



CITY OF HEALDSBURG CITY MANAGER'S OFFICE

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August 8, 2023

Alicia Wingard
Sonoma CHO dba Flora Terra
1825 Empire Industrial Court
Santa Rosa, CA 95403
alicia@floraterraca.com

RE: Phase I – Application Submittal and Determination of Eligibility – City of Healdsburg

Dear Applicant,

Thank you for submitting your Commercial Cannabis Business Permit Application to the City of Healdsburg (City). Pursuant to the Healdsburg Municipal Code (HMC) Section 20.20.095, HdL Companies, Inc. (HdL) conducted the Phase I application evaluation for completeness and compliance with the minimum submittal requirements. At this time your application has been deemed **INCOMPLETE**.

Before your application can advance to Phase II, you must provide the omitted information below. Failure to do so may result in your application being disqualified.

APPLICATION OMISSION(S):

- **Commercial Cannabis Business Permit Application**
 - PDF File #1, Page 1 of the Commercial Cannabis Business Permit Application, Section Applicant (Entity) Information failed to include a response to question "HAS ANY INDIVIDUAL IN THIS APPLICATION APPLIED FOR ANY OTHER CANNABIS PERMIT IN THE CITY OF HEALDSBURG?"
 - Applicant should provide the City with an amended Commercial Cannabis Business Permit Application to include its response.
 - PDF File #1, Page 2 of the Commercial Cannabis Business Permit Application, Section Owner Information provided the same signatures for each owner listed.
 - Applicant should provide the City with an amended Commercial Cannabis Business Permit Application having each owner provide their own unique signature(s) where required.

➤ **Property Owner Consent/Landlord Affidavit**

- PDF File #1 failed to include a completed, signed and notarized Property Owner Consent/Landlord Affidavit.
 - Applicant should provide the City with a completed, signed and notarized Property Owner/Consent/Landlord Affidavit.

Please provide only material information in direct response to the request mentioned above within five (5) business days of this email, or by **5:00 pm, Tuesday, August 15, 2023**. Supplemental information unrelated to this direct request will not be accepted. Please submit all materials in digital form via email to HdL Companies, Inc. Attention Kristi Lervold at klervold@hdlcompanies.com. If you have any questions or require additional information, please contact her at 714-879-5000 or via email.

Applicants are encouraged to monitor the City's web page for any additional information, FAQs, or updates. It is the responsibility of the Applicant to stay informed of this information. If you have any questions or require additional information, please submit your questions by email to cannabis@healdsburg.gov.

Sincerely,

Andrew Sturmfels

Andrew Sturmfels
Assistant City Manager

cc: Matt Eaton, Deputy Director of Compliance Services, HdL Companies
Kristi Lervold, Administrative Assistant, HdL Companies