



CITY OF HEALDSBURG CITY MANAGER'S OFFICE

401 Grove Street
Healdsburg, CA 95448-4723

Phone: (707) 431-3317
Fax: (707) 431-3321

Visit us at www.healdsburg.gov

August 8, 2023

Jamie Shira
JF Healdsburg LLC dba Jane Dispensary
1036 Harold Lane
Healdsburg, CA 95448
jamie@janeandcompany.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):

➤ Zoning Clearance Letter

- PDF File #5 failed to include a Zoning Clearance Letter from the City.
 - Applicant should provide a signed Zoning Clearance Letter from the City.

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