

Murray, Susie

From: Henry Huang <henryjasonhuang@me.com>
Sent: Tuesday, September 3, 2019 4:01 PM
To: Murray, Susie
Subject: 925 Piner Road Cannabis Retail Dispensary Project Scope Update

Hi Susie,

As discussed, we would like to update our project scope from the original submission. When we originally filed our conditional use permit application for Cannabis Retail Dispensary at 925 Piner Road in Santa Rosa, onsite consumption was not permitted. Now, onsite consumption is permitted in dispensaries. We want to update our project scope to allow for onsite consumption of cannabis. Specifically, we would like to allow our patrons to consume edibles, tinctures, and beverages that contain THC. Our updated plans allow for onsite consumption in two areas of the retail floor area. Please refer to areas 103 and 105 of our Conceptual Floor plan. Area 103 is 316 square feet and Area 105 is 1,018 square feet. Both consumption areas are accessible from the retail show room which is Area 101 in our plans. The consumption areas will be designed to have both lounge areas and bistro/cafe type areas. The decor have a wine country feel using materials such as reclaimed wood, live edge tables, barn doors, exposed ceilings, and have a classy rustic feel.

Access to our consumption areas will be strictly monitored by security guards. Use of cannabis in the consumption areas will be monitored by our staff who will be trained in identifying signs of intoxication. The onsite consumption areas will be equipped with HVAC systems that remove all cannabis odors from the rooms.

Please let me know if you have questions about our updated scope or would like us to add further details.

Best regards,

Henry.

8/30 - Henry will ~~update narrative to~~ send supplement
narrative to include onsite consumption.

City of Santa Rosa

AUG 29 2019

Planning & Economic
Development Department

PROJECT NARRATIVE

"Green Qi LLC" proposes to operate a Commercial Cannabis Micro-Business facility within the site at 925 Piner Road, in the City of Santa Rosa. The proposed site is zoned IL. The entire facility is approximately 4184 square feet, and the division of space is as follows:

Retail: Retail Space will occupy approximately 1088 square feet, with large well-lit display cabinets; A waiting room will occupy approximately 478 square feet. Office, employee, and administration space will occupy approximately 468 square feet.

Cultivation: Cultivation Space will occupy approximately 470 square feet; Storage space will occupy approximately 275 square feet.

Manufacturing: Manufacturing Space will occupy approximately 330 square feet;

Distribution: Distribution Space will occupy approximately 776 square feet; Storage space will occupy approximately 102 square feet. Office, employee, and administration space will occupy approximately 197 square feet.

The proposed project will include activities permitted by a Cannabis Micro-Business State License. The new business planned for 925 Piner Road, in Santa Rosa will offer a unique combination of retail and delivery, cultivation, manufacturing, and distribution. Customers will be able to shop in store and then have the products delivered on a weekly or monthly basis. "Green Qi LLC" will work diligently to provide unmatched service to each person that walks through their doors and ensure that a sense of community is built within their customer base and neighborhood.

MERIT BASED REVIEW

LOCAL AND STATE COMPLIANCE

"Green Qi LLC" will follow California Regulations pertaining to allowing returns of purchased cannabis and giving away free under certain restrictions. Applicant will not package or label cannabis goods and not accept, possess or sell cannabis goods that are not packaged as they will be sold at final sale. Cannabis goods purchased at applicants site by a customer shall not leave the retailer's premises unless goods are placed in an opaque exit package. Applicant will not have on-site or on-staff physician to evaluate patients and provide a recommendation for Cannabis. In addition to the retail operations established in this section, the consumption of Cannabis and Cannabis Products on-site shall not be permitted by patients or customers.

Dual State Licensing

"Green Qi LLC", prior to occupancy, will apply for and receive a microbusiness license from the Bureau of Cannabis Control. Additionally, all software and staff training to comply with the Track and Trace system regulated by the California Department of

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Food and Agriculture will be implemented with ongoing training occurring to ensure up to date knowledge of the staff.

Dual EHS Permitting

To achieve the required dual licensing with the Environmental Health Service (EHS) Department, "Green Qi LLC" will apply for and not begin operations until receiving a permit from EHS. To ensure the project is compliant with EHS requirements, these specific features and procedure will be included in the project:

Menu for Edible Cannabis Products offered for sale at the dispensary: A list of all edible cannabis products will be maintained and submitted to EHS as part of the application process. Should new items be added, EHS will be notified prior to the new product being offered in a manner and timeline that meets any requirements EHS places on the permit.

EHS is requiring toilet facilities that are employee accessible. As such, the project is proposing to improve the existing facilities to meet American with Disabilities Act requirements and will submit plans to EHS showing these improvements when the application is submitted.

EHS is requiring the flooring in areas where cannabis products are stored and in toilet facilities to be smooth, non-permeable and easily cleanable. As such this project will use approved products for flooring in toilet facilities as well as for flooring in the cannabis storage areas. We will utilize Palladio wood flooring.

EHS is requiring a sink dedicated for handwashing with hot and cold water and equipped with mounted soap and a towel dispenser which is easily accessible to employees. A designated hand wash sink will be located within the facility.

SITE MANAGEMENT

Chief Executive Officer Kevin Imm

Kevin Imm is the sixth grade teacher at St. Eugene's Cathedral School. Kevin teaches reading, literature, English, spelling, math and social studies to sixth grade, as well as accelerated math to seventh grade. Teaching has become Kevin's second career, as he spent his first twenty-five years with Clover Stometta Farms in management roles, while serving as their Chief Executive Officer for his last five years. After leaving Clover, Kevin went back to school to earn a Masters in Education from the University of Phoenix.

Kevin and his wife, Mary, of twenty-six years, have two sons. His oldest son, Colin, is a sophomore at the University of Michigan and his youngest son, Cade, is a junior at

Cardinal Newman High School. Kevin enjoys working with kids on the golf course so he serves as the assistant golf coach for Cardinal Newman High School, as well as the summer youth golf coach for Fountaingrove Golf Club. In his remaining free time, as managing partner of Napa Palisades Brewery, Kevin is in preparation to build a brewery and distribution center in downtown Napa.

Chief Operations Officer

Jesse T. Narvaez

Jesse Narvaez is long time resident of Sonoma County just over 25 years and native of the bay area. Attended the JC and graduated from Sonoma State and late would attend Empire Law School for my JD. Started Deep Roots Hydroponics during my law school days and grew the business from just under \$100k in retail sale the first year to just under \$10 million last year (DR established 2008). Deep Roots currently has two locations one in Sebastopol and the other Santa Rosa. DR's also has a 3 acre soil yard we perform deliveries out of for better customer service.

Jesse has been assisting and guiding cultivators to successful cannabis careers for over 15 years. Jesse has trained staff at DR to have extensive knowledge of the products as well as extensive knowledge of cultivation nomenclature and product application. Jesse is seasoned extensively on strains and fertilizer application that promote the best outcome for the cultivator. Since the inception of his company Jesse has cultivated hundreds of relationships with growers from all parts of northern California.

Deep Roots Hydro is one of the most trusted hydroponic gardening company in Sonoma County. All while being in one the most competitive markets in the nation. As a result Jesse has cultivated extensive knowledge of practical pertinent marketing the industry (cannabis cultivation, curing and crop management). He has worked with constraints within the industry due to federal laws but has had plenty of success marketing his business to robust sales. He is also well versed in creating robust margins through additional skus by studying trends in the industry.

Jesse is also a Santa Rosa city permit holder for cultivation located on 2967 Coors Ct just behind the Coby auto mall. Just the second permit issued in Santa Rosa just behind Brian Dombrowski. Jesse is currently moving forward with his plans at that location for a 5k sq ft cultivation and a manufacturing permit on a seperate building. His CUP was approved December 2016.

Jesse also developed a hand cleaning product for the cannabis industry called Can-A-Wipes, this product is used to clean and remove resin in post production of cannabis. The product is held by over 5 distributors and sold nationwide as well as distributed to Spain and sold all over the Europe including such places as France and Italy.

Jesse resided in Sebastopol for the last 12 years, his hobbies include flamenco guitar, boxing and overall fitness and health. He is a vegan and loves to spread the word about plant based living.

Chief Financial Officer

HENRY J. HUANG – Juris Doctor (J.D.) and Certified Public Accountant (C.P.A.)

Henry Huang received his Masters of Law in intellectual property at Santa Clara University School of Law; Juris Doctor from Empire College School of Law; Masters of Science in Finance from the University of Illinois; and Bachelors of Science in Accountancy from University of Illinois. He is licensed as an Attorney and Certified Public Accountant in California and also as a Certified Public Accountant in Illinois. Prior to law school, Mr. Huang spent 15 years working as an international tax accountant for Big Four accounting firms, starting his career in Chicago and ending in San Francisco, via Shanghai. Mr. Huang has started his own internationally oriented law firm with offices located in Santa Rosa with a mission to deliver leading-edge tax and business advice to local and international clients in connection with business acquisitions over a variety of platforms. Mr. Huang also manages a \$25 million real estate portfolio in Sonoma County consisting of residential, commercial, and industrial properties. He is married with two young children and maintains a home in Santa Rosa. His wife, Stephanie, is a well respected surgeon in Sonoma county.

LOCAL AND STATE COMPLIANCE TEAM

Chief Compliance Officer

Brian Dombrowski

Brian Dombrowski has over 12 years of compliance and consulting experience in the cannabis industry. He has worked with high profile businesses across the United States and has extensive experience in the management of cultivation sites and dispensary operations. He has held the position of President of a medical marijuana dispensary and has assisted others in multiple states in their permit process. Prior to entering the cannabis space, Brian worked for Fortune 10 companies, which gave him a comprehensive background in leading all aspects of business operations including P&L, merchandising, sales, customer service, inventory, human resources, security, and payroll management. Before that, Brian served in the United States Navy where he received two Letters of Appreciation from his Commanding Officers, was awarded Sailor of the Quarter three times, and volunteered with Habitat for Humanity. He has held the position of Director for three Sonoma County Veterans Memorial Buildings, commanded an American Legion Post, is involved with AmVets, The United Veterans Council, and his local Chamber of Commerce.

Consultants

Pacific Expeditors

Pacific Expeditors is a world-class wholesale distribution, logistics, sales, and consulting services provider for the California market.

Within their corporate ranks, they possess decades of experience in sales, distribution, military logistics, and operations. Their deep bench in California state policy making, government compliance, and public affairs provides their clients with an unparalleled level of insightful expertise. Dependability, timeliness, and unmatched professionalism are their cornerstones.

Advisor

Shawn Gardner

Shawn Gardner has been an entrepreneur in the Santa Rosa community for 25 years. Growing up in Sebastopol, he spent his early years in the Sonoma/Napa Wine industry Cellars working on production between the vineyards and wine laboratories. This experience he gained in with the wine industry gave him a lot of insight to running a business related to agriculture. As he got older he took over his family owned Santa Rosa restaurants which is still serving over 400 customers daily with 20 plus employees.

This experience gave him the opportunity to become the director of Next level medicine, a MNBC providing medical cannabis to legal dispensary network for several years until 2015.

Taking from his wine industry, small business and cannabis roots, Shawn in 2016 founded Atrium to spearhead the evolution of recreational cannabis. Specializing in indoor cultivation, Atrium has been renowned for Shawns expertise in facility design, management, and breeding strain development. Atrium has consistently placed in the top in the High Times yearly competition and was recently invited the the High Times world cup in Jamaica for being extremely high quality and having clean laboratory tests.

Shawn believes focus and hard work is paramount to any successful endeavor. Knowing the true value that long lasting relationships are priceless, his purpose is to help his community by developing a flourishing high end cannabis business in Santa Rosa and represent Sonoma County as the leading cannabis tourist destination in the world.

Advisor

Tom Call

Tom Call is a security expert Impact Security Management was started by Tom Call who has immersed himself in the world of security & technology world for over 10 years. Long before getting directly involved in security design he followed virtually every security technology with a critical and analytical eye. This helped developed into best practices based on real data/physical security. His early involvement in cyber security included many different industries. From professional sporting events to secure network infrastructures for enterprise level businesses.

Prior to security design Tom's business experience include 10 plus years in corporate America working as an executive in the telecommunication's industry for Fortune 100 Companies ATT, Qwest Communications and Century Link Communication.

Business Plan

"Green Qi LLC" will implement a business plan that includes day-to-day operations and how cannabis will be monitored to prevent diversion. See attachment.

Management Plan Training

All staff will receive thorough training on workplace safety, operations, track and trace, and security protocols. In addition to state licensing requirements related to staffing, "Green Qi LLC" will diligently follow all applicable labor and employment laws. The employees will likely be part- and fulltime and will work staggered shifts to accommodate customer flows. All employees hired by "Green Qi LLC" will be over 21 years of age. "Green Qi LLC" is committed to hiring employees locally. Sonoma County and Santa Rosa have a wealth of experienced and dedicated cannabis workforce. "Green Qi LLC" plans to consider residency when making hiring decisions, will promote the job posting locally, and will use local connections in the cannabis industry to discover new local talent.

Policy:

Staff Training on Security Procedures

Purpose:

To actively engage staff in preventing unauthorized entrance into areas containing cannabis and theft of cannabis products at the dispensary; to ensure that staff is trained in emergency procedures to protect both personal and patient safety.

Detailed Procedures:

Training staff on preventing unauthorized entry into the dispensary

Jesse T. Narvaez (COO), in coordination with Tom Call security expert (SEC) and under the supervision of Kevin Imm (CEO), will create educational training for staff on the dispensary's security procedures. It will include restricting entry into the dispensing area to adult use customers, qualified patients and caregivers, and restricting entry to the staff-only areas to staff.

Security will have co-responsibility, along with ownership and management, for training the dispensary staff on security procedures, including the location and duties of security within the dispensary and parking lot and the procedures for alerting security to suspicious behavior.

COO and upper management, in coordination with SEC, is responsible for training staff on the opening, closing, and day-to-day security procedures. CEO and COO will review procedures at regular intervals and when procedures change. They will also be in charge of see that staff is trained properly with all security provisions and protocols.

Training staff on emergency procedures

COO, in coordination with SEC, will create educational materials and training for staff on the dispensary's emergency procedures. The topics included are the use of alarms and panic buttons and the evacuation of staff and patients.

Ownership and upper management in coordination with security to implement store emergency procedures. They will coordinate with staff to review procedure in case of an emergency.

COO is responsible for training dispensary staff on emergency procedures, including the location and use of alarms and panic buttons and the evacuation of staff and patients. Staff will be trained upon hiring, and these procedures will be reviewed regularly and when procedures change.

Policy:

Use of Alarms and Panic Buttons

Purpose:

To ensure that the dispensary is properly monitored for unauthorized entrance, theft, fire, or other emergencies.

Detailed Procedures:

Installing and maintaining an alarm system and panic buttons

COO is responsible for the installation, maintenance, and operation of the building's centrally monitored fire- and burglar-alarm system, for following local, state, and federal laws, and securing the necessary permits. He will contract with an alarm monitoring^a service that is properly licensed by the State of California Department of Consumer Affairs Bureau of Security and Investigative Services, in accordance with California Business and Professions Code Section 7590 et seq., and whose agents are properly licensed and registered.

COO is responsible for the procurement and deployment of panic buttons throughout the dispensary and parking lot.

Security, COO and upper management will supervise the use of the alarm system and panic buttons for use by dispensary staff.

CEO, COO, management or Shift Supervisor are responsible for setting the alarm nightly upon closing and disabling the burglar alarm upon opening. COO and management will regularly test and maintain the alarm system, following the manufacturers' specifications and local, state and federal laws.

If the alarm is deployed, the CEO, COO, or Management will oversee evacuation and other procedures.

COO will ensure that the alarm-monitoring service is responsible for offsite monitoring at all times and is alerted, along with police and fire departments, if the alarm is activated.

COO will train staff on use of panic buttons and alarms.

Policy:

Use of Security Cameras

Purpose:

To ensure the proper monitoring of the dispensary building and parking lot against unauthorized entrance or theft.

Detailed Procedures:

Installation and maintenance of security cameras

CEO will create this policy, and the COO is responsible for supervising the installation, maintenance, and operation of the security cameras. Ownership will contract with a licensed security camera-monitoring service, ensuring that the security tapes are stored in a secure location for thirty (90) days, and that the system is accessible remotely.

Security, in coordination with the COO, will supervise the use of security camera monitors, including coordination with the rest of the dispensary staff.

COO, or their designee, is responsible for the day-to-day monitoring of security cameras. He will also regularly test and maintain these cameras, following the manufacturer's specifications and local, state and federal laws.

A security camera-monitoring service is responsible for offsite monitoring and the storage of security tapes.

Policy:

Supervision of a Detailed Security Plan

Purpose:

To ensure the proper monitoring of the dispensary facility and the proper training of staff and Security personnel to guard against unauthorized entrance, theft, and other emergencies.

Detailed Procedures:

Implementation and the supervision of a detailed security plan

COO will implement a detailed security plan including the following:

The use and maintenance of outdoor lighting

24-hour deployment of security company personnel

A detailed description of duties, including the coordination with dispensary management, neighbors, and the local police department

The use, maintenance, and monitoring of alarms, panic buttons, and security cameras

90-day storage of security camera footage

Maintenance and deployment of walkie-talkies

Procedures for verifying a patient or caregiver's doctor's recommendations or state-issued identification (ID) cards and for ensuring that those documents are up-to-date

Regulations on employee garments

Training on counting money and dispensing products so that those operations are observed and recorded by security cameras and managers

Implementation and maintenance of a track-and-trace program that records the movement of cannabis and cannabis products throughout the dispensary in such a way that records can be made available to government officials upon request

Site plan security features

CEO will design, and the COO will implement, a site plan, a floor plan, and a security plan with the necessary features to reduce potential crime-related problems at and near the dispensary. These include the following:

Onsite security

Procedures for allowing entry

Openness to surveillance

Oversight of the premises, perimeter, and surrounding areas

Reduction of the opportunities for congregating and obstructing public ways and neighboring property

Illumination of exterior areas

Limitation of the furnishings and features that encourage loitering and nuisance behavior

Security, Receptionist, and the COO will work together to implement, enforce, and improve these policies.

Policy:

Maintenance and Testing of Security and Fire-Safety Systems

Purpose:

To ensure all life-safety equipment is regularly tested, is in working order, and is compliant with local, state, and federal laws.

Detailed Procedures:

Install working life-safety systems

COO is responsible for supervising the installation of security alarms and panic buttons throughout the facility. This includes door and window alarms and panic buttons at Security and Reception area including the dispensary and administrative office. COO will implement this security plan, ensuring that each alarm is in place and functional at all times.

COO will supervise a fire-alarm notification system to alert the local fire department immediately in case of emergency. He will also implement this fire-safety plan and ensure it remains functional at all times.

Testing and maintenance

COO and upper management are responsible for supervising regular checks of the security and fire-safety systems. He will work with the Office Administrator and management on a problem-reporting system and to schedule any maintenance, for both annual inspections and repairs.

COO will establish a protocol for security and management to follow when performing daily, weekly, and monthly inspections. All internal repair tickets will go directly to

Admin will schedule repairs immediately, with copies provided to the COO for inspection and oversight.

Managing false alarms

COO will supervise a system to manage alarm or fire-system malfunctions, which the AM will implement. In the case of malfunction, the local police and fire department are likely to arrive at the facility to determine that the alarm was false.

Management or any staff member who discovers a false alarm must report it in writing to the COO. They are each responsible for determining and solving the cause of false alarms.

During a false-alarm scenario, the police or fire department are likely to arrive. Upon noticing a false alarm, the senior staff customer on duty should immediately phone the alarm company to report it. The alarm company will contact the police and may be able to avert an unnecessary service call. If police or fire department arrive, the senior staff customer on duty should greet them outside and ensure them that the facility is safe. They will likely want details about what triggered the alarm.

A staff member should write up all unnecessary service visits for the CEO and COO. The reasons for the visit must be investigated, and any related problems solved.

Policy:

Window, Door, and Perimeter Checks

Purpose:

To create a safe environment for dispensary staff and ensure all cannabis products are secure.

Detailed Procedures:

Creating and implementing a complete perimeter-check policy

CEO is responsible for implementing a morning and evening security-check policy. All external doors and windows should be checked every morning and evening, and all security functions, such as the gate and lighting, must remain in working order. The COO will implement and supervise this policy.

Daily implementation of the external security checks

Each evening upon closing, Security will ensure that all external doors and windows are locked. If a door or window lock is found to be broken, the senior staff on duty should call a 24-hour repair service and stay at the facility, along with head security and one other staff customer, to manage the repair.

Each morning before staff enters the facility, SEC will patrol outside dispensary, ensuring that no intruders entered through the doors or windows while the business was closed. If there are signs of breaking and entering, either the COO or Management, should immediately notify the police, and staff should wait for their arrival before entering the facility. Immediately after notifying the police, staff should notify the CEO and COO, and one of the two should go to the facility to assist in any investigation or repairs. General repairs should be reported to both the COO and ADMIN, who will manage them in a timely manner.

Security should check the entire perimeter of the facility each morning and evening, looking for cuts in the fencing and evidence of attempts to climb over it, any gate repair issues, and broken lights. SEC should report any needed repairs to the ADMIN and COO, who will schedule the repairs based on importance.

Policy:

Maintaining Security When Closed

Purpose:

To ensure the facility is secure during non-operational hours.

Detailed Procedures:

Establishing and implementing a security protocol for non-operational hours

CEO will establish a plan for off-hours security, including alarms on all doors and windows, motion sensors, installation of protective gates around the facility, night lighting, and motion-sensor lighting. Security personnel will be on-site 24 hours per day including after store hours. COO will implement these plans.

CEO will hire an alarm-response company in addition to having Security stationed at the facility overnight.

COO, with the assistance from the Closing Manager will ensure that all cannabis products are locked up at night at closing.

Managing the daily operations of the overnight security plan

COO is responsible for supervising the overnight security plan. All security systems, including lighting, locks, and alarms, must be in working order at closing time.

Management or COO will alarm the building nightly and turn off the alarm in the morning.

Security will not receive the alarm codes but will be on hand each morning and evening to establish that the system has been turned on and off, and to ensure that all external doors and windows are locked.

Alarm response

If the alarm goes off at night, SEC will call 911. The alarm monitoring company should notify the police as well to check the facility for burglary or robbery. Security will then notify the CEO, or COO. The COO or any other designated senior staff member should also meet the police at the facility to help with the investigation of any breach.

If the alarm proves to be false, the authorities and dispensary staff must discover the reason. False alarms are costly problems, as they come with fines.

Policy:

Security During Product Deliveries

Purpose:

To ensure that all cannabis deliveries are safe and secure.

Detailed Procedures:**Creating and implementing a safety plan**

CEO will implement security protocols for every step of the Distributor (DIST) delivery experience. These include creating rules for getting an appointment for delivery, or facilitating a sample drop off; how to register into our customer system; rules for entry and exit; and guidelines for safe carry and transport. COO will implement these policies with the assistance of the Management and Receptionist.

Receptionist is responsible for educating potential distributors about the rules when they arrive. The Purchasing Agent (PA) will further educate, including tips on preventing burglary or robbery.

Safe entry and exit for suppliers

Security will monitor the safety of the facility's parking lot and surrounding area within 200 feet. They will observe and report any suspicious activity to a senior staff member, and to the police in case of emergency. SEC's goal is to create a safe environment for distributors when they arrive.

Distributors are required to park in the parking lot, not on surrounding streets.

Security will monitor the parking lot during these appointment hours, knowing that DIST will be entering and exiting the facility.

Receptionist will register each distributor to ensure that they understand the general rules of the facility, and verify that they have required license and paperwork. Anyone not willing or able to meet these requirements will be asked to leave immediately.

Safe-supply appointments

Each distributor will check in with front-door with SEC, showing them a government identification(ID). Receptionist will check them in and provide them with all information regarding building rules and safety policies. REC will only check in DIST if they have an appointment scheduled in advance. If DIST arrive requesting appointments, the REC will assist them in booking one for a future date.

Purchasing agent will retrieve distributor directly from the reception area at the time of their pre-arranged appointment. DIST will be escorted to the buying area and will be

under the direct supervision of the PA at all times during the appointment. Afterward, the PA will escort them back to the reception area.

Purchasing agent will always have either ADMIN, COO or Management to help assist in securing cash and checks for payments. These systems require layers of checks and balances, starting with two people overseeing payments over \$300. The CEO will establish this payment system, and the COO will implement it.

SEC's role in product deliveries

Security must be extra vigilant in ensuring the safety. Most arrive with products and leave with cash payments, meaning they are vulnerable to robbery and burglary at both intervals. SEC must observe, report, and interrupt any potential crime issue. Each guard will be armed with an individual panic button that immediately notifies the police in case of emergency.

Security assesses a risk, they should notify police immediately by pressing the silent alarm, phoning 911 from a landline (cell-phone use can delay response), or, if reporting a suspicion rather than an incident, calling the police non-emergency number. It is better to err on the side of caution in these circumstances. If police are called, the CEO and COO should be notified right afterwards, and they should assess whether or not one of them should go to the building to assist in any investigation.

Reacting to robbery and active shooting

If there is an active shooter, staff should follow this protocol in exact order: run and hide if possible; commit to your action and fight if not. Obviously, no one wants to consider this possibility, but being prepared with an action plan is essential. Call 911 at the first safe opportunity, using panic buttons, landlines (preferable), or cell phones.

If there is a robbery in progress, comply and give the suspect what they want. Never argue or fight, and call 911 at the first safe opportunity, using the panic buttons, landlines (preferable), or cell phones.

Policy:

Loitering—Inside and Out

Purpose:

To prevent nuisance and crime, both inside and outside the facility.

Detailed Procedures:**Creating and supervising this policy**

CEO is responsible for creating safety and security plans to eliminate loitering, inside and outside. COO will implement these policies, including training SEC and the Receptionist to prevent, intercept, and solve any loitering problems.

COO will create a reporting program to track any customers who linger at or around the facility, creating nuisance and security risks. Any staff customer who sees a repeat loiterer should report this person using the tracking system. Too many episodes of this, or just one particularly bad episode, could lead to a customer being banned from accessing the facility and services.

COO with oversight if necessary from the CEO will supervise any disciplinary actions against a customer who loiters around or inside of the facility. Generally, a warning by SEC or another trained staff customer is enough, but it may occasionally be necessary to deny services to a repeat offender. Only the COO, or CEO can approve denial, and only after a complete review of the circumstances.

Implementing the policy inside the facility

Receptionist and COO will aim to give each customer their full attention. Interactions at the dispensary counter should take about 5 minutes, and customers should arrive, receive their cannabis, and leave in a timely manner. There are some customers that will require additional time and we will make sure to provide them the time they need. If it becomes excessive, the Shift Supervisor, COO, or CEO will step in to assist with the transaction. If any customer lingers either before or after their visit, they pose a safety risk to the company. This could be the set up to a crime, or it could be a confused customer needing assistance. Please intercede, clearing the dispensary or reception area as quickly as possible.

If the customer is in need of medical attention, call 911 immediately, from a landline. If you are on a walkie-talkie, radio for the REC to make the call, keeping the radio free for relay of questions from emergency dispatch. Stay with the customer until help arrives.

If you suspect a crime in progress, push the panic button or use your walkie-talkie to radio and ask the COO, Management or REC to call 911.

Staff must record all internal loitering issues, reporting them to the COO, and tracking them on the customer's digital records. Repeat violations will result in denial of services, which will be issued at the discretion of the COO.

Implementing the policy outside of the facility

If any customer lingers in the parking lot or nearby, they pose a safety risk to the company. This could be the set up to a crime, or it could be a confused customer needing assistance. In these circumstances, SEC needs to intercede and clear the area.

If a customer is in need of medical attention, call 911 immediately, from a landline. If you are on a walkie-talkie, radio for the REC to make the call, keeping the radio free for relay of questions from emergency dispatch. Stay with the customer until help arrives.

If you suspect a crime in progress, push the panic button or use your walkie-talkie ask either the Office Administrator (ADMIN) or REC to call 911.

Staff must record all internal loitering issues, reporting them to the COO, and tracking them on the customer's digital records. Repeat violations will result in denial of services, which will be issued at the discretion of the COO.

PROFORMANCE TIMELINE

The principals on this project have the financial strength to complete the entire overhaul of the building and make this the premier location in California for a retail dispensary. Financials of principals will be provided by request. The estimated improvements will be \$1,000,000 to \$1,500,000.

See attached

NEIGHBORHOOD COMPATIBILITY

The location provides an ideal setting for this type of land-use. This project will feature an understated storefront with no advertising that will ensure neighborhood integration and minimize disruptions. Pursuant to Health and Safety Code Section 11362.768 and Santa Rosa Ord. No. ORD -2017-025 the site over 600 feet from any K-12 school. This site is discrete yet has plenty of square foot and dedicated parking to service customers without creating an impact on other business or traffic flow in the neighborhood.

The proposed facility is well-suited to house dispensary operations. The building will be upgraded where necessary to meet ADA compliance standards for persons with disabilities. The existing entrance is visible and there is no existing landscape or

adjacent structure that would impact visibility, lighting, or security requirements sent set forth in Santa Rosa Ordinance No. Ord -2017- 025.

Stability and Quality of Surrounding Neighborhood

The new micro business will offer a unique combination of retail and delivery as customers will be able to shop in store and then have the products delivered on a weekly or monthly basis. Green Qi LLC will work diligently to provide service to each person that walks through their doors and ensure that a sense of community is built within their customer base and neighborhood.

Odor Control Measures

Green Qi LLC shall incorporate and maintain adequate odor control measures such that the odors of Cannabis cannot be detected from outside of the structure in which the Business operates. Operational processes and maintenance plan, including activities undertaken to ensure the odor mitigation system will be kept up to date and functional. This will include staff training procedures and engineering controls, which may include carbon filtration or other methods of air cleansing, and evidence that such controls are sufficient to effectively mitigate odors from all odor sources. All odor mitigation systems and plans submitted pursuant to this subsection shall be consistent with accepted and best available industry-specific technologies designed to effectively mitigate cannabis odors. (Santa Rosa, Cal., ORD-2017-25, Chapter 20 § 46.80 H)

Enhanced Experience

Quality assurance and quality control will be the cornerstone of our business model. We believe that people are the true asset to our plan, not just the potential customers but our employees. We are in the business of informing people about cannabis and its health benefits. To embed our employees with a wealth of knowledge about the products we carry. We will have a staff trained to easily convey to the public the quality of care we have taken to ensure the products we sell meet the highest standards in the industry. This means staff will know the seed to sale process and a chain of custody process will be enforced inside the business to ensure handing of the product is done with extreme care. The products sold will meet all state standards: pesticide free and the identity fertilizers used in our product sold for consumption.

Also we plan to carry and sell products infused with CBD, which is a compound in cannabis that gives the medical effect. These products will come in the form of creams, lotions, tinctures, and drinks. These products will have clear labels of ratios of CBD to THC as well as all ingredients used in our products required by the state. We feel that transparency is key to gaining the trust among our patrons and creating the integrity we desire as a company. Also products that bring health benefits to people seeking better

health practices. The idea is to give an alternative to what is currently out there for cures and pain management.

- We have access to some of the most knowledgeable people in the industry for hire.
- We have access to licensed cultivators that have the highest quality practices and products for consumption.
- We will only work with companies and products that meet our high standard for potency and affective health benefits.
- We will provide high end recreation products as well, which will have the same standard of quality as our medicinal products. Labeled for potency and desired affects (sleep, euphoria, thought provoking etc).
- We will offer a delivery program via our coffee location to reach those people who may be too ill to reach us or in some cases too busy. We want to be at the public's feet for service and quality.
- We plan to have a digital menu on our retail walls to show patrons our inventory as well as any trend in strains that our R&D department view as emerging in health benefits or potencies.
- There will be a toll free phone number to provided to patrons so they can ask questions and we will answer to the best of our abilities.
- Our website will be built to show current products and content designed to help answer any questions pertinent to cannabis or products we carry. Our hope is that the future will allow is to use our website for sales of all our products. We plan to sell products not associated with cannabis on our site in the interim.
- On staff we have a social media ambassador that will help propel our local brand.

Access to Public Transportation

Santa Rosa City Bus Route regularly services the area every 30-60 minutes depending on the time of day, with stops being located in either direction from the facility. The City of Santa Rosa offers next-day ADA paratransit transportation service in the area and provides rides and care to disabled persons. Smart services are located less than a mile away for access to and from Marin and Northern Santa Rosa.

NEIGHBORHOOD ENHANCEMENT

Quality and extent of improvements to the site, building, and surrounding neighborhoods:

The interior of the building will be completely demoed in order to satisfy buildout plans for all 4 micro businesses. We will be exposing the ceiling to fit our plans for storage

and for the aesthetics of our business. We will be upgrading all bathrooms to fulfill any and all ADA requirements. Glass walls will be installed to create a transparent work space for patrons to view as part of our marketing and business objective. A full commercial kitchen will be installed for demonstration and is part of our manufacturing idea. This area may need a special wall division so we are prepared to satisfy any fire requirement for our purposes.

All exterior doors and casings will be changed out to insure our security provisions are met. Doors will have exterior reinforced caging as well as all exposed windows to prevent theft or thought of theft. As well as the perimeter of the roof which will be outfitted with a barrier to prevent anyone from staging themselves on the roof to perform a criminal activity.

Integration of project through attractive façade, setbacks, quality materials and colors, landscaping, safe circulation and location of driveways, and ease of parking:

We will be painting the building to an off white with some accented corporate colors to reflect our brand. Each entry will have an awning to shade the entries and potential waiting areas outside along the back part of the building where the main entry will be. The front of the building will be groomed of any and all brush or debris that may infringe on safety or the neighborhood aesthetics. The front doors facing Piner Ave will have an awning over it but will have a sign directing patrons to the back. Some designer plants and pots will be added to the front areas for aesthetics. As well as a number of large designer planting pots will be strategically placed outside the perimeter of the building for aesthetic purposes.

All parking spaces pertaining to this project and owned property will be repainted to ensure safe and calculated parking for all patrons. Parking lot will have lighting for the safety of our employees and patrons. Lighting throughout the perimeter of the building will be enforced to ensure 24/7 lighting for areas normally left to darkness.

Environmental benefits e.g. "green" business practices related to energy and/or water conservation:

Green Qi LLC is not only a health conscious organization but also sensitive to environmental concerns and good practices. As a result we will be installing LED lighting in interior parts of the building to reduce watts. For our cultivation we will be installing the most efficient cultivating light fixtures on the market. These lights have a special controller that lessens or intensifies as needed for spot under the canopy.

A solar array installation on the roof to reduce carbon footprint will be installed as part of our 5 year plan.

Electric vehicle charging station will be added to the property.

We will be upgrading our landscaping to more drought resistant vegetation and potted plants that retain more water. We will also install water conserving toilets as well as waterless urinals.

Also install faucets with a timed flow and recycled towels for drying hands with an air dryer for those who can go without towel drying. A timed motion light will be installed in all bathroom for power conservation.

Community benefits e.g. employment opportunities, community programs and contributions:

We are huge advocates of charities and social programs that help people in need. There is always a place for us to give back and we feel that locally is the best way to see change in the community. Our business mission statement revolves around the quality of care physically as well as mentally with that said our brand only stands as strong as the giving back we do.

Community programs and contributions:

Aid for Starving Children
Veterans Resource Centers of America
Redwood Empire Food Bank

These community non-profit organizations speak to the members of Green Qi LLC. So we plan to make these three non-profits our focus for giving each year.

Green Qi LLC will seek to hire personnel with experience but we also will be looking to train and groom potential bud tenders that can add value to our brand and customer service. We believe a big part of our vision is to educate the public about our desire to spread the benefits of cannabis use, so we are looking to hire as many people that carry the enthusiasm and passion toward the industry.

Community Benefits/Employment Opportunities

Green Qi LLC plans to cover its work schedule with full-time associates eligible for full benefits as much as possible and pay a living wage based on the sonoma county living wage calculations. In addition, we are committed to hire local and stand together to improve the lives & livelihoods of workers, families, and our community.

Estimated Staffing Levels

Green Qi LLC estimates that there will be at least 10 associates. There will be up to 5 associates at peak operating hours. Shifts will be created to ensure that associates receive adequate breaks. The GM will be present five days a week and will be on call for emergencies. Shifts will be from 8am to 10pm. In addition, an outsourced security firm will provide a security guard 24/7.

Associate Acquisition

As a condition of employment, all potential associates must submit fingerprints to an approved Live Scan vendor and pass an electronic background check completed by the DOJ and FBI. We anticipate hiring individuals from the surrounding community and will market its hiring campaigns in order to accomplish this.

Associate Training and Education

All newly hired associates will receive training on all aspects of the business. Staff training will be ongoing, and will cover such topics as: safety awareness, emergency procedures, inventory control, cannabis strains and benefits, and any other job-specific requirements to ensure associates remain compliant with state and local regulations and have opportunities for ongoing professional success.

Weekly associate training sessions will be conducted, which will cover a review of all security and emergency procedures, compliance with state and local regulations, and address any training deficiencies or clarification needed. Associates will not be allowed to work without completing the necessary training. In addition to the company-mandated training, The Company strongly encourages all associates to study dispensing practices and to conduct background research on cannabis in order to fully immerse themselves in this industry. The Company encourages open communication about the industry and best practices.

LOCATION REQUIREMENT**Overconcentration**

Green Qi LLC will be subject to overconcentration mediation. This plan will show how Green Qi LLC will occupy a location that is more compatible with the needs of the neighborhood than other applicants in the immediate 600 ft area.

Distance to schools

Green Qi LLC complies with all applicable provisions of the Zoning Code and the City Code. Green Qi LLC is not located within 600 feet of a school. "School" means any public or private school providing instruction in kindergarten or grades 1 to 12.

Storefront Entrance

Storefront entrance will be in a visible location with an unobstructed view from the public right of way [Section 20-46.080 (D)]. See attached

MEDICINAL/ADULT USE:

Proposed use is Medicinal (dispensary) and Adult Use (retail).

OPERATIONAL PLAN

EMPLOYEE REGISTER

California employers must report all of their new or rehired employees who work in California to the New Employee Registry within 20 days of their start-of-work date, which is the first day of work. Any employee that is rehired after a separation of at least 60 consecutive days must also be reported within 20 days. Employers who report electronically must submit two files each month that are not less than 12 days and not more than 16 days apart. No report should be submitted if there are no new or rehired employees to report.

Required by law to report the following:

Employer's:

- California employer payroll tax account number
- Branch Code (complete only if employer was assigned a Branch Code number)
- Federal employer identification number
- Business name and address
- Contact person and phone number

Employee's:

- First name, middle initial, and last name.
- Social Security number
- Home address
- Start-of-work date

RECORDKEEPING

Green Qi LLC has a recordkeeping plan in place to maintain, update, and store records related to its operations for a minimum of seven years, as required by state law. The recordkeeping plan will allow Green Qi LLC to comply with the City of Santa Rosa audits and inspections.

Green Qi LLC will monitor and track inventory. Inventory will be monitored with a real-time, web-based inventory control system, which will track information for each piece of inventory from seed to sale or disposal.

The GM will implement and strictly oversee the real-time, web-based inventory control system, which will be accessible by the City of Santa Rosa 24 hours a day, seven days per week. This system will keep meticulous track of all cannabis onsite until the product is either purchased or Green Qi LLC transfers it to a licensed company for destruction and disposal. All cannabis will be entered into the inventory system immediately with all identifying information. This includes the registration number of the agent making the entry, date/time, quantity or weight, strain, and batch number.

PATIENT ACCESS PROTOCOL

Patient Verification System

Green Qi LLC will use a Web-Based Patient Registration system to verify that a patient is properly registered. This verification will be checked twice: once before a patient is allowed into the dispensing room, and again when the patient is purchasing cannabis and cannabis products. The first check will ensure that only currently registered patients and caregivers are allowed into the dispensing room. The verification that occurs during the purchasing period will track the patient's purchases.

Purchases and Denials of Sale

Purchases will be recorded in Green Qi LLC's inventory tracking system. The system will document the date a Dispensing Associate makes a sale of cannabis or cannabis products, how much product was sold, the strain, the identity of the patient, and which Associate sold the product. Associates will also document in the event a patient is denied the sale of cannabis. Documentation will include the date of the denial, the identity of the patient, the Associate who denied the sale, and the reason for the denial. Green Qi LLC anticipates that denials will typically occur when the product requested is not available. The GM will review denials of sale to confirm that the dispensary has an adequate supply to meet patient requests.

Confidentiality

Green Qi LLC's associates will be trained to meet California state regulations and HIPAA requirements regarding patient confidentiality. Green Qi LLC inventory information and all other records are subject to strict confidentiality requirements. Upon employment, associates are required to complete training and to sign a non-disclosure agreement. Associates who violate confidentiality or allow unqualified persons to view records will be terminated immediately.

ADULT USE ACCESS PROTOCOL

Individuals shall be granted access to the retail area only to purchase cannabis goods after the retailer or an employee of the retailer has verified that the individual is at least 21 years of age and has a valid proof of identification. Acceptable forms of identification include the following:

A document issued by a federal, state, county, or municipal government, or a political subdivision or agency thereof, including, but not limited to, a valid motor vehicle operator's license, that contains the name, date of birth, physical description, and picture of the person;

A valid identification card issued to a member of the Armed Forces that includes a date of birth and a picture of the person; or

A valid passport issued by the United States or by a foreign government that clearly indicates the age or birthdate of the individual.

SECURED ACCESS AND SECURED PRODUCT CONTROLS

Green Qi LLC will provide and install a variety of security devices to ensure that only authorized personnel have access to any location where cannabis is stored, so that employees are safe and secure inside Green Qi LLC.

All access points from outside of the facility will have both locks and alarms. All perimeter windows and hatches will remain closed and locked with tamper-proof security devices. They will be equipped with perimeter alarms that will sound if there is any breach of these apparatuses. All external doors will require two (2) levels of security verification to open—something known and something held. This security process means that employees will need a key along with a unique access code to unlock the front as well as back external doors. In the event of any theft or loss of cannabis, these devices will also provide a security log of who accessed the doors for any ensuing investigations.

All doors will also be equipped with an alarm that will sound if they are opened without code and key or if they are damaged. Arming and disarming the security system will require an access code. Both the entry alarm and surveillance alarm will notify the monitoring service if a failure is detected in the system, which will be corrected as soon as possible. If the failure prevents security systems from operating, the facility will take additional security measures until it is fixed.

Alarm systems can also be triggered if an employee presses a panic or duress button. These buttons will be installed in strategic locations only accessible to employees. The panic button should be pressed if there is a theft or breach and the employee or other people would be placed in danger by a loud alarm. The duress button will still notify authorities like a typical alarm, but not make a sound on-site. These security devices will allow employees who are threatened to signal an alarm without escalating the situation.

Access to Retail Area will be limited pursuant to Cal. Code Regs. tit. 16 § 5400 & Santa Rosa, Cal., ORD-2017-25, Chapter 20 § 46.050(B). Access to the retail area will be limited to individuals who are at least 21 years of age and have a bona fide business reason for entering the premises or to individuals who are at least 18 years of age and have a valid physician's recommendation. Authorized individuals include individuals employed by the retailer as well as any outside vendors, contractors, or other individuals conducting business that requires access to the limited access area. Green Qi LLC's employees shall be physically present in the retail area all times when individuals who are not employees of the retailer are in the retail area. An individual in the retailer limited-access area who is not employed by the retailer will be escorted by Green Qi LLC's employees at all times within the retailer limited-access area. Green Qi LLC will keep a log of all authorized individuals who are not employees that enter the limited access area and will not receive consideration or compensation for permitting an individual to enter the retailer limited-access area.

STORAGE OF CANNABIS PRODUCTS/INVENTORY:

EHS requires edible cannabis goods be stored in a building designed to permit control of temperature and humidity and shall prevent the entry of environmental contaminants such as smoke and dust. The area in which edible cannabis goods are stored also may not be exposed to direct sunlight. The storage area and product display areas of the facility will meet this requirement through mechanical improvements proposed by our mechanical engineer, Andy Souza. Also, no edible cannabis goods will be displayed in an area that receives direct sunlight. The storage area has no exposure to sunlight.

EHS requires that edible cannabis products shall be protected from contamination by storing the products in a clean, dry location, where they are not exposed to splash, dust, vermin or other forms of contamination or adulteration, and at least six inches above the floor. This area must include cleanable shelves. The project storage area will meet these requirements using shelving which gives proper clearance from the floor. Additionally, the daily operating procedures will include janitorial maintenance of the storage area to insure cleanliness.

EHS requires that storage areas must be under continuous video-monitoring and recording and secured in accordance with their Security Plan. All cannabis storage areas will be under 24-hour security camera surveillance with 90-day retention of video footage in compliance with state law.

STORAGE AND WASTE

All cannabis products and any cannabis waste will be stored in an area secured with commercial-grade non-residential locks, that is not visible to the public, and that prevents diversion, theft, loss, hazards and nuisance according to Santa Rosa, Cal., ORD-2017-25, Chapter 20 § 46.050 (G.3). All storage and handling of hazardous materials will occur in code compliant control areas. All vendors will be pre-scheduled in advance and must present valid identification. Vendors will only be granted access to the areas required for removal of waste. All waste removal vendors will be required to document and track all waste materials removed from the site.

STATE LICENSE

A copy of issued State License will be displayed per state regulations.

DELIVERY

Green Qi LLC plans to deliver Cannabis and Cannabis Products to patients located outside the Cannabis Retail facility in Sonoma County pursuant to Cal. Code Regs. tit. 16 § 5415 and City of Santa Rosa Ord. No. ORD -2017-025 Chapter 20 § 46.080 (B)). All deliveries of cannabis goods will be performed by a delivery employee (over the age of 21) of a retailer in a new model hybrid vehicle, as to minimize noise and pollution from delivery operations. All deliveries of cannabis goods shall be made in between the operating hours of 9am-9pm and will not be made using an unmanned vehicle. Employees delivering cannabis will carry a copy of the retailer's current license, the

employee's government-issued identification, and an identification badge provided by the employer. Green Qi LLC will maintain an accurate list of the retailer's delivery employees. Delivery will only be offered to a physical address in a jurisdiction where such delivery is permitted, not to an address located on publicly owned land or any address on land or in a building leased by a public agency. Delivery employees, carrying cannabis goods for delivery, shall only travel in an enclosed motor vehicle operated by a delivery employee of the licensee and ensure the cannabis goods are not visible to the public.

The vehicle(s) used for the delivery of cannabis goods will be outfitted with a dedicated Global Positioning System (GPS) device for identifying the geographic location of the delivery vehicle. The device shall be either permanently or temporarily affixed to the delivery vehicle and shall remain active and inside of the delivery vehicle at all times during delivery. At all times, the retailer shall be able to identify the geographic location of all delivery vehicles that are making deliveries for the retailer and shall provide that information to the City or Bureau of Cannabis Control upon request. Upon request by an authorized agent, the retailer will provide information regarding any motor vehicles used for the delivery of cannabis goods, including the vehicle's make, model, color, Vehicle Identification Number, license plate number and Department of Motor Vehicles registration. While making deliveries, Green Qi LLC's delivery employee shall not carry cannabis goods worth in excess of \$3,000 at any time. This value shall be determined using the current retail price of all cannabis goods. While in transport, all cannabis goods will be enclosed in a locked container.

The delivery service will have a menu available on their website, and existing customers can either place their orders over the phone or online. In order to set up a delivery, a photo or scan of the customer's Government issued ID will be submitted prior to the ordering process. The customer will send over all necessary information and will have a profile created within the point of sale system. The order will go into the system and be pulled by an employee at the retail facility. Once the order is filled it will be placed in an exit bag with a receipt affixed to the bag. The receipt will include: the name of the customer, their assigned ID number, delivery address, description of the cannabis items, total amount paid by the customer including all taxes, name and address of the facility making the delivery, the name and ID number of the employee making the delivery, and the name and ID number of the employee who prepared the delivery. The driver will retain an additional copy of the receipt to be signed by the customer upon receipt of the delivery. There will be space provided to have the date and time written in of when the delivery was made.

While making deliveries of cannabis goods, Green Qi LLC's employee shall only travel from the licensed premises to the delivery address; from one delivery address to another delivery address; or from a delivery address back to Green Qi LLC's licensed premises. Green Qi LLC's delivery employee will not deviate from the delivery paths described in this section, except for necessary rest, fuel, or vehicle repair stops, or

because road conditions make continued use of the route unsafe, impossible, or impracticable.

ON-SITE CONSUMPTION:

No on-site Consumption activities proposed. Signs that clearly state that on-site consumption is not tolerated will be posted throughout the facility. Staff will regularly monitor the area surrounding the premises to ensure that consumption is not occurring, and on-site consumption in violation of these rules will result in removal of the customer's ability to purchase future products from the company.

SPECIAL EVENTS:

Special events will not be held on-site

STOREFRONT, SIGNAGE, AND WINDOW TREATMENT

Applicant will install all signage as required by in Santa Rosa Ordinance No. Ord -2017-025 in accordance with the City's sign permitting process, including the display of the permit (Santa Rosa, Cal., ORD-2017-25, Chapter 20 § 46.80 (F11)) during business hours and in a conspicuous place so that the same may be readily seen by all persons entering the facility. Green Qi LLC's identification signage will be permitted by the City prior to installation and will not contain any logos or information that identifies, advertises, or lists the specific products or services offered by the dispensary. Signage posted at the entrance will indicate that smoking, ingesting, or consuming cannabis on the premises or in the vicinity of the dispensary is prohibited. Entrance signage will also include a notice indicating that persons under the age of 18 may not enter the premises unless they are a qualified patient accompanied by a parent or guardian. A sign indicating active security camera monitoring will also be posted at the entrance. Our dispensary license will be posted in the lobby, in a conspicuous place so that it will be readily seen by all persons entering the dispensary.

BUILDING AND FIRE CODES

G LLC's building site meets standards established by the City of Santa Rosa and the State of California. We will ensure the site meets standards established by the City of Santa Rosa and the State of California. We will ensure ingress and egress as well as ADA compliance is followed at the site. We will ensure there is proper ventilation throughout the building. We will work closely with the building division to complete all the required documents for the building permits and receive all of the required approvals before commencing operations.

SECURITY PLAN

Green Qi LLC's security plan is intended to prevent theft or diversion of any cannabis or currency, as well as to discourage loitering, crime, and illegal or nuisance activities. The site security plan is comprised of several layers of systems and protocols, which are discussed in detail below. All the security systems will be capable of remaining fully operational during a power outage. No weapons or firearms will be permitted on the

property. All security measures are designed to ensure emergency access is available in compliance with California Fire Code and Santa Rosa Fire Department standards.

Security surveillance video cameras shall be installed and maintained in good working order to provide coverage on a twenty-four-hour basis of all internal and exterior areas where Cannabis is stored and dispensed. The security surveillance cameras shall be oriented in a manner that provides clear and certain identification of all individuals within those areas. Cameras shall remain active at all times and shall operate under any lighting condition. Security video will use standard industry format to support criminal investigations and shall be maintained for ninety (90) days. All recordings will be easily accessed for viewing, and Green Qi LLC will cooperate with all law enforcement investigations, providing video footage upon request. Green Qi LLC will be able to view the surveillance remotely at any time.

Green Qi LLC shall install a professionally monitored alarm system, which provides Green Qi LLC with instant notification of any triggering event. The alarm system will be equipped with a failure notification feature that provides prompt notification to Applicant of any prolonged surveillance interruption or system failure. Additionally, Green Qi LLC is able to access the alarm system remotely.

The proposed floor plan includes commercial security doors at all entrances, exits, and access points to restricted areas. The entrances will remain locked at all times with commercial grade 1 security locks and will be equipped with a buzz-in electronic entry system to control access during business hours. We will be defining the reception lobby and securing it with walls to allow customers to be checked and age verified in at the counter and wait comfortably for access to retail floor. Once a staff member is ready to serve and advise a qualified customer, they will be granted access through a second buzz-in door between the lobby and the retail area.

Green Qi LLC will at all times operate in a manner to prevent diversion of Cannabis and shall promptly comply with any track and trace program established by the state (Santa Rosa, Cal., ORD-2017-25, Chapter 20 § 46.050(C)) to ensure that no diversion or loss occurs. In the event of any inventory discrepancies, Green Qi LLC will immediately notify regulators and law enforcement within the required time periods. In addition, Green Qi LLC will perform a reconciliation of its inventory at least once every 14 days and shall be made available to the California Cannabis Bureau upon request.

In addition, Green Qi LLC proposes to maintain an accurate record of sale for every sale made to a customer and include the information required (CAL. CODE REGS. tit. 16 § 5426). Green Qi LLC will only display cannabis goods for inspection and sale in the retail area, and not be visible from outside the licensed premises. Green Qi LLC will not make any cannabis goods available for sale or delivery to a customer unless: The cannabis goods were received from a licensed distributor, the retailer has verified that the cannabis goods have not exceeded their expiration or sell-by date if one is provided; and in the case of manufactured cannabis products, the product complies with all

requirements of Business and Professions Code section 26130 and all other relevant laws.

Green Qi LLC will operate according to CAL. CODE REGS. tit. 16 § 5408, and only sell, only live, immature cannabis that is not flowering, was purchased from a nursery that holds a valid Type-4 license under the Act, and a label is affixed to the plant or package containing any seeds which states "This product has not been tested pursuant to Medicinal and Adult-Use Cannabis Regulation and Safety Act." Green Qi LLC will also strictly follow the daily limits pursuant to (CAL. CODE REGS. tit. 16 § 5409).

TRAINING AND RECORDS

Management will require that employees follow necessary procedures to ensure that cannabis and any related by-products from the project site are not visible or accessible to the public. Every employee will be required to participate in training to learn Green Qi LLC's security and safety protocols required for continuous employment. Green Qi LLC will mandate that all employees be well versed in all security procedures. As required by state rules, Green Qi LLC will maintain up-to-date and current records related to the cannabis operation. Those records will be stored in a secure manner onsite and will include surveillance vendor contracts with schematics of the security zones, name of vendors and monitoring company, and a list of all current authorized employees with access to the surveillance and/or alarm systems. All surveillance equipment, records and recordings will be stored in a secure area that is only accessible to Applicant's management. Finally, Green Qi LLC will update the security plan to comply with any new local or state laws and regulations for cannabis licensing.

ODOR

Green Qi LLC shall incorporate and maintain adequate odor control measures such that the odors of Cannabis cannot be detected from outside of the structure in which the Business operates. Operational processes and maintenance plan, including activities undertaken to ensure the odor mitigation system will be kept up to date and functional. This will include staff training procedures and engineering controls, which may include carbon filtration or other methods of air cleansing, and evidence that such controls are sufficient to effectively mitigate odors from all odor sources. All odor mitigation systems and plans submitted pursuant to this subsection shall be consistent with accepted and best available industry-specific technologies designed to effectively mitigate cannabis odors. (Santa Rosa, Cal., ORD-2017-25, Chapter 20 § 46.80 H)

LIGHTING

Interior and exterior lighting shall utilize best management practices and technologies for reducing glare, light pollution, and light trespass onto adjacent properties and the following standards:

Exterior lighting systems shall be provided for security purposes in a manner sufficient to provide illumination and clear visibility to all outdoor areas of the premises, including all points of ingress and egress. Exterior lighting shall be stationary, fully shielded, directed away from adjacent properties and public rights of way, and of an intensity

compatible with the neighborhood. All exterior lighting shall be Building Code compliant and comply with Section 20-30.080 (Outdoor Lighting.)

Interior light systems shall be fully shielded, including adequate coverings on windows, to confine light and glare to the interior of the structure. (Santa Rosa, Cal., ORD-2017-25, Chapter 20 § 46.80

NOISE

Use of air conditioning and ventilation equipment shall comply with the Chapter 17- 16 (Noise). The use of generators is prohibited, except as short-term temporary emergency back-up systems. (Santa Rosa, Cal., ORD-2017-25, Chapter 20 § 46.80 J)

PARKING

The proposed project has 11 dedicated parking spaces, including one ADA space. The project as proposed complies with the City's parking requirements in that Zoning Section 20-36. 040.C which allows a parking reduction of no more than 10 spaces or a 25% overall reduction. The change in use proposed will take place in an existing building, without any enlargement in the space to be occupied by the new use, and therefore qualifies for this provision. Parking areas will be regularly monitored by staff for safety and security. Employee shifts will be staggered to accommodate onsite parking, and employees will be encouraged to utilize biking and public transportation options.

HOURS OF OPERATION

Storefront - Retail operations shall be open to the public between 9am and 9pm seven days a week. (Santa Rosa, Cal., ORD-2017-25, Chapter 20 § 46.050(F-4)) § 5403.

Delivery - All deliveries within the City of Santa Rosa shall be done between 9am and 9pm (Santa Rosa, Cal., ORD-2017-25, Chapter 20 § 46.080(F-4))

CULTIVATION OPERATION PROCEDURES

The Company operations will include a licensed cultivation area. The Company has developed rigorous strategies and methods to ensure that its cannabis products will be available on the market in the shortest time frame possible, while still ensuring quality. We recognize that the foundation of future success for operations will be based on the quality and safety of our cannabis. All employees will be thoroughly trained in cultivation p to ensure a consistent, quality product.

- **The Vegetative Process**

The goal during the vegetative stage is to encourage rapid growth of the cannabis plants in order to create the height and structure necessary for flower production. The cannabis plant is naturally in this state during the spring/summer season when there is more light than darkness. Vegetation Division staff must maintain the lighting in the Vegetative Growth Area at eighteen (18) hours on, six (6) hours off, to mimic these conditions found in nature and induce the plant to continue to grow. Clone cuttings are planted in soil mixture and then placed in trays to grow into teen plants. During the vegetative stage, teen plants will be encouraged to grow rapidly until they reach

approximately two (2) to three (3) feet high and have enough branches with potential flower sites to be successful in the flowering process. The Company has developed comprehensive procedures to manage the development of cannabis plants during this stage in their life cycle.

Teen plants will remain in vegetation until they grow into pre-flowering adults with a required height of two (2) to three (3) feet. This period of growth usually lasts approximately one (1) month. During this time, employees will maintain the plant utilizing the following cultivation practices designed to encourage vigorous growth:

Topping: Cutting the tops off of growing branches. The result is that the branch will split into two branches, thus increasing the total number of branches. This process can be replicated effectively doubling the amount of potential flowering sites optimizing overall yield.

Fimming: Similar to topping except that only a portion of a growing top is cut to force new growth below the damaged area. This causes the growth hormones in the plant to be forced downward resulting in three to four potential flowering sites to be produced.

Pruning: Required when the plant is one to two feet tall and continues throughout the entire cycle. All leaves and smaller branches on the lower region of the plant will be removed to promote upward growth by allowing the plant to utilize its energy toward growing the upper area that is more likely to produce the best flowers and receive the most light.

Bending: Encouraging the plant to bend toward a specific area of concentrated light that will allow maximum light penetration for other areas that are not receiving as much light. As the plant's top branch turns toward the light, it allows the light to illuminate other areas of the plant and creates more potential flowering sites that produce larger flowers.

Super Cropping: Bending a branch so it breaks but does not snap off, leaving most of the plant tissue on the stem together so that it holds firmly. This sends plant growth hormones down the branch below the break and causes other new flower sites to grow. The result produces a more optimized yield while letting other flower sites receive more light.

- **The Flowering Process**

The goal during the flowering stage is to produce the maximum amount of dense buds with as much medicinally active cannabis compounds as possible.

The Company will train employees to understand and implement the following flowering procedures:

1. Flowering Division staff must maintain the lighting in Flowering Pods at twelve (12) hours on, twelve (12) hours off, to mimic these conditions found in nature and induce the plant to produce flowers. The cannabis plant produces flower and THC-containing resin to attract pollen in order to reproduce and produce seeds and is naturally in this state during the fall season when there is about the same amount of light as darkness.

2. The tops of plants are weaved into netting to help keep them from falling over from their own weight as flowering plants will produce very large dense buds.
3. Branches will be intertwined into the screening to keep the plant in the proper position and maintain its proportions to the lighting above. During the first two (2) weeks of flowering, plants will grow quickly, usually doubling in size before the tops of the plant start to form flowers. At this stage, branches will still be growing but the plant will shift its focus towards forming flowers rather than new sets of leaves. You must closely monitor plant growth and adjust grow lighting to maintain a constant distance of two (2) to three (3) feet above the top of the plant canopy to avoid heat-related damage. Oscillation fans will also be pointed in the area directly above the plant canopy to help reduce ambient air temperature surrounding tops of plants.

- **The Cloning Process**

All employees involved in the cloning process will undergo thorough training. The cloning process employees will follow is:

1. Use a sterile and sharp instrument to cut the mother plant at potential flowering sites (internodes).
2. When a cutting is taken, there will be at least two or more leaves present on the resultant branch to maximize the success of the potential clone.
3. Once the cutting is taken, place the stem in water immediately to prevent an air bubble from forming in the stem.
4. After a cutting has been produced, scrape the cambium layer at the bottom of the cut stem to provide more surface area for roots to grow.
5. After scraping the cambium layer, cut the two sets of leaves on the cutting in half to reduce the rate of transpiration while roots are forming.
6. Dip the prepared cutting in a rooting hormone gel that has the necessary nutrients and hormones to encourage root growth.
7. Place the cutting into the cloning machine. The cloning machine is designed to create the ideal environment for root production with spray jets misting water and nutrients at the base of the stem where roots are produced.

- **Harvesting**

All employees involved in the harvesting process will undergo thorough training. A general outline of harvesting duties is detailed as follows:

1. Staff will cut flowering plants ready to be harvested from their main branch and hang them upside down on racks to dry out excess water weight.
2. Staff will place each plant at least three (3) feet above the ground and separated by a few inches. In this position, plants will be left to complete the drying process, which

typically takes approximately one (1) to two (2) weeks before the cannabis flowers are ready to be trimmed.

3. When the texture of the plants is dry and feels crisp, they are ready to be moved to the trimming room for trimming procedures as further detailed in the next section.

- **Trimming**

Staff will be thoroughly trained in trimming procedures, which are outlined generally as follows:

1. Trimming staff will begin the plant manicuring process by using automated machines to remove the bulk of excess plant material (leaves, stems, etc.). Hand tools will then be used to complete the necessary detail work.
2. The material trimmed from cannabis plants contains active medicinal compounds. The trimmed contents of each plant will be tracked using RFID tags.

- **Curing**

Staff will be trained to perform the necessary procedures to complete the curing process as follows:

1. Trimmed cannabis is placed into curing bins with lids.
2. Over the course of about one (1) week, bins are manually opened and closed every two (2) to four (4) hours, to slowly let out the remaining water weight.
3. The trimmed cannabis is then rotated in the curing bin and turned over intermittently.
4. These procedures will allow buds to fully dry and increase the flavor and aroma of the final product. Trimmed cannabis is considered fully dry, cured and ready for consumption when the stem in the middle can snap easily. Once the curing process is complete, the product is ready to be packaged and sold to state-licensed dispensaries.

MANUFACTURING:

The Company has already received a zoning clearance for a manufacturing area. The proposed project will include all activities permitted by a medical and adult use cannabis non-volatile manufacturing (Type 6) license, including but not limited to the following activities: receiving raw bulk dried materials; light manufacturing and processing of bulk materials; packaging/re-packaging including but not limited to sorting, grading, quality control, labeling/re-labeling, inventory controls; internal testing for quality control; research and development of new products; manufacturing of medical cannabis oils, products and compounds using extraction methods such as but not limited to CO2 and hexane, as permitted under a Type 6 license; storage of raw materials and manufactured products; commercial kitchen and production of edible products; and administrative space for activities such as financial, administrative, marketing and human resources.

1. Hexane Processing

Ethanol manufacturing, also called winterization, is used in many forms of processed foods in which it is necessary to remove lipids from oils. The Applicant will use a three-step Winterization process. First, is the process of making a solution in which 95% food grade ethanol is added to the cannabis concentrate. Once the solution has been homogenized it is then covered and placed in a freezer and cooled to below freezing (0 degrees Celsius). Second, after the concentrate has been cooled to the required temperature, it is filtered through an apparatus called a Buchner funnel. This step uses vacuum to assist in pulling the solution through a laboratory filter paper, which removes the unwanted lipids and leaves only the desired cannabinoids in the solution. Finally, the solution containing alcohol and cannabinoids is placed in a piece of UT, list equipment called a Rotovap. The Rotovap uses a heated water bath, a vacuum pump, and a chiller to reclaim the ethanol through evaporation. This is a contained closed loop system. After the entire processes is completed, the reclaimed ethanol is then put back into a sealed container for further use, and the concentrate is further refined without the need of any other solvents.

2. Controls

The Applicant will develop plans and institute different types of controls to provide an environment that is designed to eliminate hazards and reduce exposure to risk. The Applicant plans to comply with state and local fire codes and the National Fire Protection Association (NFPA) 30. As such, the facility will be designed to have rated rooms, systems and ventilation to meet the inside storage and handling standards in the NFPA 30 and the California Fire Code (CFC). All storage and handling will be permitted by the City of Santa Rosa Fire Department.

Additionally, the Applicant will implement controls that include but are not limited to engineering controls, safe work practices, administrative controls and OSHA Hazardous Prevention and Controls. Some of those measures include installing sprinkler systems, fire extinguishers, spill management systems, and air quality and ventilation systems.

The Applicant will utilize engineering controls to prevent the release of flammable vapors and eliminate ignition sources from any electrical wiring and equipment. Installing exhaust hoods will make certain that the concentration of hexane vapor is within acceptable standards within the facility.

The Applicant proposes having less than 55 gallons of 95% food grade hexane on site at any given time. Per the California Health and Safety Code chapter on Hazardous Materials Release Response Plans and Inventory, businesses that store less than 55 gallons of hazardous materials at any one time are exempt from filing business and area plans with the state. CA Health & Safety Code § 25507(a)(1)(A). This demonstrates a threshold level that the state has determined permissible onsite without state oversight. However, in an overabundance of caution, Applicant proposes filing with the California Environmental Reporting System (CERS) system to further aid Santa Rosa Fire Department and emergency service providers.

By following all regulations and standards for storage and handling of hexane, the Applicant will be able to ensure a safe facility and workplace for employees. A thorough training will educate staff on the proper methods for storage, handling, and safety procedures. The Applicant will also have protocols and standard operating procedures in place to provide a safe workplace.

With the low amount of hexane onsite along with the controls described above, the Applicant can demonstrate the ability to safely process cannabis under a Type 6 manufacturing license.

DISTRIBUTION:

The Company operations will include a licensed distribution area. This will include the procurement, sale, and transport of cannabis and cannabis product purchased and sold between cannabis companies. Operations to include the procurement and storage of cannabis products from cultivators and manufacturers for sale to dispensaries.