

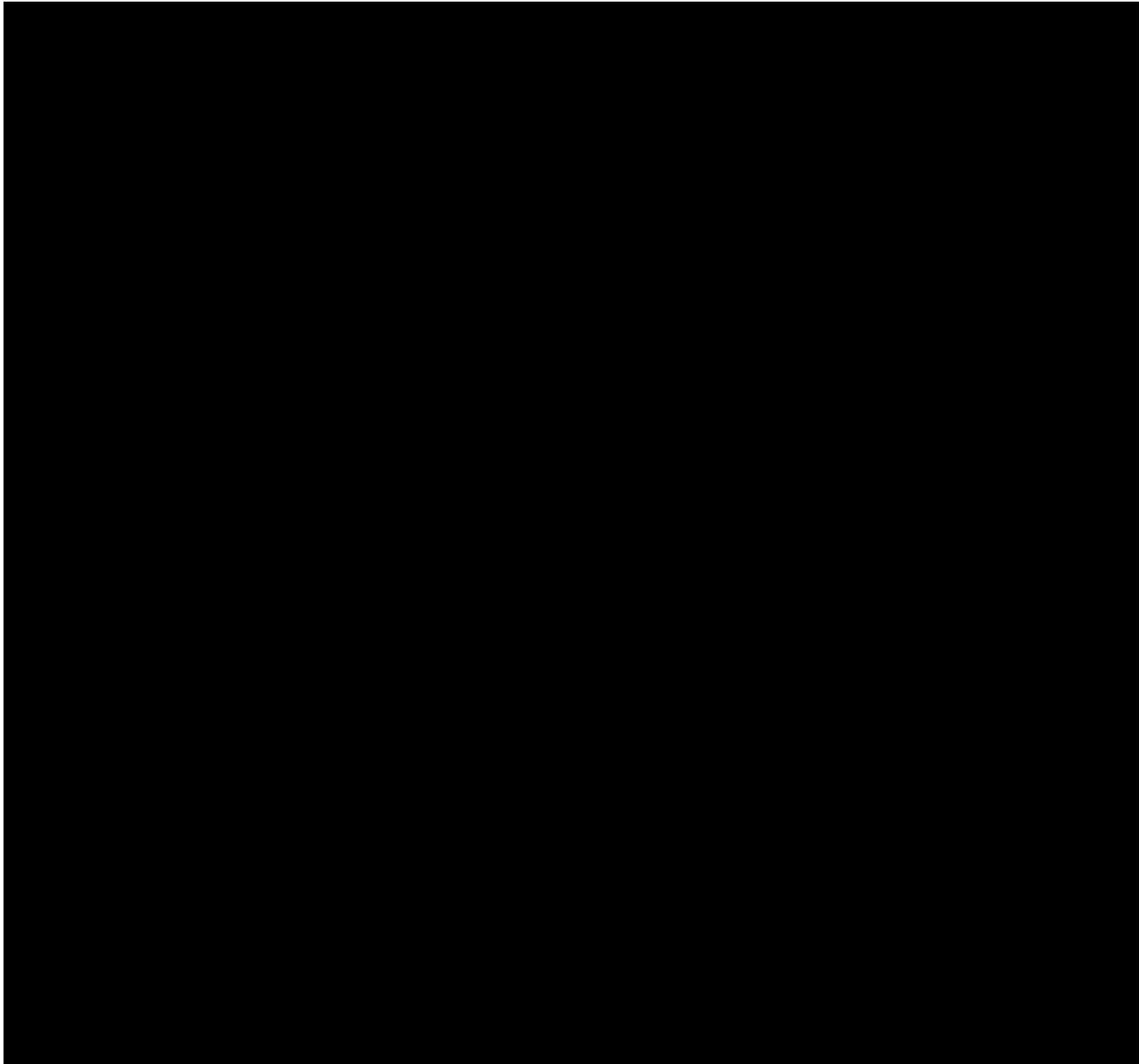


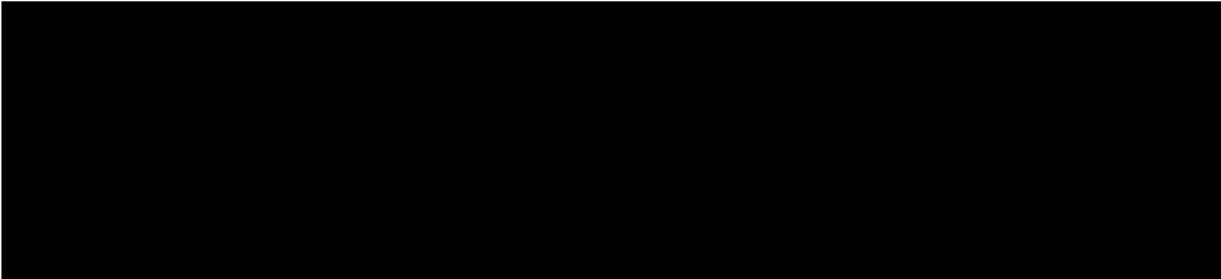
City of Healdsburg  
Commercial Cannabis Permit Application  
SPARC HEALDSBURG

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## SECTION A: BUSINESS PLAN

### 1. FINANCES

All SPARC entities have strong financial policies and fiduciary oversight and governance through the CFO. SPARC has long held a corporate banking relationship across all of its affiliated entities and corporations to ensure safety and security for the business, employees, and the surrounding communities.

In compliance with HMC Title 20, Ch. 20.20.095 (A)(11)(j), SPARC maintains strict and secure operations including legal tender transport. In an effort to reduce the likelihood of being a target for any criminal activity, the business shall use and keep onsite as minimal cash as possible. SPARC accepts electronic debit payments for online pre-orders and all locations have debit card terminals to allow for non-cash payments in store. All employees and vendors are paid via check or digital payments. All cash will be stored in a burglary resistant safe that shall be compliant with industry standards. On a regular basis, SPARC Healdsburg's FDIC insured bank will retrieve cash from the store and supply change as necessary, utilizing a licensed armed car service.

SPARC Healdsburg will maintain all records in accordance with the records retention requirements set by state and local regulations for cannabis activity. Records maintained follow accepted cash handling practices, and SPARC Healdsburg shall maintain a general ledger of cash transactions, as required in Healdsburg Municipal Code (HMC) Title 20, Section 20.20.095 (B)(7)(o).

Upon being awarded one of the Commercial Cannabis Permits, SPARC Healdsburg will register with the City via the City prescribed Cannabis Tax Registration Form to enroll in the City's Cannabis Tax program. In compliance with HMC Title 3, Ch. 3.32, SPARC Healdsburg will remit the 4% gross receipts tax on adult use sales in the monthly installments laid out in HMC Title 3, Ch. 3.32.060 (C) on the prescribed City form Cannabis Business Tax Return. SPARC Healdsburg will pay all applicable taxes, "...enacted by the voters, including Ch. 3.32 HMC, or any additional regulations that may be promulgated in addition to all current applicable state and local taxes." HMC Title 20, Ch. 20.20.095 (A)(10)).

The application fee for a Commercial Cannabis Permit by Garden PARC, LLC dba SPARC was paid via the City of Healdsburg cannabis in person submission of a cashier's check on 07/28/2023.

Please see ATTACHMENT 10- APPLICATION PROCESSING FEE RECEIPT

#### A. PROOF OF CAPITAL

SPARC is experienced in the complexities of designing and opening dispensaries, having successfully done so many times. In 2022, SPARC opened the first dispensary in the City of Sonoma, only two months after opening another new location in San Francisco. Our team is well versed in funding, building, and opening new locations efficiently. We have developed realistic schedules and sufficient capital to bring the SPARC family into new communities, such as the City of Healdsburg. Please see ATTACHMENT 1- PROOF OF CAPITALIZATION

#### B. 3 YEAR PRO FORMA

A detailed monthly budget including all projected costs and buffers for overrun is attached.  
Please see ATTACHMENT 2- STARTUP COSTS & PRO FORMA

#### C. CONSTRUCTION BUDGET & SCHEDULE

If approved for a Commercial Cannabis Permit, SPARC intends to immediately submit all necessary planning and building applications, as well as any requests for agency approval. Upon receipt of these and any other applicable approval and the commencement of construction, SPARC will exercise its Cannabis Business Permit and apply for a Type 10 License from the Department of Cannabis Control.

We have prepared the attached schedule and budget for construction to be performed by our local contractors based on our experience of opening and remodeling other cannabis facilities in California. SPARC has identified critical path items in the construction schedule, attached herein, in order to identify resource constraints in relation to

precedence and calculate the estimated minimum time needed to complete the renovation of the proposed SPARC Healdsburg location.

In the past three years alone, SPARC has completed remodels of three retail facilities in Sonoma County and two in San Francisco. Along the way, we have built strong relationships with Sonoma County based contractors, engineers, architects, and tradespeople. We will leverage these relationships to ensure SPARC Healdsburg is constructed efficiently and the end result is a facility that integrates with the surrounding area.

Please see ATTACHMENT 8- CONSTRUCTION BUDGET & SCHEDULE

#### **D. BANKING SERVICES LETTER**

SPARC has long held access to banking services with a traditional, FDIC insured, publicly traded bank. This helps minimize the amount of cash on hand and ensures safe transport and pickup of cash. On a regular but non-predictable basis, SPARC's FDIC insured bank will retrieve cash from the store and supply change as necessary, utilizing a licensed armored car service.

Please see ATTACHMENT 11- BANKING SERVICES ACCESS LETTER

### **GARDEN PARC BUSINESS INFORMATION**

#### **SPARC**

With more than 12 years of retail experience, the SPARC team has opened and operates 5 dispensaries - two in San Francisco and three in Sonoma County. SPARC has also been a cultivator and provider of medicine for AIDS and Cancer patients for nearly 20 years. The SPARC team knows how to operate a world-class dispensary that honors, respects, and contributes to the community around us. SPARC's operations are developed with a focus on creating sustainable programs and procedures. This emphasis on sustainable, responsible management has allowed SPARC to steadily grow and continuously increase our positive impacts on the communities where we operate.

Some of the many awards SPARC has received include being voted "Best Sonoma County Dispensary" by the North Bay Bohemian in 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2022, and 2023; voted "Best Medical Cannabis Dispensary" in the Press Democrat 2015, and 2016; and voted "Best of San Francisco: Dispensaries" in SF Weekly in 2011, 2014, and 2015.

#### **GARDEN SOCIETY**

Women-owned and led, Garden Society is a craft cannabis manufacturing company that originated in Healdsburg and Cloverdale and has now expanded to Ohio and New Jersey. Inspired by the heritage of cannabis in Northern California, Garden Society strives for exceedingly great products, made with uncompromising quality. Operating since 2016, Garden Society has been manufacturing best in class products sold across California under the brand Garden Society and for other leading third party brands like Jetty and Kiva. In addition to operating their business, Garden Society has built a powerful community by focusing on the education and empowerment of women. Garden Society's goal is to become one of the most positive, powerful, and trusted cannabis brands in the country, with world class partners and quality products that matter to consumers.

Some of the many awards that Garden Society has received include being voted "Best Edible", "Best Preroll", "Most Inspirational Brand" at the California State Fair, "Best Edible or Cannabis Product" by the North Bay Bohemian in 2018, 2019, 2020, 2021, and 2022, Best Edible and Best New Brand by Green State of the San Francisco Chronicle. Erin Gore has also been awarded one the 10 most innovative leaders in cannabis by Forbes Magazine in 2020 and North Bay Business Woman of the Year by the North Bay Business Journal in 2021.

#### **SPARC & GARDEN SOCIETY PARTNERSHIP**

SPARC and Garden Society have worked together since 2017 by selling Garden Society products across the SPARC dispensaries. Since the beginning of their relationship, SPARC recognized the quality of Garden Society products and the consumer demand for the brand in the North Bay. Garden Society has been equally impressed by SPARC's professionalism and partnership to create a winning partnership both in the retail dispensaries and across the supply chain. SPARC is Garden Society's largest customer in Northern California, leading to significant revenue growth for both companies. In addition, founders Erin Gore and Erich Pearson have served on industry boards together supporting the industry and advocating and educating for improved local policies.

When the opportunity for a dispensary in Healdsburg became a reality, it was a natural partnership for SPARC and Garden Society to join forces to create a dispensary that represented the best of Sonoma County, creating a location that would serve the community with education and quality products. Garden Society works with many of the leading dispensary operators, and chose to work with SPARC because of their long standing relationship built on mutual trust, and SPARC's professionalism and operational expertise with their dispensary operations. SPARC has a corporate structure designed to efficiently operate its retail locations, leveraging common resources to bring down overhead costs. SPARC has access to normal banking for each entity, enabling checks and ACH to be used for product procurement, tax payments, and payroll.

## STARTUP CAPITAL

In 2022 the SPARC family of companies had a collective revenue over \$23M and was one of the only cannabis companies in California to receive a loan from an FDIC insured, publicly traded bank during the pandemic. SPARC has \$2.8M in cash and cash equivalents on hand. SPARC (Garden PARC LLC) has investment capital of up to \$1.2M towards start-up costs available. In the face of adversity during the pandemic SPARC was able to retain our employee base, allowing us to qualify for a federally funded Employee Retention Credit of more than \$2.3M. As is shown in ATTACHMENT 1- PROOF OF CAPITALIZATION, the owners have reserved sufficient capital to acquire and develop a property for use in the City of Healdsburg. In addition, we always include a significant buffer in the event of any cost overruns.

SPARC (Garden PARC LLC) will have a dedicated section of the store built out to bring Garden Society to life in Healdsburg by providing dedicated products, education, and creating a sense of home for Garden Society in the SPARC dispensary. Our seasoned management team has extensive experience in each of their relevant areas including Retail, HR, Technology, Finance, Operations, Compliance, and Business Strategy. Some highlights of these leaders are described in detail in the upcoming sections “Qualifications of Owners” and “Individuals Participating in Management of SPARC”.

SPARC (Garden PARC LLC) has the experience, financial resources, and operational expertise to ensure that SPARC Healdsburg will be a community-centric, small business that Healdsburg can be proud of.

### GARDEN PARC LLC, DBA SPARC (ALSO REFERRED TO AS “SPARC HEALDSBURG”)

SPARC Healdsburg (Garden PARC LLC) is a limited liability company organized in the State of California with an intended principal place of business in the City of Healdsburg. Please see ATTACHMENT 3- FORMATION DOCUMENTS for the business formation documents filed with the California Secretary of State SPARC Healdsburg will file an FBN with the County to operate as SPARC once moved onto the next phase of the application process.

## 2. DAILY OPERATIONS

Since opening our first dispensary in 2010, SPARC has been a standard setting organization in the cannabis industry, and our operations have helped define many standards of the dispensary business you see in the industry today. We intend to leverage our extensive experience to ensure that SPARC Healdsburg operates using the same Standard Operating Procedures (SOP) as all of our dispensaries.

We elevate the experience of cannabis shopping from the head shop days of old to the quality service, exceptional products, and affordable prices people deserve. To that end, the following information is a snapshot of what our Healdsburg customers can expect from SPARC Healdsburg. Procedures listed are abbreviated for the application, however, SPARC has fully detailed procedures that we can produce upon request.

In compliance with “City Of Healdsburg, Commercial Cannabis Business License Application, Financial Responsibility, Indemnity And, Consent To Inspection Terms” and HMC Title 20, Ch. 20.20.095 (A)(16), and (B)(7)(e), SPARC Healdsburg staff will be trained never to impede, obstruct, interfere with, or otherwise not to allow, the City to conduct an inspection, take photographs, and review or copy records, in compliance with the City of Healdsburg Commercial Cannabis Business License Application Financial Responsibility, Indemnity And Consent To Inspection Terms, Term (8), that was signed by SPARC Healdsburg owners as part of this application.

SPARC Healdsburg will, “maintain up-to-date and current records and existing contracts on the premises that describe the location and operation of each security alarm system, a schematic of security zones, the name of the alarm installation company, and the name of any monitoring company. Off-site monitoring and video recording storage of the premises by the licensee or an independent third party is authorized if standards exercised at the remote location meet or exceed all standards for on-site monitoring.”, in compliance with HMC Title 20, Ch. 20.20.095 (A)(11)(d)

## SPARC GENERAL OPERATIONS

### SPARC HOUSEKEEPING & APPEARANCE STANDARDS

SPARC is a professional workplace. As such, the following are the minimum appearance standards that must be maintained at SPARC at all times for staff and customer well-being and safety:

- All parts of the premises must be maintained in a safe, orderly, and tidy condition.
- The staff on duty must wear an Identification Badge indicating their first name and unique employee number for the purposes of identification by customers.
- The external appearance of the store must inspire confidence in the nature of the service that is provided and portray a professional image.
- Entrances, dispensing counters, doorways, accessible parking, paths of travel, seating, restrooms, and any washing facilities meet local and state requirements for accessibility, in accordance with HMC Title 20, Ch. 20.20.095 (6)(a).

## SPARC ENVIRONMENT

- Storage of products must be in accordance with the storage instructions of the manufacturer.
- Refrigerators used for the storage of certain edible products must be to Sonoma County Department of Health Services standards (HMC Title 20, Ch. 20.20.095 Section 6 (A)(5)).
- Products must be protected from the adverse effects of light, freezing, or other temperature extremes and dampness.
- Levels of heat, light, noise, ventilation, etc., must exert no adverse effects on dispensary inventory as well as personnel, in compliance with HMC Title 20, Ch. 20.24.015, and Ch. 20.24.030. SPARC Healdsburg will adhere to all local codes for Environmental Performance Standards, as applicable (HMC Title 20, Article I).
- All parts of the premises must have suitable and effective means of heating or cooling, lighting, and ventilation. If windows can be opened, they must be locked securely when the dispensary is closed.
- Background music or other broadcasts in the dispensary must not be played at such a volume so as to cause distraction.

## SPARC HYGIENE

- There must be an area where cleaning and sanitation equipment can be washed which has a source of hot and cold tap water in accordance with Sonoma County Code Chapter 14, Article VI.
- Facilities will include readily available hot water, soap, and clean towels, or other satisfactory means of drying the hands. There will be a suitable, clean sink made of a smooth, washable, and impermeable material that is easy to maintain in a hygienic condition and has a source of hot and cold tap water. A conspicuous sign will remind users to wash their hands.
- Restrooms will be kept clean and in compliance with the Americans for Disabilities Act requirements for toilet facilities, as required by Sonoma County Health Cannabis Dispensary Plan Review (HMC Title 20, Ch. 20.20.095 (A)(5)).

## STORAGE AREAS IN SPARC

Storage areas will have sufficient shelving constructed from a washable and impermeable material, which is easy to maintain in a hygienic condition for storing products. Product storage areas will be self-contained, secure, and locked, as approved by the Healdsburg Police, in compliance with HMC Title 20, Ch. 20.20.095 (A)(11)(k). Storage areas must be large enough to allow for orderly arrangement of stock and proper stock rotation. In compliance with HMC Title 20, Ch. 20.20.095 (A)(11)(k) SPARC will ensure that "...to the fullest extent possible, all cannabis and cannabis products shall be kept in a manner that prevents theft and loss, except for limited amounts used for the purposes of display or immediate sales..."

## SPARC INTERNAL INSPECTION PROGRAM

All SPARC locations conduct monthly internal inspections, the results of which are audited and reviewed by the executive team including the Director of Licensing and Compliance, Director of Safety and Security, and the Vice President of Retail. These proprietary inspections are designed by the Compliance Department to ensure ongoing compliance with all applicable local and state laws, regulations, and codes, as well as all SPARC policies and procedures, including those outlined below.

Like all of our locations, SPARC Healdsburg will utilize a custom inspection form that will cover all applicable Healdsburg Municipal Code sections, as well as Sonoma County Health Code, Department of Cannabis Control regulations, OSHA and Safety requirements, Security Procedures, required recordkeeping, and more.

In addition to ensuring ongoing compliance, the inspection program is a valuable training tool for staff and is structured to ensure all members of the store leadership team conduct inspections on a rotating basis. This cross-training and regular review of regulatory requirements ensures our team members can assist any inspectors, including those from the DCC, the City of Healdsburg, and the Sonoma County Department of Health Services, as needed.

## CUSTOMER COUNSELING, ADVICE & EDUCATION

SPARC believes every customer deserves access to one on one consultations to discuss their personal, private, and or medicinal questions or concerns. We place an emphasis on customer education and have found this is especially important in towns that have not previously had dispensaries, like Healdsburg. The nature of our store will allow for multiple points of interaction where customers can ask their questions to one of our member consultants. The following minimum standards will apply:

- Consultation(s) will be able to occur in easily accessible areas.
- Member consultants will take care to ensure reasonable privacy to the customer at all times.
- Member consultants will promote appropriate counseling and demonstration of the correct and safe use of specific products as required.

## CUSTOMER SERVICE & RETURN POLICY

SPARC's mission is to meet the needs of each of its customers while providing them with safe access to cannabis. Customer service standards are central to this effort. For this reason, it is critical that customer service standards be as simple and objective as possible. Customer service training is not a one-time event. It is an ongoing effort, a consistent program of teaching the basic principles, reinforcing what has been taught, and evaluating Team Members according to the standards. SPARC's customer service training is described in detail in our full Employee Handbook. See ATTACHMENT 6- EMPLOYEE HANDBOOK INTRO for an abbreviated version. A complete Employee Handbook with customer service training is available upon request. Our training is based on four simple principles: smile, greet every customer, offer to help and educate, and finally, say thank you.

Customer service is of the utmost importance to SPARC. We will accept and process refunds or exchanges for all defective items as long as the purchase can be verified within TREEZ (SPARC Healdsburg shall employ the TREEZ Point of Sale (POS) system to ensure inventory control and to create and manage customer records. More in depth information on Treez is in the following section "C- Point of Sale System"). SPARC will also process returns for customers if a product is not up to the customer's expectations, as we stand behind all of the products we carry. Our policy is consistent with CCR Title 4 § 15410 and all returns will be handled as provided by the regulations. All returned transactions shall be documented in TREEZ. Return records shall contain the following information without exception:

- A return transaction in the TREEZ system for the items being returned;
- The reason for the return documented in the system
- Date and time of the return on the receipt or other documentation; and
- Returns shall be approved by a Dispensary Supervisor ("Supervisor") and evidenced by the Supervisor's approval within the POS system. The system features controls that prevent anyone but the Supervisor from performing the return in the POS system.

## PHYSICIAN RECOMMENDATION

SPARC Healdsburg will not have any physician on site evaluating patients for a medicinal cannabis recommendation, in compliance with HMC Title 20, Ch. 20.20.095 (B)(7)(j).

## FAILURE OR RECALL

In the extremely rare event that the Department of Cannabis Control (DCC) notifies retailers that specific batches have been deemed to have failed quality assurance review of the testing, SPARC shall follow the directions and orders of the DCC and either quarantine, destroy, or otherwise handle those products per the DCC directive. Destruction shall happen pursuant to the SPARC's destruction procedures. If a recall is ordered SPARC will post notices and inform our customers, unless directed otherwise by the DCC, of the following:

- Date of Recall
- Reason for Recall
- Batch Number ID
- Weight of Product
- Confirmation that failure of quality assurance is entered into SPARC's and the State's CCTT System

## A. CUSTOMER CHECK-IN & PURCHASE PROCEDURES

### CUSTOMER VERIFICATION PROTOCOL & LOG

SPARC Healdsburg shall employ the TREEZ Point of Sale (POS) system to ensure inventory control and to create and manage customer records. TREEZ (<https://www.TREEZ.io/>) will also be used to conduct age verification and patient ID verification on a daily basis. SPARC's age and ID verification is in compliance with HMC Title 20, Ch. 20.20.095 (B)(7)(e), and includes all persons entering or exiting the premises except for those representing a regulatory agency. TREEZ is an enterprise-quality cannabis business management software platform used by dispensaries and cultivators across the United States to track customer and sales records, and inventory from seed-to-sale. TREEZ is considered the gold standard in cannabis retail management software – equipping dispensary operators with the most powerful and intuitive POS and inventory management platform available today. TREEZ is designed to meet any and all customer verification requirements set up by the State and automatically retain a detailed customer log. TREEZ is also integrated with METRC, the State track and trace system. SPARC's track and trace records are maintained in compliance with HMC Title 20, Ch. 20.20.095 (A)(14), and all state regulations that pertain to SPARC Healdsburg operations.

As required by the State, the moment a patron approaches the premises our Safety Host will greet and welcome them and request their identification to verify their age. Upon verifying the age of the patron to be over 21, "...or, at least 18 years of age and able to show a government issued medical cannabis ID card ..." in accordance with California Health and Safety Code Section 11362.7 et seq. (HMC20.20.095 (B)(7)(p)(iii)).

(CCR Title 4, Chp 3 § 15400), TREEZ will record all customer identification information obtained from a barcode reader on a driver's license or from other valid identification and allow an authorized Team Member to create a customer profile. The individual will then be allowed to proceed to the retail sales floor of the premises. A Safety Host will be stationed in the reception area to conduct age verification before the patron is granted access to the dispensing area.

All SPARC Healdsburg POS areas and all areas where cannabis is displayed for sale or stored, access points to secure surveillance records areas, and all entrances and exits to the facility are recorded on video that is clear enough to distinguish facial features and the identity of any person in the retail area (HMC Title 20, Ch. 20.20.095 (A)11(b)(iv)).

## **B. DELIVERY PROCEDURES DURING BUSINESS HOURS**

Delivery of products to SPARC Healdsburg will adhere to all retail delivery requirements mandated by CCR Title 4, § 15311, § 15312, § 15313, § 15314, and § 15315 and the HMC Title 20, Ch. 20.20.095 (A)(11)(j). The safety and security of our customers, employees, and community is paramount. The following plan describes SPARC's storage and transportation (product receiving) plan, which describes in detail the procedures for safely and securely receiving, storing and transporting all cannabis, cannabis products, hazardous materials, and any currency.

### **TRANSPORTATION OF CANNABIS**

Cannabis shall be transported to the facility only by state licensed distributors. [REDACTED]

[REDACTED] Licensed distributors must follow all State required distribution and vehicle requirements. Upon arrival of the distribution vehicle, the following procedures will be followed:

- Distribution drivers will pull up to the designated delivery area and check in with security personnel at the front door and present valid identification for check in.
- Distribution drivers will then be issued a visitor badge.
- SPARC inventory employees will meet the distribution driver outside and open the gate to the secure delivery parking area.
- The SPARC inventory employee will have a portable panic button and gate opener.
- A SPARC inventory employee will escort the driver to the secured delivery door and to the limited access, secured cannabis receiving and storage area.
- [REDACTED]
- The Distribution driver will present all State required METRC paperwork.
- Upon completion of the delivery the visitor badge will be collected and the distribution driver checked out.
- A SPARC inventory employee will escort the driver out and open the gate to the secure delivery parking area for the driver.
- [REDACTED]

### **RECEIVING SHIPMENTS OF INVENTORY**

Per CCR Title 4 § 15422, SPARC will only accept shipments of cannabis goods from licensed distributors or licensed microbusinesses authorized to engage in distribution. Acceptance of shipments of cannabis goods will only happen during operating hours, which will be between 9:00 a.m. Pacific Time and 9:00 p.m. Pacific Time, in compliance with HMC Title 20, Ch. 20.20.095 (B)(7)(l),(m),(n)(i).

- During business hours, shipments of cannabis goods shall not enter through an entrance or exit that is available for use by the public. [REDACTED]
- Acceptance of shipments of cannabis goods must be done by at least 1 Team Member or 1 Safety Host. [REDACTED]
- Prior to opening any external doors, [REDACTED]
- During deliveries, security will have a portable distress button, as described above in the alarm system section.

### **RECEIPT & VERIFICATION OF TESTED CANNABIS & CANNABIS PRODUCTS FROM LICENSED DISTRIBUTORS**

All products arriving at the dispensary must arrive with the requisite Certificate of Analysis (COA) either digitally or attached to the shipment. Our POS system, TREEZ, directly connects to METRC, the state mandated seed-to-sale tracking system (CCTT). In accordance with CCR Title 4 Chapter 11 Article 3. Labeling Requirements, all products are labeled with COA data including cannabinoid content and ingredients before they are accepted from distributors and made available for sale.

Listed below are the protocol and procedures SPARC Healdsburg shall adhere to prior to the sale of any product to any customer in order to verify that the cannabis has been tested and passed all applicable tests.

### **INSPECTION & CONFIRMATION OF CANNABIS FOR QUALITY ASSURANCE PRIOR TO ACCEPTING DELIVERY**

Designated SPARC Team Members ("staff") on-site shall inspect the product shipment to confirm delivery item numbers, batch and UID numbers match the manifest and information entered into the METRC system. Staff then conducts a physical count and review of the item's packaging, labeling, and general appearance and confirms COA

results to ensure that no product has been opened or tampered with prior to delivery at SPARC and that all products have passed required testing. Should staff discover evidence of tampering or adulteration, they shall immediately reject the non-compliant packages in METRC and shall notify the licensed distributor that it must retrieve the product. If the tested cannabis or cannabis products are consistent with the shipping manifest, intact and show no signs of tampering, SPARC staff will accept the manifest in METRC and import the inventory into the TREEZ system.

#### **ENTRY OF TESTED CANNABIS INTO SPARC METRC/TREEZ SYSTEMS**

Once the products have been counted, labeling and packaging requirements have been verified, and COA results have been confirmed, the product is then accepted in METRC. Once accepted in METRC, the product is uploaded directly from METRC into the TREEZ system indicating successful delivery and acceptance of products into SPARC from the licensed distributor. All product shipments must arrive with METRC UID tracking numbers that allow them to be traced back to the original licensed source of the cannabis material used to develop the product batch. The UIDs are also linked to the test results of the product, providing quality assurance and product safety throughout the supply chain. SPARC also applies a QR barcode to every item with the item's corresponding batch UID as an added layer of inventory control to ensure all products are being sold out of the correct batch with 100% certainty.

### **C. POINT OF SALE SYSTEM**

SPARC anticipates using four Point Of Sale (POS) terminals in Healdsburg when operating at full capacity. SPARC leverages TREEZ POS software for all of its retail locations and this same system will be utilized in Healdsburg. TREEZ POS allows us to seamlessly manage multiple stores in real time. All financial data is integrated into our accounting system to ensure exact audits and controls, and TREEZ also integrates with METRC for state commercial cannabis track and trace (CCTT) recordkeeping in real time.

For customers shopping online, SPARC has a fully integrated eCommerce system that seamlessly tracks Treez inventory allowing customers to browse products and place online orders, for delivery and pick up. The regular sync between our brick-and-mortar retail inventory and eCommerce menu allows us to operate as a true omnichannel retailer. (<https://en.wikipedia.org/wiki/Omnichannel>).

The TREEZ development team, with whom we have worked closely since 2017, regularly calls upon our Executive Team for beta testing, to solicit product requests, and considers us a thought partner in technology development. The Treez development team has the ability to customize the TREEZ software to expand and change with the needs of the industry and the requirements of the government to prevent illicit production and sale of cannabis. TREEZ helps prevent digital intrusion, and manage government compliance, record keeping, reporting, and Team Member oversight. As a state licensed dispensary, SPARC is required to track the receipt, sale, destruction, and disposition of all of its cannabis, cannabis-infused products, and cannabis waste, including being able to identify which lot of cannabis was used as base material to create each batch of extracts or cannabis-infused products. These records maintained by TREEZ comply with HMC Title 20, Ch. 20.20.095 (A)(14)

The following (general) information shall be kept completely up to date by SPARC in the TREEZ seed-to-sale tracking system:

- When cannabis, cannabis extracts, cannabis-infused products, or cannabis waste is removed from the system to be designated for destruction or to be returned.
- When usable cannabis or cannabis-infused products are transported for delivery;
- Any theft of usable cannabis, extracts, infused products, or other item containing cannabis;
- When any unusable, expired, or tainted cannabis, cannabis extracts, cannabis-infused product, or cannabis waste is placed in quarantine prior to destruction;
- A complete inventory of all cannabis, extract, cannabis-infused products, and cannabis waste;
- All point of sale records;
- Cannabis sales and tax records;
- Other information specified by the State.

### **D. NUMBER OF CUSTOMERS TO BE SERVED PER HOUR/DAY**

SPARC Healdsburg anticipates serving 9-10 customers per hour and 114 per day in month 3 of operations. Based on the growth patterns at other SPARC locations, we anticipate this will grow to an average of 19-20 customers per hour, and an average of 233 customers per day in month 36.

### **E. HOW PRODUCT IS TRACKED TO PREVENT DIVERSION**

During operating hours, SPARC's sales floor will be staffed with both safety hosts, member consultants, and store leadership. To ensure that customers do not have direct access to the majority of SPARC's cannabis inventory during hours of operation, all backstock products shall be stored in limited access areas or locked cabinets equipped with commercial grade locks (locks are compliant with HMC Title 20, Ch. 20.20.095 (A)(11)(h)) except for the amount of product available to meet the needs of the daily sales demand pursuant to HMC Title 20, Ch. 20.20.095 A (11)(k).

Each day the beginning inventory, acquisitions, sales, disbursements, disposal of unusable cannabis, and ending inventory will be automatically recorded in TREEZ. TREEZ will also make it simple for SPARC Team Members to locate historical information, including source batch, for any product. These capabilities will ensure that cannabis or infused products may not be diverted and guarantee the ability to recall items as necessary. The documentation of these sources shall ensure SPARC obtains all cannabis and infused products from a licensed distributor and that no products are acquired from another cannabis dispensary or illegal or illicit sources.

SPARC uses the TREEZ system to connect with METRC to report all activity as required by state law and regulations. These reports include our daily sales, receipt of products from distributors, inventory changes due to destruction or loss, and document the date, amount, strain, and batch number of each product and the name, address, and license number of the establishment from which the product originated. Upon entry into the TREEZ system, the aforementioned information is then automatically connected to our individual product item(s) skus which allows staff to verify the dates, times, and applicable test results match up between the State CCTT system and SPARC's product inventory. Additionally, should a customer so request, TREEZ enables staff to provide the customer with all testing information and results regarding the cannabis they wish to purchase.

TREEZ is also designed to facilitate reconciliations every 30 days as required by the state. SPARC will however conduct regular reconciliation on an ongoing basis in an effort to minimize product diversion and theft. Every day SPARC is open, designated Inventory Coordinators, Dispensary Supervisors, and Member Consultants shall take a perpetual inventory of SPARC's products, reconciling a different product category each day of the week so that each category is counted and reconciled approximately four times each month. Throughout hours of operation, designated SPARC Team Members and Supervisors shall utilize SPARC's TREEZ Point of Sale (POS) system which cross checks product inventory with the state METRC traceability system and notifies employees of any discrepancies for further investigation.

## **F. WASTE MANAGEMENT PLAN**

As a storefront dispensary, SPARC does not anticipate generating any dangerous liquid or solid waste. Beyond traditional debris and waste SPARC anticipates only generating non-dangerous solid waste in the form of expired and/or tainted products. Upon expiration of any and all cannabis and cannabis-infused products, or in the event of unforeseeable tainted or contaminated cannabis or cannabis-infused products ("expired products"), designated SPARC Team Members shall immediately remove those expired products from the display shelves in the storefront and place them in quarantine in a secured, locked storage area within the storefront in preparation for destruction and final disposal.

### **PROPOSED DOCUMENTATION TO TRACK & VERIFY DESTRUCTION**

Any expired product(s) shall be removed from sellable inventory within TREEZ and physically moved to the destruction quarantine area. All expired products shall be managed and stored in SPARC's secured quarantine area within the secure storage room and remain under video surveillance until destruction.

Record of the inspection, identification, destruction, and final disposition of all expired products shall be entered into TREEZ to ensure that the State maintains oversight over SPARC's waste materials in order to prevent any theft or improper or inadvertent diversion of any cannabis or cannabis-infused products. SPARC Team Members also keep separate digital records of all destroyed items which include and are not limited to the name of the product, weight, time, date, and location of destruction.

### **METHODS OF RENDERING PRODUCT NON-VIABLE**

All destruction of expired products will take place on-site in a secured, locked room inside the storefront. SPARC contracts with Gaiaca for cannabis waste processing. Gaiaca is one of the state's leading cannabis waste processors. Each location is provided with a lockable bin to dispose of cannabis waste. When the bin is full, management reaches out to the Gaiaca team to process the material. Gaiaca will send team members to the location. SPARC prints out a record of all items in the bin and does a preliminary internal audit to ensure all items are accounted for. The team then provides Gaiaca the list of items from the TREEZ POS and Gaiaca staff renders all cannabis products unrecognizable while under video surveillance and in the presence of a SPARC staff member. Gaiaca team members also wear personal body cameras to record the activity. After the product is rendered unrecognizable, the Gaiaca team removes the waste from the facility to dispose of it properly. A certification of destruction is provided to the store team to be kept on file digitally along with the completed audit of the items.

### **FREQUENCY OF DESTRUCTION**

Designated Team Members shall inspect inventory regularly to determine whether or not any products in inventory are expired. Destruction by Gaiaca shall take place on a weekly basis or as needed depending on the quantity of expired or damaged products and inventory.

## CONFORMANCE WITH STATE & LOCAL LAW

SPARC prides itself on providing safe, tested, and accurately packaged products to our customers. To assure that we operate in a manner that exceeds regulatory compliance, SPARC retains a Compliance Department which includes a Director and team that regularly checks on our stores' operations for compliance with all applicable state and local laws and regulations, tracks and monitors regulatory changes, develops or amends SOP's to comply with any regulatory or local law requirements, and trains our staff on rules, regulations, conditions, or any other operational element that is required to assure that SPARC is fully adhering to the state and local regulations, in compliance with HMC Title 20, Ch. 20.20.095 (A)(3) and (B)(7)(o).

Upon award of this permit and issuance of conditions or requirements, our team would work quickly to amend the applicable SOP and the SPARC internal inspection program to include any additional standard operating procedures or inspection items that would be necessary to meet the concerns or restrictions of the City or our neighbors. In our experience, there are very few conditions or requirements that we do not already meet or exceed, but should a condition or need arise that we have not considered we would implement it in a manner that allows us to still meet state requirements and provide our customers with the experience they have come to expect from our facilities. Any such local requirement would also be incorporated into SPARC's standard inspection program for the SPARC Healdsburg location.

SPARC standard operations do not allow any type of alcohol on site for consumption or for sale, in compliance with DCC regulations and HMC Title 20, Ch. 20.20.095 (B)(7)(f).

SPARC Healdsburg will also adhere to Sonoma County Health Department's Cannabis Dispensaries Selling Edibles regulations, in compliance with HMC Title 20, Ch. 20.20.095 (A)(5). SPARC will engage Sonoma County Health in any remodeling of the proposed premises, and operations for selling edibles, and adhere to all Foodhandler certification requirements.

One of the chief components of our Compliance Department's work is to assure that our buyers, inventory team, and retail staff all understand and know how to determine whether our product providers are operating in compliance with state and local laws (HMC Title 20, Ch 20.28.310 (cannabis storefront retailer definition)). To that end, we will implement the following procedures and inspection programs when acquiring products from wholesale vendors and distributors, which were developed and are already in use at our other operations, as well as all other state and local regulations.

### SPARC INTERNAL INSPECTION PROGRAM

All SPARC locations conduct monthly internal inspections, the results of which are audited and reviewed by the executive team including the Director of Licensing and Compliance, Director of Safety and Security, and the Vice President of Retail. These proprietary inspections are designed by the Compliance Department to ensure ongoing compliance with all applicable local and state laws, regulations, and codes, as well as all SPARC policies and procedures, including those outlined below.

Like all of our locations, SPARC Healdsburg will utilize a custom inspection form that covers all applicable Healdsburg Municipal Code sections, as well as Sonoma County Health Code, Department of Cannabis Control regulations, OSHA and Safety requirements, Security Procedures required recordkeeping, and more.

In addition to ensuring ongoing compliance, the inspection program is a valuable training tool for staff and is structured to ensure all members of the store leadership team conduct inspections on a rotating basis. This cross-training and regular review of regulatory requirements ensures our team members can assist any inspectors, including those from the DCC, the City of Healdsburg, and the Sonoma County Department of Health Services, as needed.

### LICENSE, LABELING, & PACKAGING VERIFICATION

- The product team verifies that the vendors have valid local, state, and seller permits. We do this by requesting copies and verifying information with the state and appropriate agencies. Additionally, prior to receiving any products we require proof of testing. Because all operators have transitioned to provisional license or annual licenses and are operating via METRC requirements these test results are available electronically. However, in the rare circumstance in which a test is not automatically connected to a batch or package on METRC, we require testing results be sent prior to scheduling delivery.
- Our product and inventory teams also verify that deliveries will be conducted via licensed and compliant distributors by following the same license check steps and require that a manifest and Certificate of Analysis be sent prior to any deliveries.
- Deliveries are scheduled in advance and only accepted after a verification count, conducted in conjunction with a review of the manifest – as a way to confirm that all entries on manifest and METRC are exactly in conformance with delivery, and checking the packaging and labeling of items via a checklist and SOP which all of our inventory staff are required to follow.

- Our staff are trained to pay particular attention to tamper evident and child resistant aspects of packaging. The safety and quality of our products are two of our chief goals and a guarantee our customers have come to expect. Only after this is completed will inventory be accepted and taken into our dispensary.
- After accepting the products in METRC, the inventory team imports the inventory information into TREEZ through their API that is synced with METRC, ensuring consistency and redundancy in record-keeping, as well as compliance with all State and Local requirements.

#### CUSTOMER TRANSACTIONS & RECORD RETENTION

For all transactions, TREEZ will record data including the patient number and name (if applicable) of the designated primary caregiver, as well as details of the order, including product name, amount, date, and time. Details on denials of sale, delivery options, confidentiality, and retention will be stored in the customer's personal archive on TREEZ. TREEZ also provides automatic limits on sales and is designed to only allow sales to customers at or below the maximum limit allowed by law for that customer. If the amount of cannabis the customer or caregiver is requesting exceeds the legal amount for that customer, TREEZ will flash a warning and will not permit the transaction to take place. A Dispensary Manager may override the warning for a qualified patient's transactions only after verifying a physician's recommendation approving higher limits. However, a record of that override, user, date, and time will be recorded for later reporting. Amounts allowable for each customer may be configured into TREEZ, with special considerations able to be configured for individual customer needs, provided they meet all State regulations.

For each sale, a physical receipt shall be generated from the POS detailing the following information:

- The date and time of the transaction;
- Each item sold shall be listed individually, with the amount due and a corresponding identifying description or numbers so the type of product sold can be individually identified;
- The name or other identifier of the cashier;
- Separate line items shall be maintained for the subtotal, taxes, and all additional fees;
- A grand total line;
- Sequentially numbered receipt;
- Name, address, and license number of SPARC; and
- Tender type.
- Proposition 65 warning.
- The name of the customer or primary caregiver shall not be shown on the receipt. One copy of the receipt shall be given to the customer or primary caregiver and a digital copy will be retained as back up documentation for SPARC in the TREEZ Amazon Web Service cloud servers.

#### MANAGEMENT OF CUSTOMER RECORDS POST-VERIFICATION

Customer records may be created in TREEZ only by SPARC Team Members who are authorized by management to enter customer data. Customers who register using our online site create a profile in TREEZ that will be validated by a SPARC Team Member prior to any delivery or in-store pickup. The identity of the staff and the time and date of each update to the customer data will be automatically recorded when entries are made in TREEZ. The System may be configured to allow the authorized SPARC Team Member to access the system only by the use of a unique ID and password.

Customer records may only be accessed by those given clearance by management. Each record will be maintained for at least seven (7) years after the date on which the customer or his or her designated primary caregiver last requested cannabis, edible cannabis products, or cannabis-infused products in compliance with CCR Title 4 §15037. Each record may be retrieved quickly and efficiently. The system allows for the storage of the following customer information, if applicable: name; date of birth; medical marijuana registration card information, designated primary caregiver; and contact information.

If a customer is banned from the facility for violating our Good Neighbor Policy or Code of Conduct (see ATTACHMENT 7- CODE OF CONDUCT), TREEZ will allow management to indicate such action within their member profile. This will alert the Safety Host when attempting to check the customer in, and the Safety Host will not allow the customer to enter the facility or make a purchase. All documentation will be recorded within their TREEZ profile as well as in management communication.

#### SIGNS, NOTICES & SIGNAGE

An elegant, easily discernible, but non-obtrusive element of our store will be signage and information. Our policy is that we will never employ any public signage depicting the consumption of cannabis in any form. Existing signage at the site is proposed to be updated to SPARC signage, and a business identification sign is also proposed to be added to the exterior of the building. All signage at SPARC Healdsburg will abide by the HMC Title 20, Ch. 20.20.095 (B)(7)(p), HMC Title 20, Chp 20.16.195 and CCR Title 4 § 15040. Advertising Placement.

Most importantly, no advertising on behalf of SPARC shall in any way market to minors, in compliance with HMC Title 20, Ch. 20.20.095 (B)(7)(d). Clearly posted throughout the facility will be all of the necessary and required signs

including but not limited to maximum occupancy; Proposition 65 warnings; emergency exits; age requirements; and each entrance will have visibly posted a clear and legible notice indicating that smoking, ingesting, or otherwise consuming cannabis on the premises or in the areas adjacent to the commercial cannabis business is prohibited (HMC Title 20, Ch. 20.20.095 (B)(7)(p)(ii)).

SPARC takes the notion of keeping cannabis out of the hands of those under 21, unless they have a medical license, incredibly seriously. No SPARC Healdsburg signage or advertising will ever be targeted at this demographic. This includes exterior and interior signs as, simply put, cannabis and those under 21 do not mix. Also, this is pursuant to HMC Title 20, Ch.20.20.095 (B)(7)(d).

No SPARC Healdsburg signs will be on the sidewalks or streets within fire limits, in compliance with HMC Title 12, Ch 12.04.060.

SPARC Healdsburg will not have signs or advertisements that project over sidewalks without permission from the street committee and/or permission from the City Council, in compliance with HMC Title 12, Ch.12.04.070.

Any and all SPARC Healdsburg signage and advertisements will comply with all HMC for Signs and Advertising (HMC Title 12, Ch. 12.04.060 through Ch. 12.04.130).

SPARC will strictly adhere to Healdsburg Advertising and Signage requirements. All advertising, if any, shall be solely tailored to attract and cater to law-abiding and responsible customers (HMC Title 20, Ch. 20.20.095 (B)(7)(d). If SPARC Healdsburg determines it should advertise in print or other similar media, the information and/or images contained in business ads shall not:

- be false or misleading
- promote consumption on or near the premises or over consumption
- promote criminal activity
- contain sexually suggestive images or any images of nudity
- depict a child or other person under the age of 21 consuming or appearing to consume cannabis; and shall not contain objects, such as toys, characters, or cartoon characters suggesting the presence of a child, or any other depiction designated in any manner to be especially appealing to children or other persons under the age of 21 to consume cannabis, in compliance with HMC Title 20, Ch. 20.20.095 (B)(7)(e).

#### **SIGNAGE & NOTICES TO CUSTOMERS & THE PUBLIC**

The required signage enumerated below shall be no smaller than eight inches by ten inches, in compliance with HMC Title 20, Ch. 20.20.095 (B)(7)(p). Within the cannabis premises, there shall be a conspicuously posted sign with a clear and legible notice stating, "... "Use or consumption of cannabis on this premises or property is prohibited." (HMC Title 20, Ch. 20.20.095 (B)(7)(p)(ii)). Within the facility shall be clearly and legibly posted with a notice stating, "All visitors to this premises must be at least 21 years of age, or, at least 18 years of age and able to show a government issued medical cannabis ID card in accordance with California Health and Safety Code Section 11362.7 et seq" (HMC Title 20, Ch. 20.20.095 (B)(p)(iii)). Posted in conspicuous places within the premises, SPARC will also have signage stating, "The dispensing of cannabis without a state license is illegal." (HMC Title 20, Ch. 20.20.095 (B)(7)(p)(i)).

#### **BUSINESS LICENSING & PERMITS TO BE POSTED**

SPARC Healdsburg shall keep conspicuously posted at all times its cannabis licenses and permits from the Department of Cannabis Control, Sonoma County Department of Health Services, and the City of Healdsburg that allow it to conduct retail sales of cannabis to customers and retail delivery to customers, in compliance with HMC Title 5, Ch. 5.04.180(A). Delivery drivers will adhere to all state and local regulations, including HMC Title 20, Ch. 20.20.095 (B)(7)(n)(ii). All SPARC Healdsburg delivery drivers will carry "...a physical copy of the City commercial cannabis permit, business license, and state cannabis license." We shall also keep conspicuously posted at all times a Healdsburg Business License, Healdsburg Cannabis Tax Certificate (if applicable), and a Private Security Employer license (if required), as well as any other required licenses or permits. All of the foregoing licensing and permitting shall be made available at all times for inspection by the DCC or City of Healdsburg officials.

#### **PROHIBITION ON OPENING PRODUCT PACKAGING & CONSUMPTION AT THE BUSINESS LOCATION**

SPARC Healdsburg's entrance shall be conspicuously posted with a clear and legible notice stating, "Use or consumption of cannabis on this premises or property is prohibited." in compliance with HMC Title 20, Ch. 20.20.095 (B)(7)(p)(ii). SPARC Healdsburg shall keep this conspicuously posted at all times on business premises pursuant to Healdsburg Municipal Code.

#### **NOTICE OF VIDEO SURVEILLANCE & ALARM SYSTEM**

SPARC Healdsburg shall post at all times on its premises signs notifying all individuals that all persons entering the premises are under video surveillance and that shop-lifters or those failing to abide by applicable laws will be prosecuted accordingly. SPARC Healdsburg shall also post at all times on its premises notification of the existence of its alarm system and the company providing that security, in compliance with HMC Title 20, Ch. 20.20.095 (A)(11)(d).

## STATE LICENSE REQUIRED

In compliance with HMC Title 20, Ch. 20.20.095 (B)(7)(p)(i), SPARC Healdsburg shall post at all times on its premises signs notifying all individuals that, “The dispensing of cannabis without a state license is illegal.” A current valid copy of the Department of Cannabis Control’s state license once issued will be placed in a conspicuous place for all customers within the premises, as well as a QR code for the state license posted facing the street in front of the dispensary in compliance with state license posting regulations.

## SECTION B: LABOR AND EMPLOYMENT PLAN

**“We seek to create a staff-positive work environment that values, engages, supports and develops Team Members.” (SPARC Core Value)**

SPARC prides itself on being a highly sought after and desirable employer. This is due in large part to our fundamental approach to seeing our Team Members and contractors as valued members of our organization. This Section establishes SPARC’s commitment to Local Employment and Management; Living Wage; Collective Bargaining; Social Equity; Initial Staffing; and Team Member qualifications and training; and Compensation, Benefits, and Continuing Education.

### 1. COLLECTIVE BARGAINING

SPARC has a history of working with the UFCW 5 to implement Labor Peace Agreements (LPA) at its other locations and is currently engaged with UFCW 5 on the development of an LPA for SPARC Healdsburg. We look forward to finalizing an LPA for SPARC Healdsburg should we be awarded the license. We are committed to employee rights, providing living wages and benefits. If we are awarded the permit, Healdsburg will find they have selected a partner who believes in compensating and treating employees in a manner they can be proud of.

#### EMPLOYEE PROCESS

If awarded the license, upon Team Members’ completion of a successful card check, and in alignment with the proposed LPA and NLRB procedures describing card checks, SPARC will recognize the chosen union as the official Labor Union for SPARC Healdsburg. In addition, our Human Resources department maintains reading materials and information that is made available to team members obtained from respected sources such as the NLRB.

### 2. NUMBER OF EMPLOYEES

SPARC anticipates hiring 12 Team Members initially and growing to 15 or more Team Members by the fourth month of operation as demand increases and delivery becomes operational. Roles will include a Dispensary Manager, Dispensary Supervisors, Member Consultants, Inventory Member Consultants, Delivery Drivers, Product Coordinators, and Safety Team Members. By month 18 of operation, we expect to employ more than 20 Team Members.

### 3. EMPLOYEE RESPONSIBILITIES

#### SAFETY HOST

Safety Hosts are the first Team Members that customers interact with and are responsible for providing a friendly, knowledgeable and easily identifiable uniformed presence. All Safety Hosts are trained and licensed Proprietary Private Security Officers (PSO). They serve as the initial point of contact for all members, vendors, service providers, the general public and official/law enforcement agencies. Safety Hosts are responsible for ensuring that all staff and members (customers) are complying with dispensary policies and state laws and must always demonstrate excellent customer service skills while remaining vigilant for activity occurring both inside and outside the dispensary. Safety Hosts must understand and embrace the mission of SPARC and its role in the community.

#### MEMBER CONSULTANT

Member Consultants (MCs) are responsible for ensuring each member receives outstanding service by providing a positive and friendly environment. MCs are trained to assist members with their personal needs, maintain solid product knowledge, facilitate new membership and member information and identification update processes and always provide the highest level of customer service. They are also expected to understand and embrace the mission of SPARC, affiliate organization(s), and their role in the industry and local and greater communities.

#### INVENTORY MEMBER CONSULTANTS

Inventory Member consultants are specialized team members who primarily focus on the organization, process and management of the location’s inventory. They are the team members who complete the location’s daily inventory counts and are trained on the process of releasing products to the sales floor. They ensure that SPARC’s inventory is always accurate to ensure compliance on a state and local level.

## **DELIVERY DRIVER**

Delivery Drivers are responsible for ensuring each member receives outstanding service by providing a professional, positive and friendly delivery experience. Delivery Drivers maintain safe and efficient travel throughout the area, complete accurate cash and inventory handling practices, and always provide the highest level of customer service. Delivery Drivers are expected to understand and embrace the mission of SPARC, affiliate organization(s), and their role in the industry and local and greater communities.

## **PRODUCT COORDINATOR**

Product Coordinators are responsible for processing product movement such as intake and transfers. Product Coordinators are also responsible for maintaining the active inventory stock of all sellable products for retail needs such as Flower, Edibles, Cartridges, Concentrates, Merchandise and all other finished goods products.

## **DISPENSARY SUPERVISOR**

The Dispensary Supervisor (DS) oversees the day-to-day operations of the retail department and all of its team members. The DS provides leadership and supervises the department; makes decisions, solves problems and develops and documents departmental procedures; conducts meetings; represents the department at internal and external meetings. DS will coordinate inter-departmental communication and relay needs and information among staff and is responsible for protecting dispensary assets, ensuring customer service standards are met and maintaining the appearance of all departments. The DS will work closely with other department managers, including, but not limited to, the Inventory, Product and Safety departments and must understand and embrace the mission of SPARC and its role in the industry and local and greater communities. The DS is also responsible for completing regular internal compliance audits in conjunction with the Dispensary Manager.

## **DISPENSARY MANAGER**

The Dispensary Manager (DM) is responsible for ensuring a smooth and efficient operation of the dispensary including: organizing the workflow of the staff, implementing marketing initiatives, protecting dispensary assets, ensuring customer service standards are met and maintaining the appearance of the overall dispensary. The DM will also ensure the Dispensary Team is providing compassionate, quality, and accurate knowledge to all of our members, and will understand and embrace SPARC's mission and its role in the community. The DM is also responsible for training staff to complete regular internal compliance audits, verifying completion of audits, and submitting them to the Compliance Department for review and any required follow up.

## **DIRECTOR OF SAFETY AND SECURITY**

The Director of Safety and Security is an executive-level role responsible for all security and safety programs, including developing tools, techniques, training, policies, and protocol for maintaining a compliant, secure, and safe work environment throughout all facilities within the organization. This role, in coordination with HR, Operations, Retail, and Compliance, utilizes both strategic planning and technical resources to develop and implement safety plans, procedures, and processes to ensure effective risk assessment and implementation of controls in compliance with all applicable laws, standards, and requirements throughout the organization. The Director of Safety and Security is also responsible for ensuring service standards are met, maintaining positive and constructive relations with stakeholders and the overall community, and understanding and embracing the mission of SPARC, affiliate organization(s), and their role in the industry and local and greater communities. The Director of Safety and Security will also act as SPARC Healdsburg liaison with the Healdsburg PD, in compliance with HMC Title 20, Ch. 20.20.095 (A)(11)(o).

## **COMPLIANCE DEPARTMENT**

The Compliance Department is responsible for reviewing operations for compliance with all applicable state and local codes. The Compliance Department is also responsible for reviewing the results of internal audits conducted by the DS and DM at each location and prescribing any necessary followup. In addition, the Compliance Department conducts independent audits of each facility to ensure full compliance is maintained at all times.

## **COMPENSATION & OPPORTUNITIES FOR CONTINUED EDUCATION, & TRAINING**

### **TEAM MEMBER PROMOTIONAL OPPORTUNITIES**

SPARC believes in hiring exceptional people and is committed to their development. Nearly all promoted positions are hired from within our amazing team of people. The vast majority of our Supervisors, Managers, Coordinators, and Directors throughout all of our departments began as Member Consultants, Administrative Assistants, Safety Hosts, Processing Associates, and Gardeners within SPARC and its family of companies. We work to develop our team members to achieve their goals within our organization and regularly offer resources for additional certifications, training, mentorship, and development at no cost to our team members. All promoted positions are posted internally.

We provide feedback to all internal candidates regardless of whether selected for a position, to further develop our team members. We focus on diversity, inclusivity and have numerous examples exhibiting successful Team Member development such as:

- Over 9 years, a former Dispensary Manager has been promoted to Retail Director and is now our current VP of Retail. With the knowledge of running a successful day to day operation, he is able to bring his expertise to all retail locations within the company.
- Our current Retail Regional Manager began her career as a member consultant. She was quickly promoted to Dispensary Supervisor and then Dispensary Manager for our highest volume location and assists with optimizing and streamlining retail operations.
- Over 8 years, an administrative assistant was promoted several times, to Dispensary Manager, Operations Manager and finally Director of Operations. Our ongoing commitment to her professional development assisted in her advancement beyond SPARC and for years after departing SPARC, was the Chief of Operations in an unaffiliated cannabis business.
- Most current Dispensary Managers and Supervisors started their careers as Member Consultants.
- A Dispensary Manager transitioned to the Finance Department as an Accounting Coordinator to expand her career path and business acumen.
- Over 5 years, a Member Consultant promoted to supervisor within the first year of employment, implemented systems for inventory, and developed employee performance management skills before temporarily stepping up to Assistant Dispensary manager for several months during the pandemic in 2020. Once the Dispensary Manager position became available in 2022, he was ready to take it on and continues to manage our Sebastopol Dispensary.
- Over 7 years, a Member Consultant was promoted to dispensary lead after 3 years of employment which quickly elevated to Dispensary Supervisor within a year from the last promotion. Two years later, she stepped up to interim Dispensary Manager role to cover a leave of absence, then became the permanent Dispensary Manager in San Francisco on Haight St. when that position became available.

#### 4. EMPLOYEE BENEFITS BENEFITS

All permanent employees working at least 30 hours per week on average are eligible to participate in all of the benefits below. Those working under 30 hours (part time) receive company-paid Life, Long Term Disability, EAP, Discounts, optional Health indemnity, Pet, Commuter, and Retirement benefits. The benefits table shown below is an example of what SPARC offers in Northern California. SPARC Healdsburg will offer the same package or equivalent benefits if any plans listed below are unavailable in Healdsburg.

| Benefits                      | Plan  | Employer Contribution |
|-------------------------------|---|-----------------------|
| Medical (Sutter 1)            | Sutter Peak ML70 HMO+Chiro/ Accu (\$1500 deductible)  | 90%                   |
| Medical (Sutter 2)            | Sutter Peak ML69 HMO +Chiro/ Accu (\$1000 deductible) | 87%                   |
| Medical (Sutter 3)            | Sutter Summit ML64 +Chiro/Accu (\$0 deductible)       | 75%                   |
| Medical (Kaiser 1)            | Kaiser Platinum 20 +Chiro/Accu (\$0 deductible)       | 60%                   |
| Medical (Kaiser 2)            | Kaiser Gold 1500 +Chiro/Accu (\$1500 deductible)      | 68%                   |
| Life and AD&D                 | United Health Care                                    | 100%                  |
| Long Term Disability          | United Health Care                                    | 100%                  |
| Dental                        | United Health Care DHMO                               | 100%                  |
| Dental                        | United Health Care PPO                                | 50%                   |
| EAP                           | Claremont Employee Assistance Plan                    | 100%                  |
| Discounts                     | Working Advantage Community Discounts                 | 100%                  |
| Vision                        | United Health Care Vision                             | Optional Add-on       |
| Retirement                    | PCS Retirement 401(k) and/or Roth 401(k)              | Optional Add-on       |
| Hospital/Accident/<br>Illness | United Health Care Supplemental Health combo          | Optional Add-on       |

|          |                          |                 |
|----------|--------------------------|-----------------|
| Commuter | Navia Commuter benefits  | Optional Add-on |
| Pet      | Nationwide Pet Insurance | Optional Add-on |

| Leave Plan                    | Benefit   | Additional Perks                       |
|-------------------------------|---|--|
| Vacation Time                 | Base Rate 0.011540 Per hour worked  | 34% Discount at all retail location    |
| CA Sick Time                  | Rate 0.033300 Per hour worked   | Free Payday \$30 Merch Credit          |
| COVID-19 Vaccine Leave        | Up to 3 days paid COVID Vaccine related leave   | Access to earned wages through ZayZoon |
| Bereavement Leave             | 5 days Leave 3 days paid in the event of the death of an immediate family member      |  |
| CA Pregnancy Disability Leave | 16 weeks of protected leave   |  |
| CA Paid Family Leave          | Up to 8 weeks Paid Leave to care for an ill family member or to bond with a new child |  |
| CA State Disability Insurance | Approximately 60-70% monetary benefits for up to 52 weeks for disability.             |  |
| CA Family Rights Act Leave    | Up to 12 weeks protected leave annually to care for self or family member             |  |
| School Involvement Policy     | 40 Hours annually protected time off to participate in a child's school activities    |  |
| Paid Holidays                 | 7/ year   | Free Healthy snacks at all locations   |
| Anniversary                   | Option for a paid day off on anniversary of hire date                                 | Free Team Member Development Resources |
| Voting Time                   | Paid Voting time up to 2 hours  | Free Training and Certifications       |
| Birthday                      | Option for a paid day off on Team Member's birthday                                   |  |
| Jury Duty                     | Up to 3 days paid while serving jury duty   |  |

## 5. LIVING WAGE

As an employee-centric organization, SPARC is committed to providing all of our team members with competitive wages, and an excellent benefit package that includes paid vacation, paid holidays, paid anniversary and birthday, generous sick leave, and health, vision, dental, and life benefits/insurance. Our standard, entry-level wage structure exceeds the Sonoma County's Living Wage of \$21.14 as calculated in the Mit.edu Living Wage Calculator.

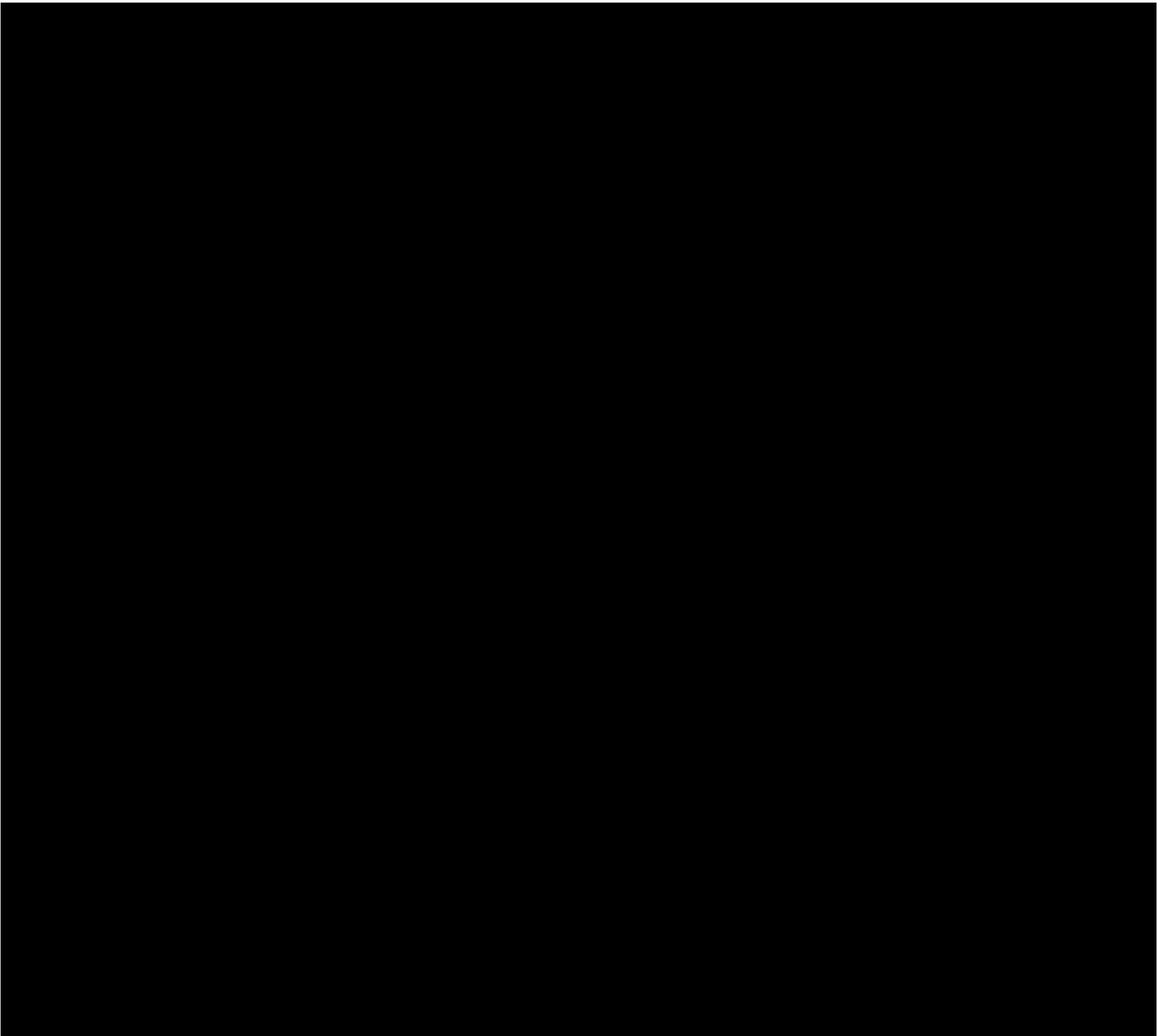
In consideration of the communities that we operate in, and in an effort to recruit and maintain those that are in roles in which Spanish/English bilingual communication is of considerable importance, we add a 5% increase in base wage for bilingual Spanish/English speaking applicants to fairly compensate them for the additional and necessary skill that they bring to SPARC.

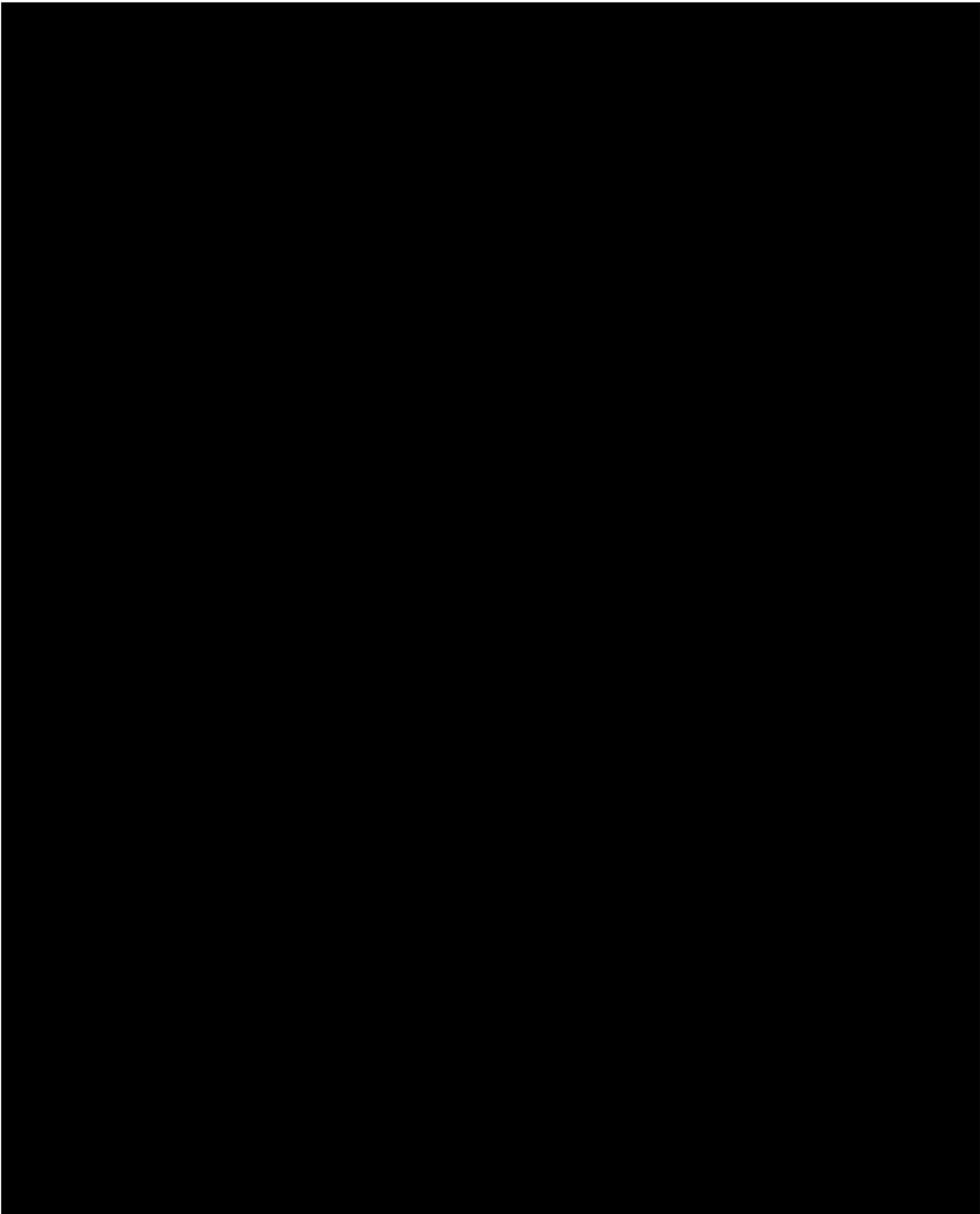
All team members are evaluated annually for performance increases, and wages are evaluated for a Cost of Living Increase specific to Sonoma County, as well as a market wage evaluation every January.

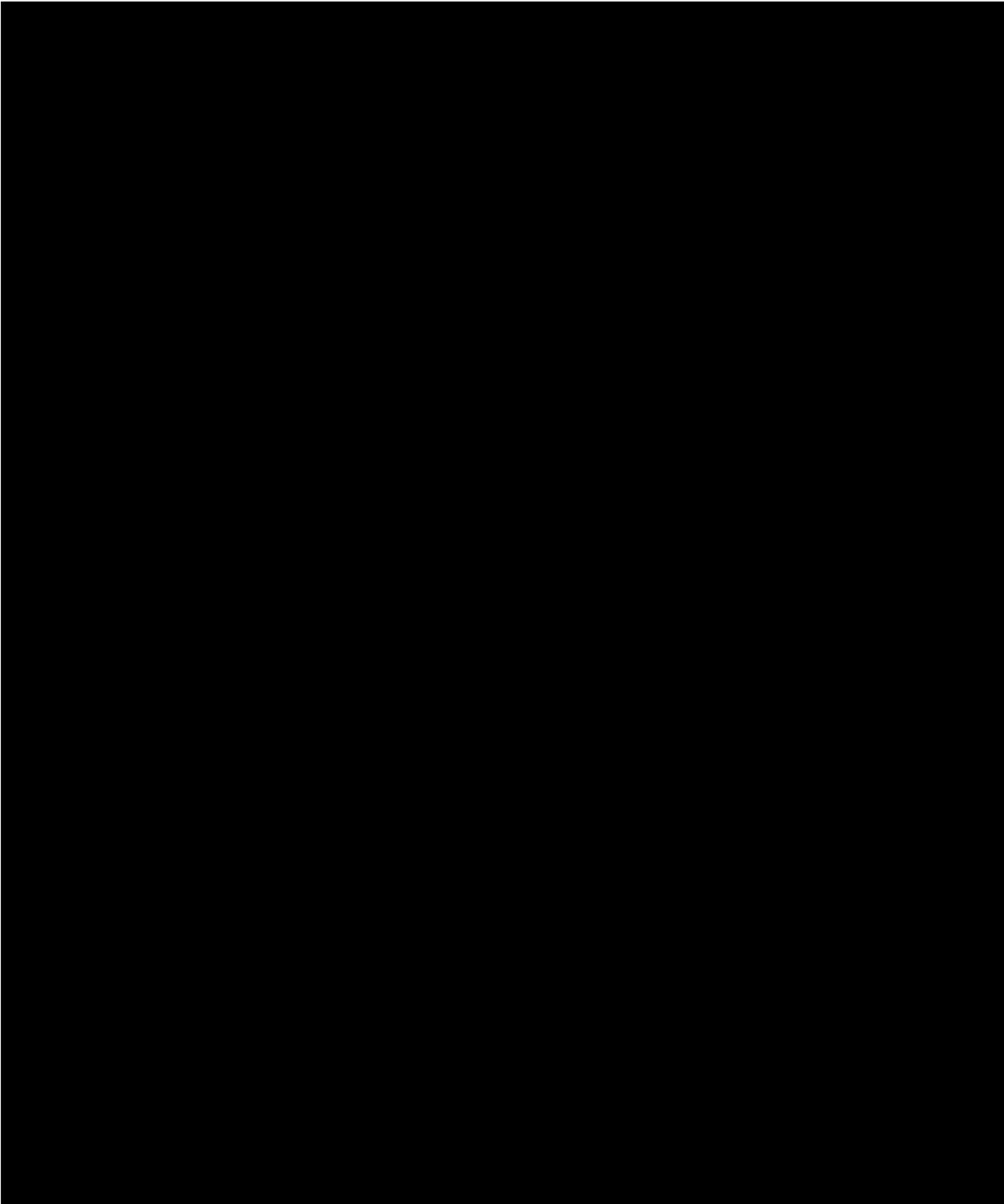
In addition to ensuring Team Members receive a living wage, SPARC provides a highly competitive benefit package, enumerated above. The total value of employee compensation, inclusive of benefits is shown in ATTACHMENT 2- STARTUP COSTS & PRO FORMA.

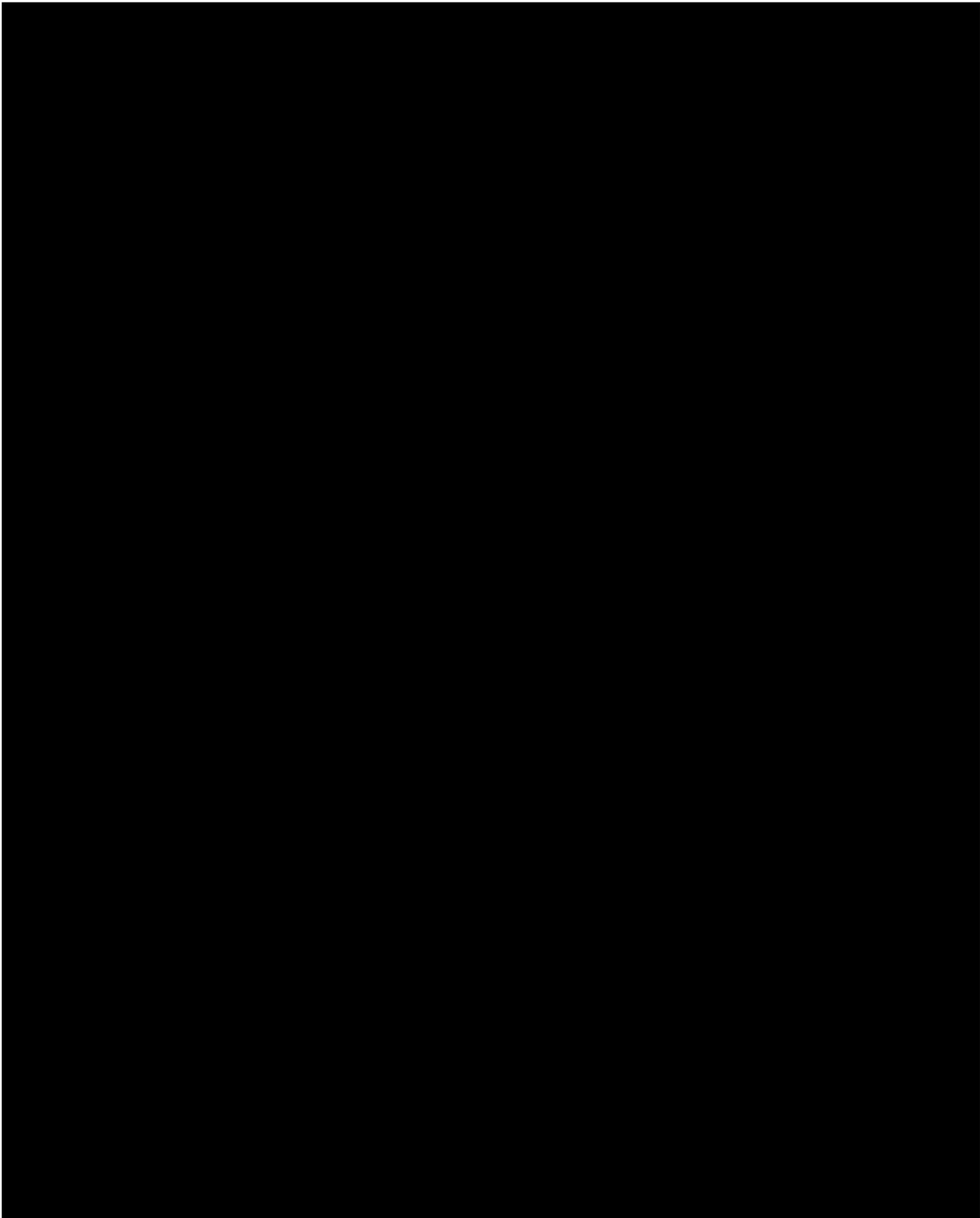
| Wages   | Member Consultant | Safety Host | Driver                                    |
|---|-------------------|-------------|---|
| Healdsburg Base Inclusive of tips of approx. \$5/hr                     | \$23              | \$23.65     | \$21.95 (plus \$3/hr estimated cash tips) |
| Healdsburg base for bilingual staff inclusive of tips of approx. \$5/hr | \$23.90           | \$24.58     | \$22.90 (plus \$3/hr estimated cash tips) |

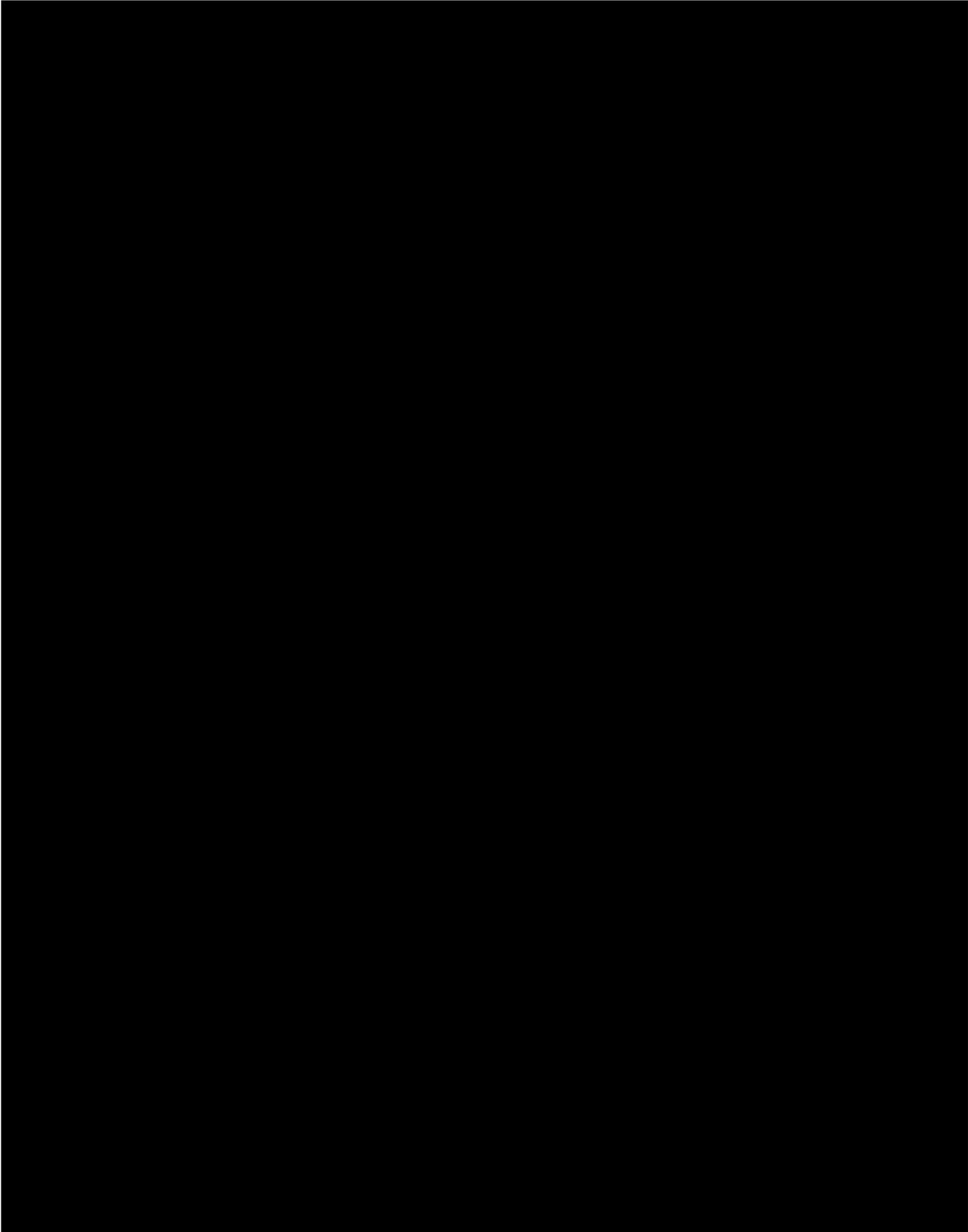
**SECTION C: SAFETY & SECURITY PLAN**

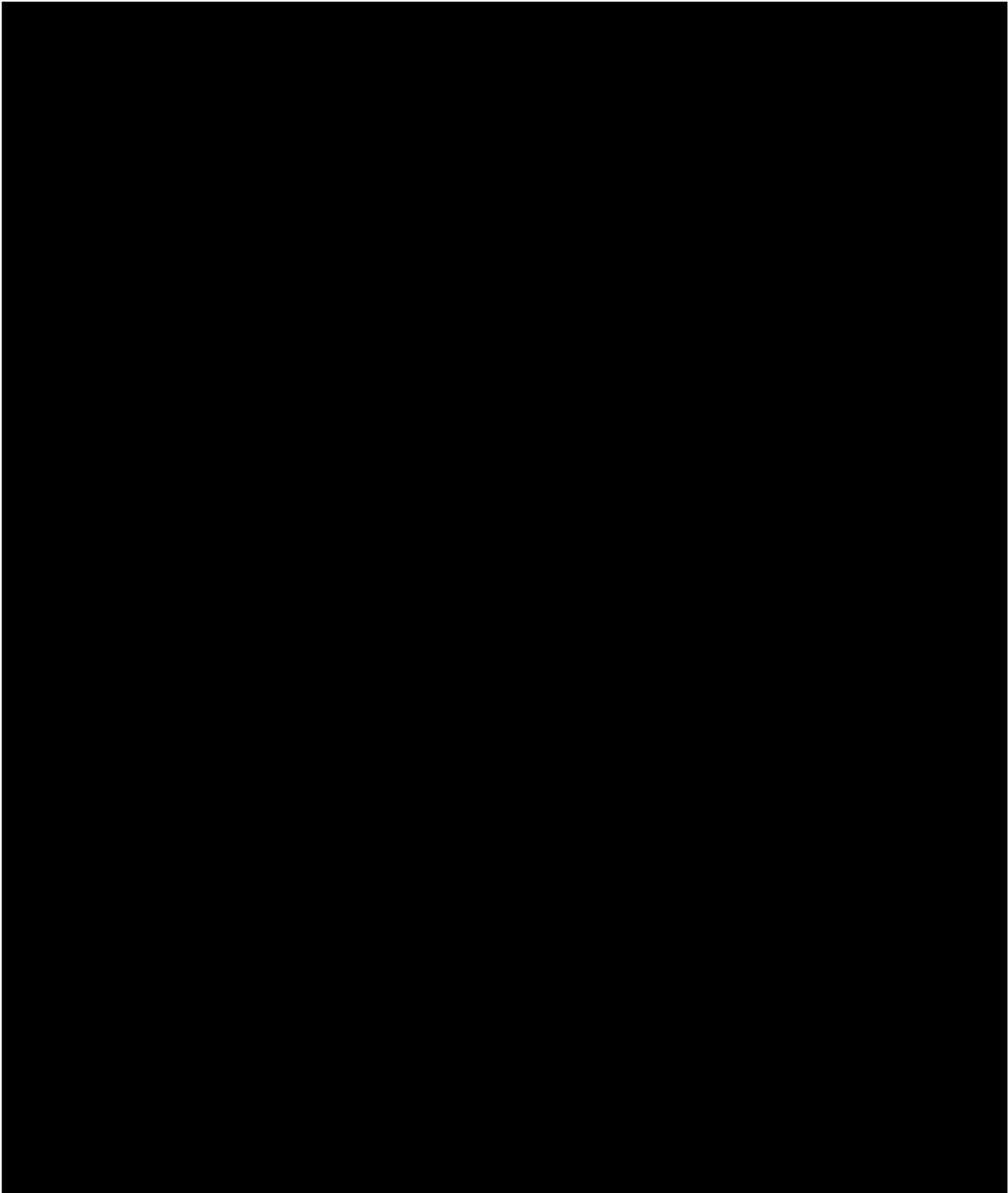


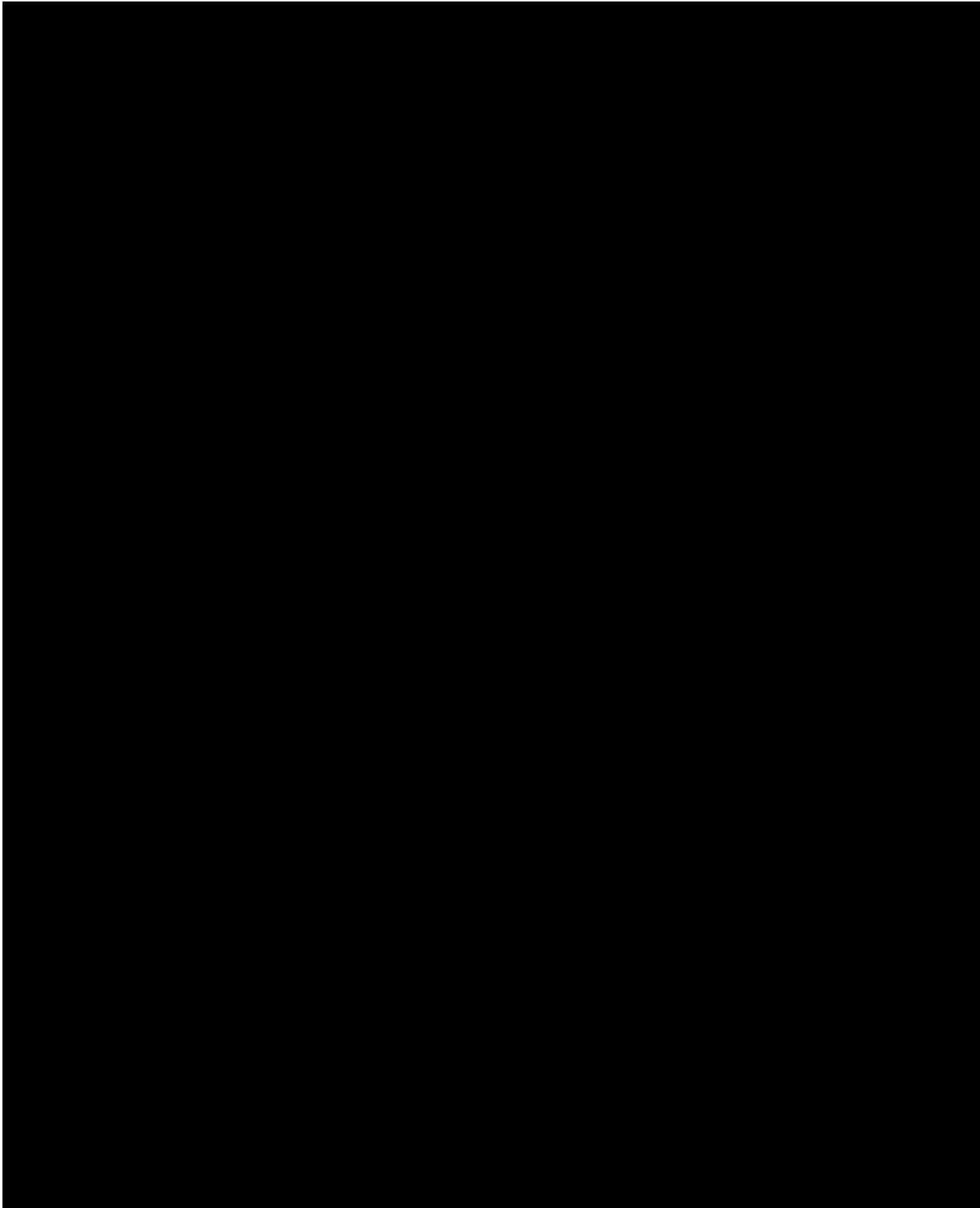


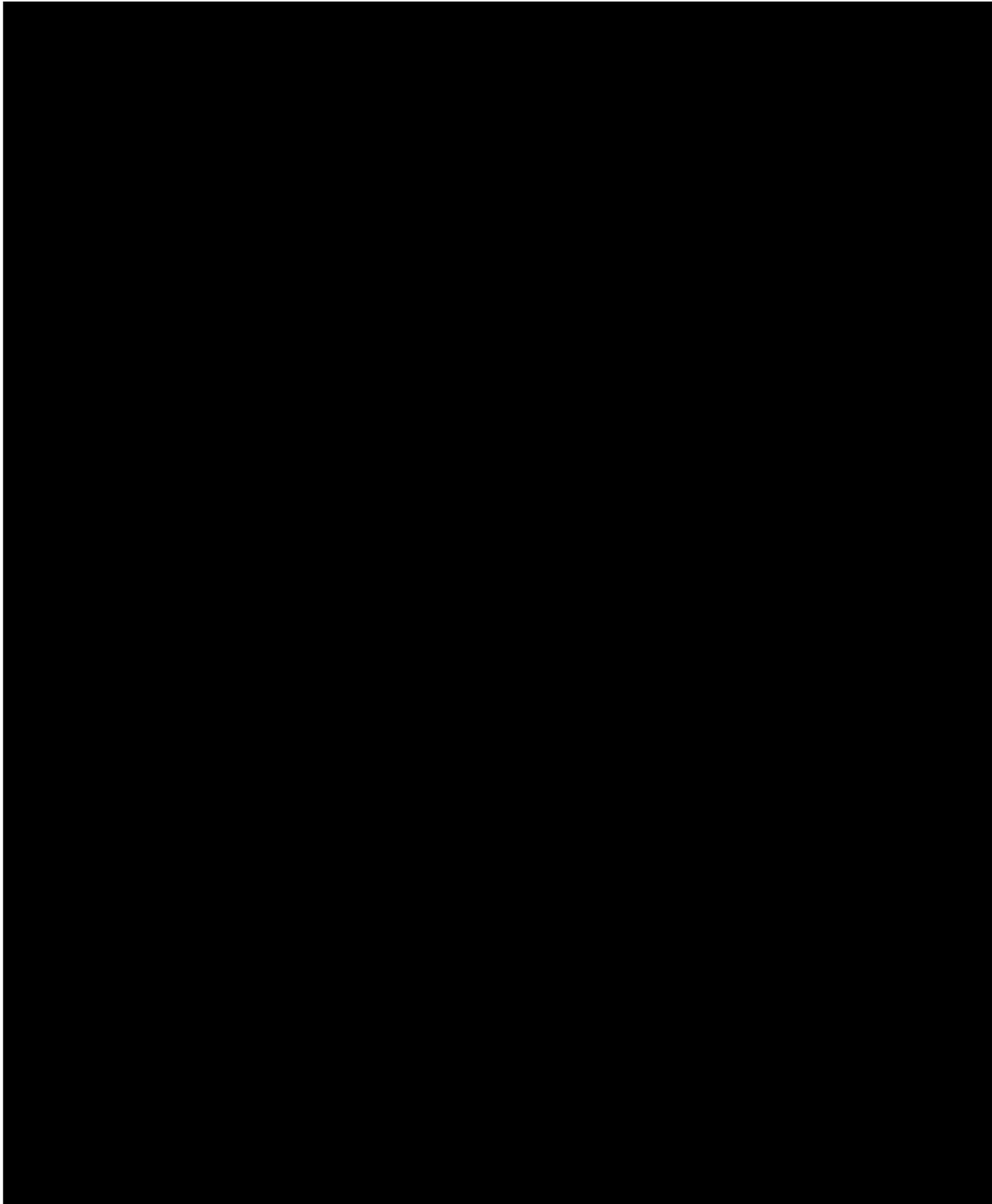


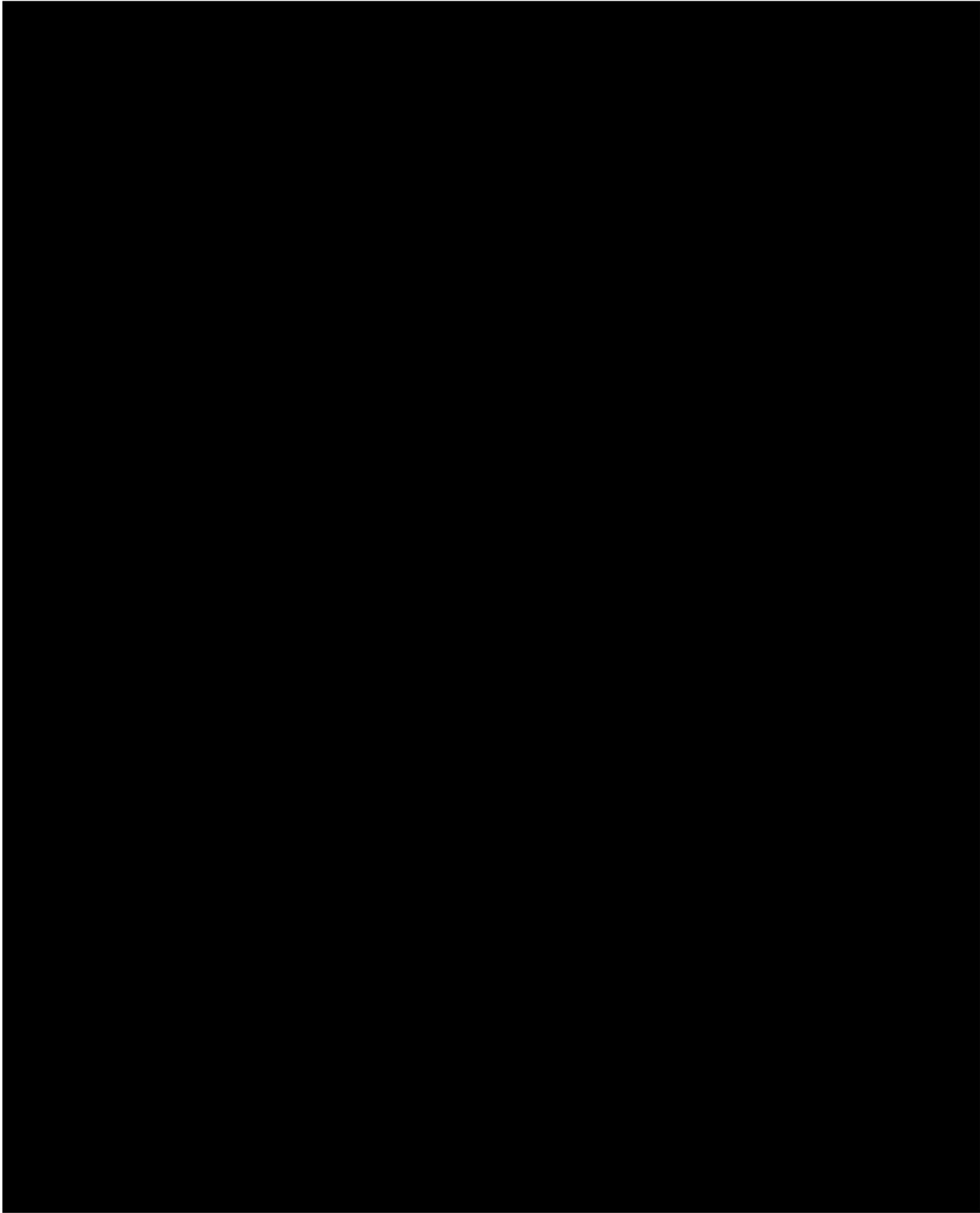


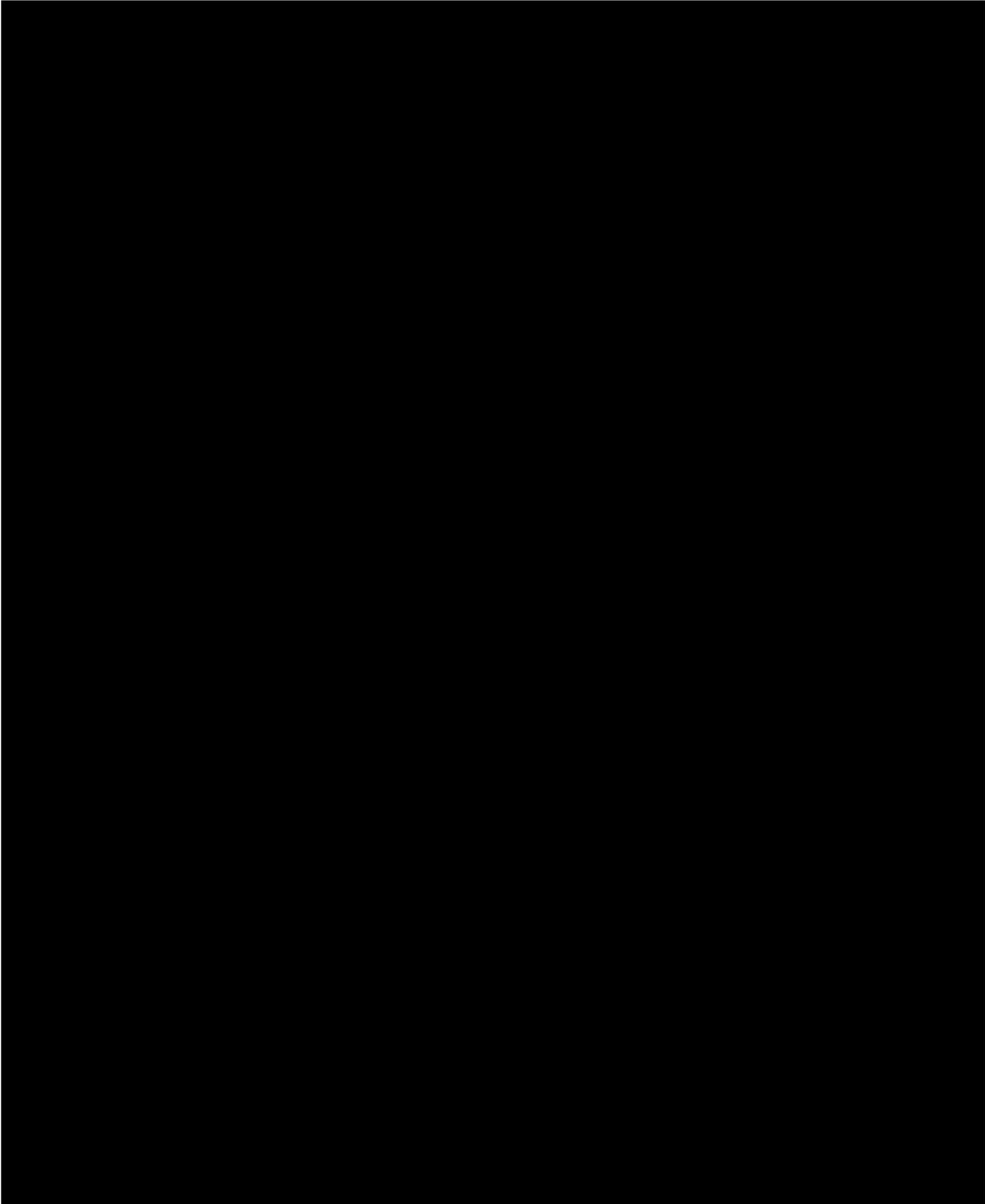












## **SECTION D: QUALIFICATIONS OF OWNERS**

### **GARDEN PARC, LLC**

Garden PARC, LLC dba SPARC, ("SPARC Healdsburg") is pleased to present our application for a Commercial Cannabis Permit (storefront retail & delivery) to the Community Development Department in the City of Healdsburg.

### **QUALIFICATIONS OF OWNERS**

#### **ERICH PEARSON – MEMBER, FOUNDER OF SPARC DISPENSARIES**

For more than 20 years Erich Pearson has been dedicated to advancing the cannabis industry and has been recognized for his vision and leadership. From long-time advocate to legislative consultant, from dispensary operator to cultivation expert, his credentials and experience are unquestionable. A founding member of the National Cannabis Industry Association, he recently stepped down from the board after a decade of service. He was instrumental in the passage of San Francisco's Medical Cannabis Dispensary Act and in the relegation of cannabis offenses to the lowest

law-enforcement priority. Erich's medical advocacy is best exemplified by his support of and relationship with Maitri AIDS Hospice, for whom he has been providing medical cannabis for more than 15 years, an experience which has deeply moved and inspired him.

Please see ATTACHMENT 4- LETTERS OF SUPPORT

After years of cultivating and distributing medical cannabis to patients in need via our collective, Erich founded SPARC, opening our first dispensary in 2010 in San Francisco. SPARC was immediately lauded for the quality of service, wide selection of products, and stunning facility design, and was lovingly referred to as the "Apple Store of Pot" by the New York Times. SPARC represents Erich's commitment to effective treatment delivery and compassionate patient support, paired with striking design.

Shortly after opening their first dispensary, Erich and his SPARC leadership team opened two of the first legally permitted, commercial-scale cultivation facilities in San Francisco. This effort was the culmination of Erich's realization there was a dearth of safe, effective, potent and affordable medical cannabis for the patient community and his ongoing commitment to bringing quality products to patients at affordable prices.

In 2015, Erich merged SPARC with Peace in Medicine, a highly respected industry peer with two retail facilities in Sonoma County. The following year, 2016, Erich and the SPARC Team opened another dispensary in San Francisco's historic Lower Haight neighborhood. 2017 saw Erich lead the vision of moving away from indoor growing and instead towards outdoor by cultivating cannabis at our new estate farm in Glen Ellen, the heart of Sonoma Valley.

In addition to Erich's visionary leadership, which has kept SPARC on the cutting edge of the ever-changing cannabis industry, Erich has led every construction effort the company has undertaken. He has designed and built indoor, outdoor, and greenhouse grow operations. He has designed and built award winning retail locations, and planned and managed the construction of our 25,000 square foot high-tech product research & development, extraction, manufacturing, sales & distribution facility in Santa Rosa. Erich also led the remodel of our newest retail facility, which opened in the City of Sonoma in 2022. These skills and experience will be invaluable to the swift development and opening of a SPARC dispensary in Healdsburg.

For those who benefit from medical cannabis and those who responsibly enjoy adult-use cannabis, Erich and SPARC are committed to advancing the standards of how cannabis and cannabis products are developed, cultivated, packaged and sold industry-wide, while being a force for good in the neighborhoods and communities we call home.

Erich is the CEO and Chairman of the Board of SPARC and received his Bachelor's in Construction and Project Management from Purdue University. Erich and his partner currently reside in the Sonoma Valley and Erich has devoted himself to rebuilding what SPARC and the property owners lost when the SPARC farm burned in the 2017 fires. Despite losing all of SPARC farm's product in the fires, Erich and the SPARC team overcame this challenge and SPARC emerged from the fires as an even stronger, more resilient business. Based on this experience, Erich and SPARC are confident that operations will remain consistent regardless of challenges outside of their control. Erich's experience during the fires has strengthened his drive to give back to the community. Erich founded the Cannabis Business Association of Sonoma County, and is a Sonoma Valley Cannabis Enthusiasts - founding member. Erich is also a supporter of the Jack London Park in Glen Ellen, making regular donations and participating in the annual gala, and was the 2019 Sonoma Honoree of the Golden State Salmon Association. Should SPARC receive a Cannabis Business Permit from the City of Healdsburg, he will bring this same spirit to the City.

#### **ERIN GORE - CO-OWNER AND DIRECTOR OF CANNABIS AND COMMUNITY**

Erin Gore is founder and CEO of Garden Society, a California-based, cannabis-focused benefit corporation serving consumers in search of new, more holistic ways to rejuvenate from the chaos of their daily lives. Garden Society is a multi-state cannabis operator formed in 2016 with manufacturing operations in California, Ohio, and New Jersey. Garden Society focused on manufacturing high quality products that provide trusted reliable experiences for consumers under the brand Garden Society, and other leading national brands. They have created priority technology and automation solutions to enable their successful and scalable business nationally. Garden Society manufacturers concentrates, pre-rolls, vapes, gummies, and chocolates that link sustainable ingredients, craft cannabis, and trusted effects. Garden Society products have received numerous awards and recognition within the industry and by consumers including the Most Inspiring Brand award at the California State Fair in 2022, along with multiple product awards at Emerald Cup and the California State Fair.

Erin is a fearless advocate for women-owned cannabis businesses, and equally dedicated to breaking the stigma and rewriting the script around the plant. Her name regularly appears on "Top Women in Cannabis" lists nationally. She has been recognized by Forbes as one of the top ten most powerful and innovative women in cannabis, and most recently as a 2021 Businesswoman of the Year by the North Bay Business Journal. Garden Society is recognized as one of the most diverse cannabis companies in the industry represented across employees, investors, partners, and vendors.

Garden Society stems from Erin's personal journey of striving to find balance in her life, as both a mom and entrepreneur, and being surrounded by women feeling the same pressures. Alongside her business partner, Karli

Warner, the company is built on their shared passion to encourage women to explore non-traditional ways of managing pain, anxiety and stress relief, as well as relaxation and joy via cannabis-- all a means of providing a better quality of life.

Prior to Garden Society, Erin worked with her husband Tom on their joint venture with Constellation Brands on Tom Gore Vineyards, an award-winning farmer's wine. Before the wine business, she had a decade-long corporate career at Henkel, where she managed a global adhesive business valued at nearly \$100 million. Her time at Henkel provided a solid foundation in leadership, development, and achieving exceptional financial results.

Currently, she is a publicly elected Director on the Board of the Healthcare District of Northern Sonoma, previously known as Healdsburg District Hospital, where she was Chair of the Board during Covid and led the successful sale of the Hospital to Providence St Josephs. Prior to that she served on the Healthcare Foundation Northern Sonoma County, International Cannabis Farmers Association and has served as board member for the National Cannabis Industry Association (NCIA). She is a cannabis-focused contributor to Green Entrepreneur, and a frequent speaker on the topics of cannabis and entrepreneurship at national and international events.

With a degree in Chemical and Biological Engineering from the University of Wisconsin-Madison, along with a Lean Six Sigma Black Belt from the American Association of Quality, Erin is also fluent in the science-based talk of cannabis and production. Erin resides in Healdsburg with her husband Tom and their son. Tom is a second generation Healdsburg resident who is a prominent grape grower and community member. He is the Director of Vineyard Operations for Constellation Brands, where he manages over 2,500 acres of vineyards locally. In addition, he is a board member of Corazon Healdsburg, a beloved non-profit that works to create a more just and compassionate community for all. Previous to Corazon, Tom was on the board of Alexander Valley Winegrowers and Fish Friendly Farming.

Please see ATTACHMENT 4- LETTERS OF SUPPORT

## **OWNER RECORDS FOR SPARC HEALDSBURG**

SPARC Healdsburg maintains current and accurate records of all those who own or hold interest in Garden PARC, LLC dba SPARC, as required in HMC Title 20, Ch. 20.20.095 (A)(4)(c). All owners will submit to a background check and fingerprint Department of Justice check upon request of the City of Healdsburg Police Department in compliance with HMC Title 20, Ch. 20.20.095 (A)(4)(d)).

## **INDIVIDUALS PARTICIPATING IN MANAGEMENT OF SPARC HEALDSBURG**

### **ROBBIE RAININ - VICE PRESIDENT OF RETAIL**

Robbie Rainin, Vice President of Retail, has been with SPARC for over 9 years in a retail leadership capacity. Originally from New York with a degree from the University of Massachusetts, Robbie began his retail career early with GAP and Banana Republic. Robbie has run retail operations in both New York and San Francisco and brought his traditional retail experience to SPARC in 2011. Robbie has worked with SPARC leaders to refine retail operations, optimize workflows and increase the customer experience in all of our retail outlets for both our internal and external customers. Robbie has experience in opening cannabis stores in new markets as well as bringing current operations into compliance with the state's cannabis regulations without sacrificing the customer experience that SPARC is known for. Robbie prides himself on being a hands-on leader with employees, customers and the community.

Robbie oversees the entire retail operation with a primary focus on strategy and process and works closely with Jessi Flagg who focuses on day to day operations. Robbie has implemented many initiatives and processes throughout the department to ensure a smooth operation and excellent customer experience for all of our members.

### **ANDREW DOBBS-KRAMER - DIRECTOR OF LICENSING AND COMPLIANCE**

Andrew has more than a decade of experience in the cannabis industry. After beginning his career in commercial cultivation and product distribution, Andrew transitioned to compliance and permitting. Andrew's background in operations, combined with his expertise in navigating and understanding political and regulatory processes informs Andrew's work as Director of Licensing and Compliance. Andrew has focused on compliance and licensing for SPARC since 2015, securing state and local licenses for all SPARC operations and ensuring regulatory compliance across all operations and serving as the Director of Licensing and Compliance since 2019.

Andrew's experience in all facets of permitting from planning to building to state licensure helps facilitate efficient permitting processes and mitigate potential delays in opening new locations. Andrew is skilled at navigating overlapping regulations and jurisdictions to ensure compliance, and excels at analyzing regulations to identify needed changes and communicate them with the operations team. The SPARC internal inspection program developed under Andrew's leadership equips each SPARC operations team with a proprietary tool for training and maintaining ongoing compliance with all applicable codes and regulations. Andrew graduated from Claremont McKenna College with a dual major in International Relations and Spanish and a Leadership Studies Sequence.

## SECTION E: NEIGHBORHOOD COMPATIBILITY PLAN

### 1. PROACTIVE NUISANCE AVOIDANCE

#### COMMUNITY CONTACT

SPARC Healdsburg will have a community relations point person who shall attend meetings with the City of Healdsburg Manager or his/her designee(s), and other interested parties to discuss costs, benefits, and other community issues arising as a result of the implementation of the Ordinance and the operations of the commercial cannabis businesses permitted under the Ordinance. Erin Gore will act as the initial community liaison for the City of Healdsburg along with managers of SPARC. Erin's contact information is provided within this application, and a backup contact person will always be available to the City and community members.

At SPARC we pride ourselves on being a first class retail establishment and good neighbor. Having a community relations point person we will ensure that at all times the City of Healdsburg, our commercial neighbors, the neighborhood and our customers all know exactly who to contact if there is a concern, problem, or general idea they wish to share. The City of Healdsburg will be also provided with an emergency contact who will be available for any on site or offsite emergency related to our operation, in compliance with HMC Title 20, Ch. 20.20.095 A(11)(o). This individual will have the ability to immediately implement measures to address the concerns of the City of Healdsburg and/or government officials. In the event the person is unavailable for some personal emergency or well-deserved time off, the City of Healdsburg will know in advance of the substitute contact who will have the same or equivalent authority to act.

Any complaints relating to noise, light, odor, public consumption, loitering, littering, vehicle and pedestrian traffic will be immediately investigated and if necessary, addressed by the Supervisor, Manager or Safety Host on duty. SPARC Healdsburg will employ proactive reporting processes and supervisor training for nuisance avoidance and how to respond to the community. An example of these processes can be found in our description below of our odor control investigation procedure. Furthermore, all nuisance activities are listed in SPARC member code of conduct, and customers are required to review this code of conduct upon their first visit. The code of conduct remains posted near the entry of the premises to remind each customer of this code of conduct they agreed upon. Violations of the code of conduct can result in the immediate termination of customer membership and refusal of service. Furthermore, SPARC will work and cooperate with law enforcement and surrounding property owners to resolve any nuisance complaints received.

All noise levels shall be kept at a minimum for the benefit of the community and patrons. No excessive noise shall take place at the premises. The business shall also maintain a strict "No Loitering" policy. If any patrons loiter on the premises without intent to engage SPARC for retail cannabis sales (HMC Title 20, Ch. 20.20.095 (A)(11)(i)), the patron will be asked to leave and if necessary, law enforcement shall be notified, and patrons shall be refused future service.

#### ODOR CONTROL

As part of our commitment to being a good neighbor, SPARC develops a custom odor mitigation plan for each facility it operates. These plans are based on industry best practices and our extensive experience to ensure that an effective air treatment system is in use at all times. In addition to mechanical controls, strict administrative processes are implemented to ensure that the system is functioning correctly and all odors are eliminated before the air leaves the building, in compliance with HMC Title 20, Ch. 20.20.095 (A)(6)(e)(i).

#### ODOR SOURCES

We have found odor issues to be minimal in cannabis retail facilities, as all products arrive in child-resistant (compliant with CCR Title 4 §17401(a)) odor proof packaging and no packaging occurs onsite. Nonetheless, we will take every precaution to ensure that any odor generated inside the commercial cannabis business that is distinctive to its operation is not detected outside of the facility, anywhere on adjacent property or public rights-of-way, on or about the exterior or interior common area walkways, hallways, breezeways, foyers, lobby areas, or any other areas available for use by common tenants or the visiting public, or within any other unit located inside the same building as the commercial cannabis business.

The main source of odor in a cannabis dispensary is the waste area, as returned and defective products must be separated from their packaging and destroyed, pursuant to CCR Title 4 § 17223. Products in the retail sales area will be stored either in their respective packaging to control odor or within designated "smell" jars which allow customers to smell the product. The products in these "smell" jars are not sellable and must be destroyed, and so are limited in nature. The HVAC and odor mitigation systems for our retail facilities shall be designed to account for this higher concentration of odor in these areas and as a result, we have never received an odor complaint at any of our retail facilities.

### ODOR MITIGATION STRATEGY

All SPARC retail facilities are equipped with commercial HVAC systems that continuously circulate and filter air throughout the building. These HVAC systems and filters are regularly maintained and monitored by dispensary Staff and the SPARC in-house facilities manager. SPARC Healdsburg will employ an HVAC system with an exhaust air filtration system with odor control that prevents internal odors from being emitted externally in compliance with HMC Title 20, Ch. 20.20.095 (A)(6)(e)(i). SPARC Healdsburg will adopt an alternate exhaust filtration system for odor prevention should the Community Development Director determine that an alternative method is necessary and more effective than SPARC's standard systems (HMC Title 20, Ch. 20.20.095 (A)(6)(e)).

SPARC Healdsburg will not have consumption on site which is the main cause of any odor issues related to dispensaries. All of SPARC's products are delivered pre-packaged and in final retail form which helps mitigate any potential smell from the product.

In addition to these environmental and mechanical controls, SPARC trains all staff on appropriate procedures for odor reporting and mitigation.

### REGULAR VERIFICATION OF ODOR MITIGATION EFFECTIVENESS

Dispensary Supervisors ("Supervisors") shall share responsibility for regular inspections of odors in the vicinity of the proposed project, as well as additional inspections on an as-needed basis. If any odors are detected during inspection, the Supervisor shall investigate the cause and source of the odors. If the odors are determined to be originating from SPARC's project, the Supervisor will alert the Dispensary Manager ("Manager") who will work with appropriate contractors and staff to implement additional odor control measures to immediately eliminate any odors.

### PROCEDURE FOR RESOLVING ODOR COMPLAINTS

Contact information for the Manager will be available upon request for odor reporting by neighbors and visitors. Any reports of odors detected outside the facility will be reported to the Manager who will ensure that filter effectiveness is tested and the source of the odor is determined. Upon conclusion of the odor source investigation, if the odors are determined to originate from SPARC's facility, the Manager will ensure that corrective measures are taken and the reporting individual receives follow up communication. Corrective measures may include but are not limited to ceasing odor-producing activities and replacing or cleaning filters, as recommended by manufacturers. If odors are determined not to originate from SPARC's facility, SPARC will follow up with the reporting individual to inform them of this conclusion.

### STAFF TRAINING

SPARC staff will be trained on the importance of odor reporting and mitigation, and their role in maintaining an odor-free facility. Training on odor reporting will be provided within 30 days of onboarding for all new SPARC Team Members. Training will include procedures for reporting odors detected by Team Members, as well as reports made by non-staff members. In addition to onboarding training, all Team Members at the facility will receive annual training on odor reporting which will be readily available for reference at all times in employee handbooks kept on-site.

### REPORTING OF CANNABIS ODORS OUTSIDE THE BUILDING

All staff will be trained to notify the Supervisor in the event that cannabis odors are detected outside the building. If the report is made to a Supervisor, the Supervisor shall notify the Manager immediately. The Manager will take immediate steps to remedy the problem including, but not limited to, notifying service personnel for repairs or routine maintenance. If odors persist, odor-producing operations should be stopped until an effective solution can be implemented.

## 2. SPARC POLICIES FOR NUISANCE AVOIDANCE: GOOD NEIGHBOR POLICY

SPARC strives to serve as a positive ambassador for the cannabis industry. As such, we understand the vital importance of ensuring cannabis does not reach underage youth. We uphold this commitment through a combination of education, security, and community involvement and feedback.

In an effort to improve community awareness around safe use of cannabis and concerns about youth exposure, SPARC will conduct outreach to youth-serving organizations within Healdsburg. When we opened our location in the City of Sonoma we conducted outreach to more than 50 local youth serving organizations letting them know about our facility and resources that are available for further education on cannabis and youth, including those available through the California Department of Public Health Let's Talk Cannabis program. We look forward to conducting outreach to the youth serving groups of Healdsburg, should we be awarded a permit.

From an operations standpoint, we are confident that our employee training programs and standard operating procedures will mediate the risk of cannabis ending up in the hands of youth. Per DCC regulations, we are required to check ID upon entry and our team is trained in ID verification and recognizing redistribution. Staff are trained that at no point should a minor, with the exception of those (18 to 20) with a medical recommendation, enter our retail premises. To ensure we stay up to date on best practices, multiple leadership team members attend regular ID Verification training sessions provided by the Sonoma County Department of Health Services and review and update SPARC SOPs accordingly.

[REDACTED]. Should we notice on camera any suspicious activity our security team is trained on how to handle this. Many of our team members have children of their own thus we intimately understand the importance of keeping cannabis out of the hands of minors.

Our good neighbor policy includes maintaining posted information on our website on how to contact us about community relations. Prior to the commencement of any remodeling or construction we will circulate the contact information to all businesses and residences located within the required distance from the commercial cannabis business. This step will be repeated several times and most importantly prior to and immediately after our opening. The SPARC community liaison will also be available for any questions or concerns from neighbors, the City, and the community at large, as described above.

At SPARC we believe we have a responsibility to provide community education and outreach, and we intend to continue this in SPARC Healdsburg. Our primary method of education is through in-store consultations. We also provide educational reading materials in store and online. The consultations and educational materials are designed to enhance each customer's understanding of cannabis and its potential effects and impacts, in order to facilitate safe, responsible consumption. We also support and develop opportunities for community outreach and education by partnering with local health agencies and organizations. SPARCs in Northern California have partnered with St. Joseph Health, the Oakmont Senior Center, and the United Ostomy Association. By conducting regular education and community outreach events and providing paid volunteer time to all staff, we will encourage our Team Members to engage with our community on a regular basis.

As a good neighbor we believe in giving back to our local community. We do this in a number of ways, including hosting an annual toy drive and two food drives per year. SPARC locations in Northern California also served as donation drop off points during the 2017 and 2019 fires, collecting food and supplies for our neighbors in need. In the 2017 Nuns Canyon Fire, Erich, along with other members of the SPARC team, worked tirelessly cutting fire breaks around neighbors' houses and bringing food and water to livestock and animals left behind in the evacuation. For us, being a good neighbor is a deeply-rooted commitment. We look forward to bringing our toy and food drives to Healdsburg.

### **3. OUTREACH IN THE HEALDSBURG COMMUNITY**

SPARC Healdsburg is aiming to open on Grove street, near the intersection of Dry Creek Road. We believe this is an ideal location because it is near the major intersection of Healdsburg Ave and Dry Creek Road for ease of access but is more discreet than the main intersection. This provides more privacy for consumers, and increased safety for the operation. The property is located between The Lodge at Healdsburg and Healdsburg Family Apartments. It is across the street from Empire Mini Storage.

SPARC has worked with Garden Society to spend time in Healdsburg by attending philanthropic events, community meetings, dinners, and city council meetings. In addition, the teams have spent time walking the local neighborhood where Garden Society has introduced SPARC to those businesses who will be local neighbors. SPARC has been well received in the local neighborhood in Healdsburg because people see the diverse job opportunities that will be created and additional community benefits. SPARC Healdsburg has received letters of support from multiple neighboring businesses on Grove Street and Dry Creek Road including Kim Lloyd, owner of Big John's Market, Marne Dupere, owner of Plank Coffee, and Adam Savin, owner of Lionheart OCR. SPARC has also begun conducting outreach to the immediate neighbors of the proposed location. Josh Wade, owner of No Excuses Personal Training, which shares a driveway with the proposed location, met with a SPARC team member and enthusiastically supports our proposal and will provide a letter of support.

SPARC Healdsburg has additional support from community members who are excited to see SPARC and Garden Society partner to bring cannabis retail to Healdsburg. SPARC Healdsburg will begin reaching out to neighbors at Healdsburg Family Apartments, Healdsburg Glen Apartments, and Citrine Apartments to introduce themselves and understand any questions or concerns neighbors have to future operations. Finally, SPARC will join the Healdsburg Chamber and begin getting involved in the local business community.

In order to recruit a staff that is representative of the local community, we plan to utilize various job boards, job fairs, and work with local organizations like Corazon Healdsburg, 20-30 club of Healdsburg, Santa Rosa Junior College, and others to source a diverse group of applicants.

### **4. MINIMIZING NEGATIVE ENVIRONMENTAL IMPACTS**

SPARC's presence in Healdsburg will immediately minimize negative environmental impacts being that our many existing Healdsburg, Windsor, and surrounding area customers will no longer need to drive to Santa Rosa for their cannabis products. We will launch a delivery hub in Healdsburg to cut down on the emissions from driving delivery orders into North Sonoma County from our Santa Rosa and Sonoma delivery hubs, resulting in an immediate decrease in vehicle miles traveled.

We are excited to be located along the Foss Creek Trail and will encourage our employees and customers to arrive via bike and foot. Bike storage will be available for residents, hotel guests, and our team to use. The proposed location is also approximately 400 feet from the Grove Street & Dry Creek Rd. bus stop, allowing patrons and team members to utilize public transit rather than driving.

When it comes to building out our location on Grove Street we intend to highlight the integrity of the existing building and optimize it rather than change it. We will minimally redesign the interior as we do not think a large scale construction project is right for Healdsburg. Our goal is to naturally fit into the neighborhood by using as much of the existing building as possible.

SPARC was also an early adopter of Sonoma Clean Power and we plan to continue being an EverGreen customer. As an EverGreen customer our electricity is “generated by 100% clean, local energy sources 24/7, utilizing solar energy by day and geothermal energy by night”. Additionally, our plan is to introduce the same drought tolerant, low water landscaping we have at our Santa Rosa and Sonoma facilities. In all SPARC remodels we employ low flow fixtures and energy efficient appliances wherever possible, and will continue this practice in Healdsburg.

## SECTION F: COMMUNITY BENEFITS AND EQUITY PLAN

### 1. SPARC HEALDSBURG LOCAL COMMUNITY BENEFITS

SPARC was founded with a focus on helping underserved members of our communities while respecting the neighborhoods where it operates. Respecting our neighbors has always meant weaving SPARC into the fabric of every community it serves. Our team takes this commitment seriously. To us, this also means not taking, via sales or commercial space, but providing safe access, living wage jobs, benefits, and giving back to our neighborhoods and the people who live and frequent them. In short, SPARC has always recognized the symbiotic relationships that exist between businesses and people. This has led us to think creatively about how and when we give back to the community.

Garden Society is a benefit corporation that focuses on supporting women’s health through products and education. Garden Society has been a consistent and significant supporter of various mental health programs locally in the community that provide services to underrepresented community members since its founding. In addition, Garden Society has a robust CSR program that focuses on normalizing mental health discussions amongst communities of color. Together these partners are pleased to present a Community Benefits Plan that is informed by years of experience and will support key initiatives in Healdsburg. The community benefits provided by SPARC Healdsburg are designed to be sustainable and will grow with the business as shown in ATTACHMENT 2 - STARTUP COSTS & PRO FORMA.

In our experience, the most valuable community partnerships are ones that are sustainable and long lasting, and that grow with the business. As shown in our Proforma, SPARC Healdsburg will allocate up to 8% of net profits, or a minimum of \$20,000 annually to providing direct Community Benefits in Healdsburg. Based on our projected revenue growth, informed by more than a decade of experience, we believe that 8% of profits would be approximately \$32,832 by year 3 of operations, allowing us to reinvest a significant amount of money in Healdsburg by way of direct contributions to charitable organizations in the community. Areas of focus for these community benefits include food insecurity, health access, unhoused populations, and skill development. In addition to this direct monetary contribution, SPARC Healdsburg will also provide community benefits directly to community members through a variety of methods, and we are pleased to present several of these below.

#### Total Estimated value of SPARC monetary, in-kind, and service contributions to the Healdsburg community:

| Community Benefit Type                       | Year 1   | Year 2    | Year 3    |
|--|----------|-----------|-----------|
| Veteran and Senior Discount                  | \$99,110 | \$146,993 | \$162,106 |
| Biannual Community Cleanup                   | \$936    | \$1,118   | \$1,239   |
| Staff Time for Volunteering in the Community | \$3,348  | \$4,224   | \$4,657   |
| Local Event Participation and Sponsorship    | \$6,000  | \$6,000   | \$6,000   |
| Compassion Program                           | \$40,000 | \$40,000  | \$40,000  |

|   |                  |                  |                  |
|---|------------------|------------------|------------------|
| Monetary Contribution of 8% of Profits or Minimum \$20,000/year | \$20,000         | \$20,000         | \$32,832         |
| <b>Total Value of Community Benefits</b>                        | <b>\$169,394</b> | <b>\$218,335</b> | <b>\$246,875</b> |

#### VETERAN AND SENIOR DISCOUNT

SPARC Healdsburg will extend a 10% discount to seniors and veterans, seven days a week. This discount is automatically applied to all transactions, once the customer has been added to these groups in Treez, in all of our locations. After reviewing sales data from SPARC stores in towns with demographics similar to Healdsburg, we estimate that seniors and veterans will account for at least 2.9% of total transactions.

Based on our estimate that 2.9% of transactions will include a senior or veteran discount, we believe the approximate year one value of this benefit will be \$99,110, as seen in our attached proforma. SPARC believes this will have a large positive impact on the residents of Healdsburg and the surrounding communities, as we have seen firsthand the community benefit this provides.

#### BIANNUAL COMMUNITY CLEANUP

Twice a year SPARC will donate 12 hours of team member time to cleaning shared-use spaces such as the square, parks, Foss Creek Trail, and other public spaces. This initiative gives our staff a way to give back and deepen their connection with Healdsburg, while also working to ensure the community we operate in remains safe, clean, and vibrant. The value of this contribution will increase over time as the size of the business and the team grows. In the first year, this is projected to be worth \$936, growing to \$1,239 by year three.

#### STAFF TIME FOR VOLUNTEERING IN THE COMMUNITY

SPARC believes in giving back by playing an active role in the communities we serve. We also believe that encouraging our team members to get directly involved in the community will benefit the community, the employees, and the City. Employees of SPARC Healdsburg will be given 12 hours annually of paid time for community volunteer service to be used 1 hour per month at a charity that serves Healdsburg from the 501(c)3 local charities list that SPARC provides. If an employee has a nonprofit they want to work with that isn't on the list this can be approved on a case-by-case basis by management. Subject to projected employment growth over time, we estimate this to be 174 hours for a total benefit of \$3,348 in year one.

#### LOCAL EVENT PARTICIPATION & SPONSORSHIP

The SPARC team is excited to have a presence in Healdsburg and has budgeted \$6,000 per year to sponsor events and set up educational tables. We prioritize offering support to local non-profit events. This year, at our existing locations, we have committed to supporting Peacetown in Sebastopol, Lazy Bear in Guerneville, and the Sonoma City Party in Sonoma, just to name a few. We know how important events like these are to towns as they bring together residents and create a sense of community, and that without the support of local businesses such events would not occur.

We also use these events also as an opportunity to educate the community about cannabis and answer the plethora of questions we find people have. Our team has already identified several Healdsburg events we would love to be a part of and we look forward to offering our support. SPARC looks forward to being an active partner in the community and supporting the events that are important to Healdsburg.

#### COMPASSION PROGRAM

SPARC was founded as a medical cannabis dispensary in 2010, and has always supported health equity and compassionate care. Since day one, SPARC has maintained a compassion program to provide cannabis free of charge to those in need in our community. After operating this program for more than a decade we hope to share it with the people of Healdsburg and the surrounding community. In Healdsburg, we will tailor this program to assist those in Healdsburg and the surrounding area with the greatest need in mind. Each month, SPARC will donate \$3,333 worth of free cannabis to medical patients who qualify economically. We estimate that in year one the benefit will be \$40,000.

#### DIRECT MONETARY CONTRIBUTIONS (8% OF PROFITS OR MINIMUM \$20,000 ANNUALLY)

Each year SPARC Healdsburg will make a direct monetary donation of 8% of gross profits or a minimum of \$20,000. All owners care deeply for the communities they live and do business in and are always looking for ways to expand their positive impact in those communities. Some of the primary areas that are a passion for the owners include food insecurity, health access, education and unhoused populations. Garden Society and SPARC both look forward to being an excellent community steward and participating in community development efforts with the many incredible non-profit organizations in town.

#### FOOD & TOY DRIVES

SPARC Healdsburg will be guided by a commitment to improving the community and encouraging our customers and employees to engage with local charities and nonprofits. In every community in which we open, SPARC will

continue to develop relationships with and support local food pantries, community groups and nonprofits to provide healthy and sustainable meals to those who cannot afford food. We have found food drives to be a useful key to inspiring customers and staff to support their local communities at large. SPARC and Garden Society are passionate about providing support to the communities they operate in, as well as encouraging staff and customers to join in the giving. They have become an integral part of the Sebastopol, Cloverdale, Santa Rosa, Sonoma, and San Francisco communities. SPARC and Garden Society’s long history of compassionate operations, based on the belief that everyone is entitled to care, respect, and assistance when in need, will make SPARC and the SPARC team a great partner for the City of Healdsburg.

During the winter holiday season, SPARC has a tradition of conducting a Toy Drive in addition to its ongoing food drive. We have seen the joy it brings to our staff and members, joining together to make a holiday brighter for others in their community. SPARC has worked with local Fire Departments in previous drives, encouraging donations from customers and staff through promotional emails and signage.

**PAST EXAMPLES OF CHARITABLE WORK**

SPARC and Garden Society both have countless examples of cash and in-kind support given to charitable causes. Below is a very abbreviated list of some of the organizations we have worked with, and some of these organizations have provided letters of support in ATTACHMENT 4- LETTERS OF SUPPORT.

- Corazon Healdsburg
- Healthcare Foundation of Northern Sonoma County
- Familia Sana
- Farm to Pantry
- Russian River Sisters
- Redwood Empire Food Bank
- Toys for Tots
- Sonoma Valley Education Foundation
- La Luz
- GLBT Historical Society
- Maitri
- Lower Haight Merchants + Neighbors Association (LOHAMNA)

**2. MINIMUM WAGE**

SPARC is committed to providing all team members with competitive wages, and an excellent benefit package that includes paid vacation, paid holidays, paid anniversary and birthday, generous sick leave, and health, vision, dental, and life benefits/insurance.

Working at SPARC Healdsburg, the minimum starting rate offered at entry-level will be \$18.00/hr - \$18.95/hr depending on the position. Our standard entry-level wage structure exceeds the state’s minimum wage of \$15.50/hr. SPARC evaluates the pay ranges for our positions annually to remain competitive, ahead of minimum wage, and to adjust to cost of living.

In consideration of the communities that we operate in, and in an effort to recruit and maintain those that are in roles in which Spanish/English bilingual communication is of considerable importance, we add a 5% increase in base wage for bilingual Spanish/English speaking applicants to fairly compensate them for the additional and necessary skill that they bring to SPARC.

All team members are evaluated annually for performance increases, and wages are evaluated for a Cost of Living Increase specific to Sonoma County, as well as a market wage evaluation every January.

In addition to base pay, retail staff receive tips from a tip pool averaging \$5/hr, sales bonus incentives, and a comprehensive benefit package.

| Wages                               | Member Consultant | Safety Host | Driver  |
|-------------------------------------|-------------------|-------------|---------|
| Healdsburg Base wage                | \$18              | \$18.65     | \$18.95 |
| Healdsburg base for bilingual staff | \$18.90           | \$19.58     | \$19.90 |

**3. EMPLOYEE BENEFITS**  
**BENEFITS**

All permanent employees working at least 30 hours per week on average are eligible to participate in all of the

benefits below. Those working under 30 hours (part time) receive company-paid Life, Long Term Disability, EAP, Discounts, optional Health indemnity, Pet, Commuter, and Retirement benefits. The benefits table shown below is an example of what SPARC offers in Northern California. SPARC Healdsburg will offer the same package or equivalent benefits if any plans listed below are unavailable in Healdsburg.

| Benefits                      | Plan  | Employer Contribution |
|-------------------------------|---|-----------------------|
| Medical (Sutter 1)            | Sutter Peak ML70 HMO+Chiro/ Accu (\$1500 deductible)  | 90%                   |
| Medical (Sutter 2)            | Sutter Peak ML69 HMO +Chiro/ Accu (\$1000 deductible) | 87%                   |
| Medical (Sutter 3)            | Sutter Summit ML64 +Chiro/Accu (\$0 deductible)       | 75%                   |
| Medical (Kaiser 1)            | Kaiser Platinum 20 +Chiro/Accu (\$0 deductible)       | 60%                   |
| Medical (Kaiser 2)            | Kaiser Gold 1500 +Chiro/Accu (\$1500 deductible)      | 68%                   |
| Life and AD&D                 | United Health Care                                    | 100%                  |
| Long Term Disability          | United Health Care                                    | 100%                  |
| Dental                        | United Health Care DHMO                               | 100%                  |
| Dental                        | United Health Care PPO                                | 50%                   |
| EAP                           | Claremont Employee Assistance Plan                    | 100%                  |
| Discounts                     | Working Advantage Community Discounts                 | 100%                  |
| Vision                        | United Health Care Vision                             | Optional Add-on       |
| Retirement                    | PCS Retirement 401(k) and/or Roth 401(k)              | Optional Add-on       |
| Hospital/Accident/<br>Illness | United Health Care Supplemental Health combo          | Optional Add-on       |
| Commuter                      | Navia Commuter benefits                               | Optional Add-on       |
| Pet                           | Nationwide Pet Insurance                              | Optional Add-on       |

| Leave Plan                    | Benefit   | Additional Perks                       |
|-------------------------------|---|--|
| Vacation Time                 | Base Rate 0.011540 Per hour worked  | 34% Discount at all retail location    |
| CA Sick Time                  | Rate 0.033300 Per hour worked   | Free Payday \$30 Merch Credit          |
| COVID-19 Vaccine Leave        | Up to 3 days paid COVID Vaccine related leave   | Access to earned wages through ZayZoon |
| Bereavement Leave             | 5 days Leave 3 days paid in the event of the death of an immediate family member      |  |
| CA Pregnancy Disability Leave | 16 weeks of protected leave   |  |
| CA Paid Family Leave          | Up to 8 weeks Paid Leave to care for an ill family member or to bond with a new child |  |
| CA State Disability Insurance | Approximately 60-70% monetary benefits for up to 52 weeks for disability.             |  |
| CA Family Rights Act Leave    | Up to 12 weeks protected leave  |  |

|                           |  |  |
|---------------------------|--|--|
|                           | annually to care for self or family member   |  |
| School Involvement Policy | 40 Hours annually protected time off to participate in a child's school activities |  |
| Paid Holidays             | 7/ year  | Free Healthy snacks at all locations   |
| Anniversary               | Option for a paid day off on anniversary of hire date                              | Free Team Member Development Resources |
| Voting Time               | Paid Voting time up to 2 hours   | Free Training and Certifications       |
| Birthday                  | Option for a paid day off on Team Member's birthday                                |  |
| Jury Duty                 | Up to 3 days paid while serving jury duty  |  |

#### 4. LOCAL OUTREACH

SPARC has a long track record of successfully recruiting local applicants for retail roles, in part because of the strong benefits we offer and the employee and community centric approach we are known for. When we have open roles we utilize a number of methods to reach potential applicants in the immediate vicinity of the store. In addition to our current recruitment methods, we plan to hire from the local community using various job boards, job fairs, and working with local organizations like Corazon Healdsburg, 20-30 Club of Healdsburg, Santa Rosa Junior College, and others to source a diverse group of applicants. We also hope to utilize any resources for hiring available through the Healdsburg Chamber of Commerce and Visitors Bureau, which we plan to join upon receiving a permit.

#### 5. ANNUAL VOLUNTEER HOURS

SPARC staff will be provided with multiple opportunities for community involvement, including the two employer paid programs listed below that allow staff to make a direct impact in Healdsburg.

##### SPARC EMPLOYEE/VOLUNTEER GIVEBACK PROGRAM

SPARC believes in giving back by playing an active role in the communities we serve. We also believe that encouraging our team members to get directly involved in the community will benefit the community, the employees, and the City. Employees of SPARC Healdsburg will be given 12 hours annually of paid time for community volunteer service to be used 1 hour per month at a charity that serves Healdsburg from the 501(c)3 local charities list that SPARC provides. If an employee has a nonprofit they want to work with that isn't on the list this can be approved on a case-by-case basis by management. Subject to projected employment growth over time, we estimate this to be 174 hours for a total benefit of \$3,348 in year one.

##### BIANNUAL COMMUNITY CLEANUP

Twice a year SPARC will donate 12 hours of team member time to cleaning shared-use spaces such as the square, parks, Foss Creek Trail, and other public spaces. This initiative gives our staff a way to give back and deepen their connection with Healdsburg, while also working to ensure the community we operate in remains safe, clean, and vibrant. The value of this contribution will increase over time as the size of the business and the team grows. In the first year, this is projected to be worth \$936, growing to \$1,239 by year three,

#### 6. LOCAL SOURCES

Locally sourced products are crucial to SPARC's success. Sonoma County-based brands account for 18% of the shelf space at SPARC locations and 20% of total sales. Sonoma County-based brands account for 28% of flower sales at SPARC and 71% of all manufactured product sales. SPARC has sold more than \$2.25M worth of products from Sonoma County brands thus far in 2023.

SPARC doesn't just sell locally grown and manufactured cannabis, we also operate a farm and processing center in Glen Ellen, from which we source a significant amount of product and a manufacturing and distribution hub in Santa Rosa. These facilities are strategically placed to aggregate local products and bring them to market efficiently and economically. This control of our supply chain ensures we always offer high-quality, affordable, locally grown, cannabis.

Garden Society also operates a manufacturing and distribution facility in Cloverdale that will be providing products to SPARC. 80% of Garden Society's cannabis is sourced from cultivators within Sonoma County, and 100% of the products Garden Society manufacturers within California are made in Cloverdale. Garden Society has found incredible talent from Windsor, Healdsburg, and Cloverdale that they plan to share with SPARC to ensure continued career development and economic opportunities for all.

In addition to sourcing and producing cannabis locally, we also work with local professionals, contractors, service providers, and more in every community where we operate. SPARC has strong relationships with Sonoma County-based contractors, engineers, architects, and tradespeople. Whenever possible, we also source the materials for our projects locally to minimize environmental impacts.

## **SECTION G: PROPOSED SITE PLAN**

### **1. EXISTING SITE**

#### **A. PHYSICAL ADDRESS**

The physical address of the proposed site is 1241 Grove Street, Healdsburg CA 95448. This location complies with HMC Title 20, Ch. 20.20.095 (B)(6) and HMC Title 20, Ch. 20.08.145 use tables. As required by the Commercial Cannabis Permit Application Procedure Guidelines and Review Criteria, SPARC Healdsburg has received a Zoning Clearance Letter affirming the location is suitable for cannabis retail storefront activities and complies with all setback requirements. Please see PDF File #5- Zoning Clearance Letter- Garden PARC (SPARC).

#### **B. NARRATIVE DESCRIPTION OF THE EXISTING SITE**

The proposed location on the North side of town (1241 Grove St.), which currently operates as an insurance office, sits adjacent to The Lodge at Healdsburg and across the street from Citrine Apartments. Conveniently tucked away from Healdsburg's main thoroughfares, while still being easily accessible, 1241 Grove Street is a community-friendly location.

This parcel currently has 13 designated on-site parking spaces, which includes one dedicated ADA space, as well as ample on-street parking. Existing on-site parking exceeds the requirements of HMC Title 20 Ch. 20.16.195 Table 17. Turning into the parking lot at 1241 Grove St. does not require patrons to cross multiple lanes thus allowing for safe customer access. Having designated entrance and exit points to the parcel marks a clear flow of traffic which will minimize any potential traffic impacts on the neighborhood.

Conveniently located along the Foss Creek Pathway, customers can easily arrive at the store on foot. The addition of bike racks will further encourage employees, hotel guests, and locals alike to arrive via two wheels.

#### **C. PHOTOGRAPHS OF THE EXISTING PROPERTY AND BUILDING(S)**

Please see ATTACHMENT 9- PHOTOS OF SITE for images of the building and its surroundings.

#### **D. SITE CURRENT USE**

The site has one building that houses an insurance agency and is proposed to be converted to SPARC Healdsburg. The property also includes two small storage sheds, one of which is proposed to be removed to accommodate secure parking for deliveries.

#### **E. OPERATIONS ON PARCEL AND ANY ADJACENT TO THE SITE**

The proposed location is bordered to the north by the Lodge at Healdsburg. Continuing north, the next parcel is occupied by Best Western Dry Creek Inn. Further north, abutting Dry Creek Road are a Valero Gas Station and an Adel's diner.

To the south of the proposed location are two apartment buildings: Healdsburg Glen Apartments and Healdsburg Family apartments.

To the west of the proposed location is a mixed use building with warehouse and residential space.

Citrine Apartments are located directly across Grove Street to the east. Citrine Apartments are bordered to the north by Hotel Trio Healdsburg and to the south by Empire Mini Storage. Also adjacent to Hotel Trio Healdsburg and Citrine Apartments is the Grove Street & Dry Creek Rd. bus stop.

## **2. PROPOSED SITE**

### **A. SITE PLAN**

Please see ATTACHMENT 12- SITE PLAN for a site plan, drawn to scale, of the proposed business showing perimeter fencing, driveways, streets, property lines, buildings, parking areas, and outdoor areas. SPARC will not increase the size of the premises without first amending the commercial cannabis permit with the City, in compliance with HMC Title 20, Ch. 20.20.095 (B)(7)(i).

### **B. NARRATIVE DESCRIPTION OF PROPOSED SITE IMPROVEMENTS**

SPARC's proposal for the site is a small, low-impact remodel. One of the strengths of this site is the ability to repurpose an existing building with minimal environmental and neighborhood impact. Construction will be designed to be as environmental as possible while minimizing impact to the neighborhood and optimizing physical security.

Proposed site improvements are intended to minimize demolition and construction while improving the sustainability and security of the site. Drought-tolerant landscaping is proposed to be installed to minimize water use. Also proposed is the addition of strategically located security fences and gates, as well as security bollards. Updated signage is proposed to replace existing signage. A business identification sign is also proposed to be added to the exterior of the building. Finally, one of the small storage sheds is proposed to be removed to create secure parking for deliveries. Please see ATTACHMENT 12- SITE PLAN for more details on the proposed site improvements.

Proposed interior improvements to the building include removal and realignment of interior walls, as well as the removal of one exterior door and some windows to enhance physical security. Also proposed is the conversion of the existing shower to a mop sink to satisfy Sonoma County Health Code requirements for retail cannabis facilities. Other minor proposed improvements include updated paint and removal of window awnings.

Please see ATTACHMENT 9- PHOTOS OF SITE for an example of the aesthetic of the surrounding developments.

All site improvements will be in compliance with all building and fire code provisions, and The Americans with Disabilities Act requirements for access, in compliance with HMC Title 20, Ch. 20.20.095 (A)(6)(a), and (B)(7)(a). The site will provide adequate parking to meet minimum parking requirements for retail uses, and all other applicable General Development Standards from Healdsburg Municipal Code (HMC Title 20 Ch. 20.20.095 (B)(7)(k)). The 13 existing on-site parking spaces currently exceed the requirements of HMC Title 20 Ch. 20.16.195 Table 17 and the applicant is proposing to create three additional secure delivery parking spaces.

Should the site improvements require security bars installed on the windows to be installed on the interior of the premises building, in compliance with HMC Title 20, Ch. 20.20.095 (A)(11)(m). SPARC's premises layout will also be in conformance with HMC Title 20, Ch. 20.20.095 (B)(7)(g), "...Not more than five percent of the retail dispensary area, up to a maximum of 200 square feet, may be devoted to the sale of incidental goods for personal cannabis cultivation and use or promotional items such as clothing, hats, or posters." SPARC Healdsburg will not increase the size of the premises without engaging the City after receiving the Commercial Cannabis Permit, in compliance with HMC Title 20, Ch. 20.20.095 (B)(7)(i).

### **C. PROPOSED EXTERIOR OF THE CANNABIS BUSINESS.**

SPARC proposes a minimal remodel of the building prior to opening. On the exterior, this will include removing some existing metal awnings and updating the paint. The applicant also proposes to infill some existing windows and the north east door to enhance security. The existing parking and ADA entry ramp are proposed to remain. On the west side of the building the applicant proposes to remove an existing storage shed to create space for a fully fenced, secure delivery parking area. Please see ATTACHMENT 12- SITE PLAN for the site plan and exterior rendering .

## **3. PUBLIC HEALTH IMPACTS**

As one of the pioneers of regulated cannabis retail, SPARC has prioritized educating consumers about safe cannabis consumption since opening in 2010. We have placed equal importance on being good neighbors and ensuring the presence of a SPARC facility serves to enhance rather than detract from the surrounding neighborhood.

SPARC locations have a good neighbor policy posted. Among other things, the good neighbor policy states:

- Smoking Cannabis is prohibited in public places, including sidewalks and entryways of businesses and within 50 feet of the premises
- We kindly ask that all patrons avoid littering, loitering, blocking driveways, and double parking
- That customers must leave our establishment in an orderly fashion

All SPARC team members are trained to educate customers on safe consumption. Understanding how to safely use products to avoid being overly medicated is crucial. Our team is trained to teach new consumers the importance of

starting with low doses and that everyone's tolerance is different. You can always take more but you can never take less and we make sure our customers understand that.

We believe in the benefit of cannabis, and the positive impact it can make on public health. Cannabis products have been shown to increase the quantity of life for both medical and adult use customers in many ways. Many customers report finding relief of pain, sleep support, anxiety relief, and more, from the use of cannabis products. We have seen firsthand the health benefits that cannabis can provide when customers are well-informed and offered multiple safe, lab-tested products to choose from.

In addition, the SPARC compassion program also makes a positive impact on the community. For the past 14 years our compassion program has helped improve community member's quality of life by providing medical cannabis at no cost to those who struggle financially and are dealing with life impacting ailments. We look forward to introducing our compassion program to the Healdsburg community.

Another way SPARC positively impacts public health is through our robust security measures. The presence of on-site, trained, and certified, safety hosts offer an additional layer of surveillance to the neighborhood, allowing our team to quickly address concerns for both our business and those around us. The additional camera surveillance that will be present at SPARC Healdsburg means we can assist the community and local law enforcement with investigations should they arise.

The tax revenue from SPARC sales will play a role in increasing the quality of life for all Healdsburg residents by making more funds available for important City projects. Our commitment to supporting local non profits through donations of time and resources also positively impacts public health. In short, the addition of SPARC to the Healdsburg community will be a benefit to the City, its residents, and the surrounding community.

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## **APPENDIX**

ATTACHMENT 1- PROOF OF CAPITALIZATION

ATTACHMENT 2- STARTUP COSTS & PRO FORMA

ATTACHMENT 3- FORMATION DOCUMENTS

ATTACHMENT 4- LETTERS OF SUPPORT

ATTACHMENT 5- PREMISES DIAGRAM

ATTACHMENT 6- EMPLOYEE HANDBOOK INTRO

ATTACHMENT 7- CODE OF CONDUCT

ATTACHMENT 8- CONSTRUCTION BUDGET & SCHEDULE

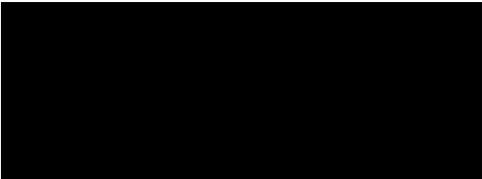
ATTACHMENT 9- PHOTOS OF SITE

ATTACHMENT 10- APPLICATION PROCESSING FEE RECEIPT

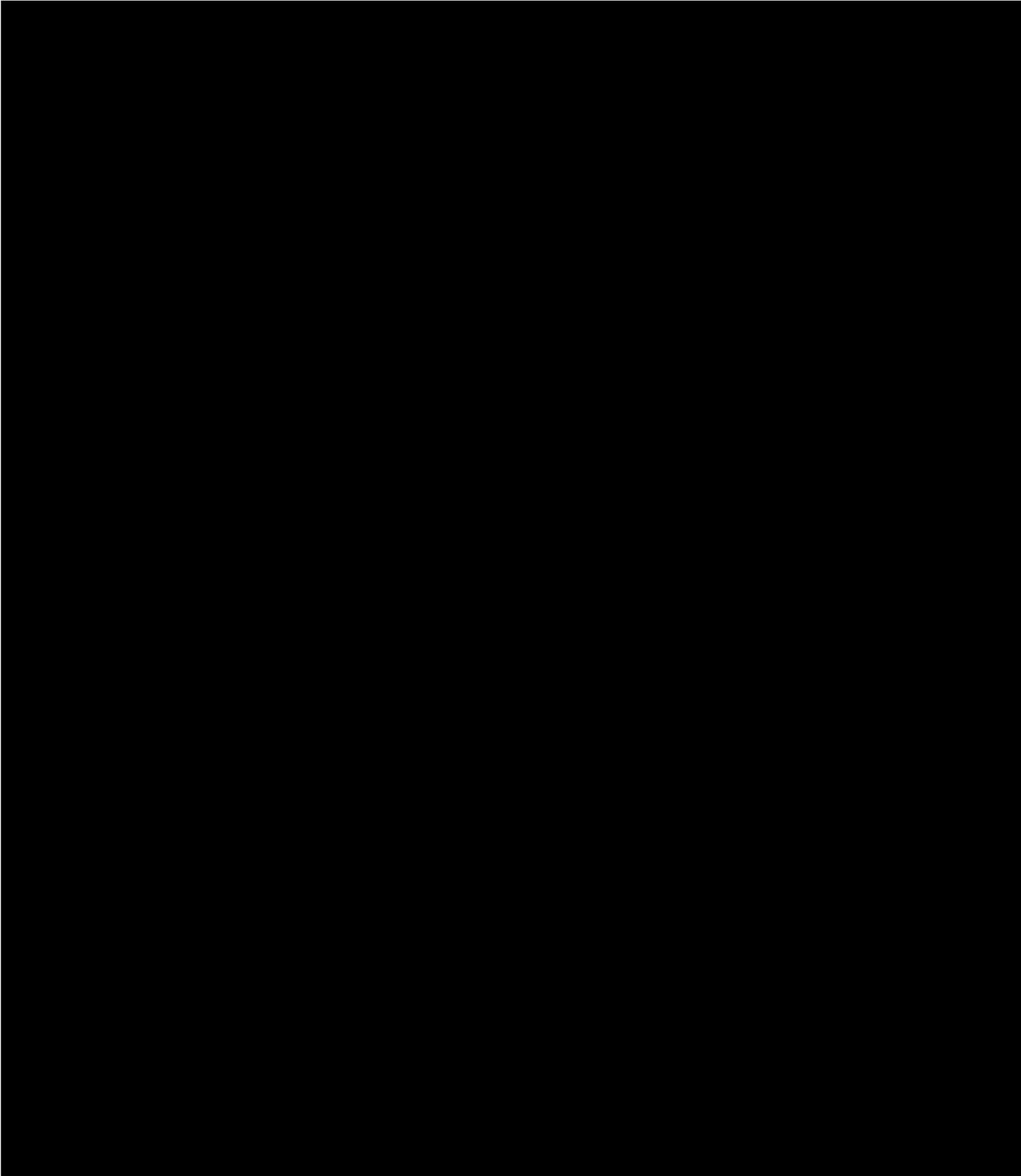
ATTACHMENT 11- BANKING SERVICES ACCESS LETTER

ATTACHMENT 12- SITE PLAN

Direct inquiries to:  
888 895 5650

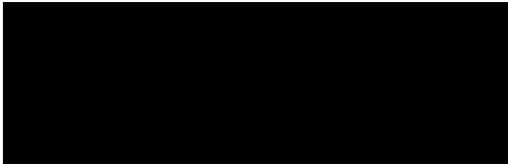


( 72 )





2350 Mission College Blvd  
Santa Clara, CA 85054



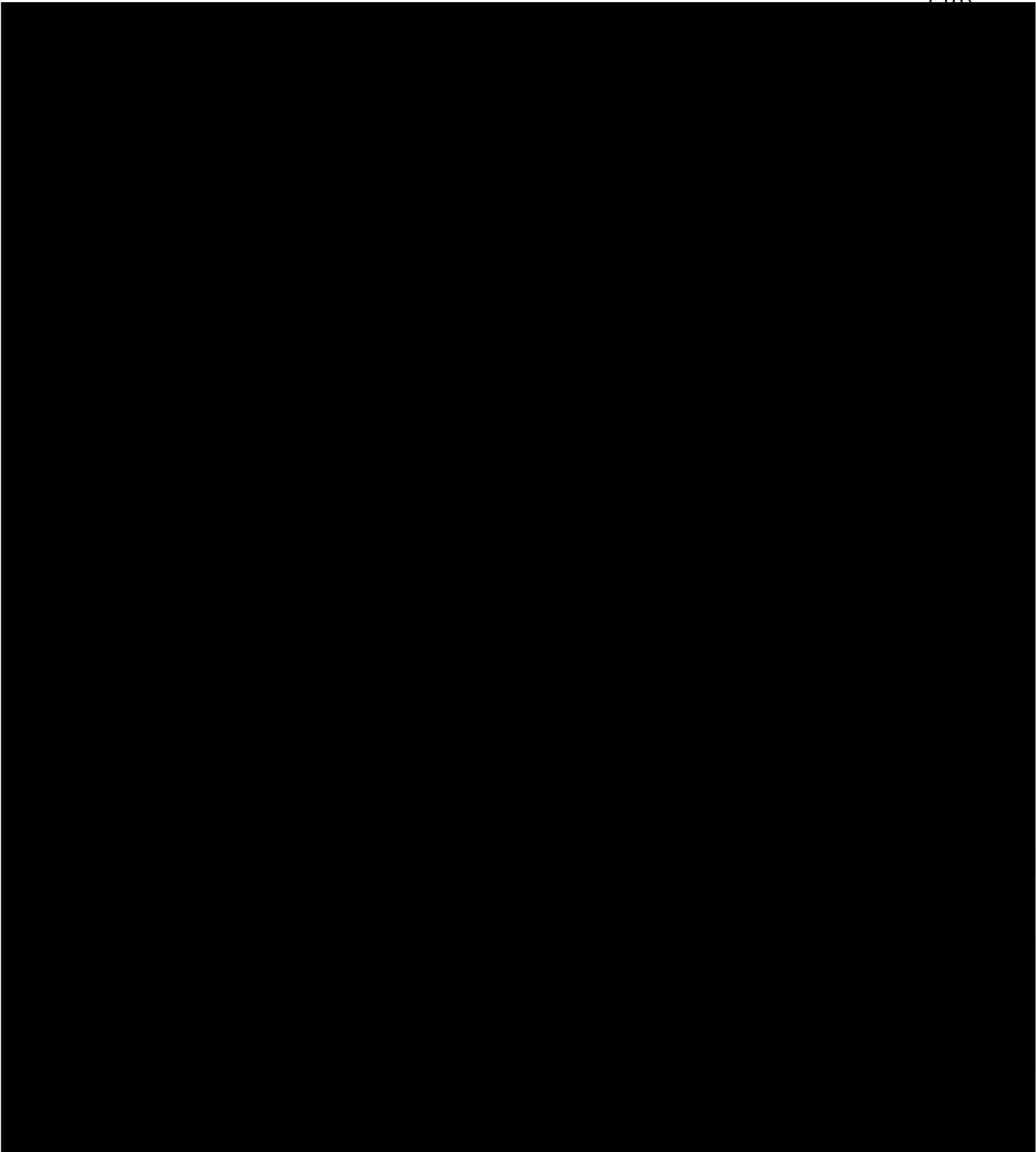
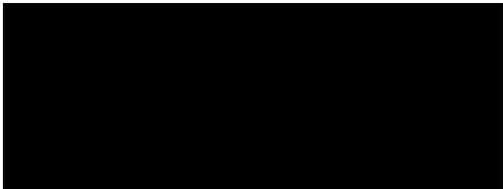
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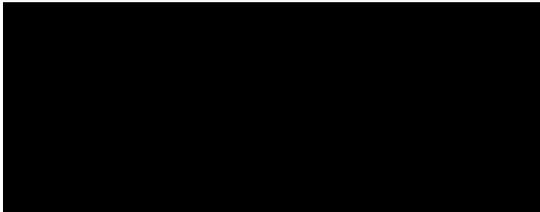
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888 895 5650



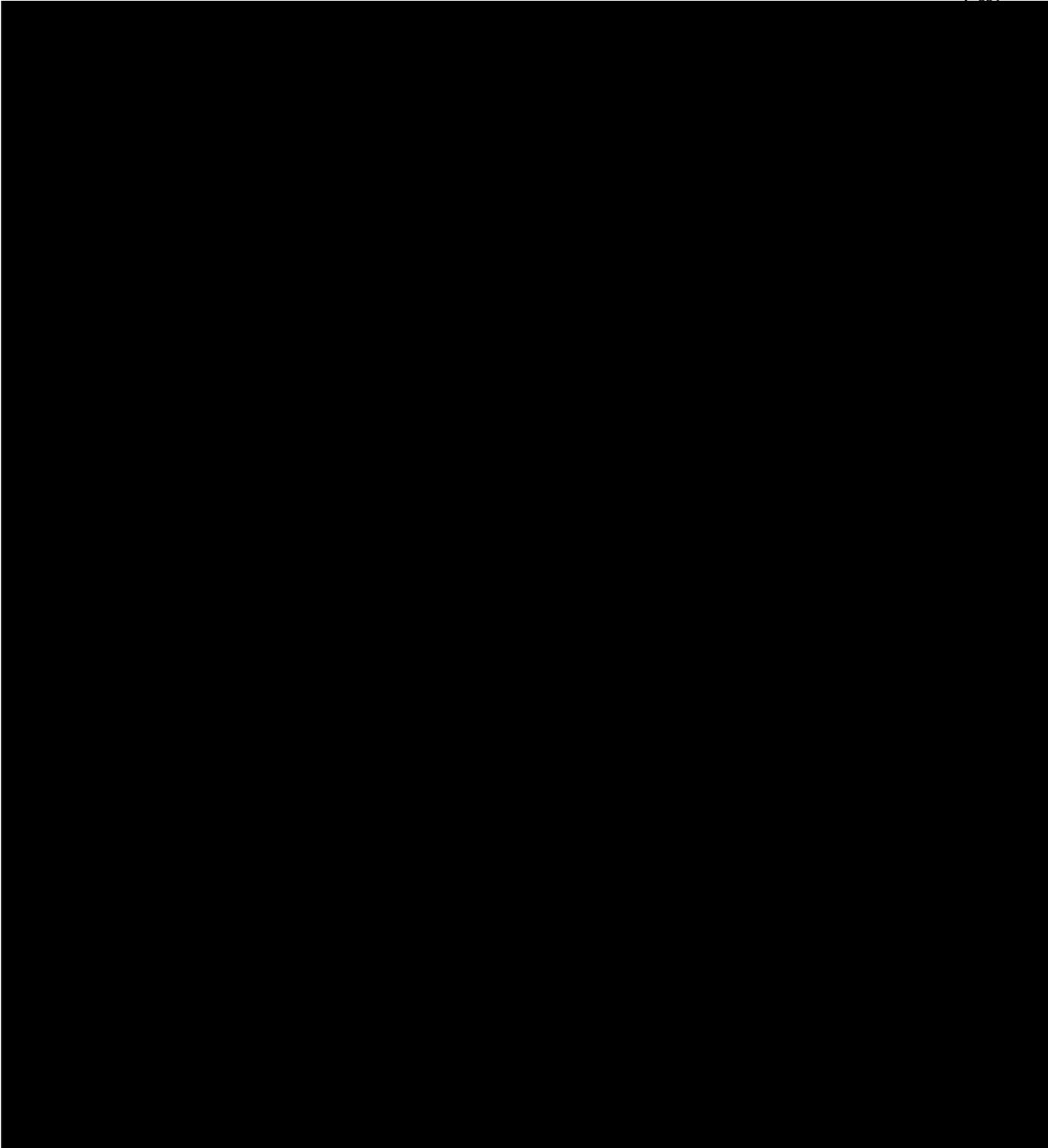
2350 Mission College Blvd  
Santa Clara, CA 85054



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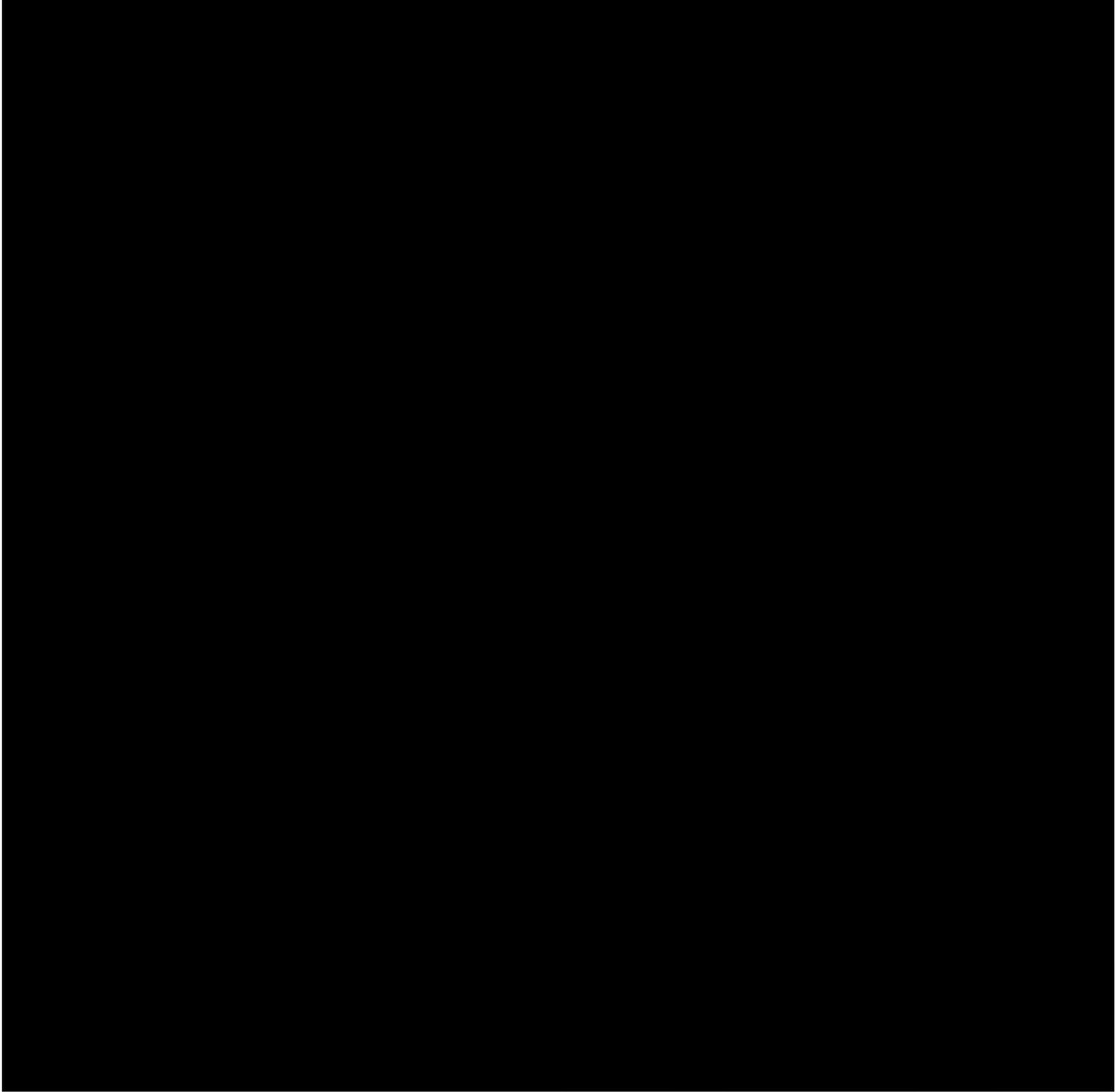
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888 895 5650



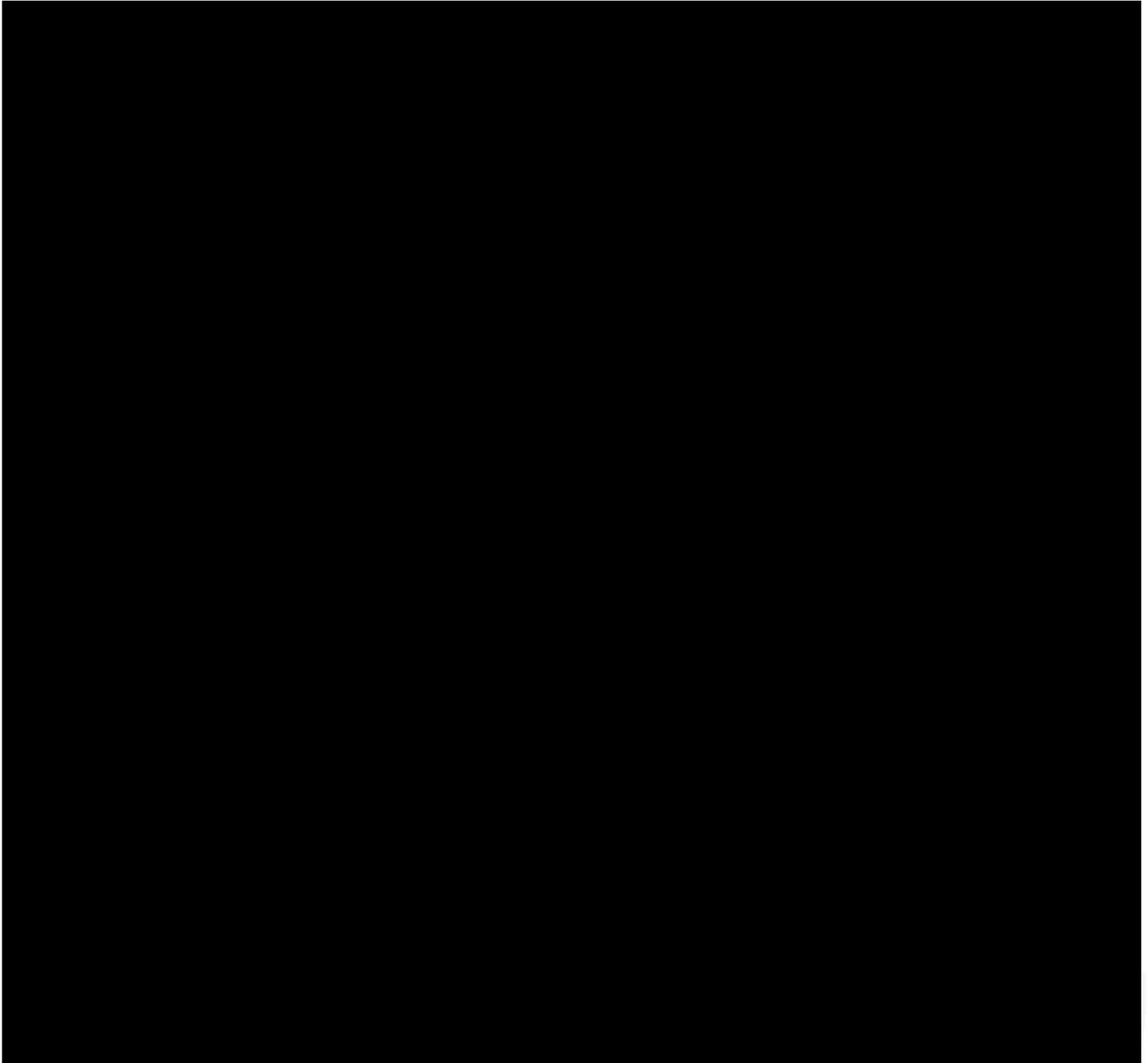
2350 Mission College Blvd  
Santa Clara, CA 85054



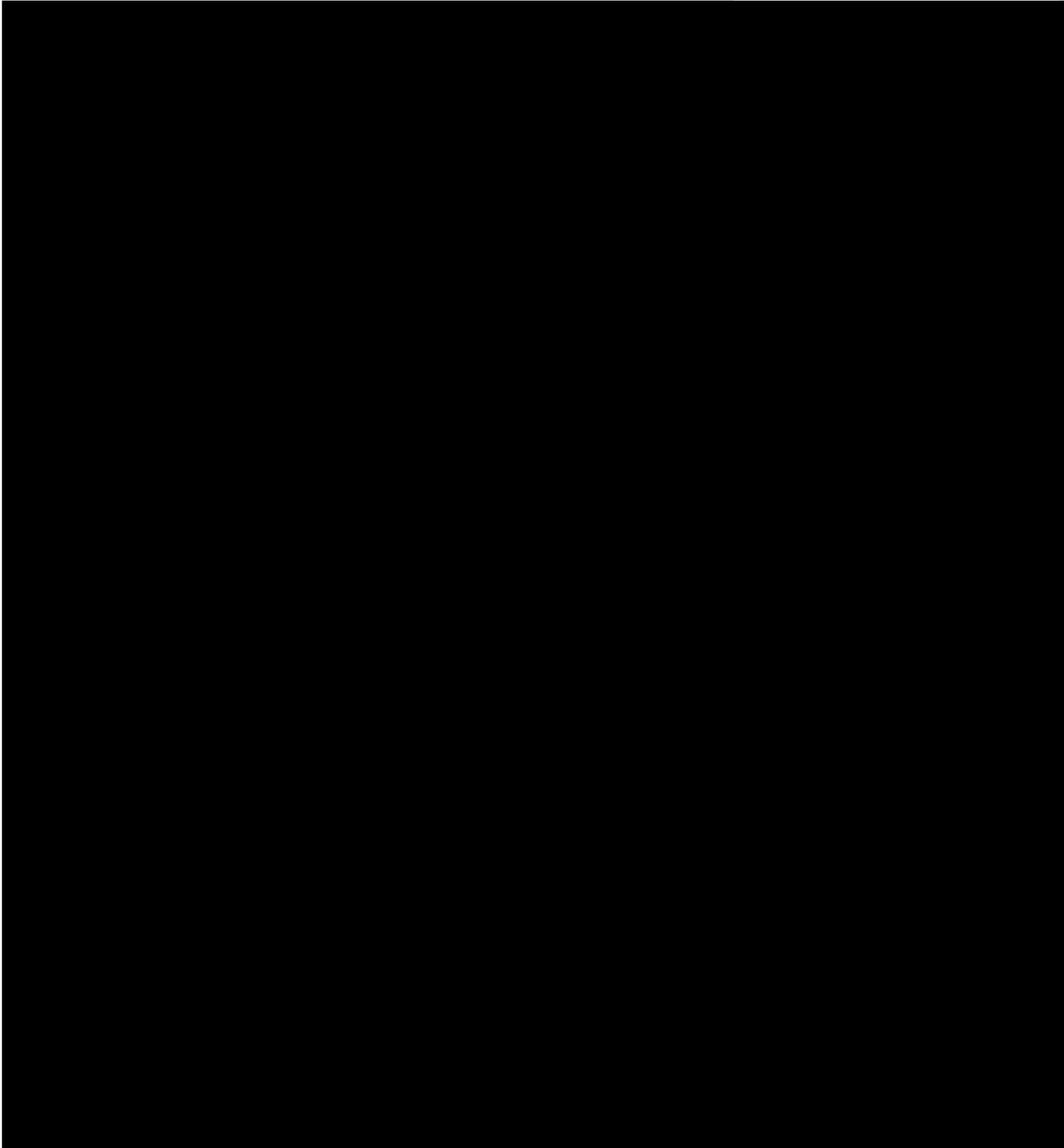
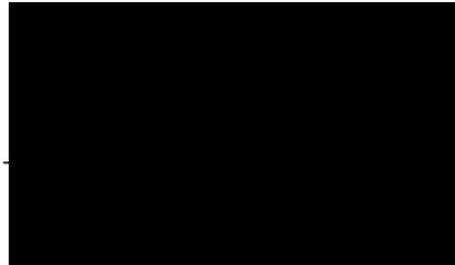
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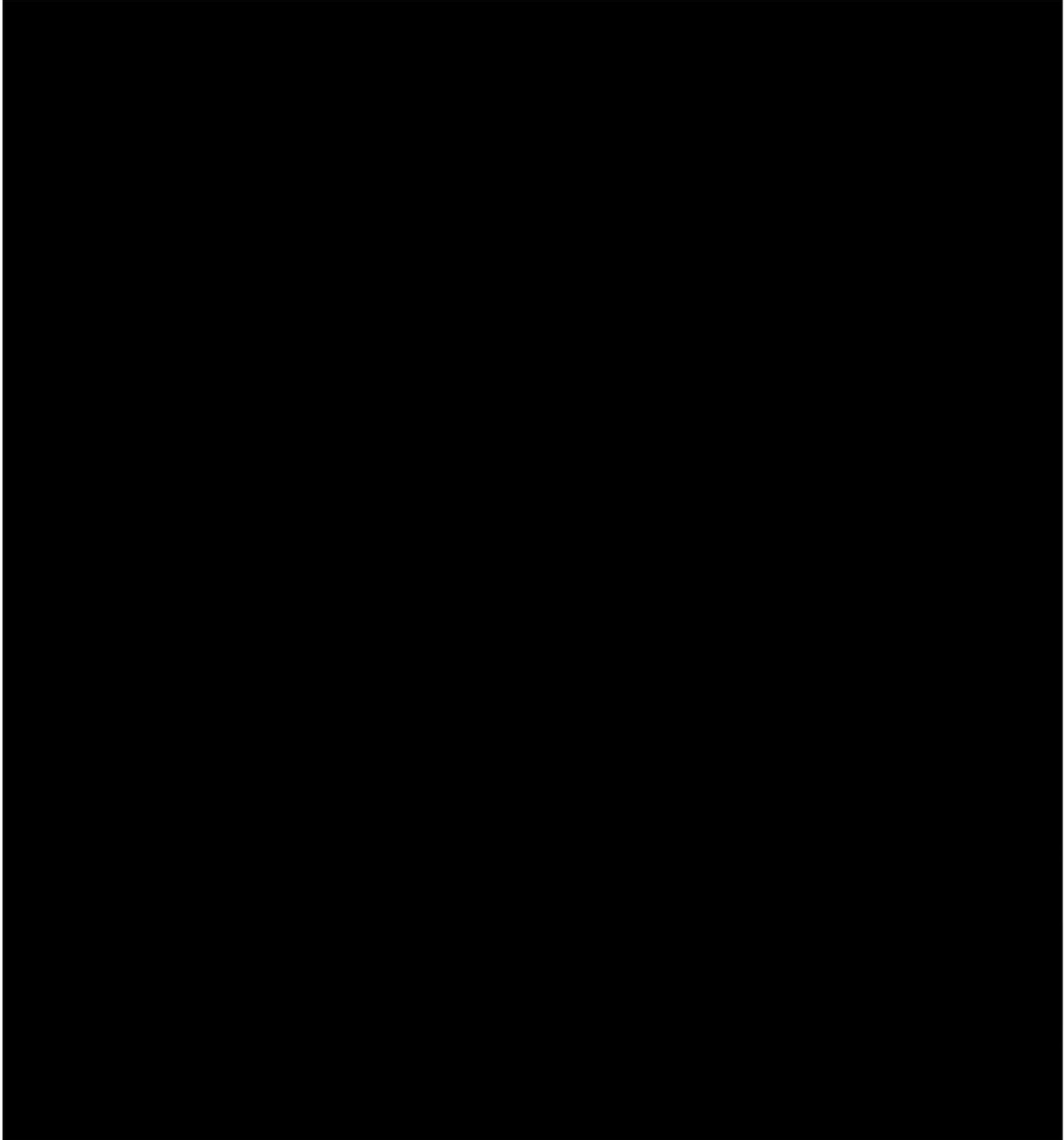
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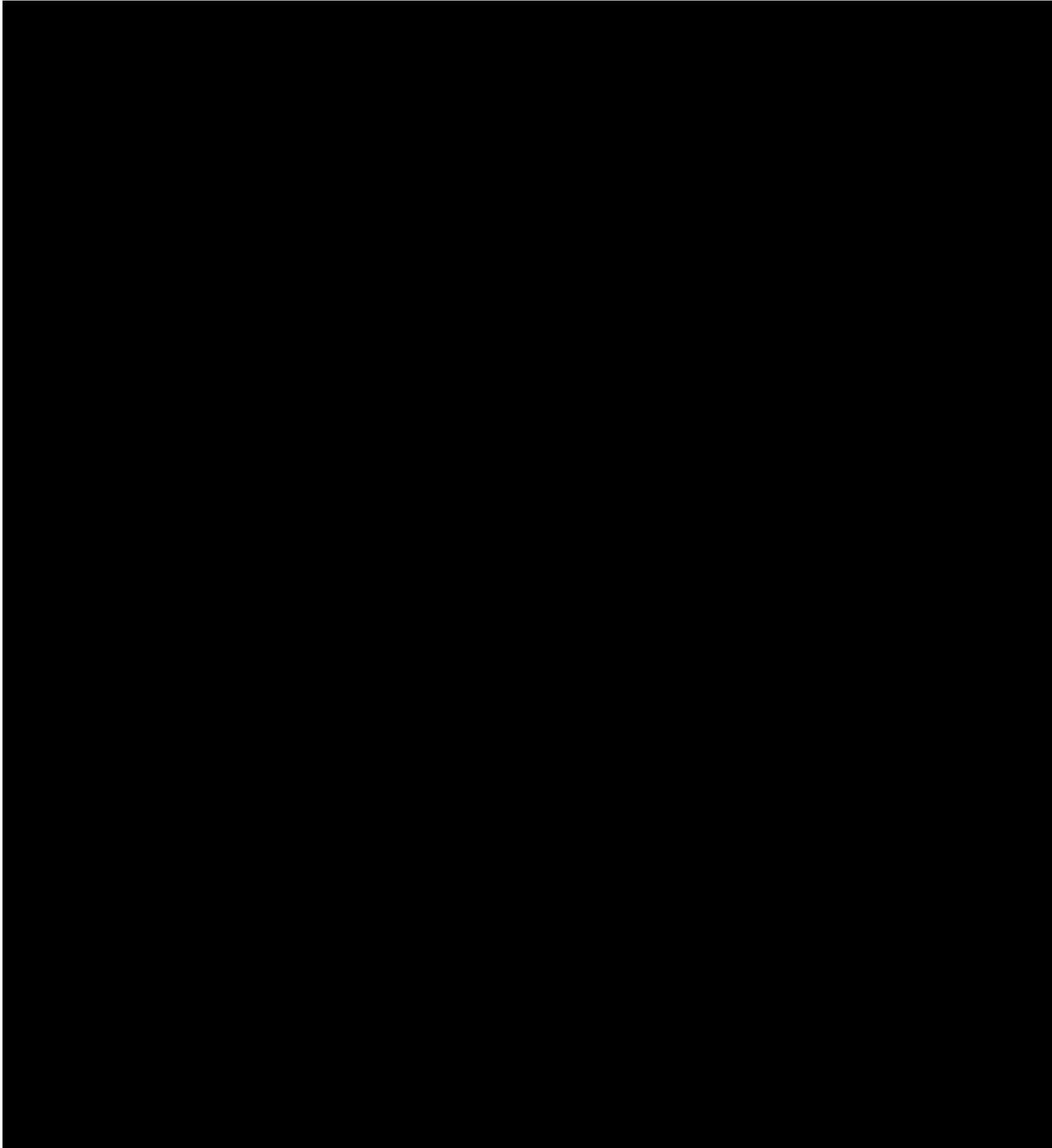
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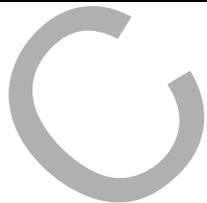
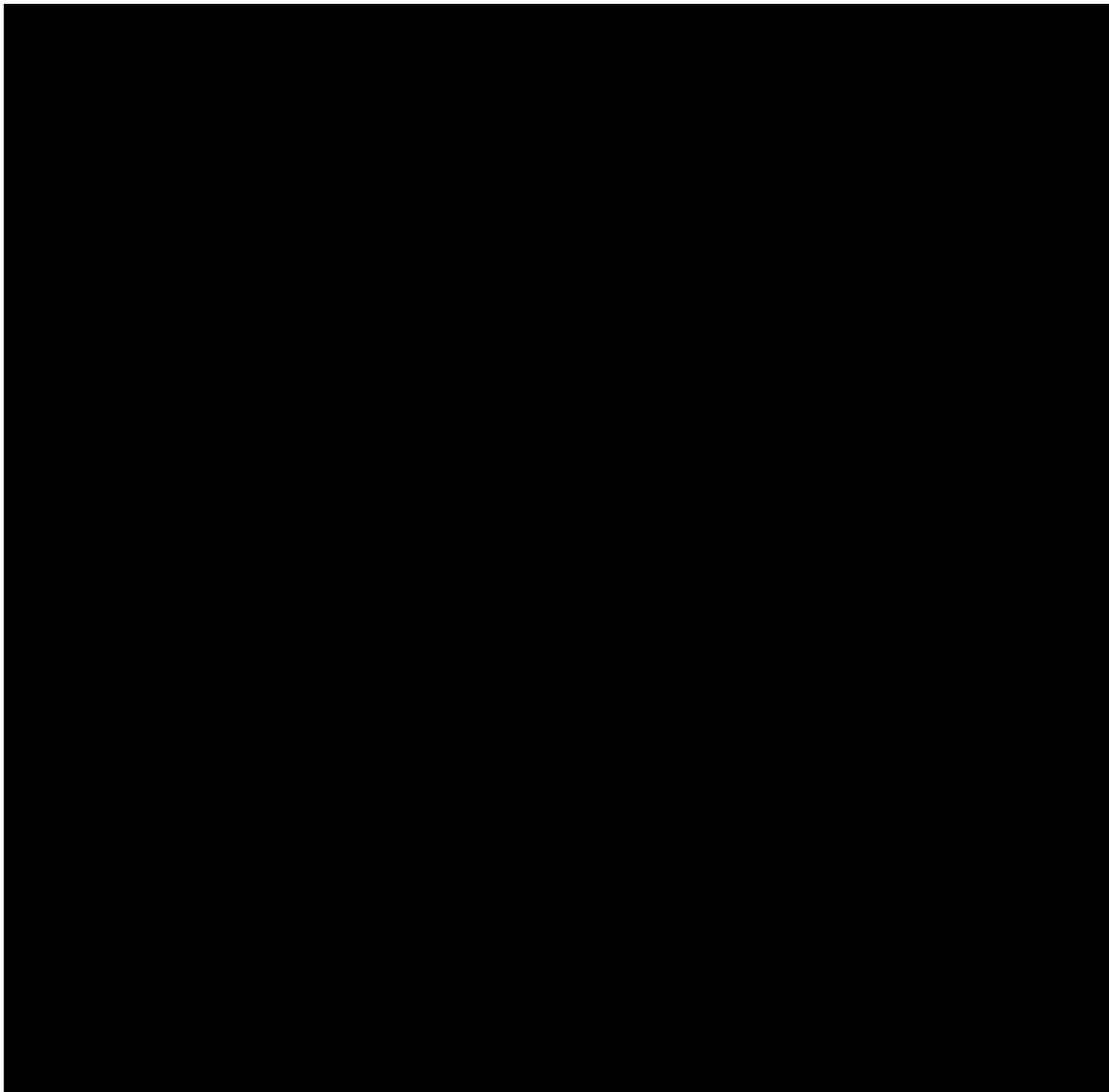
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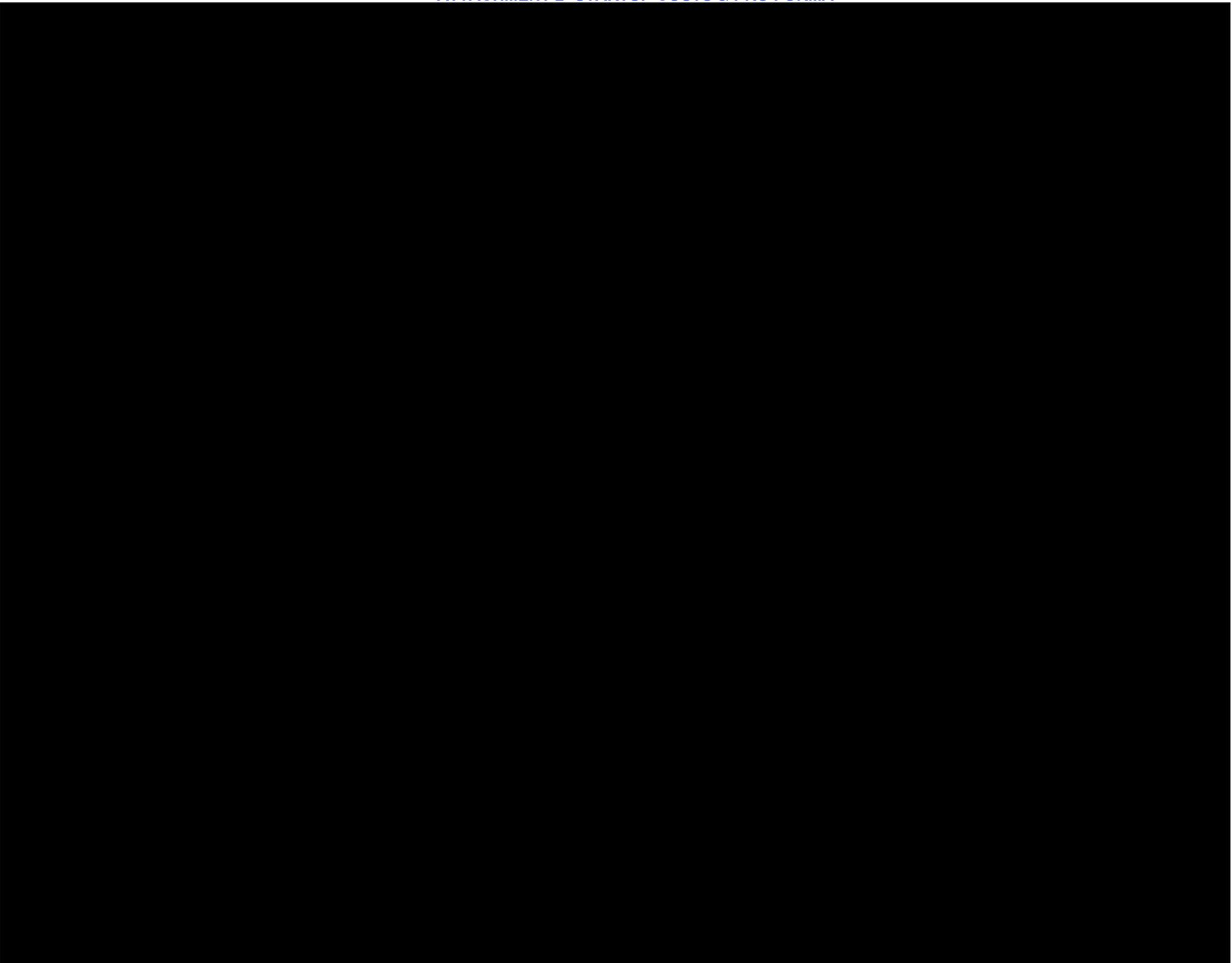


2350 Mission College Blvd  
Santa Clara, CA 85054

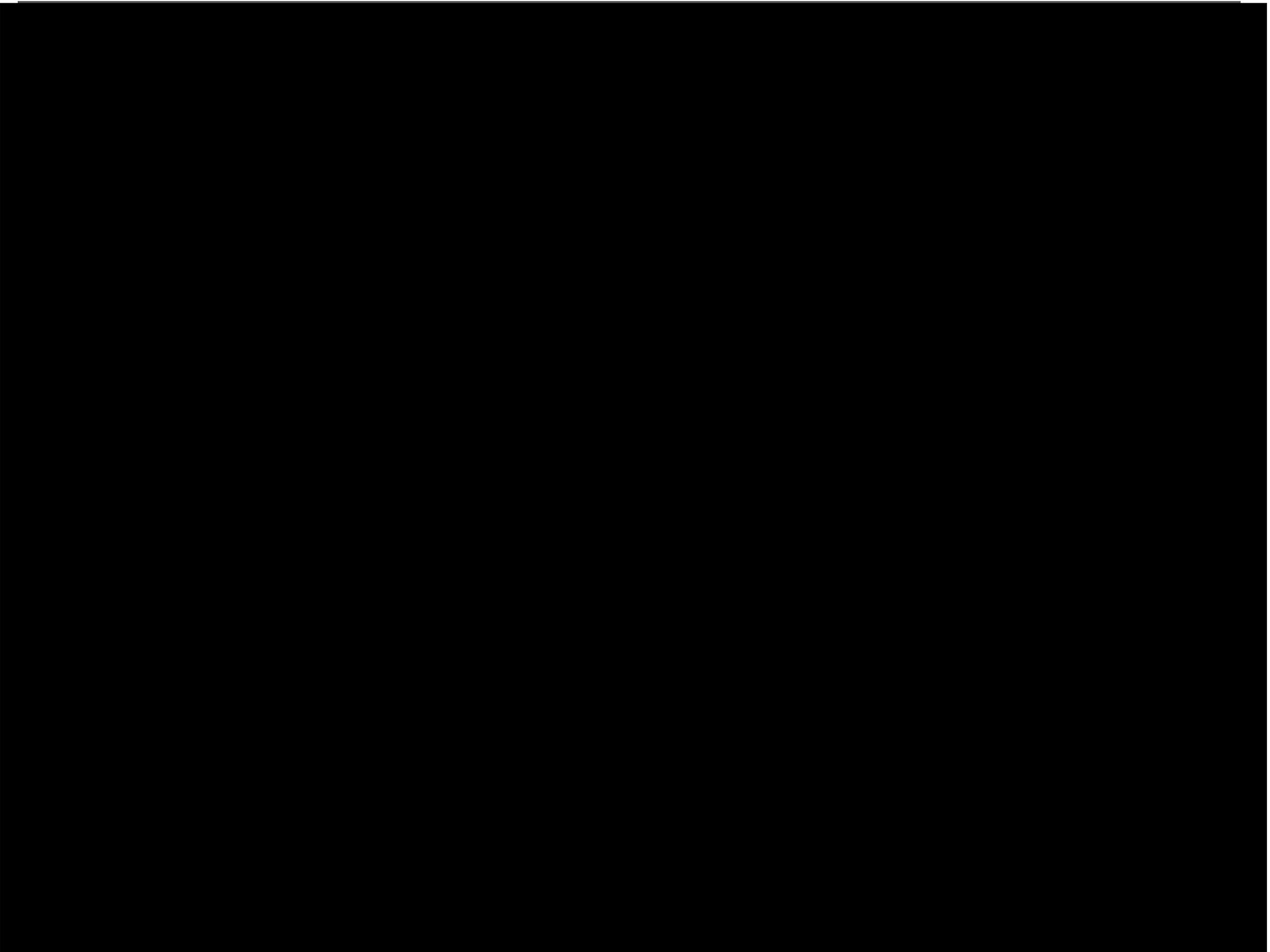


**SPARC Healdsburg Summary Proforma Years 1-3**











202358213541

ATTACHMENT 3- FORMATION DOCUMENTS



**STATE OF CALIFORNIA**  
*Office of the Secretary of State*  
**ARTICLES OF ORGANIZATION**  
**CA LIMITED LIABILITY COMPANY**  
 California Secretary of State  
 1500 11th Street  
 Sacramento, California 95814  
 (916) 653-3516

For Office Use Only

**-FILED-**

File No.: 202358213541

Date Filed: 7/17/2023

B1956-9886 07/17/2023 3:21 PM Received by California Secretary of State

|   |  |
|---|--|
| Limited Liability Company Name<br>Limited Liability Company Name  | Garden PARC, LLC   |
| Initial Street Address of Principal Office of LLC<br>Principal Address  | 975 CORPORATE CENTER PKWY<br>SUITE 115<br>SANTA ROSA, CA 95407   |
| Initial Mailing Address of LLC<br>Mailing Address   | 975 CORPORATE CENTER PKWY<br>SUITE 115<br>SANTA ROSA, CA 95407   |
| Attention   | Finance/Legal  |
| Agent for Service of Process<br>Agent Name<br>Agent Address   | Andrew Dobbs-Kramer<br>975 CORPORATE CENTER PKWY<br>SUITE 115<br>SANTA ROSA, CA 95407  |
| Purpose Statement   | The purpose of the limited liability company is to engage in any lawful act or activity for which a limited liability company may be organized under the California Revised Uniform Limited Liability Company Act. |
| Management Structure<br>The LLC will be managed by  | More than One Manager  |
| Additional information and signatures set forth on attached pages, if any, are incorporated herein by reference and made part of this filing. |  |
| Electronic Signature  | <input checked="" type="checkbox"/> By signing, I affirm under penalty of perjury that the information herein is true and correct and that I am authorized by California law to sign.                              |
| <i>Joseph Erich Pearson</i><br>Organizer Signature  | <u>07/17/2023</u><br>Date  |



BA20231189802

## ATTACHMENT 3- FORMATION DOCUMENTS



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

California Secretary of State  
 1500 11th Street  
 Sacramento, California 95814  
 (916) 653-3516

For Office Use Only

**-FILED-**

File No.: BA20231189802

Date Filed: 7/28/2023

B1993-1689 07/28/2023 2:24 PM Received by California Secretary of State

| Entity Details   |  |                        |                           |                            |   |             |   |
|--|--|------------------------|---------------------------|----------------------------|---|-------------|---|
| Limited Liability Company Name   | Garden PARC, LLC   |                        |                           |                            |   |             |   |
| Entity No.   | 202358213541   |                        |                           |                            |   |             |   |
| Formed In  | CALIFORNIA   |                        |                           |                            |   |             |   |
| Street Address of Principal Office of LLC  |  |                        |                           |                            |   |             |   |
| Principal Address  | 975 CORPORATE CENTER PKWY<br>SUITE 115<br>SANTA ROSA, CA 95407 |                        |                           |                            |   |             |   |
| Mailing Address of LLC   |  |                        |                           |                            |   |             |   |
| Mailing Address  | 975 CORPORATE CENTER PKWY<br>SUITE 115<br>SANTA ROSA, CA 95407 |                        |                           |                            |   |             |   |
| Attention  | Finance/Legal  |                        |                           |                            |   |             |   |
| Street Address of California Office of LLC   |  |                        |                           |                            |   |             |   |
| Street Address of California Office  | None   |                        |                           |                            |   |             |   |
| Manager(s) or Member(s)  |  |                        |                           |                            |   |             |   |
| <table border="1"> <thead> <tr> <th>Manager or Member Name</th> <th>Manager or Member Address</th> </tr> </thead> <tbody> <tr> <td>+ PARC Holding Company LLC</td> <td>975 CORPORATE CNTR PKWY STE 115<br/>SANTA ROSA, CA 95407</td> </tr> <tr> <td>+ Erin Gore</td> <td>975 CORPORATE CNTR PKWY STE 115<br/>SANTA ROSA, CA 95407</td> </tr> </tbody> </table> |  | Manager or Member Name | Manager or Member Address | + PARC Holding Company LLC | 975 CORPORATE CNTR PKWY STE 115<br>SANTA ROSA, CA 95407 | + Erin Gore | 975 CORPORATE CNTR PKWY STE 115<br>SANTA ROSA, CA 95407 |
| Manager or Member Name   | Manager or Member Address                                      |                        |                           |                            |   |             |   |
| + PARC Holding Company LLC   | 975 CORPORATE CNTR PKWY STE 115<br>SANTA ROSA, CA 95407        |                        |                           |                            |   |             |   |
| + Erin Gore  | 975 CORPORATE CNTR PKWY STE 115<br>SANTA ROSA, CA 95407        |                        |                           |                            |   |             |   |
| Agent for Service of Process   |  |                        |                           |                            |   |             |   |
| Agent Name   | Andrew Dobbs-Kramer  |                        |                           |                            |   |             |   |
| Agent Address  | 975 CORPORATE CENTER PKWY<br>SUITE 115<br>SANTA ROSA, CA 95407 |                        |                           |                            |   |             |   |
| Type of Business   |  |                        |                           |                            |   |             |   |
| Type of Business   | Retailer   |                        |                           |                            |   |             |   |
| Email Notifications  |  |                        |                           |                            |   |             |   |
| Opt-in Email Notifications   | Yes, I opt-in to receive entity notifications via email.       |                        |                           |                            |   |             |   |
| Chief Executive Officer (CEO)  |  |                        |                           |                            |   |             |   |
| <table border="1"> <thead> <tr> <th>CEO Name</th> <th>CEO Address</th> </tr> </thead> <tbody> <tr> <td>+ Joseph Erich Pearson</td> <td>975 CORPORATE CNTR PKWY STE 115<br/>SANTA ROSA, CA 95407</td> </tr> </tbody> </table>   |  | CEO Name               | CEO Address               | + Joseph Erich Pearson     | 975 CORPORATE CNTR PKWY STE 115<br>SANTA ROSA, CA 95407 |             |   |
| CEO Name   | CEO Address  |                        |                           |                            |   |             |   |
| + Joseph Erich Pearson   | 975 CORPORATE CNTR PKWY STE 115<br>SANTA ROSA, CA 95407        |                        |                           |                            |   |             |   |
| Labor Judgment   |  |                        |                           |                            |   |             |   |
| No Manager or Member, as further defined by California Corporations Code section 17702.09(a)(8), has an outstanding final judgment issued by the Division of Labor Standards Enforcement or a court of law, for which no appeal is pending, for the violation of any wage order or provision of the Labor Code.  |  |                        |                           |                            |   |             |   |

**ATTACHMENT 3- FORMATION DOCUMENTS**

Electronic Signature

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

*Joseph Erich Pearson*

*07/28/2023*

Signature

Date

B1993-1690 07/28/2023 2:24 PM Received by California Secretary of State

**FICTITIOUS BUSINESS NAME STATEMENT**

**FILING FEE**

**\$55.00** for first business name and first owner on statement  
**\$ 9.00** for each additional business name filed on same statement and doing business at the same location  
**\$ 9.00** for each additional owner

**THE FOLLOWING PERSON (PERSONS) IS (ARE) DOING BUSINESS AS: (Please Print or Type)**

|   |       |       |        |                               |       |     |
|---|-------|-------|--------|-------------------------------|-------|-----|
| * Fictitious Business Name (please number if more than one business name)<br>SPARC  |       |       |        |                               |       |     |
| ** Street address of principal place of business<br>975 CORPORATE CNTR PKWY STE 115 |       |       |        | Mailing Address, if different |       |     |
| City  | State | Zip   | County | City                          | State | Zip |
| SANTA ROSA  | CA    | 95407 | SONOMA |                               |       |     |

**\*\*\*REGISTERED OWNER(S): (If more than four owners, attach additional sheet showing owner information)**

|   |                                 |                  |  |  |                   |                                 |  |  |      |       |     |  |            |    |       |  |   |  |  |  |    |  |  |  |   |           |  |  |  |                   |  |  |  |      |       |     |  |  |  |  |  |   |  |  |  |  |  |  |  |
|---|---------------------------------|------------------|--|--|-------------------|---------------------------------|--|--|------|-------|-----|--|------------|----|-------|--|---|--|--|--|----|--|--|--|---|-----------|--|--|--|-------------------|--|--|--|------|-------|-----|--|--|--|--|--|---|--|--|--|--|--|--|--|
| <p><b>1.</b></p> <table border="1"> <tr><td>Full Name</td><td colspan="3">GARDEN PARC, LLC</td></tr> <tr><td>Residence Address</td><td colspan="3">975 CORPORATE CNTR PKWY STE 115</td></tr> <tr><td>City</td><td>State</td><td>Zip</td><td></td></tr> <tr><td>SANTA ROSA</td><td>CA</td><td>95407</td><td></td></tr> <tr><td colspan="4">If Corporation or LLC - Print State of Incorporation/Organization</td></tr> <tr><td colspan="4">CA</td></tr> </table> | Full Name                       | GARDEN PARC, LLC |  |  | Residence Address | 975 CORPORATE CNTR PKWY STE 115 |  |  | City | State | Zip |  | SANTA ROSA | CA | 95407 |  | If Corporation or LLC - Print State of Incorporation/Organization |  |  |  | CA |  |  |  | <p><b>2.</b></p> <table border="1"> <tr><td>Full Name</td><td colspan="3"></td></tr> <tr><td>Residence Address</td><td colspan="3"></td></tr> <tr><td>City</td><td>State</td><td>Zip</td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td colspan="4">If Corporation or LLC - Print State of Incorporation/Organization</td></tr> <tr><td colspan="4"></td></tr> </table> | Full Name |  |  |  | Residence Address |  |  |  | City | State | Zip |  |  |  |  |  | If Corporation or LLC - Print State of Incorporation/Organization |  |  |  |  |  |  |  |
| Full Name   | GARDEN PARC, LLC                |                  |  |  |                   |                                 |  |  |      |       |     |  |            |    |       |  |   |  |  |  |    |  |  |  |   |           |  |  |  |                   |  |  |  |      |       |     |  |  |  |  |  |   |  |  |  |  |  |  |  |
| Residence Address   | 975 CORPORATE CNTR PKWY STE 115 |                  |  |  |                   |                                 |  |  |      |       |     |  |            |    |       |  |   |  |  |  |    |  |  |  |   |           |  |  |  |                   |  |  |  |      |       |     |  |  |  |  |  |   |  |  |  |  |  |  |  |
| City  | State                           | Zip              |  |  |                   |                                 |  |  |      |       |     |  |            |    |       |  |   |  |  |  |    |  |  |  |   |           |  |  |  |                   |  |  |  |      |       |     |  |  |  |  |  |   |  |  |  |  |  |  |  |
| SANTA ROSA  | CA                              | 95407            |  |  |                   |                                 |  |  |      |       |     |  |            |    |       |  |   |  |  |  |    |  |  |  |   |           |  |  |  |                   |  |  |  |      |       |     |  |  |  |  |  |   |  |  |  |  |  |  |  |
| If Corporation or LLC - Print State of Incorporation/Organization   |                                 |                  |  |  |                   |                                 |  |  |      |       |     |  |            |    |       |  |   |  |  |  |    |  |  |  |   |           |  |  |  |                   |  |  |  |      |       |     |  |  |  |  |  |   |  |  |  |  |  |  |  |
| CA  |                                 |                  |  |  |                   |                                 |  |  |      |       |     |  |            |    |       |  |   |  |  |  |    |  |  |  |   |           |  |  |  |                   |  |  |  |      |       |     |  |  |  |  |  |   |  |  |  |  |  |  |  |
| Full Name   |                                 |                  |  |  |                   |                                 |  |  |      |       |     |  |            |    |       |  |   |  |  |  |    |  |  |  |   |           |  |  |  |                   |  |  |  |      |       |     |  |  |  |  |  |   |  |  |  |  |  |  |  |
| Residence Address   |                                 |                  |  |  |                   |                                 |  |  |      |       |     |  |            |    |       |  |   |  |  |  |    |  |  |  |   |           |  |  |  |                   |  |  |  |      |       |     |  |  |  |  |  |   |  |  |  |  |  |  |  |
| City  | State                           | Zip              |  |  |                   |                                 |  |  |      |       |     |  |            |    |       |  |   |  |  |  |    |  |  |  |   |           |  |  |  |                   |  |  |  |      |       |     |  |  |  |  |  |   |  |  |  |  |  |  |  |
|   |                                 |                  |  |  |                   |                                 |  |  |      |       |     |  |            |    |       |  |   |  |  |  |    |  |  |  |   |           |  |  |  |                   |  |  |  |      |       |     |  |  |  |  |  |   |  |  |  |  |  |  |  |
| If Corporation or LLC - Print State of Incorporation/Organization   |                                 |                  |  |  |                   |                                 |  |  |      |       |     |  |            |    |       |  |   |  |  |  |    |  |  |  |   |           |  |  |  |                   |  |  |  |      |       |     |  |  |  |  |  |   |  |  |  |  |  |  |  |
|   |                                 |                  |  |  |                   |                                 |  |  |      |       |     |  |            |    |       |  |   |  |  |  |    |  |  |  |   |           |  |  |  |                   |  |  |  |      |       |     |  |  |  |  |  |   |  |  |  |  |  |  |  |
| <p><b>3.</b></p> <table border="1"> <tr><td>Full Name</td><td colspan="3"></td></tr> <tr><td>Residence Address</td><td colspan="3"></td></tr> <tr><td>City</td><td>State</td><td>Zip</td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td colspan="4">If Corporation or LLC - Print State of Incorporation/Organization</td></tr> <tr><td colspan="4"></td></tr> </table>   | Full Name                       |                  |  |  | Residence Address |                                 |  |  | City | State | Zip |  |            |    |       |  | If Corporation or LLC - Print State of Incorporation/Organization |  |  |  |    |  |  |  | <p><b>4.</b></p> <table border="1"> <tr><td>Full Name</td><td colspan="3"></td></tr> <tr><td>Residence Address</td><td colspan="3"></td></tr> <tr><td>City</td><td>State</td><td>Zip</td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td colspan="4">If Corporation or LLC - Print State of Incorporation/Organization</td></tr> <tr><td colspan="4"></td></tr> </table> | Full Name |  |  |  | Residence Address |  |  |  | City | State | Zip |  |  |  |  |  | If Corporation or LLC - Print State of Incorporation/Organization |  |  |  |  |  |  |  |
| Full Name   |                                 |                  |  |  |                   |                                 |  |  |      |       |     |  |            |    |       |  |   |  |  |  |    |  |  |  |   |           |  |  |  |                   |  |  |  |      |       |     |  |  |  |  |  |   |  |  |  |  |  |  |  |
| Residence Address   |                                 |                  |  |  |                   |                                 |  |  |      |       |     |  |            |    |       |  |   |  |  |  |    |  |  |  |   |           |  |  |  |                   |  |  |  |      |       |     |  |  |  |  |  |   |  |  |  |  |  |  |  |
| City  | State                           | Zip              |  |  |                   |                                 |  |  |      |       |     |  |            |    |       |  |   |  |  |  |    |  |  |  |   |           |  |  |  |                   |  |  |  |      |       |     |  |  |  |  |  |   |  |  |  |  |  |  |  |
|   |                                 |                  |  |  |                   |                                 |  |  |      |       |     |  |            |    |       |  |   |  |  |  |    |  |  |  |   |           |  |  |  |                   |  |  |  |      |       |     |  |  |  |  |  |   |  |  |  |  |  |  |  |
| If Corporation or LLC - Print State of Incorporation/Organization   |                                 |                  |  |  |                   |                                 |  |  |      |       |     |  |            |    |       |  |   |  |  |  |    |  |  |  |   |           |  |  |  |                   |  |  |  |      |       |     |  |  |  |  |  |   |  |  |  |  |  |  |  |
|   |                                 |                  |  |  |                   |                                 |  |  |      |       |     |  |            |    |       |  |   |  |  |  |    |  |  |  |   |           |  |  |  |                   |  |  |  |      |       |     |  |  |  |  |  |   |  |  |  |  |  |  |  |
| Full Name   |                                 |                  |  |  |                   |                                 |  |  |      |       |     |  |            |    |       |  |   |  |  |  |    |  |  |  |   |           |  |  |  |                   |  |  |  |      |       |     |  |  |  |  |  |   |  |  |  |  |  |  |  |
| Residence Address   |                                 |                  |  |  |                   |                                 |  |  |      |       |     |  |            |    |       |  |   |  |  |  |    |  |  |  |   |           |  |  |  |                   |  |  |  |      |       |     |  |  |  |  |  |   |  |  |  |  |  |  |  |
| City  | State                           | Zip              |  |  |                   |                                 |  |  |      |       |     |  |            |    |       |  |   |  |  |  |    |  |  |  |   |           |  |  |  |                   |  |  |  |      |       |     |  |  |  |  |  |   |  |  |  |  |  |  |  |
|   |                                 |                  |  |  |                   |                                 |  |  |      |       |     |  |            |    |       |  |   |  |  |  |    |  |  |  |   |           |  |  |  |                   |  |  |  |      |       |     |  |  |  |  |  |   |  |  |  |  |  |  |  |
| If Corporation or LLC - Print State of Incorporation/Organization   |                                 |                  |  |  |                   |                                 |  |  |      |       |     |  |            |    |       |  |   |  |  |  |    |  |  |  |   |           |  |  |  |                   |  |  |  |      |       |     |  |  |  |  |  |   |  |  |  |  |  |  |  |
|   |                                 |                  |  |  |                   |                                 |  |  |      |       |     |  |            |    |       |  |   |  |  |  |    |  |  |  |   |           |  |  |  |                   |  |  |  |      |       |     |  |  |  |  |  |   |  |  |  |  |  |  |  |

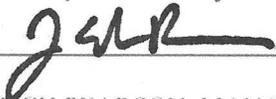
**\*\*\*\*THIS BUSINESS IS CONDUCTED BY:** (Check one) [ <sup>1</sup> requires registration with the CA Secretary of State]

- An Individual     
  A General Partnership     
  A Limited Partnership <sup>1</sup>     
  A Limited Liability Company <sup>1</sup>  
 An Unincorporated Association other than a Partnership     
  A Corporation <sup>1</sup>     
  A Trust     
  Copartners  
 Married Couple     
  Joint Venture     
  State or Local Registered Domestic Partners     
  Limited Liability Partnership

\*\*\*\*The registrant commenced to transact business under the fictitious business name or names listed above on N/A  
 (Insert N/A if you haven't started to transact business)

I declare that all information in this statement is true and correct.

A registrant who declares as true any material matter pursuant to this section that the registrant knows to be false is guilty of a misdemeanor punishable by a fine not to exceed one thousand dollars (\$1,000).

Signature of Registrant 

Printed Name and Title JOSEPH ERICH PEARSON, MANAGER  
 (Printed Name and Title of Person Signing - See instructions for authorized signatories/titles)

This statement was filed with the County Clerk-Recorder of Sonoma County on the date indicated by the filing stamp in the upper right hand corner.

NOTICE: IN ACCORDANCE WITH SUBDIVISION (A) OF SECTION 17920, A FICTITIOUS BUSINESS NAME STATEMENT GENERALLY EXPIRES AT THE END OF FIVE YEARS FROM THE DATE ON WHICH IT WAS FILED IN THE OFFICE OF THE COUNTY CLERK-RECORDER, EXCEPT, AS PROVIDED IN SUBDIVISION (B) OF SECTION 17920, WHERE IT EXPIRES 40 DAYS AFTER ANY CHANGES IN THE FACTS SET FORTH IN THE STATEMENT PURSUANT TO SECTION 17913 OTHER THAN A CHANGE IN THE RESIDENCE ADDRESS OF A REGISTERED OWNER. A NEW FICTITIOUS BUSINESS NAME STATEMENT MUST BE FILED BEFORE THE EXPIRATION.

THE FILING OF THE STATEMENT DOES NOT OF ITSELF AUTHORIZE THE USE IN THIS STATE OF A FICTITIOUS BUSINESS NAME IN VIOLATION OF THE RIGHTS OF ANOTHER UNDER FEDERAL, STATE, OR COMMON LAW (SEE SECTION 14411 ET SEQ., BUSINESS AND PROFESSIONS CODE).

I HEREBY CERTIFY THAT THIS COPY IS A CORRECT COPY OF THE ORIGINAL STATEMENT ON FILE IN MY OFFICE.

Deva Marie Proto, Sonoma County Clerk-Recorder

By: \_\_\_\_\_, Deputy

Marne Dupere  
Plank Coffee  
175 Dry Creek Road  
Healdsburg, CA 95448  
Marne@plankcoffee.com  
707-900-8040  
July 26, 2023

Healdsburg City Council and staff  
City Hall  
123 Main Street Healdsburg, CA 95448

Subject: Strong Endorsement for SPARC + Garden Society Cannabis Dispensary in Healdsburg

Dear Mayor Kelley, Esteemed Members of the City Council, and City Staff,

I am writing to wholeheartedly express my support for granting a license to SPARC Cannabis Dispensary in Healdsburg in partnership with Garden Society and Erin Gore at 1241 Grove St.

I have known Erin personally since 2018 when her business, Garden Society, moved in across the street from Plank coffee in Cloverdale. We have gotten to know each other in the business community and during her time visiting Plank Coffee in Healdsburg and Cloverdale. She has been an excellent neighbor and has added a lot of high quality jobs to Cloverdale. She has many employees who love working at Garden Society. In addition, her products taste delicious and highly effective.

I believe that SPARC working with Garden Society to open a SPARC Cannabis Dispensary in Healdsburg is the ideal candidate to win one of the two dispensary licenses. As locals who live in town, SPARC will prioritize the interests of locals for access to quality cannabis and provide diverse job opportunities and I know Erin will lead this business with the same efforts and leadership she has demonstrated in Cloverdale.

In conclusion, we urge the City Council to seriously consider SPARC Cannabis Dispensary as the recipient of one of the licenses to operate in Healdsburg.

Sincerely,

DocuSigned by:  
  
DCF494721B8A45B...

Marne Dupere

Kim Lloyd  
Big John's Market  
1345 Healdsburg Ave  
Healdsburg, CA 95448  
Kim.Lloyd@bigjohnsmarket.com  
707-433-7151  
July 26, 2023

Healdsburg City Council and staff  
City Hall  
123 Main Street Healdsburg, CA 95448

Subject: Strong Endorsement for SPARC + Garden Society Cannabis Dispensary in Healdsburg

Dear Mayor Kelley, Esteemed Members of the City Council, and City Staff,

I am writing to wholeheartedly express my support for granting a license to SPARC Cannabis Dispensary in Healdsburg in partnership with Garden Society and Erin Gore at 1241 Grove St.

We have known Erin personally for years in the community through various community philanthropic engagements and serving on boards together. I have watched her build Garden Society since the beginning. Erin has been able to weather a difficult cannabis industry by building a company based on strong fundamentals and values. I've been impressed with how she took an idea, and built it into such an impactful company in our local community. She has many employees who love working at Garden Society. In addition, her products taste delicious and highly effective.

I have seen SPARC dispensaries across Sonoma County, and always have a positive experience with SPARC. As a retailer, I see them as one of the premier dispensaries in Sonoma County. I believe that SPARC working with Garden Society to open a SPARC Cannabis Dispensary in Healdsburg is the ideal candidate to win one of the two dispensary licenses. As locals who live in town, SPARC will prioritize the interests of locals for access to quality cannabis and provide diverse job opportunities. They will also be sure to address any issues that come up immediately and effectively.

In conclusion, we urge the City Council to seriously consider SPARC Cannabis Dispensary as the recipient of one of the licenses to operate in Healdsburg.

Sincerely,

DocuSigned by:  
  
90D3BD27A651481...

Kim Lloyd

Marc and Jeanie Kahn  
2520 Mill Creek Road  
Healdsburg, CA 95448  
[jeaniekahn@gmail.com](mailto:jeaniekahn@gmail.com)  
[marckahn@gmail.com](mailto:marckahn@gmail.com)  
707-433-3913  
July 26, 2023

Healdsburg City Council and staff  
City Hall  
123 Main Street Healdsburg, CA 95448

Subject: Strong Endorsement for SPARC + Garden Society Cannabis Dispensary in Healdsburg

Dear Mayor Kelley, Esteemed Members of the City Council, and City Staff,

We are writing to wholeheartedly express our support for granting a license to SPARC Cannabis Dispensary in Healdsburg in partnership with Garden Society and Erin Gore at 1241 Grove St. We have known Erin personally for years in the community and have come to know her company Garden Society since its inception. Her products are the ones we have consumed ourselves and recommend to our family and friends. Erin has focused on building a company that represents the best values, strong local employees, and world-class quality in her product and operations. Her company has created new skills and economic opportunities for her employees, which are a diverse representation of the community around us. Erin has also been featured as one of Sonoma County's leading female entrepreneurs.

In addition, Erin has steadfastly supported the Healdsburg community through her service as a valued board member of the Healthcare Foundation of Northern Sonoma County. Erin was highly instrumental in passing the ballot measure that ensured the stability of Healdsburg District Hospital which will continue to serve the community for many years to come.

The partnership between SPARC and Garden Society to open a SPARC Cannabis Dispensary in Healdsburg makes this duo the ideal candidate to be bestowed with this opportunity. As a homegrown enterprise, SPARC/Garden Society will undoubtedly prioritize the interests and well-being of Healdsburg's residents, working hand-in-hand with community leaders to address any concerns that may arise.

We urge the City Council to seriously consider SPARC Cannabis Dispensary as the recipient of one of the licenses to operate in Healdsburg.

Sincerely,

  
8C5F96DDD843456...  
Marc and Jeanie Kahn



January 25, 2023

To Whom It May Concern:

The mission of the Sonoma Valley Education Foundation is to raise funds and cultivate community support to benefit the Sonoma Valley Unified School District in enabling the potential of every student. Our community has generously supported this mission for 30 years, allowing us to impact generations of students who attend our local public schools. The need for programs that we make possible--Preschool for All, Summer School, Classroom Grants and other arts, tutoring and enrichment programs--has never been more necessary. The impact of the pandemic on students is well-documented, and in Sonoma Valley we are seeing the very real effects of learning loss and social isolation.

Community-minded and engaged business donors are essential to the success of our collective goals for our schools and children, and we need them more than ever. We are fortunate to have a robust roster of business partners who believe in the need to invest in their communities alongside their businesses. This is demonstrably true with SPARC, who we have been fortunate enough to partner with since their opening in 2022. By supporting SVEF, SPARC is intentionally integrating their business and investing their profits back into our community. Their efforts in this area extend beyond our organization as they support other nonprofits, festivals and events. By encouraging their customers to follow their lead, they are multiplying the benefit to our community exponentially.

As they have demonstrated with our partnership, SPARC has a long history of investing in the communities where they operate, and we are thankful for their generous support.

Sincerely,

A handwritten signature in cursive script that reads "Angela Ryan".

Angela Ryan

Executive Director



17563 Greger St  
Sonoma CA 95476  
(707) 938-5131  
www.laluzcenter.org

March 10, 2023

To Whom it May Concern:

**Leonardo Lobato**  
Executive Director

Board of Directors

**Nick Mendelson**  
President

**Ligia Booker**  
Founder/Emeritus

**Kelli Anderson**

**Jose Alvarez**

**Kimberly Blatner**

**Bill Blosser**

**Rayne Dessayer**

**Jennifer Gray Thompson**

**Meg Kellogg**

**Bill Hake**

**Brian Nicholson**

**Beth Stelluto Dunaier**

La Luz Center has been, since its founding in 1985, the primary resource in Sonoma Valley for families seeking opportunities to improve their circumstances and become economically self-sufficient. La Luz focuses on providing expanded programs and services to educate and empower community members and has built a staff and services to fulfill this expanded charter.

Over the years we have worked with and received support from many local businesses and organizations. One of them is SPARC who, after relocating their farm to Glen Ellen in 2017, approached us about supporting our mission to help underserved individuals and families in Sonoma Valley.

La Luz has partnered with SPARC for several years to host a special fall holiday celebration that receives 100+ families at a pumpkin patch where they provided food, entertainment, and pumpkins. This partnership has afforded SPARC and La Luz a unique opportunity to help families take a break from their daily lives and enjoy a moment of celebration as the fall holiday season begins.

Since opening a retail facility in the City of Sonoma, SPARC has expanded their support for La Luz and our community by becoming a regular donor in support of La Luz Center's programs. This support, along with donations of many other organizations, are critical for the work we do in our community.

I believe that SPARC will bring the same collaborative approach to other places, as they understand the importance of supporting and giving back to the community.

Sincerely,

Leonardo Lobato  
Executive Director

La Luz Center is a 501(c)3  
Nonprofit organization  
Tax ID # 68-0228235

Legacy Giving,  
please include  
La Luz Center in your  
estate planning



February 18, 2020

RE: SPARC RETAIL APPLICATION

To whom it may concern:

Since receiving its original Medical Cannabis Dispensary permit from the City of Santa Rosa in 2011, SPARC has operated a model facility serving those with medical cannabis recommendations. In 2018, the City approved SPARC's application to sell adult-use cannabis. This letter is to confirm that SPARC has been an excellent applicant in that their applications were well done, professional and complete, and communication with their team forthcoming. Furthermore, SPARC receives high marks from the City from an operations and code perspective.

In addition to maintaining a professional retail operation, the City is pleased with the reinvestments SPARC has made into the business, property, and surrounding community. SPARC took over a facility that had numerous complaints and substandard issues. With their tenancy, they have completed a minor remodel to beautify the exterior of their building and parking lot and are preparing to complete an interior remodel in the coming year, the permit for which received no inquiries and was approved unanimously by the Planning Commission.

SPARC has also reinvested in other facets of the business, expanding its processing, manufacturing, and distribution operations into a new state of the art facility. This supports the City's efforts to integrate all aspects of the cannabis industry into Santa Rosa's base economy in alignment with other similar industries and associated workforce (e.g. craft beer, wine, wellness products).

Finally, SPARC has proven to be an active member of the community. In addition to their annual holiday toy drive and twice-yearly food drives, during the 2017 and 2019 fires in Sonoma County the retail facility served as a donation drop off point for food and supplies.

Best,

A handwritten signature in blue ink, appearing to read "Raissa de la Rosa", is written over a light blue horizontal line.

Raissa de la Rosa  
Economic Development Division Director

COUNTY OF SONOMA  
BOARD OF SUPERVISORS

575 ADMINISTRATION DRIVE, RM. 100A  
SANTA ROSA, CALIFORNIA 95403

(707) 565-2241  
FAX (707) 565-3778



## MEMBERS OF THE BOARD

SUSAN GORIN  
CHAIR

LYNDA HOPKINS  
VICE CHAIR

DAVID RABBITT

SHIRLEE ZANE

JAMES GORE

February 14, 2020

To Whom It May Concern:

Erich Pearson and SPARC have been a part of Sonoma County's cannabis policy discussions for many years, providing insight and education to elected officials, County staff, and the public. As the County's policy has evolved, Erich has been instrumental in organizing the licensed cannabis operators of Sonoma County to lobby for the changes they need. Along the way, Erich and SPARC have continued to educate elected officials and staff about the realities of the industry, opening their facilities for tours and providing thoughtful feedback.

SPARC's retail facilities in Sebastopol and Santa Rosa are safe, professional sources for cannabis, and have helped ease some of the concerns that many initially had around cannabis retail facilities. Their farm in Glen Ellen and the professionalism displayed there have also helped assuage concerns around cannabis cultivation. They have shown that it can be done in a responsible, safe manner away from neighborhoods and without environmental impacts.

As cannabis continues to take root in Sonoma County and beyond, I expect Erich and SPARC to remain at the forefront. They have proven to be excellent ambassadors for the cannabis industry, and I would highly recommend Erich and SPARC to any jurisdiction that is considering awarding a cannabis retail permit.

Sincerely,

Shirlee Zane

Supervisor, District 3

Sonoma County Board of Supervisors

# Maitri

RESIDENTIAL CARE FOR PEOPLE LIVING WITH AIDS

Since opening in 1987, the Maitri residential care facility has provided hospice and respite care for individuals living with AIDS, serving over 1,500 patients. Maitri is one of only four AIDS-specific residential care facilities for adults in Northern California focusing on the underserved community of those dying of or severely debilitated by AIDS. Fourteen of our 15 beds are reserved for HUD-defined low-income people and represent 90% of San Francisco's non-institutional hospice beds.

Erich Pearson met Tim Patriarca, then the executive director of Maitri, in the early 2000s, before any jurisdiction had legalized cannabis dispensaries, and before Erich founded SPARC. Tim asked Erich to come to the Hospice and present his offer of free cannabis to our staff, nurses, program director, doctors, and volunteers. After Erich's second regular bi-weekly delivery, Maitri staff called him on a Saturday night, "can you bring us cannabis now, we admitted a new resident and they really need it!" Erich of course obliged, and we knew at that point that this would be a valuable, long-lasting partnership.

With the founding of SPARC, this partnership flourished, and it's now been about 15 years since Erich started this program, likely one of the first and longest-standing in the world. Maitri and SPARC have not gotten much attention for it, as we are partially funded by The Ryan White HIV/AIDS Program, a federal program. Erich's support has never wavered, however, and he held the hands of some of our members while they die, as the hospice never lets a person pass without another in their presence.

SPARC caters to each resident's individual needs and is usually serving 5 or so at any given time. Some residents are on oxygen or have lung complications, so they do not smoke, others can't eat sugar or nuts. SPARC works on a case by case basis with the director to determine the right ingestion method for each.

Although Maitri prioritizes those needing hospice care, most residents enter Maitri for respite care and stabilization. AIDS is not taking the lives that it did in the early 2000's, so the beds are used to get residents well enough to go back into a more permanent living situation. SPARC's commitment does not end when our residents leave our facility, however. SPARC continues to serve them after they leave, delivering free cannabis to their new homes. It is quite incredible how much a community can do for their sick when it is made a priority.

At Maitri, we have seen firsthand the depth of Erich and SPARC's commitment to the community and the integrity with which they operate. I know that they will bring these same qualities to any new communities where they operate.



Crystal Russell, LCSW LAADC MSPH  
Program Director

07/27/2023

Daniel Amaral  
1251 Turk St. Apt. #421 San Francisco, CA 94115  
(415) 418-8338

Healdsburg City Council  
401 Grove Street Healdsburg, CA 95448

Subject: Support for SPARC's Dispensary Opening in Healdsburg

Dear Members of the Healdsburg City Council,

I am writing to express my wholehearted support for SPARC's intention to open a dispensary in Healdsburg. My name is Daniel Amaral, and I have been a loyal member of SPARC's compassion program since 2009.

Over the years, SPARC has made a profoundly positive impact on my life. As a blind individual with several other serious health conditions, I cannot emphasize enough how much the SPARC compassion program has improved my quality of life. The dedication and care exhibited by the SPARC team have been nothing short of exceptional.

One aspect that stands out to me is their unwavering commitment to their compassion program members, like myself. SPARC's ability to deliver compassion products directly to my home has been a true blessing. This service has provided me with a level of convenience and support that is invaluable, especially considering the challenges I face due to my visual impairment and health conditions.

Throughout my 14 years as a compassion program member, I have consistently witnessed SPARC's professionalism, integrity, and genuine concern for their clients. Their compassionate approach goes above and beyond what is expected, and I am endlessly grateful for the positive impact they have had on my life.

Given my personal experience with SPARC and the immense benefits I have derived from their services, I strongly believe that the citizens of Healdsburg will benefit greatly from having SPARC in their town. The compassion, care, and quality products offered by SPARC have the potential to enhance the lives of many individuals in Healdsburg, just as they have done for me. In conclusion, I urge the Healdsburg City Council to support SPARC's initiative to open a dispensary in your community. Their presence will undoubtedly contribute positively to the lives of countless individuals, fostering a sense of well-being and care that sets SPARC apart from others in the industry.

Thank you for considering my perspective on this matter. I trust that you will make the best decision for the community and its residents.

Sincerely,

A handwritten signature in black ink, appearing to be 'Daniel Amaral', written over a horizontal line.

7/27/2023

Good Afternoon Healdsburg City Council,

I hope this letter finds you well. My name is Debra Nothmann, and writing to express my support for SPARC's application for a cannabis license in your wonderful town.

As a longstanding member of SPARC's compassion program in San Francisco since 2009, I can attest to the significant positive impact it has had on my quality of life. Their dedication to professionalism and the well-being of the community continues to impress me.

Having such experienced and caring operators like SPARC in Healdsburg would undoubtedly be a boon to our community. Their presence can bring economic growth and a sense of responsibility towards the welfare of your residents.

In light of SPARC's outstanding contributions and commitment to helping patients like me for more than 14 years, I kindly request the City Council to earnestly consider and approve their application for a cannabis license.

Thank you for your time and consideration. Feel free to reach out with questions should you have them.

Warm regards,

A handwritten signature in black ink that reads "Debra Nothmann". The signature is written in a cursive, flowing style.

Debra Nothmann  
(415) 425-2812

July 27, 2023

Dear Members of the Healdsburg City Council,

I am writing this letter in support of SPARC's application for one of the cannabis licenses in Healdsburg. My name is Mark Dusenbery, and I have been a proud member of the SPARC compassion program since 2009.

Being a part of the SPARC compassion program has had a profound impact on my life, significantly improving my quality of life and well-being. Throughout the years, I have witnessed firsthand the immense dedication of the SPARC team to the well-being of their members and the community at large.

The level of professionalism demonstrated by SPARC is unparalleled, and their commitment to the community is truly commendable. From providing top-quality products to actively participating in community events, SPARC has proven to be an exemplary organization with experienced operators who genuinely care for the town they serve.

I firmly believe that Healdsburg would be incredibly fortunate to welcome SPARC as a licensed cannabis operator. Their presence in our community will undoubtedly bring positive benefits, not only in terms of economic growth but also in fostering a sense of responsibility and care towards the well-being of its residents.

In conclusion, I sincerely endorse SPARC's application for a cannabis license in Healdsburg. I trust that the Healdsburg Chamber of Commerce will recognize the tremendous value SPARC can bring to our town and give full consideration to their application.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Dusenbery', with a long horizontal flourish extending to the right.

Mark Dusenbery  
(415) 747-5297

Dear Healdsburg City Council,

I am writing to you today to express my support for SPARC, a new medical marijuana business that is proposing to open in Healdsburg. I have been a patient of SPARC for 20 years, and I have found their products and services to be of the highest quality.

I am a retired firefighter from Webster Groves, Missouri, and I have seen firsthand the benefits of medical marijuana. I have used SPARC's products to help me manage my pain and improve my quality of life. I am also a strong believer in the importance of patient choice, and I believe that SPARC will provide a valuable service to the people of Healdsburg.

Sincerely,

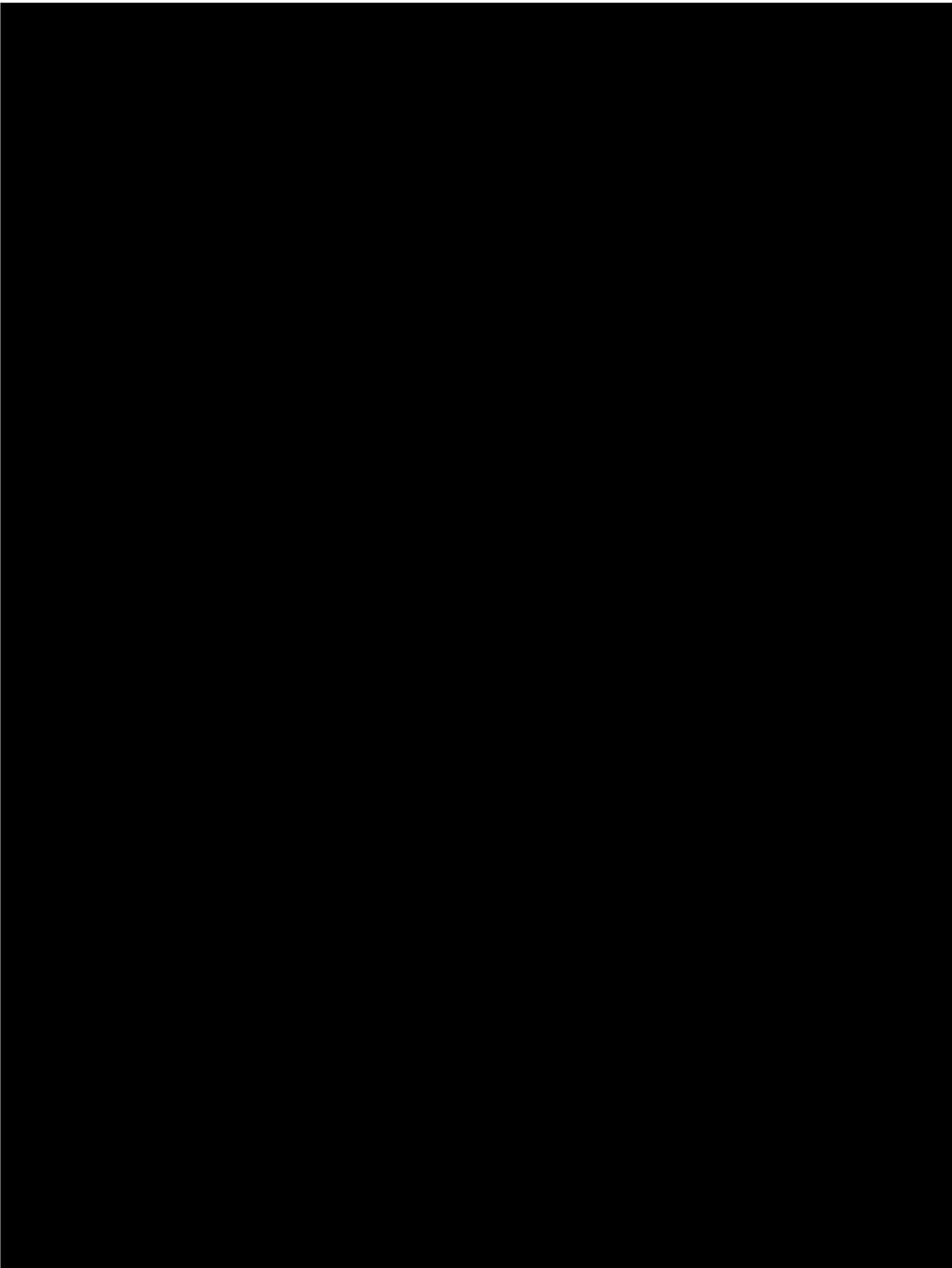
h. brown

286 Valencia #26 94103

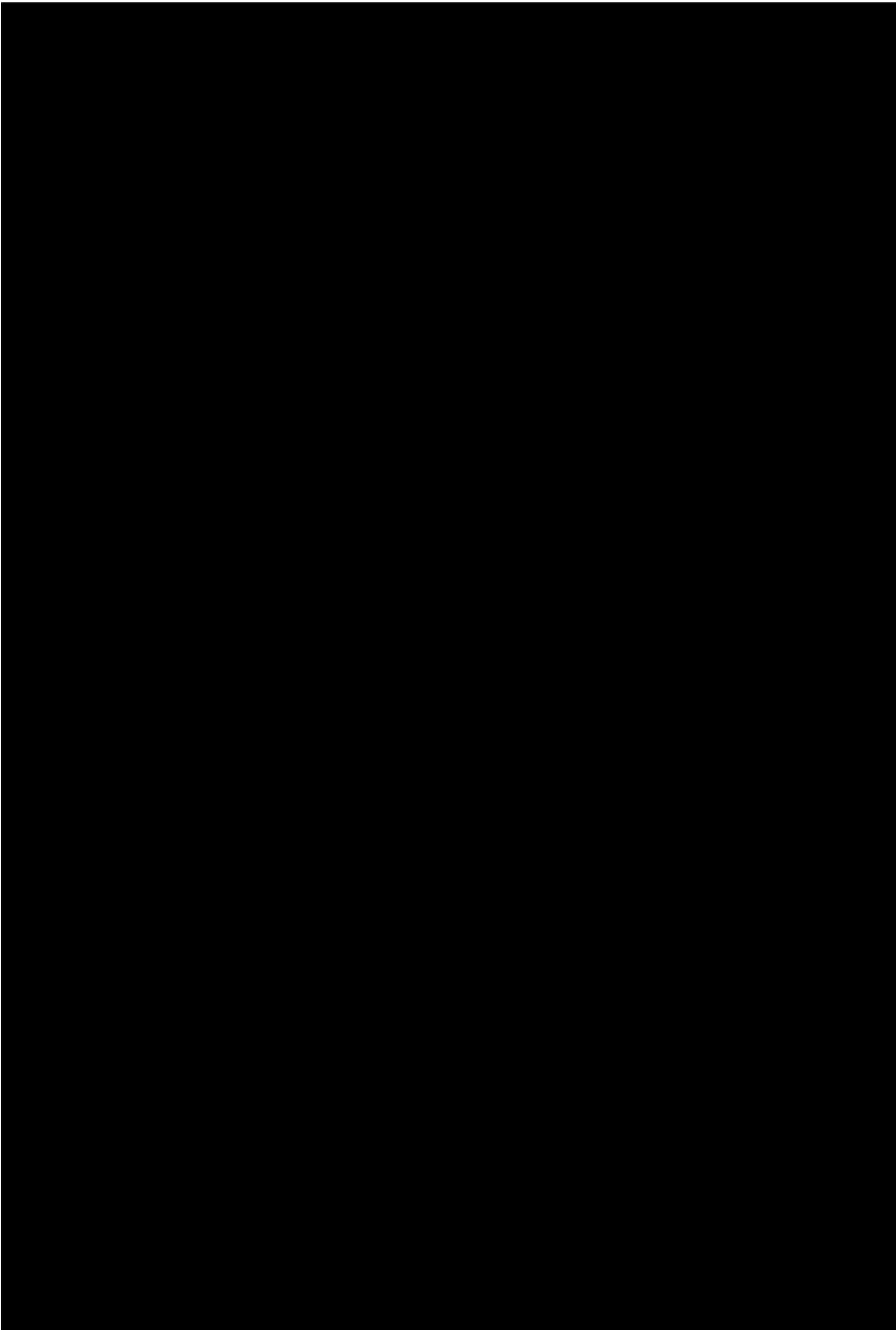
(415) 527-9993

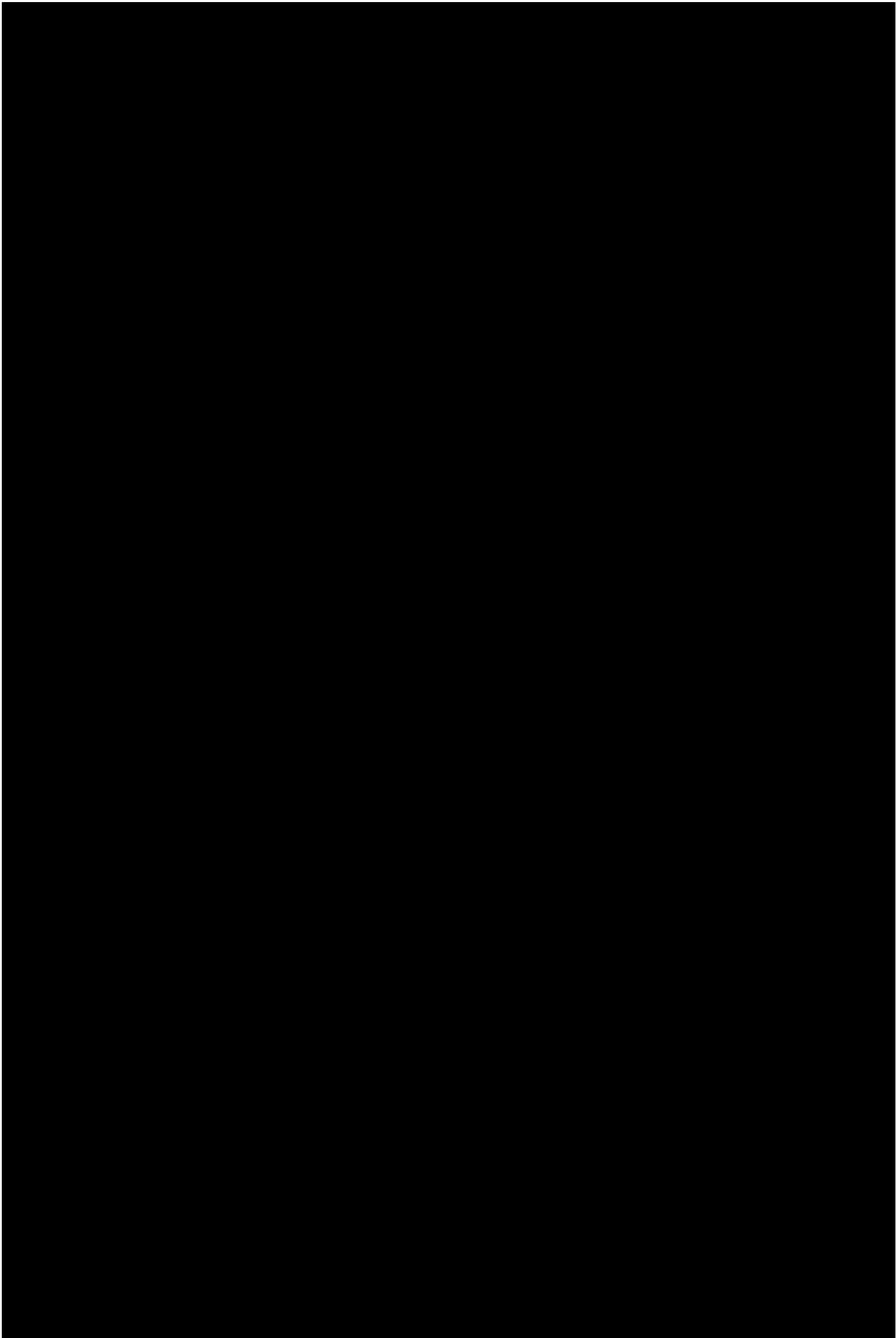


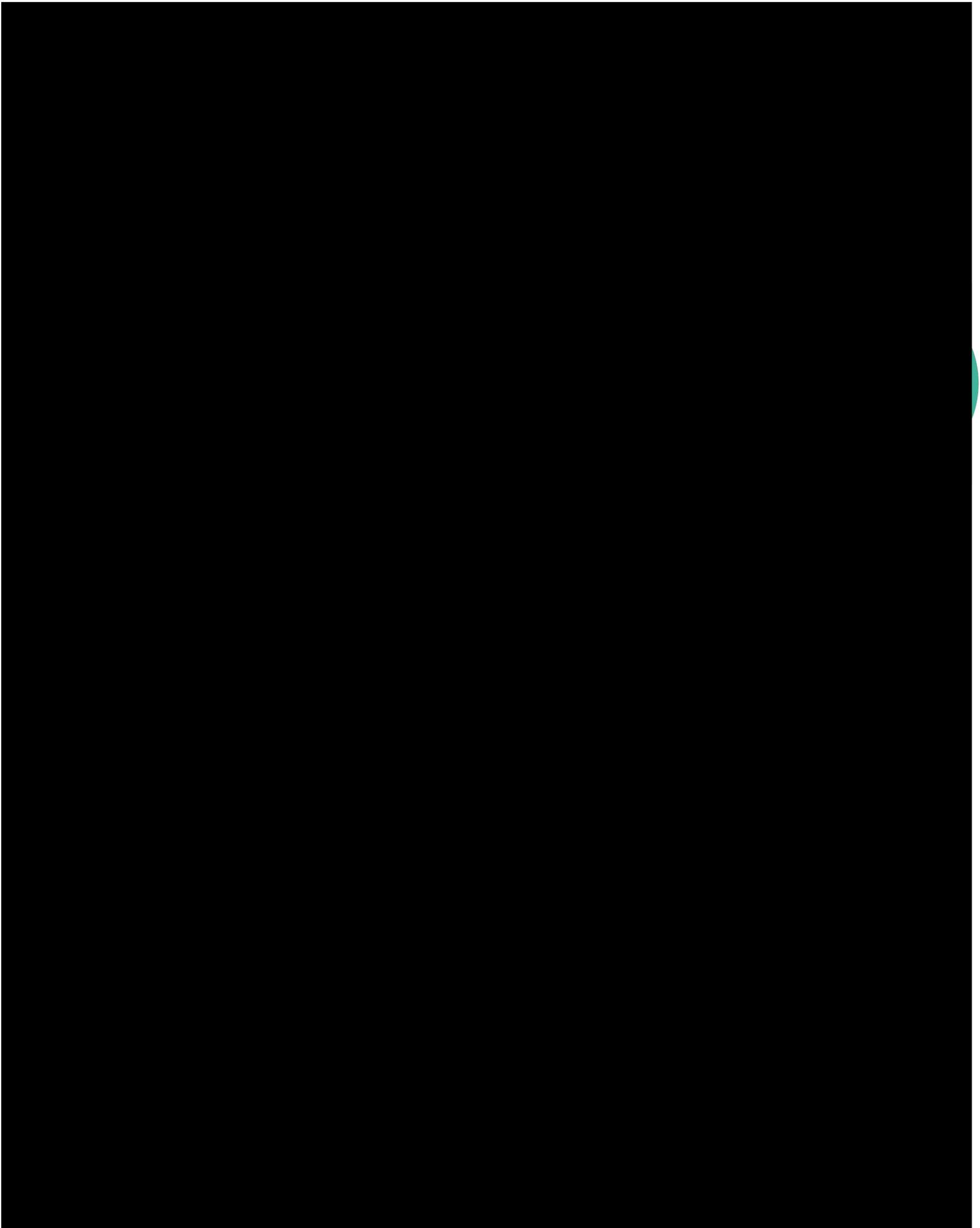




I.









## MEMBER CODE OF CONDUCT

We believe that each member acts as an ambassador for our brands as well as the cannabis community. We strive to maintain a diverse membership and we do not discriminate based on race, gender, gender identity, sexual orientation, religion, income, or national origin. We want our members to feel cared for, safe, secure, to be recognized as important members of our community, and to leave our facilities inspired and empowered to be a positive voice for cannabis.

We hope to be a positive influence and force in our communities. We developed this Code of Conduct to maintain a strong and positive relationship with our surrounding neighbors, law enforcement, and the cities and counties in which we operate.

Towards this goal, it is essential that members be mindful of our neighbors' property and privacy rights. Our goal is to ensure that all members and employees are safe, secure, and are treated with respect, dignity, and compassion. Each collective member is required to comply fully and unequivocally with this Code of Conduct. We reserve the right to terminate membership for any violation of the Code of Conduct. Membership may also be terminated, at Manager's discretion, for any conduct unbecoming a member. The Code of Conduct includes, but is not limited to, the following rules and requirements:

- Reselling or otherwise distributing cannabis products obtained at SPARC to any individual IS STRICTLY PROHIBITED BY STATE LAW AND WILL RESULT IN IMMEDIATE TERMINATION OF MEMBERSHIP.
- Members are required to carry valid government issued identification on every visit. Only qualified members, patients or their caregivers are permitted within the dispensary area.
- Cannabis shall not be consumed within the immediate vicinity of the dispensary. Members in violation of this rule may be issued a one-time friendly reminder. Repeated violations will result in membership termination.
- Double-parking in front of the dispensary, or any other parking in violation of local law, is expressly prohibited. Members in violation of parking rules may be issued a one-time friendly reminder. Repeated violations will result in further action, which may include membership suspension or termination.
- We request that members treat fellow members and staff with courtesy and respect at all times. Offensive, abusive, threatening, hostile, and/or derogatory language will NOT be tolerated.
- Per State regulations and for your safety, please place all products out of sight before exiting the dispensary.
- Removal of unauthorized or non-purchased products or any other property from the dispensary is prohibited.
- Members are to be courteous and respectful of the surrounding neighborhood where the dispensary is located. No loitering, littering, loud music, postings of any sort and/or soliciting is allowed in, on or around the vicinity of the dispensary or within the parking area.
- Members must ensure that they are in compliance with all applicable state and local limits for the possession and cultivation of medical and adult use cannabis. We accept no responsibility for any violations of applicable laws.
- Purchases shall not exceed the amount allowed for personal possession, regardless of the number of individuals for whom member is a caregiver.
- All packages, bags, backpacks, purses, etc. brought into the dispensary are subject to search at any time.
- No alcohol, other controlled substances, or weapons are allowed in the vicinity of or inside the dispensary.
- Members agree not to misrepresent the dispensary by posting stickers, posters, or any other dispensary materials in public spaces.
- In case of emergency (law enforcement interaction, power outage, etc.) please stay calm and follow the instructions given by staff.
- You are subject to being monitored and recorded by video and/or audio during any or all visits to the dispensary, including in the vicinity surrounding the dispensary.
- You are subject to being monitored and recorded by video and/or audio if you utilize our delivery services in jurisdictions where delivery is permitted.

## ATTACHMENT 8- CONSTRUCTION BUDGET & SCHEDULE

### Healdsburg Projected Construction Schedule

| Task Name                              | Duration (days) | Critical Path |
|--|-----------------|---------------|
| Submit proposal                        | 1               | Yes           |
| Sign contracts                         | 5               | Yes           |
| Sub Contracts                          | 10              | Yes           |
| Request submittals                     | 10              | Yes           |
| Architect approve submittals           | 5               | Yes           |
| Order long lead items                  | 20              | Yes           |
| Begin project                          | 5               | Yes           |
| Demo existing interiors interior space | 5               | Yes           |
| Sawcut as needed                       | 3               | No            |
| Install new structural beams/walls     | 5               | Yes           |
| Frame walls                            | 5               | Yes           |
| Rough MEP in walls and ceilings        | 5               | No            |
| Install door frames                    | 3               | Yes           |
| Install new fire sprinkler             | 4               | No            |
| Inspection                             | 1               | Yes           |
| Drywall and insulation                 | 4               | Yes           |
| Install new Mech/Elec                  | 5               | No            |
| Mud/Tape/Sand drywall                  | 12              | Yes           |
| Run all exposed cond/duct              | 5               | Yes           |
| Inspection                             | 1               | Yes           |
| Trim MEP                               | 2               | Yes           |
| Paint interior walls                   | 2               | Yes           |
| Install doors                          | 2               | Yes           |
| Pour new sidewalk entrance             | 3               | If Necessary  |
| Install new store front                | 2               | Yes           |
| Paint interior                         | 5               | Yes           |
| Prep floors                            | 2               | Yes           |
| Install new floors                     | 2               | Yes           |
| Install new casework                   | 5               | Yes           |
| Install door hardware                  | 2               | Yes           |
| Install bathroom finishes              | 1               | Yes           |
| Trim out MEP and fire                  | 2               | Yes           |
| Electrical at exterior                 | 2               | Yes           |
| Install new roofing as needed          | 2               | Yes           |
| Install new logo                       | 1               | Yes           |
| Install new trunc domes as needed      | 1               | Yes           |
| Restripe the lot as needed             | 1               | Yes           |
| Paint exterior as needed               | 2               | Yes           |
| Building final                         | 1               | Yes           |
| Turn Over building                     | 1               | Yes           |
| <b>Project total</b>                   | <b>155</b>      |               |
| <b>Critical Path total</b>             | <b>135</b>      |               |

| SPARC HEALDSBURG BUDGET BREAKDOWN:  |  |                    |  |
|-------------------------------------|--|--------------------|--|
| Square Footage: Based on 1,699 Sqft |  |                    |  |
| Division                            | Build-Out Description                    | Amount             | Comments   |
|                                     | Supervision                              | \$36,000.00        | Includes (1+10+1=12) weeks of Superintendent wages, travel & per-diem.   |
|                                     | Preconstruction & Project Management Fee | \$750.00           |  |
|                                     | General Conditions                       | \$4,850.00         | Includes funds for overnight mailings, blueprints, site office supplies, etc.  |
|                                     | Cleaning                                 | \$1,980.00         | Includes funds for cleaning prior to punch plus and a final cleaning prior to store grand opening.   |
|                                     | Building Permits                         | \$0.00             | Cost for Building Permit fees are NIC.   |
|                                     | Architectural / Engineering Fees         | \$0.00             | NIC  |
|                                     | Testing / Inspection Fees                | \$5,500.00         | Includes funds for State of California Independent Inspections for Concrete, Steel, Electrical & Site Work. (Racking inspection is NIC.)           |
|                                     | Landlord Fees                            | \$0.00             | N/A  |
|                                     | Rental Equipment                         | \$900.00           | Includes funds for rental of construction fence & temp toilet during construction.   |
|                                     | Performance Bond                         | \$0.00             | Cost for Performance Bond is NIC   |
|                                     | Temporary Utilities                      | \$0.00             | Cost for temporary electric during construction is NIC   |
| 1                                   | Temporary Labor                          | \$5,620.00         | Includes temporary labor for unloading of GC/Owner trucks, installation of floor protection and misc. jobsite cleanup, etc.                        |
|                                     | <b>Div 1 Total</b>                       | <b>\$55,600.00</b> |  |
|                                     | Dumpsters                                | \$5,133.00         | Includes dumpsters during construction. (Dumpster during store merchandising is NIC)   |
|                                     | Hazardous Waste / Asbestos Abatement     | \$0.00             | N/A  |
|                                     | Landscaping                              | \$6,000.00         | Includes an Allowance of \$4,000.00 for misc. landscape work at new entry.   |
|                                     | Irrigation                               | \$0.00             | NIC  |
|                                     | Demolition                               | \$15,815.00        | Includes funds for daytime Demolition work.  |
|                                     | Asphalt Paving / Striping                | \$0.00             | N/A  |
| 2                                   | Site Utilities                           | \$25,000.00        | Includes funds to F&I new 6" water main from street to new Sprinkler Riser within new Break Room. (Includes permits, street closure & road repair) |
|                                     | <b>Div 2 Total</b>                       | <b>\$51,948.00</b> |  |
| 3                                   | Concrete                                 | \$9,353.00         | Includes funds for exterior concrete curb & sidewalk as req'd for new Entrance & Site Work plus column footings for storefront canopies.           |

## ATTACHMENT 8- CONSTRUCTION BUDGET & SCHEDULE

|    |   |                     |   |
|----|---|---------------------|---|
|    | Div 3 Total                               | \$9,353.00          |   |
| 4  | Masonry                                   | \$0.00              | N/A   |
|    | Stone                                     | \$0.00              | N/A   |
|    | Div 4 Total                               | \$0.00              |   |
|    | Exterior Window removal and siding repair | \$18,090.00         | Includes funds to close in select windows, repair siding.   |
|    | Interior Framing                          | \$6,039.80          | Includes funds to F&I entry porch components to match floor and ceiling levels on sales floor   |
|    | Structural Steel                          | \$23,358.80         | Includes funds to fabricate & install tube steel beams and columns as req'd to support removal of center structural wall on sales floor.  |
| 5  | Custom Sign Panel                         | \$28,847.40         | Includes funds to fabricate & install metal sign panel.   |
|    | Div 5 Total                               | \$76,336.00         |   |
|    | Carpentry                                 | \$22,103.00         | Includes Funds for Carpentry labor to install GC provided wood base, wood slats & wood cladding.  |
|    |   | \$18,500.00         | Includes Carpentry labor to install Owner provided Sales Area POS modules, gondolas, display cases, wall system, back bar bins, wall shelving, dispensary Counter, secure storage shelving & BOH solid surface countertops and GC provided Hampton Bay base & wall cabinets.            |
|    | Fixture Installation                      |                     |   |
|    | Carpentry Materials                       | \$9,070.00          | Includes funds for fasteners, plywood, blocking, unistrut, threaded rod & cardboard floor protection, etc.  |
|    |   | \$1,153.00          | Revised to include only Sales Area wood base. (All WD-1 "Wood Look" joist cladding, soffit cladding & ceiling slats to be provided by Owner direct vendor.)   |
| 6  | Wood Trims / Moldings                     |                     |   |
|    | Div 6 Total                               | \$50,826.00         |   |
|    |   | \$1,610.00          | Includes funds for fiberglass insulation at exterior wall infill where windows are removed and infilled plus funds to patch drywall.  |
|    | Insulation                                |                     |   |
|    | EIFS                                      | \$0.00              | N/A   |
|    | Roofing                                   | \$0.00              | N/A   |
|    | Metal Coping / Flashing                   | \$0.00              | N/A   |
| 7  | Waterproofing                             | \$0.00              | N/A   |
|    | Div 7 Total                               | \$1,610.00          |   |
|    |   | \$5,573.00          | Includes funds for new (2) 3070 solid core wood doors w/ HM frames at Break Room & Office plus (1) 3070 HM Door/frame at Secured Storage. (High security/Vault type door is NIC.)   |
|    | Doors / Frames / Hardware                 |                     |   |
|    | Rolling Grille/Overhead Door              | \$9,000.00          | F&I Ceiling OH Door   |
|    |   | \$46,605.00         | Includes funds to F&I new aluminum & glass entrance w/ 6070 double glass doors and 3/4" bullet-resistant glass, plus glass panels above (2) custom metal entry canopies.  |
|    | Storefront Glass/Glazing                  |                     |   |
|    | Mirrors                                   | \$0.00              | N/A   |
| 8  | Window Tinting                            | \$960.00            | Includes funds to F&I blackout window at old storefront entry door & sidelight.   |
|    | Div 8 Total                               | \$62,138.00         |   |
|    |   |                     | Includes funds for metal stud framing & finished drywall partitions, soffits & ceilings. Walls & ceiling of Secured Storage to have 1 layer of metal security mesh.   |
|    | Metal Studs / Drywall                     | \$32,670.00         |   |
|    | Barricade                                 | \$0.00              | Temporary phasing barricade is NIC.   |
|    | Hard Tile Work                            | \$4,629.00          | Includes funds to F&I subway tile wainscot within (2) existing Toilet Rooms.  |
|    | Wood Flooring                             | \$0.00              | N/A   |
|    | Sprayed Fire Proofing                     | \$0.00              | NIC   |
|    | Resilient Flooring                        | \$345.00            | Includes funds to F&I new vinyl wall base within new Break Room & Office.   |
|    | Walk-Off Mats                             | \$0.00              | N/A   |
|    | Carpet                                    | \$0.00              | N/A   |
|    | Wallcovering                              | \$0.00              | Cost to furnish/install wallcovering and/or vinyl graphics is NIC.  |
|    |   | \$9,869.00          | Includes funds to Painting of all new partitions, ceilings, doors & frames of new Sales Area, Re-Painting of Breakroom, Office & Toilet Room Walls and exterior Painting of exterior & door infill as req'd.  |
|    | Paint                                     |                     |   |
|    | FRP                                       | \$0.00              | N/A   |
|    | Div 9 Total                               | \$47,513.00         |   |
|    | Window Blinds/Shades                      | \$0.00              | N/A   |
|    | Fire Extinguishers                        | \$637.00            | Includes funds for (3) wall mounted fire extinguisher.  |
|    | Signage                                   | \$0.00              | Cost for new exterior and/or interior Signage is NIC.   |
|    | Lockers                                   | \$0.00              | By Owner  |
|    | Shelving Systems                          | \$0.00              | By Owner  |
|    | Awning                                    | \$0.00              | See Metal Division 5  |
| 10 | Toilet Accessories / Toilet Partitions    | \$0.00              | Toilet room accessories are existing to remain.   |
|    | Div 10 Total                              | \$637.00            |   |
|    | Computer Equipment                        | \$0.00              | By Others   |
| 11 | Kitchen Equipment / Appliances            | \$0.00              | Appliances within new Break Room to be provided by Owner.   |
|    | Div 11 Total                              | \$0.00              |   |
|    |   | \$12,148.00         | Revised to include only Hampton Bay base & wall cabinets for BOH. (All Sales Area POS modules, gondolas, display cases, wall system, back bar bins, wall shelving, dispensary counter, secure storage shelving and BOH solid surface counters to be provided by Owner's direct vendor.) |
|    | Laminated Items                           |                     |   |
| 12 | Furniture                                 | \$0.00              | Office & Break Room furniture to be provide by Owner.   |
|    | Div 12 Total                              | \$12,148.00         |   |
| 13 | Special Construction                      | \$0.00              | N/A   |
|    | Div 13 Total                              | \$0.00              |   |
|    | Conveying Systems                         | \$0.00              | N/A   |
|    | Elevator/Escalators                       | \$0.00              | N/A   |
| 14 | Loading Dock Equipment                    | \$0.00              | N/A   |
|    | Div 14 Total                              | \$0.00              |   |
|    |   | \$8,250.00          | Includes funds to F&I Mop Sink, Break Room Sink and water line to refrigerator, plus labor to remove & reinstall existing Toilet Room plumbing fixtures to allow for installation of new tile wainscot.   |
|    | Plumbing                                  |                     |   |
|    | Gas Piping                                | \$0.00              | N/A   |
|    | Fire Sprinklers                           | \$22,344.00         | Includes funds to F&I new sprinkler riser connecting to new 6" water line, new main/branch piping plus sprinkler  |
|    | Air Purification                          | \$2,500.00          | Includes an Allowance of \$2,500.00 for air purification/air scrubbing system.  |
|    |   | \$37,400.00         | Includes funds to F&I 7.5tons of new split system HVAC equipment and odor control, plus service existing HVAC equipment. Major repair of existing HVAC equipment and/or install of new exhaust system within Secured Storage is NIC.  |
| 15 | HVAC                                      |                     |   |
|    | Controls/EMS                              | \$0.00              | N/A   |
|    | Div 15 Total                              | \$70,494.00         |   |
|    |   | \$63,770.00         | Includes funds to install GC provided light fixtures & lighting controls, floor & wall outlets, security/phone/data boxes. Also include funds to upgrade existing Panel, including extension of feeder conduit & wire.  |
|    | Electrical                                |                     |   |
|    | Light Fixtures                            | \$29,757.00         | Includes light fixtures from Commercial Lighting Industries.  |
|    | Music System                              | \$0.00              | Cost for music system is NIC.   |
|    | Low Voltage                               | \$7,800.00          | Includes funds to F&I phone/data low voltage wiring as required.  |
|    | Fire Alarm                                | \$0.00              | Installation of a new stand alone Fire Alarm system is NIC. (If required please see Alternate #1)   |
| 16 | Div 16 Total                              | \$101,327.00        |   |
|    | Subtotal                                  | \$539,936.00        |   |
|    | OH & P                                    | \$53,993.00         | 10.0%   |
|    | State Remodel Tax                         | \$0.00              | Remodel Tax is N/A in California  |
|    | Allowance                                 | \$0.00              | NIC   |
|    | <b>Total</b>                              | <b>\$593,923.00</b> |   |
|    | ALTERNATE #1: Fire Alarm                  | \$20,625.00         | Cost to F&I new freestanding Fire Alarm system throughout entire building.  |
|    | Alternates Total                          | \$20,625.00         |   |

ATTACHMENT 9- PHOTOS OF SITE



FRONT OF BUILDING FROM STREET



ENTRY TO PROPERTY



FRONT OF BUILDING AND SIDE YARD



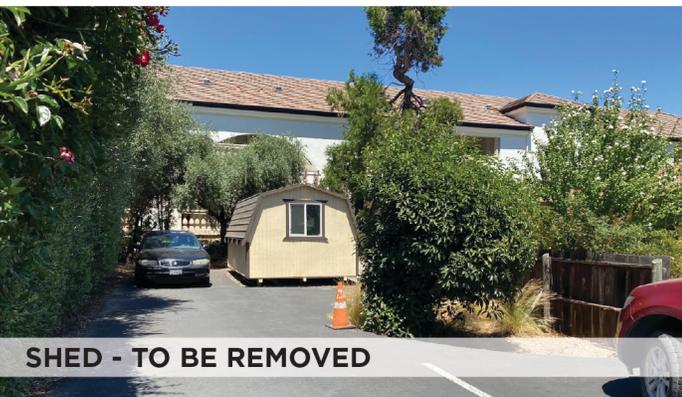
SOUTHEAST CORNER - LOOKING NORTH



SOUTH SIDE OF BUILDING



REAR OF BUILDING



SHED - TO BE REMOVED



SHARED DRIVEWAY



City of Healdsburg  
401 Grove Street  
Healdsburg, CA 95448-4723  
(707) 431-3306

-----  
DATE : 7/27/2023 3:52 PM  
OPER : CDC  
TKBY : CC  
TERM : 3301  
REC# : R00048847  
=====

CDC020 Cannabis 9647.31  
Application Fee  
Andrew Dobbs-Kramer for SPARC -  
1240  
CDC020 9647.31  
101-1000-37701-00000 -9647.31

Paid By: Andrew Dobbs-Kramer for  
SPAR  
CDC CK 9647.31 REF: 101040273

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APPLIED 9647.31  
TENDERED 9647.31  
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CHANGE 0.00  
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July 20, 2023

RE: SPARC (PARC Holdings, LLC and affiliates/subsidiaries) Banking Relationship with East West Bank

To Whom it May Concern,

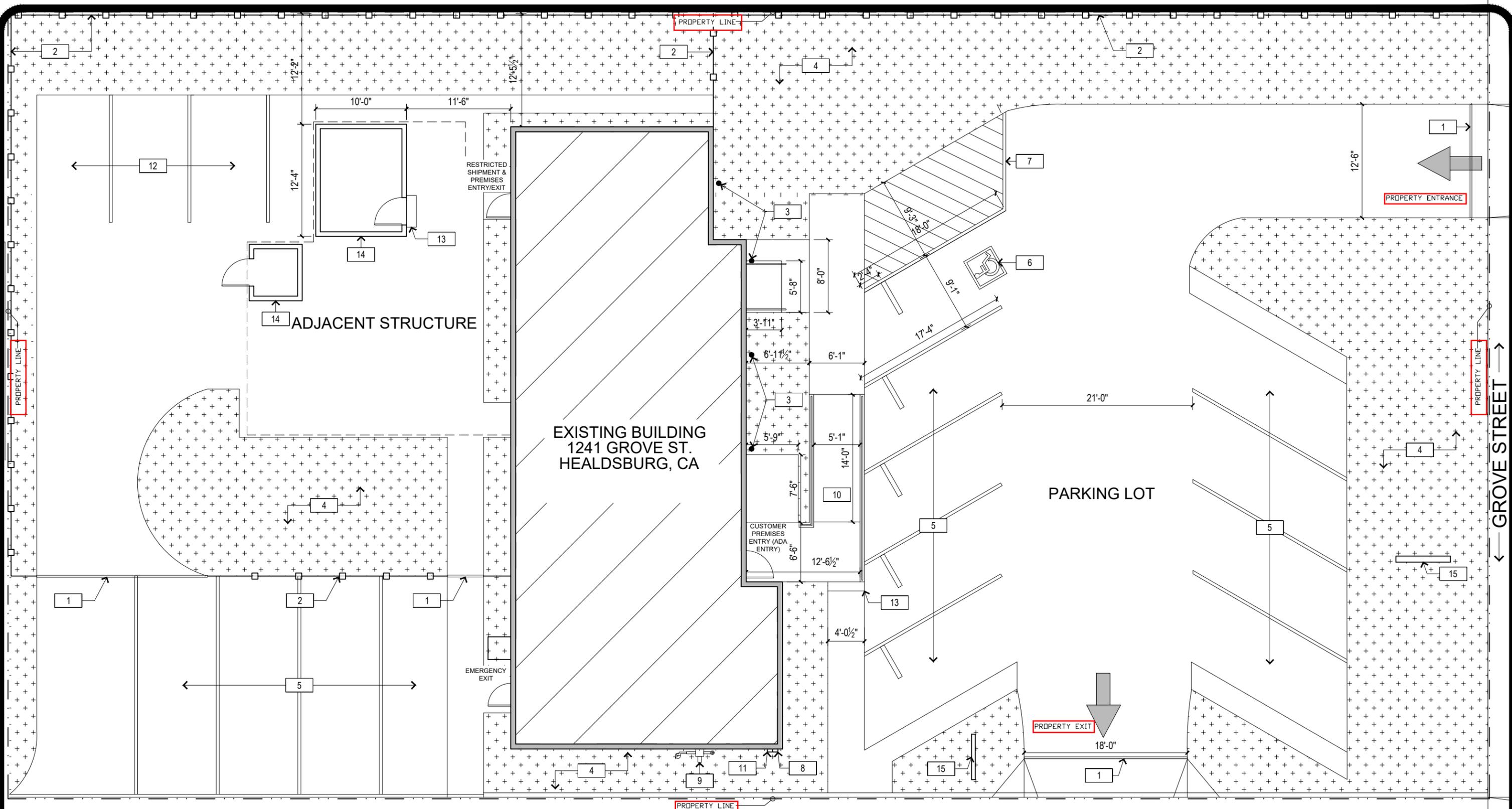
This letter confirms SPARC (PARC Holdings, LLC and affiliates/subsidiaries) has been a bank customer since February 2020, maintaining several accounts at East West Bank. The multiple accounts operate with a variety of individual services. All account handled as agreed. We would be happy to extend the same services to Garden PARC LLC.

Please feel free to contact me if you have any questions regarding this mutual customer.

Sincerely

A handwritten signature in black ink, appearing to read 'Lilian Bonilla'.

Lilian Bonilla, VP  
Client Service Manager  
Office: 310-861-2168  
[Lilian.Bonilla@eastwestbank.com](mailto:Lilian.Bonilla@eastwestbank.com)

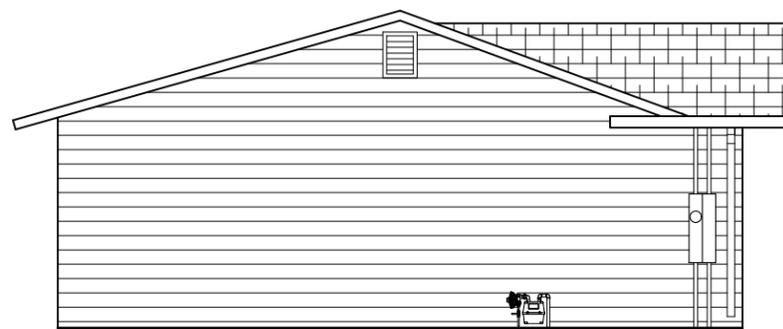


**KEY NOTES**

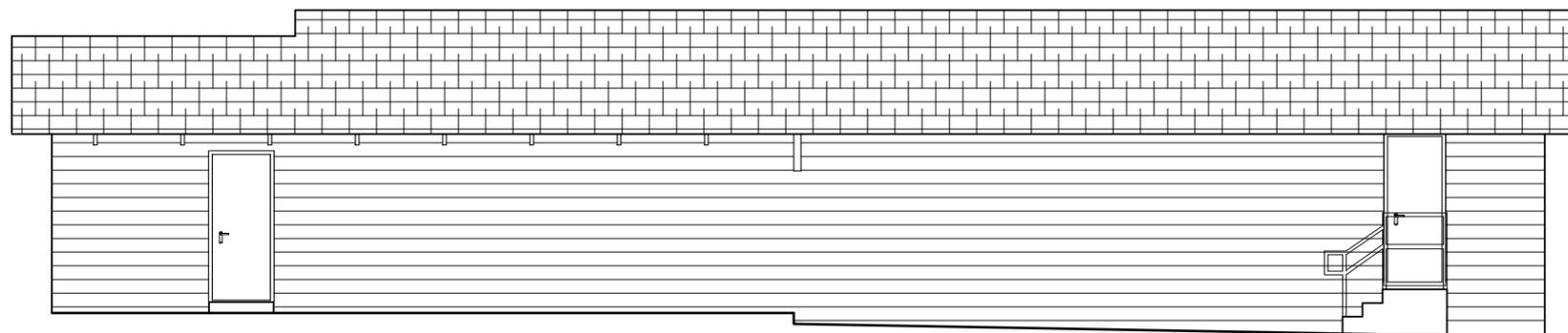
- |                                    |                                    |   |
|------------------------------------|------------------------------------|---|
| 1 SECURITY GATES                   | 6 EXISTING ACCESSIBLE PARKING      | 11 EXISTING ELECTRICAL METER                |
| 2 SECURITY FENCE                   | 7 EXISTING ACCESSIBLE LOADING ZONE | 12 SECURED DELIVERY PARKING                 |
| 3 SECURITY BOLLARDS                | 8 EXISTING ELECTRICAL PANEL        | 13 EXISTING CONCRETE STEP                   |
| 4 NEW DROUGHT TOLERANT LANDSCAPING | 9 EXISTING GAS METER               | 14 EXISTING STORAGE SHED                    |
| 5 EXISTING PARKING                 | 10 EXISTING ACCESSIBLE RAMP        | 15 NEW SPARC SIGN AT EXISTING SIGN LOCATION |



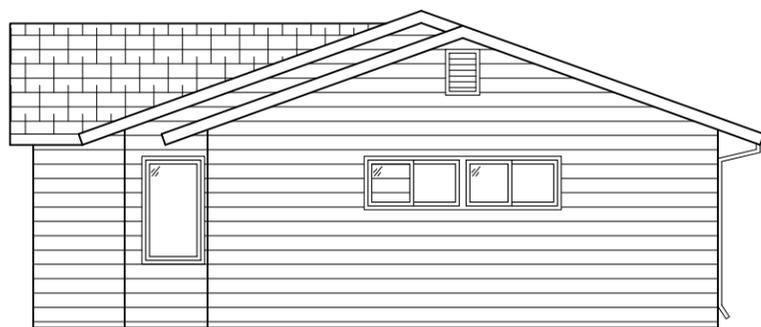
**SITE PLAN**  
 SCALE: 1" = 10'  
 1241 GROVE STREET,  
 HEALDSBURG  
 APN: 089-081-026  
 RETAIL



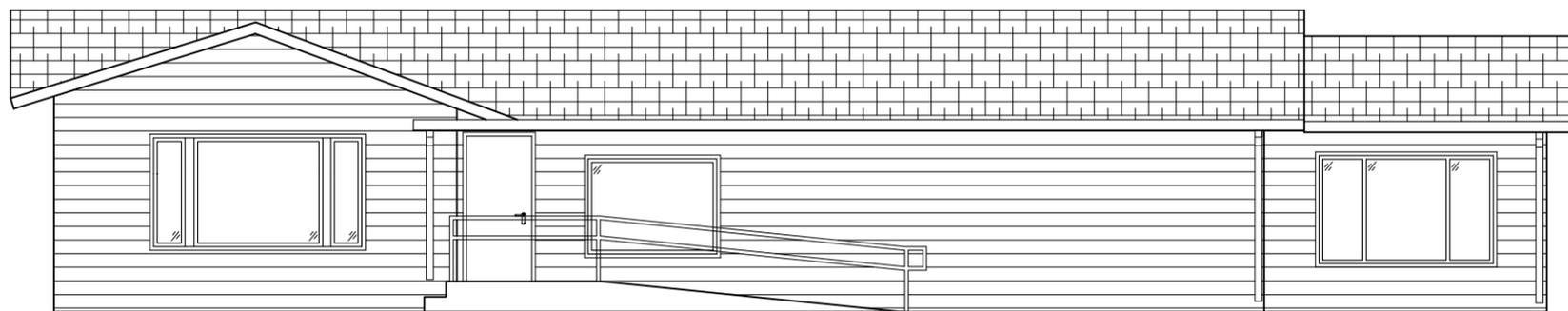
SOUTH FACADE



WEST FACADE



NORTH FACADE



EAST FACADE

**BUILDING ELEVATIONS**

SCALE: 1/8" = 1'

EXTERIOR DIAGRAM

1241 GROVE STREET,  
HEALDSBURG

RETAIL

# Rendering of proposed exterior improvements at 1241 Grove Street

