

 <p>CITY OF AMERICAN CANYON COMMUNITY DEVELOPMENT DEPARTMENT</p>	<h2>COMMERCIAL CANNABIS APPLICATION GUIDE</h2> <p>4381 Broadway, Suite 201 American Canyon, CA 94503 Inquiries: (707) 647-4348 www.cityofamericancanyon.org</p>	<p>Revision Date 12/18/2018</p> <p>Codes Enforced: ACMC Chapter 5.10.090 ACMC Title 19 Medicinal and Adult Use Cannabis Regulation and Safety Act (MAUCRSA)</p>
<p>Planning Division</p>		

Initial Application Period

On December 18, 2018, by Minute Order, the City Council declared a 45-day Commercial Cannabis Business Permit application period January 15, 2019 to March 1, 2019. The Application Period will be published in a newspaper of general circulation at least 10 days prior to the beginning of the Application Period. Unless exempt from the Commercial Cannabis Business Permit limit, the City shall only accept Cannabis Business Permit applications during the Application Period.

Please review the City of American Canyon Cannabis Ordinance (American Canyon Municipal Code Chapter 5.10) prior to submitting an application. The City will host an application submittal workshop during January 2019. Please visit the Cannabis Webpage for updated information at <https://bit.ly/2Q5kGsy>.

Applicants with technical site planning and utility issues are encouraged to attend a Project Review Committee meeting. Please contact Nicolle Jones, Community Development Department Administrative Assistant at (707) 647-4348 to schedule a meeting.

Commercial Cannabis Business (“CCB”) license applications must be submitted at the Community Development Department located at 4381 Broadway Street #201, American Canyon, CA 94503. The six highest scoring applications will be invited to file a Conditional Use Permit application. Specific permit requirements for Delivery Services located outside American Canyon are discussed in this publication.

Phase 1: Application Submittal Completeness and Determination of Eligibility

- Two (2) copies of the complete application, each in a three-ring binder; one (1) copy of the complete application in PDF format on a flash drive.
- Submit a deposit of \$8,400. No cash will be accepted at City Hall. Payment will be accepted by credit card, or cashiers check drawn on a financial institution registered in the United States.
- Zoning Verification Letter from the Planning Division.
- Background Check
 - Each individual applying to be a Business Owner, Manager, and Supervisor of the CCB must complete a Live Scan criminal history check demonstrating compliance with the eligibility requirements of 5.10.320(j) for background checks. Individuals who do not meet criminal history eligibility requirements will be disqualified.

Applicants with a potential criminal history may experience delays in receiving Live Scan background check results. To prevent unnecessary delay in receiving Live Scan Results, Applicants are encouraged to request and correct their criminal history records with the Department of Justice in advance of applying to the City of American Canyon.

 - The Live Scan must be conducted by the Napa County Sheriff’s Department unless otherwise stated on the City’s website. Due to limited staff resources and time to obtain Live Scan results, you are encouraged to schedule your appointment as early as possible in order complete your Live Scan requirement before the due date of the application. The Sheriff’s Department cannot guarantee that it will be able to accommodate applicants who do not get their Live Scan completed closer to the application deadline.
 - If the Owner is an international applicant, please provide an ITIN or U.S.-issued Social Security Number or Driver’s License.
 - A third-party Background Check Disclosure & Authorization Form is required for all employees located in American Canyon.

Applicants with a complete application will advance to Phase 2 (the “First Group”). Applicants with a complete application but waiting for delayed Live Scan results will be placed on a “Wait List” when there are 6 or more applications in the First Group.





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Phase 2: Technical Evaluation and Initial Ranking (600 Points)

Applications will be evaluated and ranked based on the adequacy of the Technical Submittal Requirements (600 points maximum). Applicants that score a minimum of 80% will move on to Phase 3. If fewer than (6) Commercial Cannabis permit applications in the “First Group” pass Phase 2, applicants on the “Wait List” that passed the Background Check will be added to the “First Group”. **Please see Appendix A for a description of the evaluation criteria.**

Submittal Requirement	Points	Submittal Requirement	Points
Complete Site Plan	100	Community Relations Contact and Outreach Program	100
Security Plan	100	Zero Water Footprint Plan	100
Odor Control Techniques	100	Solid and Liquid Waste Disposal Plan	100

Phase 3: Interviews and Second Ranking (1,200 Points Maximum)

Applicants may be required to have their proposed site inspected by the assigned City designee to ascertain current facility conditions. Interviews will evaluate Applicant’s working knowledge of the Technical Submittal Requirements (600 points maximum).

Submittal Requirement	Points	Submittal Requirement	Points
Complete Site Plan, Project Narrative	100	Community Relations Contact and Outreach Program	100
Security Plan	100	Zero Water Footprint Plan	100
Odor Control Techniques	100	Solid and Liquid Waste Disposal Plan	100

When the number of permit applications received would cause more than six (6) Commercial Cannabis permits in American Canyon, the interview will evaluate the Applicant’s response to the Business Selection Criteria listed below. (600 points maximum). **Please see Appendix A for a description of the evaluation criteria.**

Business Selection Criteria	Points	Business Selection Criteria	Points
Strong Business Plan	150	Locally-Sourced Cannabis	100
Employee Compensation	100	Community Benefits	150
Plan to Recruit Local Employees	100		

The application ranking will consist of the combined Phase 2 and 3 scores. The top six (6) scoring applications shall be invited to submit a Conditional Use Permit application. Delivery businesses located outside American Canyon are not subject to the six (6) Commercial Cannabis permit limitation.

Phase 4: Conditional Use Permit (Deposit: \$3,000)

The Conditional Use Permit process includes compliance with the California Environmental Quality Act and public hearing notices to properties surrounding the site. Conditional Use Permit application processes are described in the American Canyon Municipal Code Chapter 19.42.

Exempt Commercial Cannabis Businesses

Commercial Cannabis Businesses exempt from the 6 permit numerical limit includes: Delivery Businesses located outside the City of American Canyon with an approved State of California license.

Delivery Businesses located outside the City of American Canyon with an approved State of California license shall obtain a Commercial Cannabis Business license by demonstrating that they have a State of California license to deliver cannabis and annual Permit Fee of \$278. Employees that deliver cannabis must pass a background check with the City of American Canyon.



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APPENDIX A

DESCRIPTION OF SUBMITTAL REQUIREMENTS:

Project Narrative: The Project Narrative should fully describe the proposal so the reader understands the scope of physical improvements, level of business activity measured, size and intensity of use (building square footage occupied by different uses, total number of full- and part-time employees and shifts if any, number of anticipated clients/users by average and peak, days and hours of operation.) Also, describe what the project has to offer and how the project meets or exceeds City goals, objectives, and requirements.

Map and Site Plan: The location map and site plan identify the physical context for the project and the nearby and adjacent uses. The site plan identifies the site area that the project will occupy, proposed business uses (ie: warehouse, office, storage, etc.), whether any proposed uses are outdoor, and compliance with parking requirements.

Security Plan: The security plan should include the following for each proposed location:

- A description and detailed schematic of details on operational security, including but not limited to general security policies for the facility, employee specific policies, training, sample written policies, transactional security, visitor security, 3rd party contractor security, and delivery security.
- Physical improvements to provide security, such as ingress and egress access protocols, perimeter security, product security (at all hours), internal security measures for access (area specific), types of security systems (alarms and cameras), and security personnel to be employed. **The security plan shall also include an assessment of site security by a qualified security consultant.** Security plans will not be made public.
- A floor plan showing existing building conditions. If changes are proposed as part of the project, then a proposed floor plan should also be submitted. The floor plan(s) should be accurate, dimensioned and to-scale (minimum scale of 1/4").

Emergency Contact: Provide the name, telephone number (both landline and mobile, if available) of an on-site employee or owner to whom emergency notice can be provided at any hour of the day.

Odor Control Plan: Identify odor control devices and techniques that will be incorporated in the businesses to ensure that cannabis odors will not be detectable at the business's property line in accordance with ACMC Section 19.14.040.D.2.

Community Relations Contact and Proposed Public Outreach and Education Program: Provide the name, telephone number, and email address of a community relations representative who will contact all businesses and residences located within one hundred (100) feet of the commercial cannabis business. The public outreach and educational program is required to target youth organizations and educational institutions with an engaging program that addresses risks of youth addiction to cannabis, and provides resources available to youth related to drugs and drug addiction prevention.

Zero Water Footprint (ZWF) Plan: The ZWF plan requires Developers ensure that all new development offsets the potable water that will be consumed by their project on a one-to-one basis. To comply with the ZWF, Developers are first required to minimize their potable water demand with water-efficient measures, such as: water efficient fixtures, dual plumbing buildings consuming recycled water for non-potable uses when available, water wise landscaping and irrigation, and other appropriate measures. After minimizing potable water needs, the Public Works Department work in partnership to identify the most appropriate ZWF methods to offset potable water consumption. To learn more, visit the City's ZWF webpage at: <https://bit.ly/2zhpeT0>.

Solid and Liquid Waste Disposal Plan: The solid waste plan ensures waste cannabis storage is kept secure and processed into a condition that the local waste hauler will accept. Identify the storage and processing methods, material volume and waste hauler pickup frequency. The City of American Canyon owns and operates a Wastewater Treatment Plant, which treats domestic and industrial wastewater flows. Please contact Nancy McWilliams, Senior Civil Engineer, at (707) 647-4579 to determine whether the liquid waste from your proposed facility must be pretreated before it can be accepted by the City's water treatment facility.

Vehicle Insurance (only Delivery-Only Dispensaries and Transporters must complete) Please provide the information requested below on all vehicles involved in Applicant's operation and provide proof of insurance. Proof of insurance may include quotations from an insurance agency, a letter of intent/"will serve" letter, and/or certificates of insurance. Please note, any quotation or letter of intent must be on official agency letterhead and/or documents and a letter of intent must be signed by a qualified agent of an insurance company. Please attach additional pages if necessary. Insurance must minimally include:

- Commercial General Liability with a limit of \$1,000,000 per occurrence/aggregate
- Commercial/Business Auto Liability with a combined single limit of \$1,000,000
- Hired and Non-Owned Auto Liability coverage



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- Worker's Compensation Coverage

BUSINESS SELECTION CRITERIA

The Commercial Cannabis Business Selection Criteria ("Selection Criteria") applies whenever the total number of Cannabis Business Permit applications plus City-issued Commercial Cannabis Business Permits exceeds six (6). Commercial Cannabis Business Permits that are incomplete or exempt from Limits on Commercial Cannabis Permits shall not count toward the six (6)-permit limit. Listed below is an explanation of each Selection Criteria and the maximum points each criteria will be scored.

Strong Business Plan (150 Points): The application should include information concerning any special business or professional qualifications or licenses of owners that would add to the number or quality of services that the Commercial Cannabis Business ("CCB") would provide, especially in areas related to medical cannabis, such as scientific or health care fields.

The application should include the following in the Business Plan, with as much detail as possible:

- Proven track record with "Track and Trace Program"
- Methods to prevent inversion and diversion with the black market
- Membership with Cannabis associations (local, state and/or national)
- Number of business locations
- Total existing employment
- Demonstration of profitable business practices
- Experience in a related highly-regulated industry
- Strong financial capitalization
- Access to Banking Services

Employee Compensation (100 Points): The application should describe to what extent the CCB will adhere to heightened pay and benefits standards and practices. Specific practices that are subject to consideration include the following:

- Living wage salary for Napa County
- Health care benefits for employees and their dependent family members
- Recognition of the collective bargaining rights of employees
- Providing opportunities for continuing education and training of employees/staff
- Retirement program
- Vacation benefits

Plan to Recruit and Hire Local Employees (100 Points): Describe measures that will be taken to seek and recruit employees that live locally in American Canyon, Napa County, and adjacent cities in Solano County. Information that may help explain local hiring plans include the following:

- Total employees needed
- The number of full time/part time/seasonal employees
- Local advertising
- Previous record of hiring local employees
- Use of local employment service companies
- Business and professional connection to the local labor market
- Whether a hiring subsidy or signing bonus is proposed
- Commuter/carpool subsidy programs
- Proposed Off-Peak shift times Include outreach efforts

Locally Sourced Cannabis (100 Points): The application should state the extent to which the applicant will obtain locally-sourced cannabis from American Canyon or Napa County. The City recognizes that there is no current legal source of Cannabis, so applicants will not be rejected if they are unable to obtain a local source. Applicants that include indoor cultivation in their application will obtain points for including local cannabis in their business plan.



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Community Benefits (150 Points): The application should describe benefits to the local community, such as employment for local residents of the City, community contributions to a local project or program, or economic incentives to the City. Information that may help explain ways the applicant benefits the community include the following:

- Corporate giving program
- Corporate community ethics and priorities
- Providing funds for a Community project sponsored by the City or a nonprofit agency
- Programs to prevent youth access and drug prevention
- Programs to address youth and adult substance abuse
- Contribution toward a local capital improvement project or program