo bank account to open the dispensary and additional assets stated in the business plan. Once again, we see an indifference to the facts and a prejudice to dismiss the applicant.

The 50 or so angry opponents to a Blackpoint dispensary who spoke out at the hearing were clearly homeowners worried about their property values which are completely unfounded considering that it would be practically invisible to the community with the rear entrance. Their outrage over the risk of increased crime and traffic danger was as unrealistic as the claim made that a teenager had smoked

marijuana and no longer knew what his name was. An attorney said that he would go down swinging before he would allow the Marin Supervisors to put one of these in his backyard. Another woman said she was afraid people would go from the dispensary to streets in the area and look for driveways where they could park and smoke their marijuana. She was worried she would have to sit at night looking out her window at her driveway. Most all these speakers concerns were right out of Reefer Madness from the 1950s.

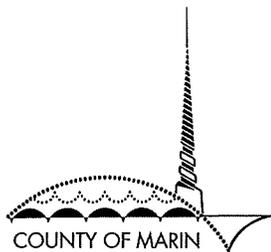
Prop 64 passed by over a 70% margin in Marin which indicates the general acceptance of legal and regulated cannabis use and a desire to see safe access to cannabis for Marin County residents. Let the County of Marin join other small communities like Malibu and allow dispensaries to open in spite of the fact that there is never going to be a perfect candidate or perfect location, only ones that meet the standards of reasonable discretion and appropriate standards.

Sincerely,

A handwritten signature in black ink, appearing to read 'A. K.', with a stylized flourish at the end.

Susie Krolicki
Applicant and Director
Marin Compassionate Caregivers

415-272-4529



Matthew H. Hymel
COUNTY ADMINISTRATOR

NOTICE OF DECISION
Medical Cannabis Dispensary License Application

Daniel Eilerman
ASSISTANT COUNTY
ADMINISTRATOR

April 10, 2017

Angela Nicholson
ASSISTANT COUNTY
ADMINISTRATOR

Susie Krolicki N.D.
160 Homestead Blvd.
Mill Valley, CA 94941

Marin County Civic Center
3501 Civic Center Drive
Suite 325
San Rafael, CA 94903
415 473 6358 T
415 473 4104 F
CRS Dial 711
www.marincounty.org/cao

RE: Marin Compassionate Caregivers Medical Cannabis Dispensary License Application
Application ID: 16-0045
5 Harbor Drive, Novato
Assessor's Parcel: 157-031-12

Dear Ms. Krolicki,

Thank you for submitting your application for a license to operate a medical cannabis dispensary at the above location pursuant to the County's medical cannabis dispensary ordinance (Ordinance 3639). Your application is one of ten proposals that were received by the County. After a careful and exhaustive review process, including consideration of comments from County staff, an advisory committee, and the public, I have reached a conclusion that none of the license applications will be approved. Consequently, I regret to inform you that your application has not been approved.

None of the proposed cannabis dispensary licenses met and exceeded all of the review criteria in Marin County Code Section 6.85.061 with the right combination of experienced applicant/operator, a location that adequately accommodates the use without neighborhood impacts, an operating plan that fits with the type and scale of the proposed dispensary use, and the requirements of Marin County Code Section 6.85.042. While I was the final decision-maker, if you are interested in learning about the comments I received, please contact Inge Lundegaard.

The advisory committee provided me with valuable information about the results of the public input process. I carefully investigated specific neighborhood concerns that were being raised in the public process. For example, I looked at the extent that any proposal might increase cannabis access to minors, specific

traffic concerns, etc. Then, looking at all of the information before me, I made my own assessment of all the review criteria listed in Marin County Code. I found public comments were particularly helpful in investigating whether the dispensary would “adversely affect the health, peace or safety of persons living or working in the surrounding area, overly burden a specific neighborhood with special needs or high impact uses, or contribute to a public nuisance . . .” under Marin County Code 6.85.061(L).

This decision illustrates the challenge in finding the right combination of operator and location to provide patients with safe access to medical cannabis locally. In light of this, I will be recommending the Board consider modifications to the medical cannabis dispensary ordinance that may include decoupling the selection of the operator from the location, reconsidering Marin’s absolute non-profit requirement and instead allowing State law to govern that subject, and/or establishing standards for delivery-only dispensaries. This effort could also be informed by proposed regulations for medical cannabis businesses that the State’s Bureau of Cannabis Regulation is anticipated to release later this year. I would encourage you to follow the progress of these efforts at www.marincounty.org/cannabis and to consider reapplying for a license in the future.

RIGHT TO APPEAL:

Pursuant to Marin County Code Section 6.85.063, you may appeal the decision to deny your license application by submitting a letter outlining the grounds on which the appeal is based along with an appeal fee of \$1,200 payable to the Community Development Agency within 10 business days from the date of this decision (by 4/24/2017). Please be advised that if an appeal is filed, your appeal will be heard by the Board of Supervisors on Tuesday, May 9, 2017 at or after 1:30 p.m.

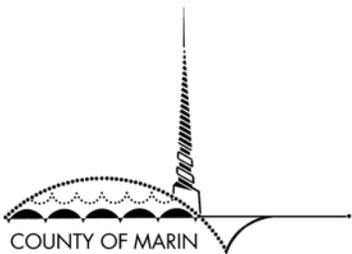
Sincerely,



Matthew Hymel
County Administrator

Cc: Board of Supervisors
Gurbax and Usha Sunak (6216 Pebble Beach Dr., Vallejo CA 94951)
Brian Dahl (700 Vallejo Ave. #130, Roseville CA 95678)
Peter Marshall (3530 Grandview Blvd., Los Angeles CA 90066)

Attachment: Medical Cannabis Advisory Committee Dispensary Applications Evaluation



Medical Cannabis Advisory Committee Medical Cannabis Dispensary Applications Evaluation

Executive Summary

A total of ten Medical Cannabis Dispensary applications were accepted for processing, four in Southern Marin, four in Northern Marin and two in Central/West Marin. Each application underwent a technical analysis by a Medical Cannabis Working Group, composed of representatives from eight County Departments that included Health and Human Services, Community Development Agency, Agricultural Weights & Measures, Public Works, Sheriff, County Counsel, Finance, and Administrator's Office. The Working Group analyzed each application for compliance with the standards required in the Medical Cannabis Dispensary Ordinance (No. 3639) and submittal requirements outlined in the Dispensary Application Guide. Application deficiencies were identified in addition to elements that exceeded standards.

The Working Group's analysis was provided to the Medical Cannabis Dispensary Advisory Committee (MCDAC), to assist with its review of each application and evaluation of the merits. The MCDAC also conducted three public meetings to provide an opportunity for the applicants to present their proposals to the Advisory Committee and community, and for the Committee to receive public input. In addition, comments in support and opposition were received from residents and community groups/agencies in the form of emails, letters, paper petitions, and Change.org petitions. MCDAC has compiled their evaluation findings and make the following advisory comments to the County Administrator.

All four applications in Southern Marin are located within the Tamalpais Valley community, along Shoreline Highway. All four applications had both strengths and areas of concerns. The Shoreline Health Center application was the strongest of the Tam Valley options and exceeded the ordinance standards in several areas of their application, including the Business, Operating, and Public Benefits Plan. However, there are concerns regarding the site's feasibility.

Northern Marin had four applications, three in the Black Point community and one in the Santa Venetia community. All four applications also had strengths and areas of concern. The Marin Community Partners Application was the strongest of the Northern Marin options and exceeded the ordinance standards in several areas of their application, including the Business and Operations Plan, and the Site and Improvements Plan. However, there was strong Community opposition to locating a Dispensary in the Black Point/Green Point communities. The application in Santa Venetia, Delta 11, had deficiencies in the Operating and Public Benefits Plan. However, this application had less community opposition.

Central/Western Marin had two applications, one in the San Geronimo Valley community and one in the East Shore Marshall community. Each application had unique strengths, but both had deficiencies in their Operating Plans, and the Site and Improvement Plans. In addition, the San Geronimo Valley application, Forest Knolls Wellness, had the largest community opposition response. There are also significant concerns regarding site feasibility of the Marshall application, Craftcanna Health Center.

Public Response

Public Response Summary

The table below summarizes the community’s response in both support and opposition to the proposed dispensaries, followed by details listed by community. Results were tabulated from written materials delivered to CDA via mail, email, petitions, and through online means such as Change.org. This data reflects one metric used to determine community sentiment. The results were screened to include only those who reside in Marin County given the focus of the County’s medical cannabis program to expand access to medical cannabis for residents of Marin County.

Dispensary	Location	Response
Southern Marin – Tamalpais Valley		
Access Marin Wellness Center	150 Shoreline Hwy., Mill Valley	Total: 851 responses (5% supported and 95% opposed)
Shoreline Health Center	200 Shoreline Hwy., Mill Valley	
Urban Hills	230 Shoreline Hwy., Mill Valley	
Crown Wellness	236 Shoreline Hwy., Mill Valley	
Northern Marin – Santa Venetia Community		
Delta 11	70 San Pablo, San Rafael	Total: 31 responses (19% supported and 81% opposed)
Northern Marin – Black Point and Green Point Communities		
Marin Compassionate Caregivers	5 Harbor Drive, Novato	Total: 511 responses (9% supported and 91% opposed)
Caregiver Compassion Group Relief Center	5 Harbor Drive, Novato	
Marin Community Partners	9 & 11 Harbor Drive, Novato	
Central Marin – San Geronimo Valley Community		
Forest Knolls Wellness	6700 Sir Francis Drake, Forest Knolls	Total: 1280 responses (13% supported and 87% opposed)
West Marin – East Shore Community		
Craftcanna Health Center	20105 State Route 1, Marshall	Total: 11 responses (100% opposed)

Marin County - general

- Received 13 letters in support for access to safe and quality Medical Cannabis in Marin.
- Received 3 letters in opposition to any Cannabis Dispensary in Marin.

Southern Marin – Tamalpais Valley Community

- Received 25 letters in support of a Dispensary in Tam Valley. Also, 14 of the 24 speakers at the Community Meeting were in support.
 - Reasons for support included the need for local access to quality Medical Cannabis in a safe Pharmacy environment.
- Received 2 letters from community groups in opposition, which included Sustainable Tamalmonite and the Mill Valley School District. Received 149 letters, and 647 Change.org petition signatures from Marin residents (30 not from Marin) in opposition to the four applications. Also, 10 of the 24 speakers at the Community Meeting were in opposition.
 - Concerns included proximity of Dispensaries to youth serving businesses, and Safe Routes to schools. Also, there were concerns with increasing Cannabis access to youths, plus traffic and home value impacts.
- Received 2 letters in support and 3 letters in opposition to the Access Marin application. Plus, 58 endorsements and 2 in opposition for the Access Marin applicant.
- Received 2 letters in support for the Shoreline Health Center application. Plus, 20 endorsements and 1 in opposition for the Shoreline Health Center applicants.
- Received 9 endorsements for the Urban Hills applicants.

Northern Marin – Santa Venetia Community

- Received 3 letters in support of a Dispensary in Santa Venetia. Also, 3 of the 8 speakers at the Community Meeting were in support.
 - Reasons for support included the need for local access to Medical Cannabis.
- Received a letter from the Santa Venetia Neighborhood Association which stated that they do not endorse the application, but have discussed the potential to accept donations from Delta 11 should they be awarded a license. Received 20 letters in opposition to the application. Also, 5 of the 8 speakers at the Community Meeting were in opposition.
 - Concerns included proximity of Dispensary to business visited by local youth, and Safe Routes to school. Also, there were concerns with traffic impacts, quantity of parking, and proximity to residences.
- Received 5 letters from former Delta 11 employees, including general managers, with concerns regarding applicant’s business practices.

Northern Marin – Black Point and Green Point Communities

- Received 3 letters in support of a Dispensary in the Black Point/Green Point area. Of the 50+ speakers at the public meeting, approximately 5 were in support. In addition, the owner of 5 Harbor Drive submitted a petition with 40 signatures in support of a Dispensary at that location.
 - Reasons for support included the need for local access to Medical Cannabis.
- Received 85 letters, and 333 paper petitions in opposition to the three applications. Also, approximately 45 of the 50+ speakers at the Community Meeting were in opposition to any Dispensary in the Black Point/Green Point Community.
 - Concerns included increased traffic, and its impact to the rural community, which has no public transit options. In addition, there were concerns of increased crime and slow emergency response times.

- Received 1 endorsement for the Caregiver Compassion Group Relief Center applicant.
- Received 3 endorsements for the Marin Compassionate Caregivers applicant.
- Received 13 letters in support for the Marin Community Partners application. Plus 6 endorsements for Marin Community Partners applicants and one letter in opposition.

Central Marin – San Geronimo Valley Community

- Received 6 letters in general support of a Dispensary in Central/West Marin. Approximately, 10 of the 80 speakers at the Community Meeting were in support of a Dispensary. In addition, the applicant initiated a Change.org petition and it received 156 signatures in support from Marin residents (472 received that were not from Marin).
 - Reasons for support included the need for local access to quality Medical Cannabis.
- Received 8 letters from community groups in opposition, including San Geronimo Valley Planning Group, San Geronimo Community Center, Marin County Office of Education, Lagunitas School District and the West Marin coalition for Healthy Kids. Received a petition with 21 signatures from the residents of the Forest Knolls Trailer Court, which is adjacent to the proposed dispensary. Received 252 emails, 413 paper petitions, 423 Change.org petition signatures from Marin residents (33 not from Marin), and approximately 70 speakers in opposition.
 - Concerns include impacts to youth whose path to school is in front of site, increased traffic, and displacement of existing Farm Stand business. In addition, there were concerns of increased crime and slow emergency response times. Also, multiple community members who attended the applicants “meet & greet” and meet Matt Shotwell, are concerned with his involvement with the Dispensary. The Applicant confirmed that he is a consultant and interested in purchasing the property, which is for sale.

West Marin – East Shore Community

- Received a letter from East Shore Planning Group in opposition. Received 8 letters from community members and 2 speakers in opposition.
 - Concerns included the use of a temporary structure, lack of adequate septic, water and parking. In addition, they were concerned with remoteness of the site and the viability of serving patients.
- Received 6 endorsements for the Craftcanna applicants, and one letter in opposition.

Application Evaluation Summary

The table below summarizes how each application met the Ordinance’s review criteria and operating requirements.

Dispensary	Location	Link to Page	Applicant (Experience, Background, etc.)	Plans (Business, Operating, etc.)	Site (neighborhood compatibility, etc.)
Southern Marin					
Access Marin Wellness Center	150 Shoreline Hwy., Mill Valley	link	No	No	No
Shoreline Health Center	200 Shoreline Hwy., Mill Valley	link	Yes	Yes	No
Urban Hills	230 Shoreline Hwy., Mill Valley	link	No	No	No
Crown Wellness	236 Shoreline Hwy., Mill Valley	link	No	No	No
Northern Marin					
Delta 11	70 San Pablo, San Rafael	link	No	No	Yes
Marin Compassionate Caregivers	5 Harbor Drive, Novato	link	No	No	No
Caregiver Compassion Group Relief Center	5 Harbor Drive, Novato	link	No	No	No
Marin Community Partners	9 & 11 Harbor Drive, Novato	link	Yes	Yes	No
Central & West Marin					
Forest Knolls Wellness	6700 Sir Francis Drake, Forest Knolls	link	No	No	No
Craftcanna Health Center	20105 State Route 1, Marshall	link	No	No	No

Access Marin Wellness - 150 Shoreline Hwy., Mill Valley

STRENGTHS

- Both applicants residing in Marin, and Robert Elam is a Tam Valley local who has been very involved in the community.
- Closed on weekends and before 11 a.m. M-F to reduce traffic impacts.
- New construction with proposed affordable housing above.
- Rigorous product testing plan.
- Robust employee benefits package and compensation.
- Comprehensive educational awareness program.
- Good access and response times for emergency services.

CONCERNS

- Development would require a Master Plan amendment, because existing Planning approval will expire May 10th 2017. A new development proposal would most likely require an EIR, and policies have changed significantly since last approval. Applicant estimated one year for entitlement process including construction, but our estimation is 3-4 years for completion.
- Site is within Flood Zone AE
- Concerns with financial solvency
- Staff training plan and security plan is insufficient.
- Applicants have minimal medical cannabis business experience.
 - Applicant, Robert Elam, has no experience in this area but it appears his law partner has some experience regarding cannabis law.
 - Elam partnered with Scott Perkins who runs a medical cannabis delivery service based in San Francisco, which started operating in 2015.

GENERAL COMMENTS

- This proposal is mostly an expansion of an existing delivery service based in San Francisco.
- Little experience running a small business and very little experience running a dispensary.
- Motivation from main owner Elam appears to be focused on community impacts vs. a passion for providing the best medicinal products to patients for their ailments.
- The public presentation focused on why they were better than the others, unlike any of the other 10 applicants, made a couple comments regarding crime and the safety of children in their presentation to support his application

ORDINANCE STANDARDS TECHNICAL REVIEW SUMMARY

	EXCEEDS	SUFFICIENT	DEFICIENT
Business Plan		✓	
Operating Plan			✓
Site and Improvement Plans		✓	
Security Plan			✓
Public Benefits Plan		✓	

Shoreline Health Center – 200 Shoreline Hwy., Mill Valley

STRENGTHS

- Applicant, John Siotos, is well known and respected small business owner of the Dipsea Restaurant for over 30 years.
- Applicant, Salwa Ibrahim, is the founder of Blum Oak Dispensary in Oakland. Applicant, Alexis Parle, is a founder of Green Remedy Collective Dispensary in Richmond and Telegraph Health Center in Oakland. Both bring extensive experience running dispensaries, and are active in industry organizations.
- Dipsea Restaurant currently serves 300 – 1,000 people a day. Dispensary operation is expected to reduce visits and be a net positive impact on traffic. In addition, they are proposing to open at 10 am, to reduce traffic impact during peak commute. Also, delivery is proposed to operate between 10 a.m. and 3 p.m., during non-peak traffic times.
- Comprehensive Operating Plan, including specifics on site management, patient tracking, and robust testing plan
- Extensive Public Benefits Plan, including designated community relations manager with 24 on-call staff. Also, includes diverse plan for community grants and educational awareness.
- Applicants held four community “meet & greets”, two in August prior to applying, one in October and one in January prior to the Public Meeting conducted by the Medical Cannabis Dispensary Advisory Committee.
- Good access and response times for emergency services.

CONCERNS

- Organized as a non-profit but registered with State as a general stock corporation. Bylaws indicate potential intention of converting to for-profit operation whenever permitted by State law, which begs longer term concern regarding non-profit requirement in Marin’s Ordinance.
- Site is within Flood Zone AE
- The application proposes 52 parking spaces (51 existing and 28 required); however 33 are located on land leased from Marin County Flood Control. The current lease does not expire until 2025, but the lease limits the site to restaurant use. An amendment to the lease would be required for a dispensary, and it’s unknown whether the Flood Control District Board would support an amendment.

GENERAL COMMENTS

- Application is clear, organized, well written and professional with focus to create a “Pharmacy” atmosphere.
- Passion from all three applicants comes through “...just how passionate we are about helping people find relief for their illnesses and chronic-often painful-conditions through safe and affordable medical cannabis.”
- Application includes references from Oakland’s Mayor and City Administrator.
- Diverse Advisory Board, including Marin members and a nurse.

ORDINANCE STANDARDS TECHNICAL REVIEW SUMMARY

	EXCEEDS	SUFFICIENT	DEFICIENT
Business Plan	✓		
Operating Plan	✓		
Site and Improvement Plans		✓	
Security Plan		✓	
Public Benefits Plan	✓		

Urban Hills – 230 Shoreline Hwy., Mill Valley

STRENGTHS

- Applicants and General Manager have experience running dispensaries.
- Applicants have small business experience.
- Proposing to open at 10 am, to reduce traffic impact during peak commute. Includes a delivery service.
- Included all administrative policies and procedures in application as well as employee handbook.
- Good access and response times for emergency services.

CONCERNS

- Site is within Flood Zone AE.
- Of the 20 proposed parking spaces, 8 are proposed to back out onto Shoreline Hwy.
- Business Plan was deficient and did not include employee benefits, vacation or medical.
- Public Benefits Plan’s outreach and community involvement was very limited. Did not meet living wage standards.

GENERAL COMMENTS

- Applicants are not Marin residents.

ORDINANCE STANDARDS TECHNICAL REVIEW SUMMARY

	EXCEEDS	SUFFICIENT	DEFICIENT
Business Plan			✓
Operating Plan			✓
Site and Improvement Plans		✓	
Security Plan		✓	
Public Benefits Plan			✓

Crown Wellness – 256 Shoreline Hwy., Mill Valley

STRENGTHS

- Applicant, John Fritzal who is from Colorado, has extensive industry experience with over 100 projects nationwide.
- Good access and response times for emergency services.
- Detailed plan for providing reduced pricing.

CONCERNS

- Financial documents limited and could not determine solvency.
- Use would require a Master Plan Amendment, as the use of the building is limited to Furniture sales under the existing Master Plan.
- Parking standards could not be determined because proposal did not provide details of all businesses sharing one parking lot, including the size of the dispensary building.
- Operating Plan is deficient and did not include details on patient limits, supply, testing, signage, patient and employee record keeping, or general site management.

GENERAL COMMENTS

- During the presentation, it seemed evident that the two Bay Area partners were not knowledgeable regarding Dispensary operations.
- This is a large out of state company.

ORDINANCE STANDARDS TECHNICAL REVIEW SUMMARY

	EXCEEDS	SUFFICIENT	DEFICIENT
Business Plan		✓	
Operating Plan			✓
Site and Improvement Plans			✓
Security Plan		✓	
Public Benefits Plan		✓	

Delta 11 – 70 San Pablo Ave., San Rafael

STRENGTHS

- Applicant, Alessandro Boggio is from Marin, and has been operating a Medical Cannabis delivery business in Marin for several years. Approximately 300 form letters of support from current members of delivery business were submitted with the application.
- Proposed facility would require minimal renovation and remodeling.
- Good access and response times for emergency services.

CONCERNS

- Organized as a non-profit but the actual Articles of Incorporation were not provided.
- Financial documents limited and could not determine solvency.
- An enforcement case was opened 4/25/16, because the Applicant was operating a Medical Cannabis Dispensary at 7 Mt Lassen Dr., San Rafael. The case was reopened on 10/5/16 because of a subsequent complaint. The site visit confirmed there was cannabis product onsite, which was removed and a follow-up visit on 11/14/16 confirmed the product had been removed. The Applicant maintained office space through November of 2016, then completely vacated.
- Operating Plan is deficient and did not include details on patient limits, supply, testing, signage, patient record keeping, or general site management.
- Public Benefits Plan’s community relations and educational awareness sections are very limited, and the living wage section stated they would meet state compliance, but no specifics.

GENERAL COMMENTS

- All proceeds above “reasonable business expenses” will go to neighborhood community group to determine which nonprofits get the proceeds.
- As proposed, the dispensary would require a minimum of 15 parking spaces, but only 12 spaces are proposed on site. An additional 8 spaces are proposed to be located on an adjoining property, however no evidence was provided to substantiate claim that the dispensary has legal access to 8 parking spaces on the adjoining lot.
- Operating hours proposed are, 9:00 a.m. to 9:00 p.m. 7 days a week, which is the maximum allowed by the Ordinance.
- The site is bordered on two sides by residences.

ORDINANCE STANDARDS TECHNICAL REVIEW SUMMARY

	EXCEEDS	SUFFICIENT	DEFICIENT
Business Plan		✓	
Operating Plan			✓
Site and Improvement Plans		✓	
Security Plan		✓	
Public Benefits Plan			✓

Marin Compassionate Caregivers – 5 Harbor Dr., Novato

STRENGTHS

- Applicant, Susie Krolicki, is a Naturopathic Doctor and a Marin resident.
- Articles of Incorporation do not include a conversion to a “For-Profit” structure.

CONCERNS

- Applicant has no dispensary management experience.
- Concerns with financial solvency.
- Site is within Flood Zone AE.
- Parking standards not met.
- Operating Plan is deficient and did not include details on patient limits, supply, testing, signage, patient and employee record keeping, or general site management.
- Public Benefits Plan’s community relations and educational awareness sections are very limited.
- Good access for emergency services, however response times are a concern.

GENERAL COMMENTS

- Based on presentation, applicants are dedicated to healing. This is being set up as a doctor’s office as opposed to a pharmacy/dispensary. The Director would be the one checking eligibility and making recommendations.
- A lot of heart to the applicant but no depth or experience.

ORDINANCE STANDARDS TECHNICAL REVIEW SUMMARY

	EXCEEDS	SUFFICIENT	DEFICIENT
Business Plan			✓
Operating Plan			✓
Site and Improvement Plans			✓
Security Plan			✓
Public Benefits Plan			✓

Caregiver Compassion Group Releaf Center – 5 Harbor Dr., Novato

STRENGTHS

- Applicants have opened and operated three dispensaries in Marin and Sonoma. Presently Sonoma facility operating as a delivery service. The Marin facility has been closed down.
- Applicant, Douglas Seiler, is a longtime resident in the Black Point neighborhood.
- Articles of Incorporation do not include a conversion to a “For-Profit” structure
- Rigorous testing plan
- They are partnering with a San Rafael testing company to do all testing and quality control.

CONCERNS

- Concerns with financial solvency.
- Site is within Flood Zone AE.
- Parking standards not met.
- Operating Plan is deficient and did not include details on patient limits, supply, testing, signage, patient and employee record keeping, or general site management.
- Public Benefits Plan’s community relations and educational awareness sections were very limited.
- Good access for emergency services, however response times are a concern.

GENERAL COMMENTS

- Presentation was disorganized.
- They did not have an adequate staffing plan; one was not included in application.

ORDINANCE STANDARDS TECHNICAL REVIEW SUMMARY

	EXCEEDS	SUFFICIENT	DEFICIENT
Business Plan		✓	
Operating Plan			✓
Site and Improvement Plans			✓
Security Plan		✓	
Public Benefits Plan			✓

Marin Community Partners - 11 Harbor Dr., Novato

STRENGTHS

- Applicant Timothy Schick is an executive from Berkeley Patients Group and brings extensive experience running dispensaries.
- Applicant, William Higgins, is a Marin resident and local business owner.
- Comprehensive Operating Plan, including specifics on site management, patient tracking, and rigorous testing plan
- Robust Security Plan, including staffing levels and surveillance cameras.
- Parking exceeds requirements
- Public Benefits Plan includes a Director of Communications and “good neighbor” policies.

CONCERNS

- Patient limit controls not outlined in detail
- Good access for emergency services, however response times are a concern given the location of the proposed site.

GENERAL COMMENTS

- Excellent presentation, “Leveraging Berkeley Patients Group 17 years of experience...”
- This application feels like a pharmacy and is staffed like one.
- Berkeley City Council declared October 31st to be Berkeley Patients Group day, recognizing its 10 years of contributions to the community.
- Dispensary is structured with two subsidiary LLC’s. Concerns with accountability if things go wrong?

ORDINANCE STANDARDS TECHNICAL REVIEW SUMMARY

	EXCEEDS	SUFFICIENT	DEFICIENT
Business Plan	✓		
Operating Plan	✓		
Site and Improvement Plans	✓		
Security Plan		✓	
Public Benefits Plan		✓	

Forrest Knolls Wellness – 6700 Sir Francis Drake Blvd., Forrest Knolls

STRENGTHS

- Applicant, Kip Baldwin, is a Marin resident.
- Public Benefits Plan includes designated community relations manager and educational awareness program. Also, identifies local community groups they would collaborate with and support.

CONCERNS

- Applicant, Kip Baldwin, has no dispensary or small business experience.
- Operating Plan was deficient and did not include details on patient limit controls, staff training and site management. Also, plan includes expansion to recreational distribution when legally allowed.
- Parking does not meet standards, and 7 spaces appear to encroach onto Caltrans right of way.
- Good access for emergency services, however response times are a concern.

GENERAL COMMENTS

- Easily accessible for West Marin residents.
- Concern regarding potential involvement of a reality television personality with notoriety in the cannabis industry.

ORDINANCE STANDARDS TECHNICAL REVIEW SUMMARY

	EXCEEDS	SUFFICIENT	DEFICIENT
Business Plan		✓	
Operating Plan			✓
Site and Improvement Plans			✓
Security Plan		✓	
Public Benefits Plan		✓	

Craftcanna Health Center – 20105 Highway One, Marshall

STRENGTHS

- Applicant, Jyoti Sroa, is well known and respected small business owner/operator of the Sroa family owned Lotus Indian Restaurants.
- Applicant, Aaron Godbout, has experience operating dispensaries in Colorado.
- Articles of Incorporation do not include a conversion to a “For-Profit” structure, and limits to Medical only.
- Public Benefits Plan includes reduced pricing plan, and client education plan.
- Renovation of historic site and provide affordable housing.

CONCERNS

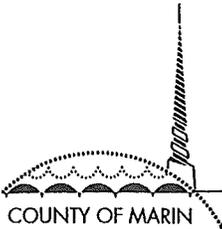
- The estimated construction schedule of 4 months for the temporary structure is underestimated and does not account for planning and building entitlements. Our estimation is 2-3 years to complete the entitlement process.
- Operating Plan does not include sufficient details on patient limit controls, and patient and employee record keeping.
- Parking does not meet standards, and proposed spaces appear to encroach onto Caltrans right of way.
- Emergency response times would be unpredictable, but most likely not be good as the facility lies in a very remote area of Marin.

GENERAL COMMENTS

- Existing businesses have a history of community contributions and assisting the underserved.
- Liked small business experience of Applicants but location and site complications are major issues.
- Delivery service focused, approximately 85% of business.

ORDINANCE STANDARDS TECHNICAL REVIEW SUMMARY

	EXCEEDS	SUFFICIENT	DEFICIENT
Business Plan		✓	
Operating Plan		✓	
Site and Improvement Plans			✓
Security Plan			✓
Public Benefits Plan		✓	



COMMUNITY DEVELOPMENT AGENCY
PLANNING DIVISION

MARIN COUNTY MEDICAL CANNABIS DISPENSARY LICENSE APPLICATION

TO BE COMPLETED BY PLANNING DEPARTMENT STAFF:

Date Received: _____

Receipt No: _____

Received By: _____ Review Fee Due: _____

(Make checks payable to: Marin County Planning Department)
Note: Fees may not be refunded in full if the application is withdrawn.

TO BE COMPLETED BY APPLICANT: (Please type or print legibly)

1. Dispensary Name: Marin Compassionate Caregivers
2. Dispensary Applicant (Principal): Susie Krolicki N.D.
3. Dispensary Address: 5 Harbor Drive City/Zip: Novato 94945
4. Assessor's Parcel No(s): 15703112 Zoning: Commercial
5. Applicant's Phone: 415-272-4529
6. Applicant's Address: 160 Homestead Blvd. City/Zip: Mill Valley, CA 94941
7. Applicant's Email: drmossd@sbglobal.net
8. Property Owner: Gurbax Sunak + Usha Rani Phone: 707-567-6742
9. Owner's Address: 6216 Pebble Beach Dr. City/Zip: Vallejo 94591
10. Owner's Email: paulsunak@live.com
11. Please indicate any other individuals/parties to receive correspondence:
 Name: Brian Dahl Address: 700 Vallejo Av. #130
Roseville, CA 95678
Peter Marshall 3530 Grandview Blvd.
Los Angeles, CA 90066
12. Dispensary Organization Status (include additional sheets if needed):
ARTS-MU filed with Secretary of State
Bylaws of organization

Please include proof of status, such as articles of incorporation, by-laws, partnership agreements, and other documentation as may be appropriate.

BOS ATTACHMENT 3

13. Dispensary Description (include additional sheets if needed):

Statement of Purpose of Dispensary

Purpose is to provide education and safe access to the highest standard cannabis medicine to our patient members, this is something I am well prepared to do due to my professional background and my highest intention to do so in a manner keeping with the spirit of Prop 215

14. Description of neighborhood around the Proposed Location, nearby uses, transit access to site, etc. (include additional sheets if needed):

The neighborhood is rather rural in nature with a lumber yard across the highway and a golf course nearby with a small number of residences in the immediate area.

15. Name and address of school closest to Proposed Location:

Novato High School 625 Arthur Street Novato CA 94947

"School" means an institution of learning for minors, whether public or private, offering a regular course of instruction required by the California Education Code. This definition includes an elementary school, middle or junior high school, senior high school, or any special institution of education, but it does not include a vocational or professional institution of higher education, including the College of Marin and any other college or university.

16. Name and address of youth oriented facility closest to Proposed Location:

Slade Park 593 Manuel Drive Novato CA 94945

"Youth-oriented facility" means a public park with play lots, playgrounds, athletic fields, and other amenities that are intended for use by minors or where the individuals who regularly use the facility are predominantly minors.

17. Name and address of smoke shop closest to Proposed Location:

"Smoke shop" means any tobacco retailer engaged in the sale and/or distribution of tobacco products or paraphernalia to the general public, excluding wholesale businesses, that either devotes 20% or more of floor area or display area to, or derives 75% or more of gross sales receipts from, the sale or exchange of tobacco products and/or tobacco paraphernalia.

Specialty Tobacco Outlet 925 Diablo Avenue Novato CA 94947

18. Name and address of existing medical cannabis dispensary closest to Proposed Location:

Earthart of Vallejo 310 Tennessee St. Vallejo CA 94590

APPLICANT/PRINCIPAL SIGNATURE:

I hereby authorize employees, agents, and/or consultants of the County of Marin to seek verification of the information contained in this application and to enter upon the subject property, as necessary, to inspect the premises and process this application. I understand that the information provided in this application (except the Security Plan) is public information and that the information may be circulated for public inspection and/or posted online. I hereby authorize the Planning Department to reproduce plans and exhibits as necessary for the processing of this application.

I hereby certify under penalty of perjury that I have read this application form and that to the best of my knowledge, the information in this application form and all the exhibits are complete and accurate. I understand that any misstatement or omission of the requested information or of any information subsequently requested shall be grounds for rejecting the application, deeming the application incomplete, denying the application, suspending or revoking a license issued on the basis of these or subsequent representations, or for the seeking of such other and further relief as may seem proper to the County of Marin. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this application was signed at

_____, California on August 30, 2016



Signature of Applicant

Signature of Plan Preparer (if different)

PROPERTY OWNER SIGNATURE:

I hereby certify under penalty of perjury that _____ has my consent to submit a Medical Cannabis Dispensary License application at the above-referenced subject property, and that this application was signed at

GURBAX SINGH SUNDAR, California on 8-30-16



Signature of Property Owner

11-1-2016

Statement of Owners' Consent

Susie Krolicki, the applicant, hereby swears under penalty of perjury, that I have the consent of Grubax Singh Sunak and Usha Rank Sunak, the owners of the property at 5 Harbor Drive in Novato, CA, to operate a dispensary at that location.



Susie Krolicki
Marin Compassionate Caregivers

Applicant Certification

I, Susie Krolicki, and on behalf of Marin Compassionate Caregivers, as the applicants for the dispensary license, hereby swear under penalty of perjury, that all of the information contained within the application is true and correct.



Susie Krolicki
Director, Marin Compassionate Caregivers

County Authorization

I, Susie Krolicki, and Marin Compassionate Caregivers, gives the County and its agents and employees permission to seek verification of the information contained within the application and to enter the property to inspect the premises, conduct monitoring and process the application.

A handwritten signature in black ink, consisting of a large, stylized 'A' followed by a 'K' with a long horizontal stroke extending to the right.

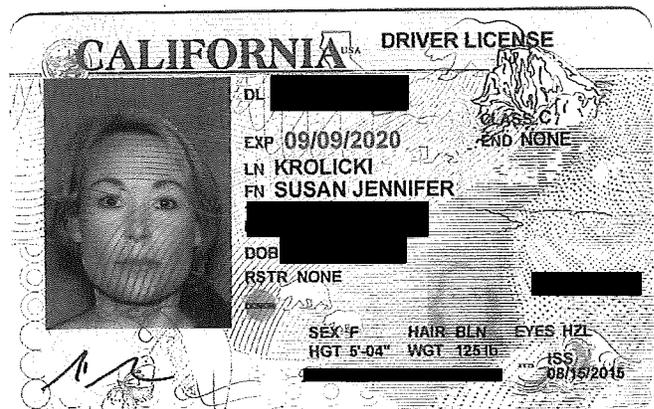
Susie Krolicki
Director, Marin Compassionate Caregivers

Applicant Information

1. Susan Jennifer Krolicki, maiden name is Susan Jennifer Moss, current address is 160 Homestead Blvd. Mill Valley, CA 94941 Phone Number: 415-272-4529. See attached letter of recommendation as proof I am a patient.
2. Mailing address is 160 Homestead Blvd. Mill Valley, CA 94941
3. Address last 3 years is the same as mailing address listed above.
4. See copy of driver's license below
5. My height is 5'2", weight is 130 lbs., eye color is brown and hair is blonde
6. See copy of Passport Photo below
7. Susie Krolicki
Employment History

For the past 3 years, I have been a stay at home mom for my 2 children, now 6 and 2 years of age. Now that they are getting a bit older, I am ready to start work again. My passion from my previous employment in this industry remains strong and has lead me to this next venture, the opening of a dispensary in Marin County. I worked, alongside Medical Doctors, seeing patients for medical marijuana, up until I took some time off to focus on my kids.

8. Tax Documents for the past 3 years are attached
9. Management will be under Susie Krolicki
10. Criminal Background. I spoke with Sarah Brown and she will get in touch with me once the Live Scan is working.
11. Employees shall include at least one security employee, one manager at all times and up to two additional staff employees for peak hours.



Physician's Statement & Recommendation

California Health and Safety Code Section 11362.5

Patient Name:	SUSAN JENNIFER KROLICKI		
Recommendation ID#:	[REDACTED]		
Date of issue:	08/23/2016	Date of expiration:	08/22/2017

The purpose of this medical marijuana recommendation is to clearly represent that the individual (i.e., patient) whose information is indicated on this recommendation is a patient who was evaluated by the California Licensed Physician whose name and license is indicated below who concluded that based on the patient's medical problems (i.e., medical conditions), he or she is permitted to possess and or cultivate medical marijuana in accordance with California Health and Safety Code Section 11362.5, Compassionate Use Act of 1996 (i.e., Proposition 215). The physician who evaluated said patient acts only as a consultant and NOT as a primary care provider. The patient confirms the fact that the potential medical benefits and risks of the use of medical marijuana were discussed with the physician during the evaluation. The patient further confirms the fact that they have been clearly informed NOT to drive, NOT to operate heavy machinery and NOT to engage in any activity that requires alertness while using medical marijuana.

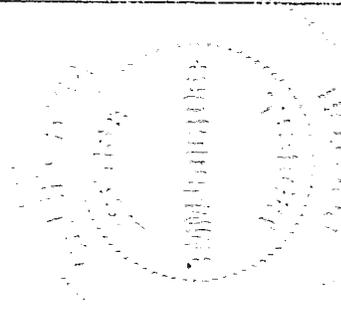
The patient assumes full medical and legal responsibility for any and all legal and health risks associated with the use of medical marijuana as a treatment option. The patient authorizes the physician (i.e., this office) to discuss the nature of their medical problems (i.e., conditions) and the information contained in this document only for verification purposes. The patient agrees to NOT transfer nor allow any other individual to use this recommendation neither on their behalf nor in any way whatsoever other than by the patient whose name is indicated herein.

The patient understand and agrees that this medical marijuana recommendation can be revoked by the physician (i.e., this office) if said terms and conditions are violated by the patient and or at any time without notice. By signing below, I confirm that I have been advised and fully understand the terms and conditions stated above and that the prolonged use of Medical Marijuana (i.e., Cannabis) in any form may cause damage to any of the organs and cells of the human body.

I understand that this recommendation is valid ONLY in the State of California and is void if used across state lines.

	24/7 Phone Verification:	(424) 835-1999	
	24/7 Online Verification:	http://verification420.com	

 www.medibooksystems.com	 www.verification420.com	 www.indicaonline.com
--	--	---

Physician Signature: 	Patient Signature: 
Physician Information GREGORY DOWBAK M.D. State of CA. License No:G25433 1884 MARKET STREET SAN FRANCISCO, CA, 94102 (415) 554-0171 - Main line (415) 449-3540 - Fax Wmjdctorsf@GMAIL.COM	

Address: 1884 MARKET STREET SAN FRANCISCO, CA, 94102 Phone: (415) 554-0171 - Main line	Bill To: SUSAN JENNIFER KROLICKI Address: 160 HOMESTEAD BLVD MILL VALLEY, CA, 94941
--	---

Description	Amount
Doctors Visit	\$49.00

Date 08/23/2016 Patient Signature 

MARIN COMPASSIONATE CAREGIVERS 00032

I, Peter Marshall,
Hereby state, under penalty of
perjury, that the following is
true & correct:

I have resided at 3530 Grand View
Blvd
L.A, CA 90066

Since 1979.

past employment: includes self-employed
musician/music instructor since 1968,
and working as a consultant (1994-2013)
for the Better Business Bureau,
Southern California Chapter.

I have served on the Board of Directors
of Malibu Community Collective in 2013 & 2014,
and served as President of Robertson
Caregivers Beverlywood from 2010 to 2014

Peter Marshall
12/2/2016

CALIFORNIA DRIVER LICENSE



DL [REDACTED]
EXP 12/14/2018 CLASS C
LN MARSHALL END NONE
FN PETER
DOB [REDACTED]
RSTR NONE

SEX M HAIR BRN EYES HZL
HGT 5'-08" WGT 165 lb
ISS 12/06/2013

Peter Marshall

MARIN COMPASSIONATE CAREGIVERS 00034

ROBERT S. PALLAS M.D

Patient: **PETER MARSHALL**

REC. ID: [REDACTED]

Date of Recommendation: **12/22/2015**

Recommendation Valid Until: **12/22/2016**

Physician Statement and Recommendation

Pursuant to California's Health and Safety Code Section 11362.5

The purpose of this medical document is to identify this individual as a patient whose possession and/or cultivation of medical cannabis is permissible pursuant to California Health and Safety Code Section 11362.5 and Senate Bill 420.

This affirms the patient listed above has been examined and evaluated by the physician indicated on this document and that the physician is licensed to practice medicine in the State of California. It is their assessment that the above-mentioned patient qualifies under California Health and Safety Code Section 11362.5 for the use of cannabis for medical purposes. If this patient chooses to use cannabis therapeutically, the staff of the clinic indicated on this document will continue to monitor the status of this patient. The physician acts only as a consultant, not a primary care provider. This patient assumes full responsibility for any and all risks associated with this treatment option. The physician has discussed the potential medical benefits and risks of cannabis use.

For 24-HOUR ONLINE VERIFICATION of the information on this document, please

visit our website at: <http://www.herbmedicalcenter.com>

For 24-HOUR PHONE VERIFICATION of the information on this document,

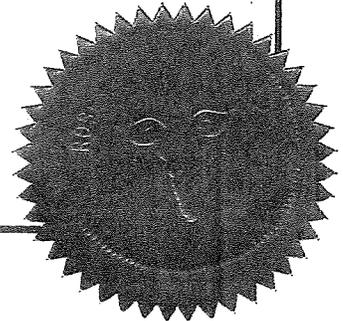
Please call: (866) 602-7012

Authorized Signature: _____

Patient Signature: _____

Robert S. Pallas M.D.
License Number: A 32895

11312 Venice Blvd.,
Los Angeles, CA 90066
Phone number: (310) 313 3161



3941826

ARTS-MU Articles of Incorporation of a Nonprofit Mutual Benefit Corporation

To form a nonprofit mutual benefit corporation in California, you can fill out this form or prepare your own document, and submit for filing along with:

- A \$30 filing fee.
- A separate, non-refundable \$15 service fee also must be included, if you drop off the completed form or document.

Important! Nonprofit corporations in California are not automatically exempt from paying California franchise tax or income tax each year. For information about tax requirements and/or applying for tax-exempt status in California, go to https://www.ftb.ca.gov/businesses/exempt_organizations or call the California Franchise Tax Board at (916) 845-4171.

Note: Before submitting this form, you should consult with a private attorney for advice about your specific business needs.

This Space For Office Use Only

FILED
 Secretary of State
 State of California
 1cc AUG 30 2016
 MA

For questions about this form, go to www.sos.ca.gov/business/be/filing-tips.htm

Corporate Name (List the proposed corporate name. Go to www.sos.ca.gov/business/be/name-availability.htm for general corporate name requirements and restrictions.)

① The name of the corporation is Marin Compassionate Caregivers

Corporate Purpose

② This corporation is a nonprofit Mutual Benefit Corporation organized under the Nonprofit Mutual Benefit Corporation Law. The purpose of this corporation is to engage in any lawful act or activity, other than credit union business, for which a corporation may be organized under such law.

Service of Process (List a California resident or an active 1505 corporation in California that agrees to be your initial agent to accept service of process in case your corporation is sued. You may list any adult who lives in California. You may not list your own corporation as the agent. Do not list an address if the agent is a 1505 corporation as the address for service of process is already on file.)

③ a. Susie Krolicki

Agent's Name

b. 160 Homestead Blvd.

Mill Valley

CA 94941

Agent's Street Address (if agent is not a corporation) - Do not list a P.O. Box City (no abbreviations) State Zip

Corporate Addresses

④ a. 160 Homestead Blvd.

Mill Valley CA 94941

Initial Street Address of Corporation - Do not list a P.O. Box City (no abbreviations) State Zip

b.

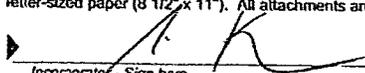
Initial Mailing Address of Corporation, if different from 4a City (no abbreviations) State Zip

Additional Statements (The following statements are for tax-exempt status in California.)

⑤ a. The specific purpose of this corporation is to Operate a licensed dispensary in Marin County

b. Notwithstanding any of the above statements of purposes and powers, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the specific purposes of this corporation.

This form must be signed by each incorporator. If you need more space, attach extra pages that are 1-sided and on standard letter-sized paper (8 1/2" x 11"). All attachments are made part of these articles of incorporation.


Incorporator - Sign here

Susie Krolicki

Print your name here

Make check/money order payable to: Secretary of State
Upon filing, we will return one (1) uncertified copy of your filed document for free, and will certify the copy upon request and payment of a \$5 certification fee.

By Mail
Secretary of State
Business Entities, P.O. Box 944260
Sacramento, CA 94244-2600

Drop-Off
Secretary of State
1500 11th Street, 3rd Floor
Sacramento, CA 95814

Corporations Code §§ 7130-7137 et seq., Revenue and Taxation Code §§ 23151 et seq. and 23161 et seq.
ARTS-MU (EST 05/2013)

2013 California Secretary of State
www.sos.ca.gov/business



I hereby certify that the foregoing transcript of _____ page(s) is a full, true and correct copy of the original record in the custody of the California Secretary of State's office.

SEP - 9 2016 *Ar*

Date: _____

Alex Padilla

ALEX PADILLA, Secretary of State

MARIN COMPASSIONATE CAREGIVERS 00037

**BYLAWS OF
MARIN COMPASSIONATE CAREGIVERS**

**ARTICLE I
NAME**

The name of this corporation is MARIN COMPASSINATE CAREGIVERS.

**ARTICLE II
OFFICES AND AGENTS**

1. **Principal Executive Office.** The principal executive office for the transaction of business of the corporation is located at 160 Homestead Blvd., Mill Valley, CA 94941.

The location of the principal executive office may be changed by approval of a majority of the authorized Directors, and additional offices may be established and maintained at such other place or places, either within or without the State of California, as the Board of Directors may from time to time designate. However, the authorized Directors have already approved moving the principal executive office of the corporation to 5 Novato Drive, Novato, CA 94945, at such time as the County of Marin approves the corporation's application to operate a medical marijuana business out of that address.

2. **Other Offices.** Branch or subordinate offices may at any time be established by the Board of Directors at any place or places where the corporation is qualified to do business.

3. **Registered Agents.** The corporation shall have and maintain a registered agent within the State of California and within all other states in which it is required by applicable law.

**ARTICLE III
PURPOSES AND LIMITATIONS**

1. **Purposes.** This corporation is a nonprofit mutual benefit corporation organized under the Nonprofit Mutual Benefit Corporation Law. The purpose of this corporation is to engage in any lawful act or activity for which a corporation may be organized under such law. Without limiting the generality of the foregoing, the specific purpose of the corporation is to provide a variety of holistic health services to its members, including, but not limited to, enabling its member qualified patients and member primary caregivers to cooperate in order to cultivate and provide medical marijuana for an among themselves pursuant to California Health & Safety Code § 11362.775 and in accordance with (a) California Health and Safety Code § 11362.5 ("Compassionate Use Act of 1996"), (b) Article 2.5, commencing with § 11362.7, to Chapter 6 of Division 10 of the California Health and Safety Code ("SB 420"),

and; (c) the 2008 California Attorney General Guidelines ("AG Guidelines").

2. **Limitations.** Notwithstanding any other provision of these bylaws, the corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes for which the corporation is organized as herein set forth.

The property, assets, profits and net income are dedicated irrevocably to the purposes set forth in Section 3.01 above. No part of the profits or net earnings, of this corporation shall ever inure to the benefit of any of its Directors, trustees, officers, members, employees or to the benefit of any private individual.

ARTICLE IV **MEMBERSHIP**

1. **Member Qualifications.** Qualified patients and/or persons with: (1) a valid identification card from the Department of Health and Safety, and/or (2) a valid physician's recommendation, who associate within the State of California in order collectively or cooperatively to cultivate marijuana for medical purposes and who have designated Patients Corp. as their designated primary caregivers, may become a member of said non-profit entity.

2. **Voting.** Members shall have no voting rights.

3. **Membership Renewal.** Membership is renewed annually upon verification that the renewing member continues to meet all membership requirements. Specifically, membership is renewed annually upon the member's presentation of a valid physicians' recommendation or a valid identification card form the Department of Health and Safety for the applicable renewal period.

4. Termination or Suspension of Membership.

4.1. **Causes of Termination.** A membership shall terminate on occurrence of any of the following events:

- (a) Resignation of a member, on written notice to the corporation;
- (b) Occurrence of any event that renders a member ineligible for membership or failure to satisfy membership class qualifications;
- (c) Expulsion of the member under Section 4.4.3 of these bylaws, based on the good faith determination by the Board or a committee or person authorized by the Board to make such a determination, that the member has failed in a material and serious degree to observe the rules of conduct of the corporation, or has engaged in conduct materially and seriously prejudicial to the purposes and interests of the

corporation

4.2. Suspension of Membership. A member may be suspended, under Section 4.3. of these bylaws, in the absolute discretion of the Board, if the circumstances set forth in Sections 4.4.1 (b) or (c) exist. A suspended member may be reinstated only upon approval of the Board of Directors by a majority vote of the directors then in office at their absolute discretion.

3. Procedure for Termination or Suspension of Membership. If grounds appear to exist for expulsion or suspension of a member under section 4.4.1 and 4.4.2 of these bylaws, the procedure set forth below shall be followed:

- (a) The member shall be given fifteen (15) days' prior notice of the proposed expulsion or suspension and the reasons for the proposed expulsion or suspension. Notice shall be given by any method reasonably calculated to provide actual notice and may be sent electronically.
- (b) The member shall be given an opportunity to be heard, either orally or in writing, at least five (5) days before the effective date of the proposed action. The hearing shall be held, or the written statement considered, by the Board or by a committee or person authorized by the Board to determine whether the expulsion or suspension should take place;
- (c) The Board, such committee, or such person shall decide whether or not the member should be expelled, suspended, or sanctioned in some other way. The decision of the Board, such committee, or such person shall be final;
- (d) Any judicial or administrative action challenging an expulsion, suspension, or termination of membership, including a claim alleging defective notice, must be commenced within one (1) year after the effective date of the expulsion, suspension, or termination.

ARTICLE V **DIRECTORS**

1. Powers.

1.1. General Corporate Powers. Subject to the provisions and limitations of the California Nonprofit Mutual Benefit Corporation Law and any other applicable laws, and subject to any limitations in the articles of incorporation and bylaws regarding actions that require the approval of the members, the corporation's activities and affairs shall be managed, and all corporate power shall be exercised, by or under the Board's direction.

1.2. Specific Powers. Without prejudice to the general powers set forth in Section 5.1.1 of these bylaws, but subject to the same limitations, the directors shall have the power to:

- (a) Appoint and remove at the pleasure of the Board all the corporation's officers, agents, and employees, prescribe powers and duties for them that are consistent with the law, with the articles of incorporation, and with these bylaws; and fix their compensation and require from them security for faithful performance of their duties;
- (b) Change the principal office or the principal business office in California from one location to another; cause the corporation to be qualified to conduct its activities in any other state, territory, dependency, or country; conduct its activities within or outside California; and designate any place within or outside California for holding any meeting of members;
- (c) Adopt and use a corporate seal; prescribe the forms of membership certificates consistent with the provisions of Section 7313 of the California Corporations Code; and alter the form of the seal and certificates;
- (d) Borrow money and incur indebtedness on behalf of the corporation and cause to be executed and delivered for the corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt and securities.

2. **Number of Directors.** The Board of directors shall consist of at least two (2) but no more than thirty (30) directors until changed by amendment to these bylaws.

3. **Election of Directors.** Each director shall hold office for a term of one year and until a successor director has been elected and qualified. Directors shall be elected by the majority vote of the members of the Board then in office, whether or not less than a quorum, or by a sole remaining Director at its regular annual meeting. Directors shall be eligible for re-election without limitation on the number of terms they may serve.

4. Vacancies on Board.

4.1. Events Causing Vacancy. A vacancy or vacancies in the Board of Directors shall exist on the occurrence of the following: (a) the death, resignation, or removal of any director, (b) the declaration by resolution of the Board of a vacancy in the office of a director who has been declared of unsound mind by an order of court or convicted of a felony, (c) the increase of the authorized number of directors.

4.2. Resignations. Except as provided below, any director may resign by giving written notice to the chairperson of the Board, if any, or to the president or the secretary of the Board. The resignation shall be effective when the notice is given unless specifies a later time for the resignation to become effective.

4.3. Removal. Any director may be removed from such office by a majority vote of the remaining directors at any regular or special meeting called expressly for that purpose for: (1) failure to act in the best interests of the Corporation, (2) engaging in activities or exercising any powers that are not in furtherance of the purpose of the Corporation; or (3) lack of sympathy to the stated purpose of the Corporation.

4.4. Filling Vacancies. Vacancies in the Board of Directors may be filled (a) by a majority vote of the remaining directors at a meeting, or (b) if the number of directors is less than a quorum, by (1) unanimous written consent of the directors then in office, or
(2) by the affirmative vote of a majority of the directors then in office at a meeting.

5. Meetings of the Board of Directors.

5.1. Place. Meetings of the Board shall be held at any place within or outside California that has been designated by resolution of the Board or in the notice of the meeting or, if not so designated, at the principal office of the corporation.

5.2. Meetings by Telephone. Any meeting may be held by conference telephone or similar communication equipment, so long as all directors participating in the meeting can hear one another. All such directors shall be deemed to be present in person at such a meeting

5.3. Annual and Regular Meetings. The Board shall hold an annual meeting in conjunction with the regularly scheduled Board meeting in the month of January of each year for the purpose of organization, election of officers and the transaction of other business; provided, however, that the Board may fix another time for the holding of its annual meeting. Notice of this meeting shall not be required.

5.4. Other Regular Meetings. Other regular meetings of the Board may be held without notice at such time and place as the Board may fix from time to time.

5.5. Special Meetings.

(a) **Authority to Call.** Special meetings of the Board for any purpose may be called at any time by the chairperson of the Board, any vice chairperson, the secretary, the treasurer, or any two directors.

(b) **Notice.**

1. **Manner of Giving Notice.** Notice of the time and place of

special meetings shall be given to each director by one of the following methods:

- i. By personal delivery of written notice;
 - ii. By first-class mail, postage pre-paid;
 - iii. By telephone, either directly to the director or to a person at the director's office who would reasonably be expected to communicate that notice promptly to the director; or
 - iv. By facsimile.
2. **Time Requirements.** Notices sent by first-class mail shall be deposited in the United States mails at least four (4) days before the time set for the meeting. Notices given by personal delivery, telephone, facsimile, or electronic mail shall be delivered, telephoned, transmitted at least forty-eight (48) hours before the time set for the meeting.
3. **Notice Contents.** The notice shall state the time of the meeting, and the place if the place is other than the principal office of the corporation. It need not specify the purpose of the meeting

5.6. **Quorum.** A majority of the members of the Board shall constitute a quorum for the transaction of business, except to adjourn. Subject to any more stringent provisions of the California Nonprofit Mutual Benefit Corporation Law, every action taken or decision made by a majority of the directors then in office at a duly held meeting at which a quorum is present shall be the act of the Board, including, without limitation, those provisions relating to (a) approval of contracts or transactions between the corporation and one or more directors or between the corporation and any entity in which a director has a material financial interest, (b) creation of and appointments to committees of the Board; and, (c) indemnification of directors. A meeting at which a quorum is initially present may continue to transact business, despite the withdrawal of directors, if any action taken or decision made is approved by the majority of the directors then in office.

5.7. **Waiver of Notice.** Notice of a meeting need not be given to any director who, either before or after the meeting, signs a waiver of notice, a written consent to the holding of the meeting, or an approval of the minutes of the meeting. The waiver of notice or consent need not specify the purpose of the meeting. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meetings. Notice of meeting need not be given for regular meetings of

the Board and the annual meeting of the Board as specified in Sections 5.5.3 and 5.5.4.

Furthermore, notice of a meeting need not be given to any director who attends the meeting and does not protest, before or at the commencement of the meeting as to the lack of notice to him or her.

5.8. Adjournment. A majority of the directors present, whether or not a quorum is present, may adjourn any meeting to another time and place.

5.9. Notice of Adjourned Meeting. Notice of the time and place of holding an adjourned meeting need not be given unless the original meeting is adjourned for more than 24 hours. If the original meeting is adjourned for more than 24 hours, notice of any adjournment to another time and place shall be given, before the time of the adjourned meeting, to the directors who were not present at the time of the adjournment.

5.10. Action Without a Meeting. Any action that the Board is required or permitted to take may be taken without a meeting if all members of the board consent in writing to that action. Such action by written consent shall have the same force and effect as any other validly approved action of the Board. All such consents shall be filed with the minutes of the proceedings of the Board. A written consent may, to the extent permitted by applicable law, be solicited and provided by electronic mail or facsimile, so long as the response contains an actual, facsimile or electronic signature clearly indicating the Board member's assent to the proposition.

5.11. Compensation and Reimbursement. Directors will receive no Compensation for their services, but may receive such reimbursement of expenses, as may be determined by Board resolution to be just and reasonable as to the corporation at the time the resolution is adopted.

ARTICLE VI

OFFICERS - MANAGEMENT

6.1 Officers of the Corporation. The officers of the corporation shall be a Secretary, a Chief Executive Officer and a Chief Financial Officer. The corporation may also have, at the discretion of the Board of Directors, a Chairman of the Board, one or more Vice Presidents, one or more Assistant Secretaries, one or more Assistant Treasurers, and such other officers as may be appointed in accordance with the provisions of Section 6.3. Any number of offices may be held by the same person. Any two or more offices may be held simultaneously by the same person, except the offices of President and Secretary.

6.2. Election of Officers. The officers of the corporation, except those appointed in accordance with the provisions of Section 6.3 of this Article, shall be chosen by the Board of Directors, and each shall serve at the pleasure of the Board, subject to the rights, if any, of an officer under any contract of employment.

3. **Other Officers.** The Board may appoint and may authorize the chairperson of the

Board, the president, or other officer to appoint any other officers that the corporation may

require. Each officer so appointed shall have the title, hold office for the period, have the authority, and perform the duties specified in the bylaws or determined by the Board.

4. **Resignation of Officers.** Any officer may resign at any time by giving written notice to the corporation. The resignation shall take effect as of the date the notice is received or at any later time specified in the notice and, unless otherwise specified in the notice, the resignation need not be accepted to be effective. Any resignation shall be without prejudice to the rights, if any, of the corporation under any contract to which the officer is a party.

5. **Removal of Officer.** Subject to the rights, if any, of an officer under any contract of employment, any officer may be removed, with or without cause, by the Board of Directors, or except in case of an officer chosen by the Board of Directors, by an officer on whom such power of removal may be conferred by the Board of Directors.

6. **Vacancies in Office.** A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these bylaws for regular appointments to that office, provided, however, that vacancies need not be filled on an annual basis.

7. **Responsibilities of Officers.**

7.1. Chairman of the Board. The Chairman of the Board, if such an officer be elected, shall, if present, preside at meetings of the Board of Directors and exercise and perform such other powers and duties as may be from time to time assigned by the Board of Directors or prescribed by the Bylaws.

7.2. President/Chief Executive Office. Subject to the control of the Board of Directors, the President shall have general supervision, direction and control of the business and officers of the corporation. He or she shall preside at all meetings of the Board of Directors in the absence of the Chairman of the Board. The President shall be ex officio a member of all the standing committees, including the Executive Committee, if any, and shall have the general powers and duties of management usually vested in the office of the President of a corporation, and shall have such other powers and duties as may be prescribed by the Board of Directors or the Bylaws.

3. Vice-President. In the absence or disability of the President, the Vice President shall perform all duties of the President. When so acting, a Vice-President shall have all powers of and be subject to all restrictions on the President. The Vice-President shall have such other powers and perform such other duties as the Board or the bylaws may prescribe.

4. Secretary.

(a) Book of Minutes. The secretary shall keep or cause to be kept, at the corporation's principal office or such other place as the Board may

direct, a book of minutes of all meetings, proceedings, and actions of

the Board, of committees of the Board, and of members' meetings. The minutes of meetings shall include the time and place of holding, whether the meeting was annual, regular, or special and, if special, how authorized, the notice given, the names of those present at Board and committee meetings, and the number of members present or represented at members' meetings. The secretary shall keep or cause to be kept, at the principal office, a copy of the articles of incorporation and bylaws, as amended to date.

- (b) Membership Records. The secretary shall keep or cause to be kept, at the corporation's principal office or at a place determined by Board resolution, a record of the corporation's members, showing each member's name, address, and class of membership.
- (c) Notices, Seal, and Other Duties. The secretary shall give, or cause to be given, notice of all meetings of members, of the Board, and of committees of the Board required by these bylaws to be given. The secretary shall keep the corporate seal in safe custody and shall have such other powers and perform such other duties as the Board or the bylaws may prescribe.

5. Chief Financial Officer

- (a) Books of Account. The chief financial officer of the corporation shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the corporation's properties and transactions. The Treasurer shall send or cause to be given to the members and directors such financial statements and reports as are required by law, by these bylaws, or by the board to be given. The books of account shall be open to inspection by any director at all reasonable times
- (b) Deposit and Disbursement of Money and Valuables. The chief financial officer shall deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the corporation with such depositories as the Board may designate, shall disburse the corporation's funds as the Board may order, shall render to the president, chairperson of the Board, if any, and the Board, when requested, an account of all transactions as chief financial officer and of the financial condition of the corporation, and shall have such other powers and perform such other duties as the Board or the bylaws may prescribe.

6. Treasurer. The treasurer shall make a report at each Board meeting. Treasurer shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Board members and the public.

6.8 Initial Officers and Board Members. The initial board members of the corporation shall be Susan Krolicki, Peter Marshall and Brian Dahl. The initial officers of the corporation shall be Susan Krolicki as Chief Executive Officer, Peter Marshall as Secretary and Brian Dahl as Chief Financial Officer.

ARTICLE VII
IDEMNIFICATION AND INSURANCE

1. Indemnification

1.1. Right of Indemnity. To the fullest extent permitted by law, this corporation shall indemnify its directors, officers, employees, and other persons described in Section 5238(a) of the California Corporations Code, including persons formerly occupying any such position, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any “proceeding,” as that term is used in that section, and including an action by or in the right of the corporation, by reason of the fact that the person is or was a person described in that section. “Expenses,” as used in this bylaw, shall have the same meaning as in Section 5238(a) of the California Corporations Code.

1.2. Approval of Indemnity. Upon written request to the Board by any person seeking indemnification under Section 5328(b) or Section 5328(c) of the California Corporations Code, the Board promptly shall determine under Section 5328(e) of the California Corporations Code whether the applicable standard of conduct set forth in Section 5328(b) or Section 5328(c) has been met and, if so, the Board shall authorize indemnification. If the Board cannot authorize indemnification because the number of directors who are parties to the proceeding with respect to which indemnification is sought prevents the formation of a quorum of directors who are not parties to that proceeding, the Board or the attorney or other person rendering services in connection with the defense shall apply to the Court in which such proceeding is or was pending to determine whether the applicable standard of conduct set forth in Section 5238(b) or Section 5238(c) has been met.

1.3. Advancement of Expenses. To the fullest extent permitted by law and except as otherwise determined by the Board in a specific instance, expenses incurred by a person seeking indemnification under these Bylaws in defending any proceeding covered by these Bylaws shall be advanced by the corporation before final disposition of the proceeding, on receipt by the corporation of an undertaking by or on behalf of that person that the advance will be repaid unless it is ultimately determined that the person is entitled to be indemnified by the corporation for those expenses.

2. **Insurance.** The corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its officers, directors, employees, and other

agents, against any liability asserted against or incurred by any officer, director, employee, or agent in such capacity or arising out of the officer's director's employee's or agent's status as such.

ARTICLE VIII
RECORDS & REPORTS

1. **Maintenance of Corporate Records.** The corporation shall keep:

- (a) Adequate and correct books and records of account;
- (b) Written minutes of the proceedings of its members, Board, and committees of the Board; and
- (c) A record of each member's name, address, and class of membership.

2. **Inspection Rights.** Every Director shall have the absolute right at any reasonable time to inspect and copy all books, records, and documents of every kind and to inspect the physical properties of the corporation of which such person is a Director and also of its subsidiary corporations, domestic or foreign. Such inspection by a Director may be made in person or by agent or attorney and the right of inspection includes the right to copy and make extracts of documents.

3. **Annual Report.** The corporation shall prepare an annual report within one hundred twenty (120) days after the end of the corporation's fiscal year. That report shall contain the following information in appropriate detail:

- (a) The assets and liabilities, including the trust funds, of the corporation as of the end of the fiscal year.
- (b) The principal changes in assets and liabilities, including trust funds, during the fiscal year.
- (c) The expenses or disbursements of the corporation for the fiscal year.
- (d) A statement of the place where the names and addresses of current members are located; and
- (e) Any information that is required by Section 8.4 of these bylaws.

The corporation shall notify each member annually of the member's right to receive a financial report under this section. Except as provided in the following paragraph, on written request by a member, the Board shall promptly cause the most recent annual report to be sent to the requesting member.

4. **Annual Statement of Certain Transactions and Indemnifications.** The corporation shall prepare annually and mail or deliver to its members and furnish to its directors a statement

of any transaction or indemnification of the following kinds within one hundred twenty (120) days after the end of the corporation's fiscal year:

- (a) Any transaction to which the corporation, its parent or its subsidiary was a party, and in which any director or officer of the corporation, its parent or subsidiary (but mere common directorship shall not be considered such an interest) had a direct or indirect material financial interest, if such transaction involved over fifty thousand dollars (\$50,000.00), or was one of a number of transaction with the same person involving, in the aggregate, over fifty thousand dollars (\$50,000.00);
- (b) Any indemnifications or advances aggregating more than ten thousand dollars (\$10,000.00) paid during the fiscal year to any officer or Director of the corporation pursuant to Section 7.1 hereof.

The statement shall include a brief description of the transaction, the names of interested persons involved, their relationship to the corporation, the nature of their interest in the transaction, and, when practicable, the amount of that interest, provided that, in the case of a partnership in which such person is a partner, only the interest of the partnership need be stated.

ARTICLE VIX

AMENDMENTS TO BYLAWS AND CONSTRUCTION

1. **Amendments by the Board.** The bylaws may be amended or repealed and new bylaws may be adopted by a majority vote of the Board.
2. **Limitations of Amendment of Bylaws.** Where any provision of these bylaws requires the vote of a larger proportion of the Directors than otherwise is required by laws, such provision may not be altered, amended, or repealed except by the vote of such greater number. No amendment may extend the term of a Director beyond that for which such Director was elected.
3. **Maintenance of Records.** The Secretary of the corporation shall see that a true and correct copy of all amendments of the bylaws, duly certified by the Secretary, is attached to the official bylaws of the corporation and is maintained with the official records of the corporation and the principal office of the corporation.

ARTICLE X

CONSTRUCTION AND INTERPRETATION

Unless the context requires otherwise, the general provision rules of construction and definitions in the California Nonprofit Mutual Benefit Corporation Law shall govern the Bylaws. Without limiting the generality of this provision, the singular number includes plural, the plural number includes the singular. These Bylaws (and any amendments thereto) shall not be

construed in a manner inconsistent with the Articles of Incorporation or the applicable provisions of the California Nonprofit Mutual Benefit Corporation Law.

CERTIFICATE OF APPROVAL

I, the undersigned, certify that I am presently elected and acting Chief Executive Officer of MARIN COMPASSIONATE CAREGIVERS, a California Nonprofit Mutual Benefit Corporation, and the above Bylaws, are the Bylaws of this corporation as adopted at a meeting of the Board of Directors held on August 30, 2016.

Executed on August 30, 2016 in Mill Valley, California.

Susan Krolicki
Name


Signature of Chief Executive Officer



Marin Compassionate Caregivers

Business Plan

It is our mission to provide safe access to quality controlled cannabis medicine. Our intention is to provide this service to meet the needs of the legitimate patients of Marin County.

Compassion - Service - Education

Marin Compassionate Caregivers Business Plan

Compliance with Ordinance 3639 & Other Medical Cannabis Laws

Marin Compassionate Caregivers Business Plan is in strict compliance with Marin County Ordinance 3639, Proposition 215, Senate Bill 420, the Attorney General Guidelines for Security and Non-Diversion of Marijuana Grown for Medical Use and the Medical Cannabis Regulation and Safety Act. The following plan details compliance with these laws in each area of the business.

Section 1: Business Model

Marin Compassionate Caregivers (MCC) is a California Non-Profit Mutual Benefit corporation. The Board of Directors consists of three board members. Dr. Susie Krolicki is the Executive director. Peter Marshall is the Secretary and Brian Dahl is the Treasurer. MCC will operate as a membership based organization comprised of approximately 2000 verified medical cannabis patients. In order to hold membership within the organization, members must be legitimate medical cannabis patients with a verifiable written doctor's recommendation and California I.D. Each member must agree to and follow all rules of the organization contained in the New Patient Application in order to keep their membership with the Marin Compassionate Caregivers.

Section 2: Mission Statement

It is the mission of Marin Compassionate Caregivers to provide safe access to quality controlled cannabis medicine to approximately 60 patients per day. MCC's intention is to provide this service to meet the needs of the legitimate patients of Marin County who currently do not have safe and legal access to quality controlled, lab tested and properly packaged and labeled medical cannabis.

Section 3: Management & Advisory Team

MCC has developed an all-star management team with experience in the medical field, business, non-profit operation as well as the medical cannabis industry. Their biographies are as follow.

Marin Compassionate Caregivers Business Plan

Dr. Susie Krolicki, ND

Dr. Susie Krolicki is a Naturopathic Doctor who received her degree and education from Bastyr University in Kenmore, Washington. She left Marin to go to Bastyr, after living in Marin for approximately 5 years. As soon as she graduated, she came back to Marin to start to her medical practice. Dr. Susie worked at different clinics in San Rafael and Mill Valley and saw many different patients with a variety of conditions. Her experiences with patients reinforced her belief that there is a need and a demand for alternatives to western medicine. She found that patients were fed up with the prescription medications being offered to them and an approach that rarely took into consideration their emotions, lifestyle, nutrition and environment. They wanted a more balanced, holistic perspective on health and Dr. Susie was happy to offer this, to help educate them. She was grateful for her natural healthcare education that provided her with many different tools to help patients heal. She utilized her extensive education in Nutrition, as well as Herbal Medicine, to provide effective treatments that were in alliance with the beliefs and desires of her patients. Dr. Susie also believes in Western Medicine and all that it has to offer, which is tremendous. She has always come from the perspective that there is a time and a place for different forms of medicine.

Because Dr. Susie knows how important it is to provide the patients with access to the alternative therapies, she will offer guidance in nutritional supplementation including vitamin and mineral supplements, herbal supplements and anti-oxidants as part of her patient consultations at Marin Compassionate Caregivers. This will provide additional support for the conditions many of these patients are coming to the dispensary for. The staff will be well trained by Dr. Susie about a variety of natural health therapies and nutritional supplementation.

When Dr. Susie's daughter was 1 years old, she got the opportunity to work seeing patients for medical marijuana. As a Naturopathic Doctor, she worked alongside Medical Doctors to assist in the process of evaluating patients. This gave her insight that was tenfold what she had previously gained in regards to patients' needs and desires for herbal medicine. The patients were of all ages, all different walks of life. They shared this one thing in common.

Marin Compassionate Caregivers Business Plan

Cannabis helped them. She had opportunities to work in a few different clinics, one of which was in Santa Cruz. Unfortunately, there were no clinics in Marin. While in Santa Cruz, she met industry professionals, such as growers and dispensary owners that have offered support and guidance to her for this project. Dr. Susie's variety of experiences working in alternative medicine has solidified her belief in this form of medicine and she has a strong passion to carry out this work with Marin Compassionate Caregivers.

Peter Marshall

Born on December 15, 1946 to Dr. Arthur Marshall, a close friend to Norman Lear and past President of the American Psychiatric Society; Peter Marshall was meant to dedicate his life to helping others. He studied Anthropology and Music at University of Berkeley from 1964 to 1968 and used his education to work in the Bay Area teaching and performing music from 1968 to 1980. After which he moved to Los Angeles to continue his career teaching and touring with such notables as Ivor Stavinisky, Leonard Cohen, Gabor Szabo and Art Farmer. In 2007 after realizing that there was a need for a legal and safe way for patients to access medical cannabis under the Compassionate Use Act of 1996, he worked with Steve Braverman to open the Robertson Caregivers in Beverlywood of which he was President until 2013. He then helped to open the Malibu Community Collective and served on that board from 2013 to 2016. He continues to teach and perform music and is a highly respected jazz bassist. He plans to contribute as a close advisor to Marin Compassionate Caregivers as a board member, investor and advisor for best practices and community relations.

Brian Dahl

Brian Dahl was born in Auburn California in 1979. He is a Son, brother, musician, business professional and medical cannabis advocate. In 1999 he began working with a popular Restaurant Marketing Company as a delivery driver. He quickly evolved into many roles over the last 17 years including Driver Manager, Dispatch Manager, Marketing Manager, Customer Service Representative, Print Manager and Hiring Manager. Brian currently sits beside the CEO and Director of Operations as The Assistant Director of Operations.

Marin Compassionate Caregivers Business Plan

In 2009 he took a 2 1/2 year break from his career and began working with local Medical Marijuana Doctors as an office manager. Here he acquired skills in administration, local and federal medical cannabis laws and patient services. Brian became a patient himself in 2003 and recognizes the need for safe access.

Brian is a member of Americans for Safe Access and The California Growers Association. He has his Dispensary Technician Certificate through The Cannabis Training Institute and has received his Certificate of Completion with a Masters in Cannabis by The Cannabis Training University.

As a musician Brian has been involved in many local benefits and charity work over the years, such as The Boys and Girls Club, the SPCA and the Run to Feed the Hungry.

Kimberly Cargile

Kimberly Cargile has been dedicated to advancing the medical cannabis industry in California for over a decade. Her passion for natural medicine and holistic health was kindled as she worked her way through college as a certified personal trainer and yoga instructor. From 1999 to 2005 Kimberly studied human biology and chemistry as a pre-med student. This gave her a firm foundation in understanding how the human body functions in relation to cannabinoids and the CB1 and CB2 receptors.

When she graduated Humboldt State University in 2006 as a Presidential Scholar on the Dean's List, she moved to Sacramento to begin her career. She learned invaluable industry and business management as the general manager of one of California's first dispensaries, Capitol Wellness Collective. At C.W.C. she had an opportunity to work behind the camera interviewing medical cannabis patients for a documentary. During that special time she spent with those patients she realized that she had a responsibility to stand up for those that are too sick or too scared to stand up for themselves. So she decided to start volunteering for Americans for Safe Access and began organizing patients and advocates for City Council meetings, County Board of Supervisor meetings, Planning Commission meetings, State Senate and Assembly meetings, protests and signature drives.

Marin Compassionate Caregivers Business Plan

Over the years Kimberly has been instrumental in advancing industry standards with her positions on the boards of Sacramento County Patients & Collectives Association, the Committee for Safe Patient Access to Medical Cannabis, Sacramento Americans for Safe Access, Sacramento chapter of The National Organization for the Reform of Medical Marijuana Laws, The California Growers Association and The California Cannabis Industry Association's Legislative Advisory Board.

At her current position as the CEO of A Therapeutic Alternative Inc. Kimberly is proud of the fact that her staff can help a patient find a strain that will relieve his or her symptoms based on the strains specific cannabinoid profile. With A Therapeutic Alternative, Kimberly holds one of California's few operational permits for a Medical Marijuana Dispensary regulated by the City of Sacramento. She has been commended by numerous City, County and State government officials for operating a model dispensary.

In 2013, Kimberly was voted one of the top ten most influential people in the cannabis community in Sacramento by Sacramento Alternative Magazine. Kimberly is a published writer for DOPE magazine, West Coast Leaf and Health & Fitness Magazine. She has been interviewed by many publications including West Coast Cannabis, Sacramento News & Review, The North Coast Journal, Sacramento Business Journal, Sacramento Bee Newspaper, Comstalks Magazine, Girls on the Grid and Sacramento Alternative Magazine. She has been a guest of Soapbox public television and Health Radio, Capital Public Radio and sat on panels at the 2015 National Cannabis Industry Association's Business Conference, the 2016 National Cannabis Industry Association's Business Conference, the 2015 Marijuana Business Conference and Expo and the 2015 Awaken America Conference. Kimberly was recently nominated for the Luminary Award by the National Association of Women Business Owners.

Kimberly is respected for her knowledge, ethics and compassion. Her experience has earned her the title as an expert in the medical cannabis industry.

Marin Compassionate Caregivers Business Plan

Section 4: Medical Cannabis Laws

There are three levels of law that affect the business operations of Marin Compassionate Caregivers. The first is the local law. State legislators felt it was important the state be in control of marijuana from “seed-to-sale” while empowering local municipalities to develop their own ordinances regulating land use and measures to collect taxes. The Marin County Board of Supervisors passed Ordinance 3639 on December 8th, 2015 in order to regulate and permit a limited number of medical cannabis dispensaries. The Marin Compassionate Caregivers are honored to apply for one of the permits in the Blackpoint area of Marin County.

The second level of law is the State of California. For the past two decades, California’s medical marijuana market lacked strict, enforceable regulations which left patients and caregivers in a legal “grey” area. In 2015, almost 20 years after California voters approved Proposition 215 (which gave an affirmative defense for the use of medical marijuana), California lawmakers passed a sweeping set of bills under the Medical Cannabis Regulation and Safety Act (MCRSA) – AB 243, AB 266, and SB 643. Under the trio of bills passed, a new Bureau of Medical Cannabis Regulation was established within the existing Department of Consumer Affairs, Department of Agriculture, and Department of Health and Safety. The new bureau will regulate all aspects of marijuana cultivation, distribution, and sale. It will also regulate the distribution and verification of state licenses, but only to those with local licenses. If Marin Compassionate Caregivers is awarded one of Marin County’s permits, we will apply for a State License in 2018.

And the final level of law is the Federal law. Marin Compassionate Caregivers is fully aware that cannabis is held on Schedule 1 of the Controlled Substances Act and is therefore not legal under Federal Law. MCC board members and management have made a collective decision to follow their moral compasses and move forward with an act of civil disobedience with their decision to help patients safely access cannabis for their medical needs. MCC will be donating to the National Cannabis Industry Association, The National Organization for the Reform of Marijuana Laws and Americans for Safe Access in order to help make progress on the Federal level.

Marin Compassionate Caregivers Business Plan

Section 5: Location

Marin Compassionate Caregivers (MCC) is proposing to be located at 5 Harbor Drive, Novato, CA 95945 in the Black Point area. MCC is in a ten year lease with the owner of the property, together they hold a relationship as owner/tenant. 5 Harbor Drive is zoned Commercial and located right off the well-travelled Highway 37. This location provides four parking spots for employees and four parking spaces for visitors. The entrance and exit into MCC can be located in the front or back of the building depending on the County's preference. Both sets of plans are included in this application. There are two windows located on the backside of the building which will be covered with bars on the inside for safety and aesthetic reasons.

This location is compliant with the Marin County ordinance 3639 and California State laws regulating medical cannabis commercial licensees. 5 Harbor Drive, Novato is located within a quarter mile of the on and off ramp for Hwy 101 on Route 3. It is therefore easily accessed without imposing any traffic congestion to the area or danger to the drivers with safe access to the parking lot. The location is 4.8 miles from the closest sensitive use site, Novato High School.

Section 6: Facility

5 Harbor Drive is a 740 (seven hundred and forty) square foot building comprised of a lobby, office, bathroom and sales room. A security guard will be in charge of letting patients in and out of the locked front entrance door. When a patient enters the lobby, he or she will show the security guard his or her California I.D. and Doctor's recommendation before entering the building. Once let into the building by the security guard, patients and caregivers will check in at the front desk and wait their turn in the front lobby.

The ventilation system will use carbon filtration in order to eliminate any odor of cannabis emitted from the dispensary building. All cannabis medicine will be kept in air tight containers and odor blocking freshness bags.

Marin Compassionate Caregivers Business Plan

Section 7: Renovations

The exterior of the facility will remain as is and improvements to the property will include the following;

- A heavy steel framed glass door will be installed in the center of the existing garage door at the entrance of the building.
- A waiting room wall (parallel to the garage door) will be constructed in an L shape to include a 36 inch wide steel door from the waiting room lobby, which serves as a man trap security measure. The adjoining waiting room wall (perpendicular to the garage door) shall include a bulletproof window which will be 24 inches x 24 inches with a depression of 3 inches to pass documents through. Both doors shall be operated electronically from a buzzer mechanism to allow controlled access in and out.
- Permanent Iron bars shall be placed over all windows that open only from the inside in case of fire.
- Counters shall be attached to the floor and shall meet at a 90 degree angle in front of the existing office and there shall be no open access from the area where medicine is dispensed to the areas behind the counter for security reasons.
- Ten cameras shall be installed and shall record all activity and saved to an offsite hard drive.
- An alarm system with robbery panic button shall be installed by Redwood Security. (See attached report)
- The total budget estimate for these property improvements is \$28,000.00 and the time to complete these improvements from the date our application may be approved is 30 (thirty) days.

Section 8: Project Timeline

Marin Compassionate Caregivers anticipate that the permit application phase will take about three months to be processed and approved. After the permit has been approved MCC will start construction. Because the scope of construction is very small, our contractor

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anticipates this phase to take one month. Set up will take about two weeks; after which, the dispensary will open and operational.

Section 9: Finances

Marin Compassionate Caregivers is a very small collective located in a small building, thus the startup expenses are limited. Proposed Startup budgets include: Cost of goods, property lease, attorney's retainer, fees for drafting the plans, County licensing fees, fire and liability insurance, payroll and payroll taxes, worker's compensation insurance, construction, utilities, security, equipment, furniture, supplies, advertising, accounting and reserves. The startup investment will be provided by board member Peter Marshall. The following Pro Forma budgets are included in this application: Start Up Budget & Year One, Start Up Stages, Year Two Operating Budget, Year Three Operating Budget and the First Month' Operating Budget.

Section 10: Hours of Operation

MCC will be open for patients seven days a week from 9 a.m. to 9 p.m. and staff will arrive one half hour before opening and stay one half hour after closing. MCC intends to service approximately 60 patients per day with an average of 6 patients per hour. MCC will limit the number of patients by ceasing to accept new patients and ceasing to advertise to new patients once this limit been reached.

Section 11: Security

Security is of the utmost concern to the board and management of MCC. An extensive security plan has been included with this application. Security will consist of a security guard, security cameras with 2 monitoring locations, security alarms with panic buttons and security lighting.

Section 12: Membership

MCC will provide medical cannabis to patients afforded this right under Proposition 215, the Compassionate Use Act and in conformance with the Marin County Ordinance 3639 and the Medical Cannabis Regulation and Safety Act at all times. Patient members of MCC will

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need to agree to and abide by MCC Private Membership Guidelines & Agreement in order to hold their membership status. Patients will be required to bring their doctor's written recommendation for medical cannabis and their California I.D. to every visit of the dispensary. Patient's will be required to fill out the "Diagnosis & Symptoms" section of their application as to verify that he or she is using cannabis only for medical needs.

Patient & Caregiver Records:

MCC shall maintain records of all patients and primary caregivers using only the identification card number issued by the county, or its agent, pursuant to California Health and Safety Code Section 11362.71 et seq., as a protection of the confidentiality of the cardholders, or a copy of the written recommendation from a physician or doctor of osteopathy stating the need for medical cannabis.

New Patients:

After the patient's California I.D. and Doctor's recommendation has been attested to by the security guard at the front door, the patient may enter MCC and inquire about membership. The receptionist will take a copy of the patient's California I.D. and Doctor's recommendation while the patient reads and fills out the four page New Patient Application including the Personal Liability and Medical Release Form, the Private Membership Guidelines & Agreement, the Collective Membership Agreement and the Patient & Caregiver Member Intake Form. The receptionist will verify the patient's Doctor's recommendation with the patient's doctor and the doctor's status with the California Medical Board. Once all above steps are completed, the receptionist will welcome the patient and allow him or her back into the sales room through a locked buzz-in door.

New Caregivers:

After the caregiver's California I.D. and their patient's Doctor's recommendation has been attested to by the security guard at the front door, the caregiver may enter MCC and inquire about membership. The receptionist will take a copy of the caregiver's California I.D., the patient's California I.D. and the patient's Doctor's recommendation while the patient and caregiver read and fills out the four page New Member Application including the Personal

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Liability and Medical Release Form, the Private Membership Guidelines & Agreement, the Collective Membership Agreement and the Patient & Caregiver Member Intake Form as well as the Caregiver Form. The receptionist will verify the patient's Doctor's recommendation with the patient's doctor and the doctor's status with the California Medical Board. Once all above steps are completed, the receptionist will welcome the patient and his or her caregiver and allow them back into the sales room through a locked buzz-in door. After this initial visit, the patient is not required to be present when the caregiver picks up the patient's medication.

Returning Patients & Caregivers:

Patients and caregivers whom have already registered with MCC and have undergone the verification process may return to MCC as returning members. After approval of the security guard, the patient or caregiver will check in at the receptionist desk in the lobby where he or she will show his or her California I.D. and Doctor's recommendation and Caregiver form at every visit. The receptionist will check the patient's information to the data base to ensure that the patient or caregiver has been previously verified and his or her doctor's recommendation is current. Once the receptionist has verified the patient or caregiver's name, birthdate, and that his or her patient's recommendation is not expired, the receptionist will welcome the patient or caregiver and allow him or her back into the sales room through a buzz-in locked door.

Deliveries

Marin Compassionate Caregivers will provide delivery to a limited number of patients once week. Deliveries will be limited to only current members of MCC that are homebound by serious illness. Deliveries will be conducted on Tuesdays by the director and a security guard. The patient may call or email in the order. The director will call to confirm that the patient is a current member of MCC with a valid I.D. and doctor's recommendation, as well as confirm the patient's order and the cost of the order. The director will drive with the security guard to the patient's home as listed on his or her California I.D. Once the director has arrived at the patient's home: the director will check the patient's I.D. and doctor's recommendation to MCC's online patient database in order to verify the patient's validity,

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then the director will go over all products and dosage with the patient and finally the director will receive payment for the products and provide the patient with a receipt.

Section 13: Products

MCC will carry a variety of products with varying prices and administration techniques: MCC list of products will include: topicals, edibles, tinctures, concentrates, dried herbs, suppositories and inhalers, seeds and clones. All products will be lab tested to ensure that they are free from molds, mildews, solvents, pesticides and contaminants of any kind. Each product will also be tested for the cannabinoid profile; which are the active ingredients in the product. Each cannabinoid provides different pharmacological effects; therefore, it is very important that the cannabis counselor has this information when helping the patient find the right medicine to cover his or her symptoms. All products will be properly packaged and labeled with the cannabinoid profile and all information required by MCRSA regulations. After the sale is completed the cannabis counselor will put all of the products purchased by the patient in a brown bag and staple the bag closed.

Section 14: Labeling & Packaging

MCC will implement the following minimum labeling and warning requirements from the State's Medical Marijuana Regulation Safety Act: (a) labeling all medical cannabis product and placing them in a tamper-evident package; (b) including source and date of manufacture and cultivation prominently displayed and in a clear and legible font; (c) listing pharmacologically active ingredients including tetrahydrocannabinol (THC), cannabidiol (CBD), and other cannabinoid content; (d) using generic food names to describe edible medical cannabis products; (e) referencing to "medical use only and Schedule I Controlled Substance" on packages; (f) identifying the net weight of the medical cannabis for packages containing only dried flower; (g) adding warnings if nuts or other known allergens are used; (h) adding warnings about the medicine's intoxicating effects; and (i) ensuring that packages and labels use designs that are not attractive to children.

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Section 15: Inventory

MCC will procure its products on a two week consignment. During operating hours, the dispensary sales room will be stocked with that day's inventory. All back stock will be kept in a locked safe in the office. At the end of every night, all inventories will be accounted for and locked in the safe. The dispensary will at no time possess more than 8 ounces of dried flower and 12 immature plants per qualified patient or caregiver.

The products will be purchased at wholesale from producers and manufactures throughout California. The products will be marked up 100% in order to cover the costs of operating the non-profit company. This model is used throughout California by dispensaries. If it is shown that the company has revenue at the end of year one, we will lower the retail cost to the patient. MCC is requesting to be authorized to provide up to 150 square feet of sales area for products related to the administration of cannabis.

Section 16: Cash Handling

Bookkeeping will be performed once a week by a manager and the director. During this process all drops will be counted twice and checked to the sales sheet. All discrepancies will be accounted for. All taxes will be set aside from that week's bookkeeping to be paid monthly. After which all bills will be paid on a weekly basis. Payroll will paid on a bi-weekly basis. All bills paid will require a receipt and a signature by the person receiving the payment.

Section 17: Marketing & Advertising

MCC will have on sign located on the exterior of the building that will let patients know they have arrived at the correct location. Three logo alternatives have been submitted to the Blackpoint Neighborhood Association in order to get their feedback in the company's choice of logo for the sign. MCC plans on advertising tastefully on the internet through a company website as well as social media platforms like facebook. MCC will further advertise in print publications such as the Marin Independent Journal. MCC does not intend to advertise on billboards, the radio or television at this time.

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Section 18: Employees

MCC will employ ten total employees with four employees working per shift. One receptionist, one medical cannabis counselor, one security guard and one manager will be staff per shift. It is our intention to hire local residents, over the age of 18, with a background in the medical field. MCC will pay staff members \$15 per hour to start. Health benefits will be offered after the three month probationary period. MCC shall maintain a current register of the names of all employees currently employed by the dispensary, and shall disclose such registration for inspection by any County officer or official for purposes of determining compliance with the requirements of Ordinance 3639.

Section 19: Employee Training

MCC staff shall receive appropriate training for their intended duties to ensure understanding of rules and procedures regarding dispensing in compliance with state and local law. MCC will conduct initial training for our staff to include general policies and procedures, as well as training on the laws and science of medical cannabis. Basic training will include: company policies, customer service, the endocannabinoid system, cannabinoids, terpenes, administration techniques, products and dosage. All managers shall complete the Master Certificate Program provided by the Cannabis Training University prior to employment. This training is the industry gold standard for MCRSA compliance. The board members will intern at A Therapeutic Alternative in Sacramento for one month during MCC's construction phase as to learn the daily operations of running a dispensary before training their staff. Kimberly Cargile, the director of A Therapeutic Alternative has joined the team as a consultant to further the management's education. MCC will hold team meetings and continuing education once a month to keep staff current on company policies, medical cannabis laws and science.



Marin Compassionate Caregivers

Operations Plan

It is our mission to provide safe access to quality controlled cannabis medicine. Our intention is to provide this service to meet the needs of the legitimate patients of Marin County.

Compassion - Service - Education

OPERATIONS PLAN

COMPLIANCE WITH ORDINANCE 3639 & OTHER MEDICAL CANNABIS LAWS

1

Marin Compassionate Caregivers Operations Plan is in strict compliance with Marin County Ordinance 3639 and Proposition 215, Senate Bill 420, the Attorney General Guidelines for Security and Non-Diversion of Marijuana Grown for Medical Use and the Medical Cannabis Regulation and Safety Act. The following plan details compliance with these laws in each area of operation.

WELCOME TO MARIN COMPASSIONATE CAREGIVERS

At Marin Compassionate Caregivers our principle goals are to maintain professional and exceptional service through exemplifying a high standard of patient compassion, demonstrating product knowledge supported with science, and offering quality medicine approved by comprehensive lab results.

Our intent here at Marin Compassionate Caregivers is to provide the highest standard of quality service to every patient while maintaining a secure, caring and comfortable environment. We are committed to advocating and preserving safe access and knowledgeable assistance for all California patients who are protected under Proposition 215, Senate Bill 420 and the Medical Cannabis Regulation & Safety Act.

Marin Compassionate Caregivers is a non-profit mutual benefit corporation acting as a collective enterprise. You will see this mutual benefit corporation referred to throughout this manual as Marin Compassionate Caregivers and Marin Compassionate Caregivers Inc., both of these titles refer to the same entity in this manual. Marin Compassionate Caregivers has been in business since 2016. Along with the board members and the director, this collective consists of a group of individuals who have come together out of their love and appreciation for the beneficial and curative benefits of cannabis. Each one of us is an advocate for the safe use and understanding of cannabis.

Here at the collective we aim for a professional yet relaxed atmosphere. One of the key factors in sustaining this type of ambiance is continuing to practice open, clear and positive communication with one another.

The purpose of this manual is to provide concise guidelines as to what your rights and obligations are as an employee and to make clear what the expectations are of the employment relationship. This manual is intended to set forth the policies and procedures for executing our primary goals in establishing outstanding service to our patients. These are strictly guidelines and cannot be understood or construed as a contract or legal document.

Over time, as Marin Compassionate Caregivers may evolve, we reserve the right to modify, supplement, rescind and/or revise any provision of this manual as it is deemed necessary or appropriate.

Marin Compassionate Caregivers may take corrective actions up to and including formal discipline and/or termination when policy violations occur.

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SECTION 1: CONFIDENTIALITY AGREEMENT

2

It is against Marin Compassionate Caregivers confidentiality policy to offer any personal information in association with any employee regarding an employees' schedule and/or any of the employees contact information.

As facilitators of general medical information at Marin Compassionate Caregivers and in accordance with The California Confidentiality of Medical Information Act and The Health Insurance Portability and Accountability Act, employees have an obligation to the collectives' patients to keep all of their personal and health information private. Employees are not permitted to disclose any information pertaining to any patient or caregiver of Marin Compassionate Caregivers. This excludes the non-disclosure of any information that is required for the operation of the business. This policy goes along with our confidentiality agreement.

SECTION 2: DISCREPENCY BETWEEN STATE AND FEDERAL LAW

It is legal to "obtain and use" cannabis under state law, Proposition 215. It is not legal under federal law, because cannabis is a schedule one drug under the Controlled Substances Act. When you come to work at MCC you are committing an act of civil disobedience. We believe that this is something that must be done in order to provide patients a right to heal themselves by all means necessary. By working at Marin Compassionate Caregivers you become a human and civil rights activist and an advocate in support of attainment and use of cannabis.

SECTION 3: AT-WILL EMPLOYMENT

All employees of Marin Compassionate Caregivers regardless of their classification or position, are employed on an "At-Will" basis, and their employment is terminable at the will of the employee or Marin Compassionate Caregivers at any time, with or without cause, and with or without notice. No other representative at Marin Compassionate Caregivers other than the director has any authority to enter into any agreement with any employee or applicant for employment other than on an "At-Will" basis and nothing contained in the policies, procedures, manuals or any other document of Marin Compassionate Caregivers shall in any way create an expressed or implied contract of employment or an employment relationship on any other term than an "At-Will" basis.

SECTION 4: WORK SCHEDULE AND COMPENSATION POLICIES

ATTENDANCE

Each employee is crucial to the success of maintaining a high level of service and professionalism at Marin Compassionate Caregivers. It is important for all employees to be punctual and prepared to start working at the time of their scheduled shift. The shift manager must be notified of any tardiness or absence as soon as possible and no later than one hour before the start of your shift. Excessive tardiness or absenteeism is an acceptable cause for termination. Documentation in the employees' permanent file will be a result from tardiness at the excess of

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fifteen minutes and/or failing to show up to work without proper notice. Failing to show up for work without notifying the manager or the director may result in immediate termination.

3

REPORTING ABSENCES AND TARDINESS

In the case of being unable to attend work it is always the employees' responsibility to contact the director if he/she is unable to talk with the manager scheduled for work that day. If absent for more than one day contact the shift manager prior to start time of your shift for each day you are absent.

SCHEDULING

The schedule is generated every month. Changes are made to the schedule occasionally from week to week. Please call in every Sunday to verify the accuracy of the schedule. A copy is kept in a folder at the front desk. It is the employees' responsibility to make sure to have the most current version of the schedule.

If your availability changes, notify the director as soon as possible. Your commitments outside of work are important and Marin Compassionate Caregivers will do its best to work with your schedule although accommodations are not guaranteed.

EMPLOYEE PHONE LIST

In the folder with the schedule is a complete list of all the employees' phone numbers. Be sure to enter all phone numbers into your phone or have them available if you are in need of assistance or an emergency arises. The employee phone list is confidential information to those who work at Marin Compassionate Caregivers. Phone numbers are not allowed to be provided to anyone who is not an employee of Marin Compassionate Caregivers.

RECORDING HOURS

Within that same folder of the schedule and employee phone list are also the time sheets. Your time sheet needs to be filled out at every shift you work. Include start and end times, breaks that are taken over ten minutes and total all hours worked for the day.

COMPENSATION

Pay periods are every two weeks. Time cards will be collected on the 1st and the 15th of each month. Pay dates are the 10th and 26th of each month. Pay advances from a manager are available. Pay advances will only be carried out by a manager and are only for hours previously worked. Pay advances are recorded on the employees' time sheet with a managers' signature for approval.

BREAKS

Paid breaks are ten minutes for every four hours worked. A thirty minute lunch break is given for every five hours worked and it is not paid. Your lunch break should be taken by the fifth hour worked. A break schedule should be organized among employees and approved by the shift manager at the on-set of each work day. Breaks, nor eating are allowed at the front desk. As soon as the break schedule begins the first person should be ready to go and promptly be back at the

OPERATIONS PLAN

end of the break to relieve the next person on schedule to take a break. If you are smoking cigarettes on your break it should be done in the back of the building. Smoking is not allowed in the front of the building. Smoking of cannabis is prohibited within 3 blocks of the dispensary.

SHIFT CHANGES

All shift changes must be approved by the manager. If you need to swap shifts or change the time of your scheduled shift, prior approval needs to be obtained before the day of the scheduled shift. When transitioning out of a shift your work area needs to be clean, stocked and ready to go for the next person coming to take over.

HOURS OF OPERATION & PARKING

Marin Compassionate Caregivers is open from 9am to 9pm Monday through Sunday for the exception of Christmas and Thanksgiving. For the convenience of our patients we ask the employees to avoid parking in patient designated areas as well as the neighbors' parking lots.

OVERTIME

Overtime will only be allowed in the event of an emergency. Overtime equates to the employees regular pay per hour and in addition one-half of hourly regular pay earned for each hour of work.

EMPLOYEE EVALUATIONS

Performance reviews will be given on an annual basis. If a pay increase is applicable it will be based on the results of your performance review.

SECTION 5: STANDARDS OF PERSONAL CONDUCT

ANTI-DISCRIMINATION POLICY

Marin Compassionate Caregivers is committed to providing a workplace where all individuals are treated with respect and professionalism. The policy of Marin Compassionate Caregivers is to provide equal employment opportunities for all employees and applicants without consideration to race, ethnicity, religion, sex, age, national origin, marital status, physical or mental disability, as pertaining to the extent of the law.

Consistent with this commitment is to give employees the right to work in an environment free from discrimination, harassment or retaliation based on the factors stated above as well as pregnancy, non-work affecting medical conditions, ancestry, political affiliations, sexual orientation, veteran status and gender identity. Marin Compassionate Caregivers prohibits any form of discrimination; treating a person less favorably than others have been treated based on the previously stated characteristics protected by law.

POLITICS AND RELIGION IN THE WORKPLACE

Also pertaining to discrimination and falling under the guise of the law is the topic of discussing politics and religion in the workplace. Marin Compassionate Caregivers believes that everyone has a right to their own beliefs as well as the freedom to practice those beliefs. Judgment of others' beliefs and practices are prohibited at Marin Compassionate Caregivers. It is advised not

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to bring up sensitive topics that relate in any way to an individual's political or religious views. In our effort to cultivate a comfortable and friendly environment we do not want to encourage a situation that would contradict a sense of ease. Religion and politics can be delicate subjects, it is preferred they are not discussed in the workplace.

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SEXUAL HARASSMENT

Sexual harassment is a violation of the law and Marin Compassionate Caregiver's anti-discrimination policy. Sexual harassment will not be tolerated by any employee in the workplace. Any conduct of a sexual nature including words and/or physical acts that interferes with an employees work performance, or creates an intimidating, hostile, uncomfortable or offensive work environment is prohibited.

If any form of sexual harassment takes place within the workplace of Marin Compassionate Caregivers then a manager needs to be notified as soon as possible, preferably within twenty-four hours.

DRESS CODE & APPEARANCE

Please make sure you are appropriately groomed and dressed before coming into work. All employees are required to black clothing and shoes as their uniform. Name tags shall be worn while on duty and left at the front desk when clocking out.

HYGIENE

When working here at Marin Compassionate Caregivers and working with patients the employees overall personal presentation is important. Fingernails need to be clean, hair groomed in a presentable manner, breath fresh and no offensive body odor.

APPROPRIATE LANGUAGE & COMMUNICATION IN THE WORKPLACE

All employees must maintain appropriate behavior and language while communicating with one another inside the collective as well as on the phone. The use of offensive language and derogatory remarks are prohibited at Marin Compassionate Caregivers. This includes discussing anything negative that may involve another collective. Cursing and yelling are also prohibited between employees and employee patient communication.

CONVERSATION WITH PATIENTS

Conversations need to be kept discrete in front of patients. Avoid discussing other patients, company business or any other topic that risks the confidentiality and safety of the collective. Topics discussed in front of patients should be kept light and positive.

Many of the patients here at the collective do not have many friends or family members to communicate with. Marin Compassionate Caregivers can be a social outlet and way for patients to interact within their community. Offering empathy and compassion is always a primary response in all interactions with patients.

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Explaining cannabis should be limited to what is on the proper terminology on the following page. Employees should never use the language, “it is the law” instead state that, “it is our company policy that...”.

ANSWERING THE TELEPHONE

We receive many phone inquiries throughout the day. It is important to instill a positive and professional impression while answering the phone. Maintaining positive business relations and a high patient retention rate depends on our ability to be friendly and to communicate clearly and professionally. When answering the phone, the caller should be greeted pleasantly and professionally. An example of a greeting is; “Marin Compassionate Caregivers, how may I help you” or “Thank you for calling Marin Compassionate Caregivers, how may I help you”.

As a representative of Marin Compassionate Caregivers employees’ are encouraged to assist all patient inquiries with the best of their ability. Employees are permitted to answer any questions regarding medicine, suggestion of reputable doctors, questions about requirements of becoming a member and general information such as parking, location and business hours. What should be avoided are questions from law enforcement, community concerns, any government officials, media contacts, any calls regarding an employee and any legal questions. Do not answer any legal questions or describe any laws whatsoever. All of these types of inquiries should be steered to the director as soon as possible for her to follow up with. The employee taking these messages should ask for the callers’ name, phone number, what the inquiry is regarding, and leave the date and time as well as the employees initials on the message. Please email the director this message right away.

The employee may disclose policies as they pertain to Marin Compassionate Caregivers and as the employee is obligated within the parameters of the confidentiality agreement. When enforcing collective rules, Proposition 215, Senate Bill 420 or Marin ordinance guidelines explain it to the patient as a company policy and never a law.

Employees should refrain from using their personal cell phone unless the purpose is to conduct business. All other uses need to wait until break.

DRUG FREE WORKPLCE

The use and presence of illegal drugs at Marin Compassionate Caregivers is prohibited. The distribution, possession, use or sale of controlled substances such as drugs or alcohol is strictly against the law and Marin Compassionate Caregiver’s drug free policy. All employees are restricted from unlawfully distributing, dispensing, manufacturing, possessing and/or using controlled substances in the workplace.

Any employee convicted of violating a criminal drug law or policy within or outside of the workplace must notify the director within seven days of conviction. Marin Compassionate Caregivers supports employee rehabilitation through education and/or counseling services. Rehabilitation may be given or mandatory to those who violate any of the drug policies in order to continue employment at Marin Compassionate Caregivers. Rehabilitation is not guaranteed as a stipulation of preserving employment.

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Any employee who violates any of these policies will be consequently upheld to disciplinary action possibly leading up to termination.

7

MEDICATING WITH CANNABIS

The Marin Compassionate Caregivers policy pertaining to the use of medical cannabis and medicating near dispensaries includes a requirement of a three block distance from the dispensary. Parks and Schools also have a minimum distance requirement of a thousand feet. In order to be as compliant as possible Marin Compassionate Caregivers enforces all minimum distance requirements.

In order to ensure that exceptional service is consistently provided to our patients, overmedication is not permitted at Marin Compassionate Caregivers. Employees should only use the dose of cannabis or any other medication needed to relieve their specific symptoms.

SECTION 6: EMPLOYEE BENEFITS

Marin Compassionate Caregivers offers health care benefits to all employees that have passed their three month probationary period. Employees also receive a forty percent discount on all products sold at Marin Compassionate Caregivers.

LEAVE POLICY

Marin Compassionate Caregivers does not offer any paid leave at this point in time. If you need to take an extended amount of time off for any reason it needs to be authorized by the director.

Accommodations will be made for any leave associated with your family, military, jury duty, voting, court cases and pregnancy. Other reasons for extended leave may apply. If you need to take a leave of absence for any reason that is not listed, discuss your situation and the desired accommodations with the director.

INFORMATION REGARDING LABOR RELATIONS

All information related to employee labor guidelines is viewable in the green at the front desk.

SECTION 7: SAFETY & SECURITY: STANDARDS AND EXPECTATIONS

One of Marin Compassionate Caregiver's main priorities is to provide a safe and healthy work environment. Supporting secure working conditions where positive communication, fluid business practices and overall patient and employee wellness is important. As an employee of Marin Compassionate Caregivers we ask for you to be aware of any unsafe working conditions or circumstances that may interfere with the health and safety of those around you. It is your responsibility to confront or report any situation you see that is in any way harmful or disruptive to the flow of business.

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To maintain a safe and healthy work environment be sure to practice the following:

1. Security cameras on twenty four hours a day
2. Be aware of activity taking place on cameras to remain mindful of what is happening inside and outside of the collective
3. Keep all work areas neat and tidy and free from any open food or beverage
4. Keep all windows and doors locked at all times except when entering and exiting the building
5. Everyone needs to leave together at the end of the night with the guard being the last one to leave the parking lot
6. Keep door to dispensary locked, without key, and open during and after business hours. Be sure the key to the dispensary is accounted for and in a safe place.

GOVERNMENT INSPECTIONS

Government officials may conduct unscheduled inspections from time to time. As soon as an inspector comes in; be friendly, stay calm and get a manager to show the inspector through the collective.

Remember to get the business card of any government official or inspector, (i.e. County inspectors, board of equalization representatives etc.). Let them know the director will call them back as soon as possible to answer any questions or address any concerns.

INTERACTIONS WITH NEIGHBORS

If a neighbor comes to complain or to support the collective, be sure to get the phone number and name of the individual. Let him/her know that the director would love to meet them. In order for Marin Compassionate Caregivers to thrive it is important to sustain positive relationships with the neighbors and community.

FIRST AID

There is a first aid kit by the back door. Please call a manager for assistance if necessary.

FIRE EXTINGUISHERS

There are two fire extinguishers. One is located hanging in the front lobby by the front door and the other is located in the dispensary sales room by the entrance door. They are checked annually by the local fire department for optimum operation.

REPORTING ACCIDENTS AND INJURIES

All employees are obligated to report any injury, accident or safety hazard with urgency directly to the shift manager and/or the director. Any minor injuries may be treated promptly with or without the use of the first aid kit. Other, more serious injuries can be treated within the most

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viable manor. It is the responsibility of the manager on duty to complete an accident/injury report.

EMERGENCY PROCEDURES

At the time of any emergency, please see the Emergency & Evacuation Plan for company protocol.

COMMUNITY EMERGENCIES

In the event of a community disaster including but not limited to inclement weather, hazardous conditions or any sort of impending violence, employees will have all patients wait in the front lobby or instruct them to leave safely. At this point contact the director for further instruction. If the director is unavailable the shift manager will deem the appropriate response.

REPORTING UNSAFE WORK CONDITIONS

Any working condition that is seen or experienced as unsafe needs to be reported to the manager on duty or the director as soon as possible. Should the employee see someone acting in an unsafe manner it is encouraged to mention the unsafe behavior to the person in order to immediately correct the behavior. If an unsafe working condition is noticed or a suggestion on improving a situation comes to mind, inform the manager to rectify the condition.

If you have any questions regarding clarification on maintaining a safe working environment and safe working practices, inquire with your shift manager or the director.

VIOLENCE FREE WORKPLACE

In protecting a safe and healthy working environment where everyone feels secure and supported Marin Compassionate Caregivers prohibits violence of any kind. Any threats or acts of violence are not allowed at the collective. Acts of violence include but are not limited to threats, carrying and/or displaying any weapon, fighting or harassing. Any employee found threatening or participating in any violence toward themselves or another person will be disciplined and possibly terminated.

SECTION 8: CARE OF EQUIPMENT

In order to be as cost efficient and business effective as possible our equipment and supplies need to be used and handled with care. All employees are responsible for maintaining equipment in a proper working condition. Employees are also responsible for reporting any unsafe or improper function of company equipment to the manager on duty or the director. When any piece of equipment gets completely used or the quantity is down to one, for example; printer ink or adhesive labels, be sure to remind the manager to replace the item as soon as possible.

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Employees need to make sure not to replace the ink cartridge until the printer completely stops working. It will say that it needs new ink for a long time before it really does. The drum should not be replaced until the printer completely stops working, when replaced re-set the counter on the drum.

Neglect, theft or destruction of any working materials will not be tolerated and is grounds for disciplinary action and/or termination.

SECTION 9: COMPUTERS AND TECHNOLOGY

Computer and internet access is provided by Marin Compassionate Caregivers, therefore should only be used for business purposes. The “surfing of the internet” or other personal uses of our proprietary equipment or internet services are not allowed while working. This does not include any work related research in reference to holistic health. Marin Compassionate Caregivers encourages all research related to holistic health and cannabis.

SECTION 10: MEDIA & COMMUNITY RELATIONS

It is the policy of Marin Compassionate Caregivers for the director to be the only point of contact for all media and community related questions or issues. All inquiries by any media or community related entity regardless of method of contact whether it’s by telephone, in person or email need to be addressed by the director. Contact the director with all relevant contact information not limited to date, contact agency and name, and, any related information to the matter regarding.

SECTION 11: DEPARTMENTAL JOB DESCRIPTIONS & POLICIES

At Marin Compassionate Caregivers our intention is to cultivate a positive, healing environment. Every time coming into work it is each employee’s responsibility to actively practice; “setting the energy”. A part of this includes conscious actions of being aware of what energy each employee is bringing in with them as they walk through the door. It is asked that each employee agree to being an active participant in co-creating a conducive environment for healing. The following are steps to take in making a conscious contribution to sustaining a healthy setting here at Marin Compassionate Caregivers:

1. Let go of anger
2. Let go of worry
3. Be filled with gratitude
4. Devote yourself to your work
5. Be kind to others

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Here at the collective there are five main positions. These include but are not limited to; Security, Front Desk, Dispensary, Management and the Director. Service Providers are also considered employees in a sense that they have specific responsibilities. Everyone and each position is just as important as the next. The key to having a cohesive team that works well together is making sure to communicate all needs and concerns with one another, ideally in a way that is not overly aggressive. Each position has its own set of tasks. It is helpful if you understand the tasks of each position and are able to execute those tasks when needed. This does not include the responsibilities of management.

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SECTION 12: SECURITY

The security guard is the first point of contact for all patients and caregivers at MCC. It is extremely important that the security guard makes members feel welcome and safe at all times. It is the responsibility of the security guard on duty to be the first one to arrive at the collective and the last one to leave. The guard needs to maintain awareness of the activity on the security cameras at all times. You are the eyes and ears of the collective. The general order of duties is:

Opening Procedures:

- Upon arrival do a scope of the front and back of the collective to ensure the property is free from any inappropriate activity, people or any environmental hazards
- Assist employees getting into the building which includes turning off the alarm
- When opening up the building check the inside premises to ensure everything is in place
- Make sure all security monitors and cameras are on and properly functioning
- Support the dispensary and front desk staff with any of their needs in getting set-up for the day

During Business Hours:

- With a pleasant greeting open the door for patients as you see them walk up via the security camera-**ask to see their doctor's recommendation and California I.D.s**
- Ask each patient where they parked as they walk in the door to ensure they are not parked in the neighbors parking lot
- Keep a running tally of patients as they come in the door
- Visually scan all patients as they come in for suspicious behavior and/or weapons
- Patients are not allowed to take backpacks into the dispensary. If a patient has a large bag keep it up front until they leave
- **Be sure to stay at the guard podium for the duration of your shift to make sure the front is safe guarded at all times**

Closing Procedures:

- Add up the amount of patients on the tally and give to the dispensary staff or manager
- Upon closing complete the housekeeping duties that are previously listed under the safety and security section
- Close the window shades

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- Break down any boxes if needed and set out back
- After all departments complete their closing duties, set the alarm and be the last one to leave the building
- Seeing that each employee leaves safely- be the last one to leave the parking lot at the end of the night

SECTION 13: RECEPTION

The front desk receptionist is the first in depth contact the patient is going to have with an employee of Marin Compassionate Caregivers. Be sure to remain pleasant and helpful at all times. A large percentage of the time patients are dealing with some level of pain and or suffering. Try not to take a negative attitude personal and remember to serve with compassion. This will play a big part into your role here at Marin Compassionate Caregivers.

Opening Procedures:

- When starting the workday turn on the computer, printer, shredder and monitor to get ready for patient check-in
- Set up Pandora to play appropriate, relaxing music with the intention of setting a healing tone as patients walk in
- Check the answering machine for messages
- Check the incomplete file and call to verify any patients that was not verified the prior day then notify patient when verification is made
- Tidy up the area, make any necessary copies and load printer paper if needed
- Complete any paperwork from previous day and make copies any necessary copies

During Business Hours:

- Answer all phone calls. Put calls on hold to help a patient in person
- Enter new patient information into the computer and then file and organize applications in file cabinets
- Keep desk area organized and fully stocked with supplies and copies of relevant paperwork
- Notify a manager if any supplies are low or are in need of attention
- Accept and process compassion program applications
- If unable to locate patient paperwork look in the incomplete file
- When accepting samples from patient providers be sure to attach the providers name, add their name to the provider list, note what the product is, phone number and cost of product then place in the sample basket and be sure to inform the manager

Returning Patients:

- When checking patients in ask for their I.D. and recommendation for verification purposes-**always make sure the patient is at least 18 years old**
- If a patient is under 18 they may acquire services **only if they are accompanied by a parent or legal guardian and have all proper paperwork**

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- After a patient is checked in, respond with; “you are checked in, you can have a seat in the lobby and check out the menu in the red binders, there are (# of patients) ahead of you the counselor will help you as soon as he/she is free
- Only patients are allowed in the second lobby, non-patients can wait in the front lobby as long as they are 18 years old

New Patients:

- When signing up new patients: make a copy of his or her California I.D. and doctor’s recommendation, make sure the copy is clear and readable, have them take a seat in the lobby and fill out new patient application, meanwhile verify the recommendation on-line or by phone, after paperwork is verified for completeness, perform a new patient tour going over the collective’s policies and rules
- New patient tour includes: informing patients they need their ID and recommendation each time they come in, where to park, a copy and brief synopsis of services, point out available literature, remind them we are cash only and that tax is not included in the prices then show them the atm, introduce menus with lab results and available strains and briefly educate the patient on the main cannabinoids, finally familiarize them with the dispensary and introduce them to the counselor if possible

Caregivers:

- When signing up a caregiver their patient has to be present at the time of sign-up unless the patient is under 18, or if they have a caregiver from the doctor and a copy of the patients recommendation and ID
- Have the caregiver and patient fill out the caregiver form as well as all of the new patient paperwork excluding any information that does not apply, make copies of both the patient and caregivers license and attach to paperwork, the caregiver should receive the original of the completed caregiver form along with the copies of their ID and the patients ID
- Caregivers receive a new member tour after all required paperwork is completed and verified

Closing Procedures:

- At closing time, save all information that was entered into the database, turn off all electronic equipment, tidy up and sanitize your area
- Help the dispensary with the final count and any other needs

ACCEPTABLE FORMS OF IDENTIFICATION

Marin Compassionate Caregivers only accepts California doctors’ recommendations and current California licenses or California identification cards. A copy of an out of state license may be made as long as it is accompanied with a current identification printout from the California DMV. The forms of identification that are not allowed are as follows:

- State card
- OCBC
- Passports

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- Military ID's
- Voter registration cards
- Out of state licenses

CAREGIVER GUIDELINES

If a patient needs a caregiver; the caregiver must provide for the health, safety and welfare of the patient in additional ways beyond just supporting cannabis needs as it pertains to the law. If the caregiver fulfills these requirements hand them a caregiver form. The patient and caregiver fill out the caregiver form together. The caregiver also completes a new patient packet. After making a copy of the caregiver form along with both the patient and caregiver license copied onto the caregiver form, hand the original caregiver form and a copy of the patients' recommendation attached to the caregiver form back to the caregiver. Instruct the caregiver they will need to present the caregiver form with attached copy of recommendation along with their license at the time of visiting the collective.

INCOMPLETE FILE

In the file cabinet, in the top drawer, in the first file is the incomplete paperwork folder. In this folder are; forms with missing signatures or missing recommendations, or unverified recommendations.

This file needs to be checked every day. Verify patients who have not yet been verified. If unable to verify on-line try by phone. Once a patient has been verified, please call the patient to let them know that their membership has been approved and they can now visit the dispensary.

PHYSICIAN LICENSE LOOKUP

If an employee is unsure if a doctor is valid, unfamiliar with a particular recommendation, or questions the validity of any doctor, the license number needs to be crossed referenced with the California Medical Board Physician License Lookup page on the internet. This page should be bookmarked or can be located by entering, "license lookup" into the taskbar. After pulling up the page, enter, "BreZE lookup" and type in the license number of the doctor. The website will provide what school the doctor is registered through as well as list any previous licensing for the named doctor.

Any questions or concerns should be addressed with the manager right away.

NEW MEMBER TOUR

The following is the script for the new patient tour. When introducing a new patient to the collective be sure to cover all of the following information in an expedient manner to avoid congestion in the front lobby.

"Hello, (patient name) my name is _____, welcome to Marin Compassionate Caregivers! Everytime you come in bring your doctors' recommendation and California ID. Our parking lot is located directly behind us please do not park in our neighbors' parking lot. We only accept cash though we have an ATM machine in our front lobby if you need one".

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“In this lobby you will find our menus and test results, (open the binder and point out product as you go thru product introduction). In our menu you will find our long list of products. Each page will show you the strain name, genetics, sativa or indica dominance, cannabinoid levels, effects and prices are at the bottom, tax is not included. In the back you will find our concentrates, edibles, topicals, and other odds and ends like pipes, vaporizers as well as free services, (hand the menu to the patient and open black binder).”

“In here you will find our lab test results. For your safety we have everything tested for molds, mildews, bugs, particulates and any contaminants. We also test for the active ingredients or cannabinoid levels. These will affect you in different ways. The three main cannabinoids are THC, CBD and CBN. THC is a pain reliever, it reduces nausea and stimulates the appetite. It is the only psychoactive cannabinoid, typically providing euphoria and creativity in the mind, however, it may cause anxiety or paranoia in some people. CBD will counteract that negative effect and reduce anxiety as well as nerve inflammation, pain and overall inflammation. CBN has sedative effects and will help you sleep”.

“There are (number of) _____ patients ahead of you, and (cannabis counselor’s name) _____ will help you in the dispensary”.

GIVING COMPASSION PROGRAM

Employees should offer patients an application for the compassion program when they ask for it. Patients with the most financial and physical needs will be awarded.

The required documents to submit with the application are as follows:

- Verification of disability; statement of income from Social Security
- Medical diagnosis from doctor.
- When application is turned in; make a copy of recommendation and MCC application

The required documents to file with application are as follows:

- Copy of the patients doctors’ recommendation and ID
- Copy of MCC membership application

HOLD POLICY FOR PATIENTS

If a patient calls to have a product placed on hold inform the patient that the product will only be held for that day, put the patients name and date on the product and set it to the side in a safe place. To avoid any complaints be very clear when communicating with patients regarding the policy, and be very organized when placing products on hold to avoid any confusion or the possibility of selling that product. Products can only be held for that day. At no time can a product be held overnight due to the lack of accountability for that item/s.

VENDORS

When a potential vendor calls, add their contact information and type of product they are seeking to provide on the Vendor Log. This is located at the front desk. Inform the vendor that a manager will contact them if there is interest in that product. Vendors are required to bring a sample of

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their product along with lab test results including test for molds, mildews, bugs, hair or any contaminants as well as pesticides and a potency test of the cannabinoid profile.

SECTION 14: DISPENSARY SALES

As a cannabis expert it is advised to remain updated on any pertinent information regarding the benefits or recent studies of cannabis. During slow times in the dispensary it's a good idea to read any material that is available regarding any of these benefits or studies. Be familiar with the medicine that is currently available in the dispensary as well as what products are in stock and available for patients to purchase.

Opening Procedures:

- In the morning, put all of the products out in their appropriate places in the cases
- Survey the clones and make sure they are moist and looking their best, also remember that you are the only one that touches the clones, patients can tell you which one they want but they cannot touch them
- Compare the menus to the inventory on display and make sure they are in agreement
- Make sure the dispensary is organized, clean and ready for business at opening time
- Turn the computer on and get the system up and running for the day
- Count in your register and log into the point of sale system
- When playing music make sure it is conducive to a healing experience
- Be aware of any specials that are advertised

During Business Hours:

- Keep counters clean throughout the day
- As patients come in, greet them and assess their needs, ask; "What are you looking for relief from or "What effects are you looking for"? "What symptoms are you looking to relieve?"
- Enter each sale through the computer and be aware of counterfeit bills
- Only provide patients with the legal limits- ½ lb. or 8 oz. of dried flower and 12 immature plants
- Make sure all the medicine that's provided to patients has a medical use label
- With new patients especially take your time giving them a solid introduction to the products available
- Each new patient, patient referral or birthday receive a complimentary gift which will change depending on what is available at the time, list the choices available at that time
- Each cannabis counselor in the dispensary should only be helping one member at a time
- When items are sold out, inform the manager

Compassion Program:

- Inform patients of the compassion program when you notice one in need, the requirements are: application, statement of Disability Assistance and diagnosis letter from doctor of terminal illness
- Patient needs to turn all three items into the front desk for consideration into the program

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Closing Procedures:

- At closing time, put all products in the safe
- Clean all counters
- Count out drawer along with a manager and record totals on closing form
- In the presence of a manager, drop the cash accumulated for the day, along with the patient tally into the safe with the completed opening and closing forms all in a manila envelope into the drop safe
- Close door and turn off lights when you leave dispensary

NIGHTLY DROP

The dispensary cannabis counselor and a manager will do the nightly drop together. Both employees need to verify the cash count with individual counts and both need to be present at the start and end of the cash count, until the drop is made in the safe.

RETURN POLICY

The first step to take when a patient would like to make a return is get a manager. If a manager is unavailable or further trouble persists, take down the patients contact information and forward to the director. Inform the patient the director will call when she is available.

CLONE POLICY

To prevent damage and/or contamination only employees handle clones.

DISCOUNT POLICY

The following discounts are available for patients and can be applied at the time of product purchase:

Employee & Compassion: 40%

Veteran: 10%

A.D.A. Patient: 10%

Senior: 10%

STAFF PURCHASES

Staff purchases are to be made during slow times of the day. Employees may write their order down and give to the cannabis counselor for him/her to organize on down-time. Employees are not allowed to hold items. Employees are not allowed to perform their own purchases.

SECTION 15: DELIVERIES

Marin Compassionate Caregivers will provide delivery to a limited number of patients once week. Deliveries will be limited to only current members of MCC that are homebound by serious illness. Deliveries will be conducted on Tuesdays by the director and a security guard. The patient may call or email in the order. The director will call to confirm that the patient is a current member of MCC with a valid I.D. and doctor's recommendation, as well as confirm the

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patient's order and the cost of the order. The director will drive with the security guard to the patient's home as listed on his or her California I.D. Once the director has arrived at the patient's home:

- The director will check the patient's I.D. and doctor's recommendation to MCC's online patient database in order to verify the patient's validity
- The director will go over all products and dosage with the patient
- The director will receive payment for the products and provide the patient with a receipt

SECTION 16: MANAGEMENT

Each manager has their own set of duties set forth by the director. Included in the list of duties is the upkeep of the website. Managers are also obligated to help in the dispensary when there are three people waiting in the lobby or to assist with express orders when requested. There will always be one manager on staff with one opening in the morning and one closing in the evening. All personnel, payroll, safety, health and product concerns need to be addressed with a member of management. If a manager is not available then all concerns should be forwarded to the director.

SECTION 17: DIRECTOR

Dr. Susie Krolicki, the director of Marin Compassionate Caregivers, has been helping patients on a natural path of healing for a number of years. She is dedicated to helping patients by providing a compassionate and healing experience for all members. She should be the **only** one who answers legal questions, questions from any type of government official, community member, media representative or law enforcement agent. She is actively supporting the reformation of cannabis throughout the community. This includes aiding safe access for Marin County patients. She is active within the local government and with community members. She wants to hear any and all questions and concerns. She believes each person brings valuable experience and insight to the team and wants to continually improve Marin Compassionate Caregivers.

MONTHLY TEAM MEETINGS

Team meetings are held at the beginning of each month for the director and management to review any policy changes and to provide continuing education for all staff. This is typically broken up into two hours, with the first hour being policy and procedures and the second hour being focused on education. The education courses will be led by guest speakers including: M.D's, PHD's, scientists, ex-law enforcement, directors of activist groups and laboratory technicians. It is important for Marin Compassionate Caregivers to provide knowledgeable and educated staff for the patients. This is why team meetings are mandatory for all employees. Any meeting unable to be attended needs to be discussed with the director.

As a part of the team meetings, a separate class on education may be required for each employee to attend. Testing on the material covered in class may apply. Each employee is responsible for all of the information discussed during these classes. An employees' ability to communicate this information is accounted for during performance reviews.

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This information is very important in Marin Compassionate Caregivers effort to provide exceptional service and is built in to our long-term collective standard.

SECTION 18: PRODUCT TESTING

Here at Marin Compassionate Caregivers we ensure the safety and potency of our products through testing with a third party laboratory. Incoming medicine is tested for pesticides, molds, mildews, insects or any other particulates or contaminants. The following cannabinoids are tested for potency; THC, CBD, CBN, THCV, THCA, CBG, CBC and THCVA. All of our test results are available for patient review in the binders that we set out in the lobby and the dispensary. Along with the cannabinoids we are continually learning more about the beneficial properties of the terpenes in cannabis. When possible we will also test for terpene levels.

SECTION 19: LOSS PREVENTION

Part of limiting loss at the collective is through careful intake and outtake of product. When we bring the product in and make it available for patient purchase it is carefully weighed and/or counted. When providing medicine to patients it is important to be mindful of how much is being dispensed. The weight needs to be within the parameters set for that specific allotment of product which is .1 to .2 over. The weight on the scale should be visible to the patient. Anything that is complimentary needs to be accounted for.

Loss prevention also includes theft which will not be tolerated by any member or employee of Marin Compassionate Caregivers. If there is an issue with affordability of medicine then it needs to be discussed with the director for a possible solution. If you witness theft of any property by an employee of the Marin Compassionate Caregivers, regardless of what the property is, it needs to be reported to the director immediately. If you witness theft from a patient or, “have a feeling” that something was taken it needs to be reported to the manager on duty immediately.

There is a lost and found for patients located at the front desk. When placing items in the lost and found they need to be labeled with at least the date and then the name of owner if possible.

All employees and members are held accountable for being honest and responsible. If observed being negligent of these expectations then disciplinary action and/or termination may follow.

SECTION 20: MEMOS

As new policies and procedures arise they are put into memo form and printed for all employees to read and sign. The memos are typically kept behind the front desk. It is important for training purposes to read the memos. It is the responsibility of each employee to confirm if a new memo has been created and to read and sign the receipt of this new memo. Check for new memos at the start of each shift.



Marin Compassionate Caregivers

Public Benefits Plan

It is our mission to provide safe access to quality controlled cannabis medicine. Our intention is to provide this service to meet the needs of the legitimate patients of Marin County.

Compassion - Service - Education

Marin Compassionate Caregivers Public Benefits Plan

Marin Compassionate Caregivers was founded by Dr. Susie Krolicki, a resident of Marin County and a Naturopathic doctor concerned by the lack of safe access to medical cannabis in her hometown of Mill Valley. After closely following the local laws related to medical cannabis, she was delighted to read in the Marin Independent Journal that the County of Marin was accepting applications for medical cannabis dispensaries. Shortly thereafter, she contacted Steve Braverman a longtime colleague and friend to inquire about financing the endeavor. He introduced her to Peter Marshall who had the experience and finances needed to move forward with Susie's dream of providing a professional, medical dispensary to patients in Marin County. In order to provide the most positive impact on her community through the business operations of the Marin Compassionate Caregivers, the Executive Director, Dr. Susie will personally implement and oversee the Educational Awareness Program, the Community Relations Program, the Patient Assistance Programs, the Charity Outreach Program, the Living Wage Ordinance Adherence and the Green Business Program.

Section 1: Living Wage Ordinance Adherence

Marin Compassionate Caregivers is dedicated to making the world a better place for not only its patients but its employees; therefore, MCC will provide a starting pay rate of \$15 for its employees. This is far above the requirement of the Marin County Code Chapter 2.50, Living Wage Ordinance. MCC will also provide \$1.5 per hour worked toward each employee's health care benefits once the employee has passed his or her probationary employment period of three months. MCC will be a "Check Card Neutral" facility and will not interfere with the employees' right to unionize or form collective bargaining agreements.

Section 2: Educational Awareness Program

The Marin Compassionate Caregivers will provide an Educational Awareness Program in order to facilitate education of benefits and potential abuses of cannabis. Patients can meet with Dr. Susie on sight by appointment and will be referred to her by cannabis counselors on the sales floor. If a cannabis counselor suspects that a patient has an addiction problem

Marin Compassionate Caregivers Public Benefits Plan

or is abusing cannabis, he or she will fill out a Patient Concern form and forward it to Dr. Susie for follow up. Dr. Susie will contact the patient by phone and reach out to counsel the patient and offer drug treatment program contact options.

Section 3: Community Relations

The Marin Compassionate Caregivers board and management have a top priority of being a benefit to their surrounding community. Dr. Susie Krolicki will be the Community Relations Coordinator and will be the first point of contact for any neighbor complaints. Dr. Susie's phone number will be on the front door so that neighbors can contact her 24 hours a day with questions or concerns.

Dr. Susie was contacted by Susanna Mahoney, the President of the Black Point Improvement Club also known as the neighborhood association. Susanna invited Dr. Susie to to a meeting to present the Marin Compassionate Caregivers proposal. On November 15th, Dr. Susie, Steve Braverman and Kimberly Cargile presented the MCC project plans to the Blackpoint Homeowner's Association in an attempt to answer and questions or concerns about the project. Dr. Susie Krolicki spoke and gave background information about herself and her work with medical marijuana patients. She described how her husband grew up in Marin and has lived here his whole life, she has lived here off and on for 18 years and her parents live here. This has given her an understanding about the climate in Marin and has led her to insist on a dispensary that is small, discrete and tasteful. Steve Braverman and Kimberly Cargile presented the management team's background and mission statement as well as an overview of the company's plan of operations to the neighborhood association. At that time we were able to answer many questions and present solutions to many concerns from homeowners. The presentation consisted of a number of posters on easels set up around the room, showing the floor plan, site plan, parking, an example of what the inside of the dispensary will look like, a list of rules that patients must follow to hold membership, three choices of logos, medical cannabis lab test results as well as a human diagram showing the benefits of cannabis as a medicine. A short video was shown about Kimberly's dispensary

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(<http://www.atherapeuticalternative.com/about-us.html>) that serves as the example of how MCC will operate, a handout summarizing key points from the presentation and cookies for the members of the association were provided.

A video of the presentation can be viewed at

<https://www.youtube.com/watch?v=DHnz43bJNfk&feature=youtu.be>

At the end of the presentation, we received positive feedback from a handful of the members. That was encouraging. They opened up about just being afraid and needing reassurance that we will keep it small. That was definitely heard.

Section 4: Charity Outreach Plan

It is in our budget to provide assistance to the charities of Marin County which do outreach work with those in need. While preparing this application we researched charities in Marin that we would like to provide donations and volunteers for. Dr. Susie has reached out to Linda Sweeney from the Marin Community Foundation (MFC) in order to build a relationship and offer our service. It is the mission of the Marin Community Foundation to, "Encourage and apply philanthropic contributions to help improve the human condition, embrace diversity, promote a humane and democratic society, and enhance the community's quality of life now and for future generations."

On Friday November 11th, Dr. Susie, met with Linda Sweeney at the Marin Community Foundation office in Novato. At that meeting they discussed Marin Compassionate Caregivers donating to Marin Community Foundation, if the business permit is approved. Linda explained to Dr. Susie about how MCF works and Susie, in turn, explained to her about what the dispensary will be like at 5 Harbor Drive in Novato. Dr. Susie explained to Linda in depth about her personal experience working with patients seeking medical marijuana and how beneficial it can be. Linda was very receptive to Dr. Susie's shared experience and understanding of the benefits to the community the dispensary can also provide.

Marin Compassionate Caregivers Public Benefits Plan

Dr. Susie explained that MCC's intention of offering assistance with donating were twofold. Susie intends to donate 2% of profits generated by Marin Compassionate Caregivers at the dispensary. She also thought it might be a good idea to provide volunteers, either staff or members of the collective, to help where needed in the community of Marin. Linda shared that she can put us in touch with the right people and those that can help me determine where to have the volunteers go. She mentioned healthcare facilities as a possibility, but there are many and it will depend on needs of businesses and community members at the time. Dr. Susie explained to her the application process and she understood that it will take some time before we find out whether or not we will get the license. We will keep in touch with her as things move forward in the application process.

Section 5: Patient Assistance Programs

MCC will offer discounts to all Veterans, Disabled Patients and Senior Citizens. We will have a special discount program called a "Compassion Program" for our patients with financial hardship and a debilitating illness or disorder.

For patients that need personal in depth holistic health counseling, consultation hours will be available for patients that want to meet with the director, Dr. Susie Krolicki, ND. She will provide patients with recommendations on a variety of holistic therapies. Dr. Susie Krolicki will not be evaluating patients for the recommended use of cannabis nor will she be writing cannabis recommendations.

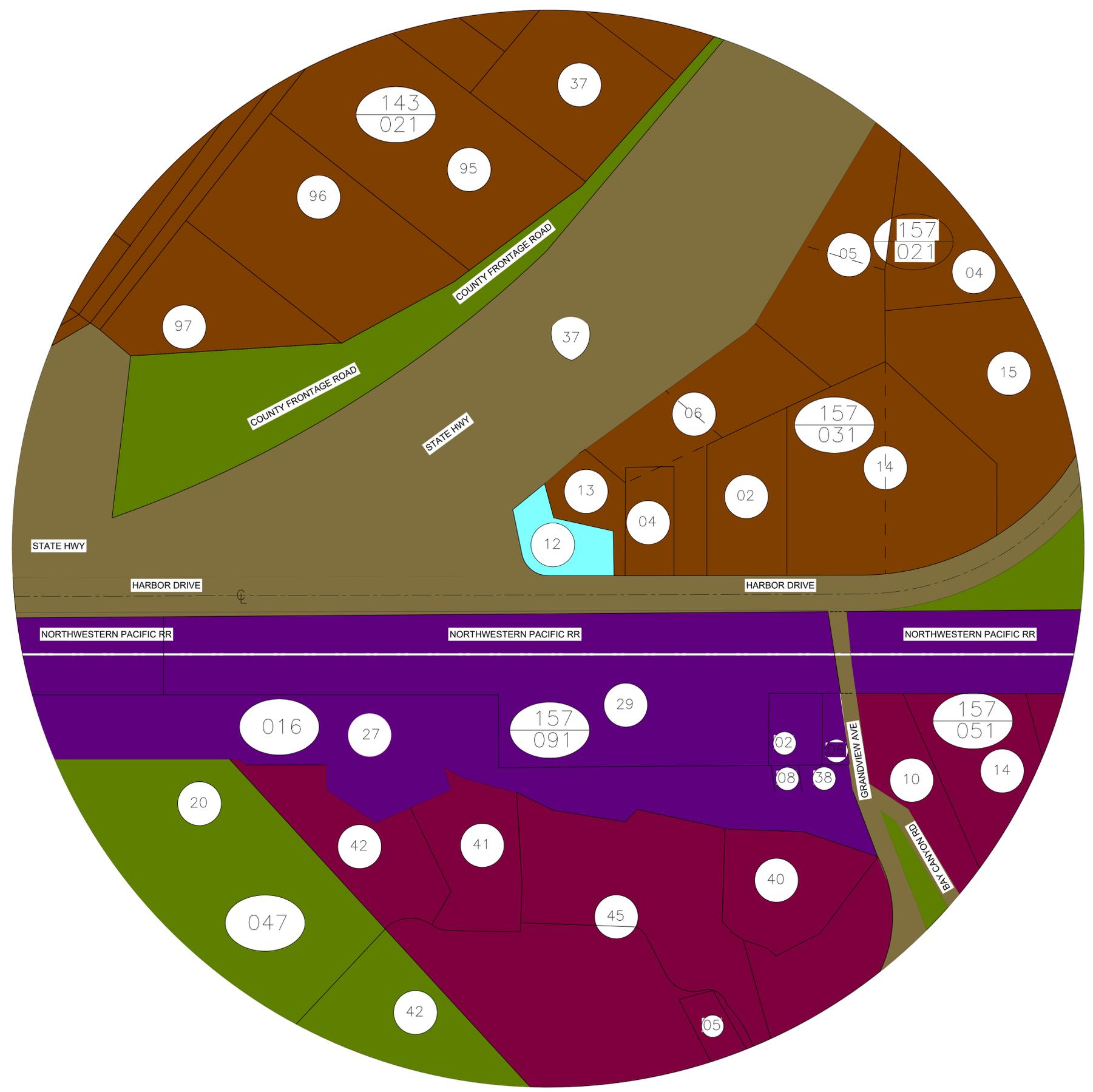
For patients that are not able to leave their homes due to their medical conditions, Marin Compassionate Caregivers will provide delivery service.

Section 6: Green Business Program

Marin Compassionate Caregivers has applied for the Marin County Green Business Program, in order to, "demonstrate continuous compliance with applicable environmental regulations, conserve energy, water, and other materials, implement sound environmental practices that prevent pollution and waste generation, and share environmentally responsible practices with other businesses in our community. " MCC intends to

Marin Compassionate Caregivers Public Benefits Plan

implement standard operating procedures that meet all of the criteria required to qualify as a Marin Green Business. Dr. Susie Krolicki, has begun the application process at greenbusinessca.org. Since MCC is not yet open for business, she was unable to complete the application. Starting the process of applying and reading through all of the requirements has given Dr. Susie a thorough and detailed understanding of what is expected in each category of conservation. She plans to utilize many of the resources available to help keep the business environmentally responsible and mindful of its practices and how they affect the world at large. Dr. Susie will utilize Marin Sanitary Services free recycling consultation services and waste characterization studies to help get a good perspective on where to start. She is happy to have stopjunkmail.org as a resource to reduce and stop junk mail from coming to the business. She also plans to use ireuse.com to help with resource efficiency and energy efficiency via waste reduction and water conservation. Dr. Susie will set up a business account at PG&E to track energy and water use. She will use greenseal.org to help find less toxic cleaning products. And she will use Build it Green in the construction phase to find low emission building materials. MCC will make sure to label storm water drains with the blue fish indicating no dumping, flows to the bay and will install a water efficient toilet in the bathroom. Dr. Susie will call Marin Municipal Water District for their free water audit in an effort to conserve more water. We think it is very important in this business to evaluate product packaging and the supply chain in order to reduce waste. Since there are now so many different products offered in this industry, this will be a big part of being environmentally conscious. We will adopt a green purchasing policy. It is also important to ask customers to use their own bags, when a bag is necessary, while shopping at the dispensary. MCC believes it is important to encourage employees to carpool and offer incentives to do so. It will be encouraged that employees bring their own reusable water bottles, as opposed to having individual bottles of water. There will be no use of Styrofoam or polystyrene in beverage containers if tea or water is offered to customers in the dispensary. In summary, MCC will act to recycle, reduce and reuse, conserve water and energy and prevent pollution in a way that is compliant with being a Marin Green Business and being certified as such.



LEGEND	
	PARCEL NUMBERS
	ASSESSOR'S BK AND PAGE NUMBERS
	SUBJECT PROPERTY
	COMMERCIAL PARCELS
	MIXED USE PARCELS ¹
	RESIDENTIAL PARCELS
	ROADWAYS
	OTHER ²
	STATE ROUTE
	PARCEL/BOUNDARY LINES

¹ PARCELS IN THESE AREAS ARE MAINLY RESIDENTIAL WITH A FEW COMMERCIAL ENTITIES SUCH AS RETAIL SHOPS

² COMPRISED OF UNINCORPORATED AREAS, STATE LAND, COUNTY LAND, PARKS, GOLF COURSES, OR AREAS FCA UNABLE TO DETERMINE FROM ASSESSOR'S MAP.

ALL INFORMATION DRAWN FROM TAX ASSESSORS MAP.

1 PROPOSED ARCHITECTURAL SITE PLAN
19,811 SQFT PROPERTY LINE SCALE: 1/86"=1'-0"

THIS CONTEXT MAP WAS DONE AT DIRECTION FROM CLIENT, AND WAS DRAWN FROM TAX ASSESSOR'S MAP. ALL PROPERTY LINES, BOUNDARIES, ROADS AND ALL OTHER STRUCTURES AND ANNOTATION, TAKEN FROM TAX ASSESSOR'S MAP, PLACEMENT ASSUMED.

THIS IS NOT A SURVEY, NO FIELD MEASUREMENTS OR VERIFICATION CONDUCTED

NEIGHBORHOOD CONTEXT MAP

5 HARBOR DRIVE, NOVATO, CA. 94945

A0.1

LEGEND	
	EXISTING ELEMENT TO BE REMOVED
	NEW EXTERIOR LIGHTING ¹
	NEW SECURITY CAMERA (ROTATING) ²
	NEW DESIGNATED PARKING SPACE ³

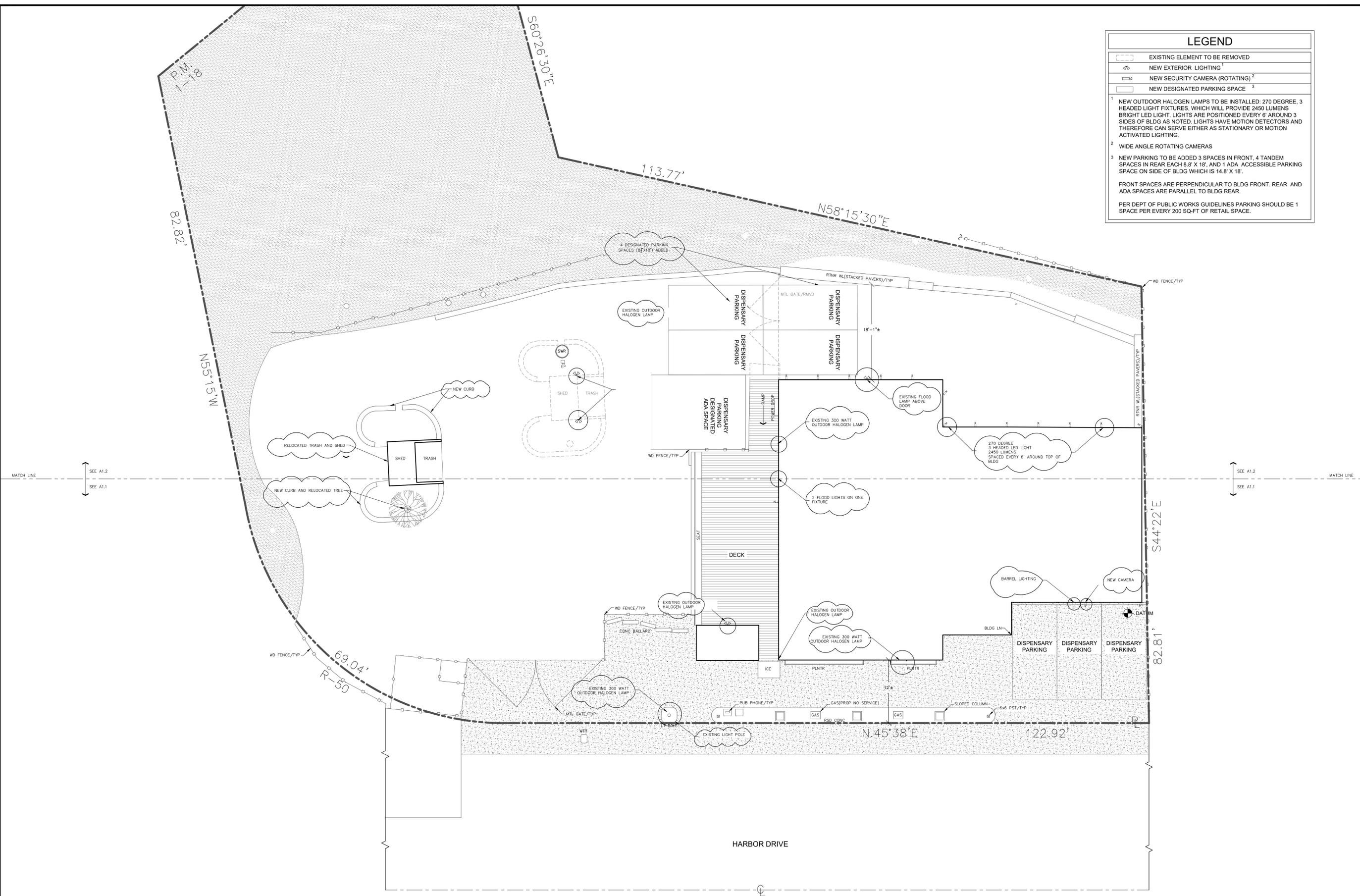
¹ NEW OUTDOOR HALOGEN LAMPS TO BE INSTALLED: 270 DEGREE, 3 HEADED LIGHT FIXTURES, WHICH WILL PROVIDE 2450 LUMENS BRIGHT LED LIGHT. LIGHTS ARE POSITIONED EVERY 6' AROUND 3 SIDES OF BLDG AS NOTED. LIGHTS HAVE MOTION DETECTORS AND THEREFORE CAN SERVE EITHER AS STATIONARY OR MOTION ACTIVATED LIGHTING.

² WIDE ANGLE ROTATING CAMERAS

³ NEW PARKING TO BE ADDED 3 SPACES IN FRONT, 4 TANDEM SPACES IN REAR EACH 8.8' X 18', AND 1 ADA ACCESSIBLE PARKING SPACE ON SIDE OF BLDG WHICH IS 14.8' X 18'.

FRONT SPACES ARE PERPENDICULAR TO BLDG FRONT. REAR AND ADA SPACES ARE PARALLEL TO BLDG REAR.

PER DEPT OF PUBLIC WORKS GUIDELINES PARKING SHOULD BE 1 SPACE PER EVERY 200 SQ-FT OF RETAIL SPACE.



1 PROPOSED ARCHITECTURAL SITE PLAN
19,811 SQFT PROPERTY LINE SCALE: 1/8"=1'-0"

THIS PROPOSED PLAN HAS BEEN COMPLETED PURSUANT TO THE DIRECTION OF THE CLIENT.
THIS IS NOT A SURVEY. PROPERTY LINES TAKEN FROM TAX ASSESSOR'S MAP. PLACEMENT ASSUMED.

PROPOSED ARCHITECTURAL SITE PLAN
5 HARBOR DRIVE, NOVATO, CA. 94945

A1.3