

CITY OF
AMERICAN
CANYON



Commercial Cannabis Business Permit
Workshop
January 8, 2019

Outline

1. Cannabis Ordinance Recap
2. Cannabis “Buffer Zone”
3. Cannabis Permit Process
4. Cannabis Application Deposit and Fees
5. Business Selection Criteria (7 or more Applications)
6. Application Cash Management Policy
7. Background Check Process
8. Resources
9. Questions and Answers



Cannabis Ordinance



**Indoor
Commercial
Cultivation**



**Manufacturing/
Testing**



**Delivery/
Non Storefront
Retail**

← **Allow**



**Storefront
Retail**



**Backyard
Cultivation**

← **Prohibit**

Specific Permits Allowable

- Nonstorefront Retail
- Microbusiness
- Indoor Cultivator
- Distributor
- Transporter
- Testing Laboratory
- Manufacturing with and without volatile solvents

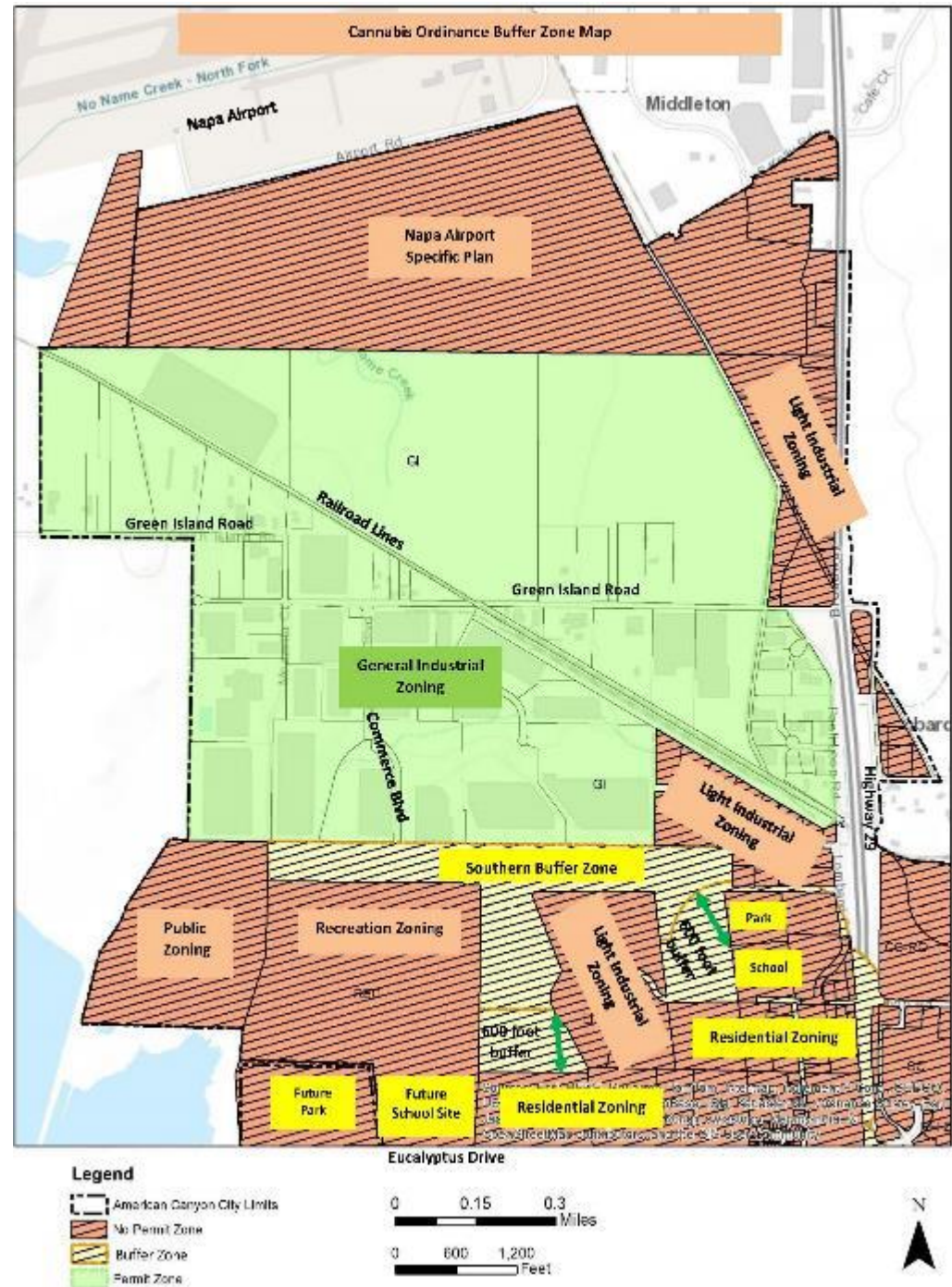


Commercial Cannabis Allowable Area

686 acres General Industrial potentially available (“The Green Zone”)

600 foot buffer:

- Schools, parks
- Residential zoning
- Extra southern buffer



Cannabis Permit Process

**Permit Application Period
January 15 – March 1**



Cannabis Business Permit



Conditional Use Permit



Obtain State License



**Construct tenant
improvements and operate
business**

Cannabis Permit Limit

- 6 Commercial Cannabis Permits
 - Low Vacancy in the Industrial Area
 - Concern with current business displacement
 - “Eases” a new industry into the Industrial “Fabric”
- Exempt Delivery Services for Out-of-Town Cannabis Businesses from the permit limit
- Council may increase Cannabis Permit Limit by Resolution



Cannabis Permit Submittal Requirements

- Completed Application Form
- Application Deposit (**No Cash Accepted**)
- Business Owner, Manager, and Supervisor Background Check
- A project narrative, fully describing the proposal
- Map depicting location of Project and distance from sensitive uses
- An accurate site plan, dimensioned and to-scale (minimum scale of 1/4") showing:
 - Address
 - Property line
 - Parking and loading areas
 - Lease area
 - Proposed uses on-site
 - Adjacent right-of-way
 - Footprint of existing buildings
 - Landscape areas
 - Floor plan
 - Compliance with parking requirements



Cannabis Permit Submittal Requirements

- Security Plan
- Emergency Contact
- Proposed Odor Control techniques
- Community Relations Contact and Proposed Public Outreach and Education Program
- Zero Water Footprint Plan
- Solid and Liquid Waste Disposal Plan
- Electronic copies of all Application Submittal Materials



Cannabis Permit Submittal Requirements

Delivery Business Located Outside American Canyon

- Application Form Completed
- Application Fee
- State of California License valid for delivery of cannabis in American Canyon
- Cannabis Delivery employee background check



Cannabis Business Permit Deposit

- Application Deposit - \$8400
 - Assumes complete and thorough application, responsive to staff inquiries
 - Cost may be higher or lower depending on complexity
- Conditional Use Permit Deposit already adopted
- Deposit and Fees annual inflation adjust for CPI



Cannabis Business Permit Fees

Fee	Amount
Cannabis Business Permit License Annual Renewal	\$2,186
Cannabis Employee Permit (In Town and Out of Town Business)	\$ 184
Cannabis Employee Permit Annual Renewal (In Town and Out of Town Business)	\$ 151
Appeal Fee - Cannabis Business Permit Denial	\$1,836
Cannabis Business Ownership Transfer Fee	\$ 300
Cannabis Delivery Business License – Out of Town Initial Permit and Annual Renewal	\$ 350

Cash Management Policy

- Safety Concerns when Applicants pay deposits and fees with “Cash”
- Permit application requires:
 - Credit Card
 - Cashiers Check drawn on US Bank Institution



Cannabis Business Permit Process

Phase 1 – Application Submittal (In-House Staff)

- Application materials accepted
- Deposit paid
- Confirm General Industrial Zoning District
- Background checks completed
- Each application completeness given a numerical “score”
- Applications that score at least 80% move to Phase 2.



Cannabis Business Permit Process

Phase 2 – Application Evaluation & Initial Ranking (Consultant Staff)

- Application materials reviewed in detail
- Knowledgeable consultant reviews applications for consistency, accuracy, and timeliness
- Applications that score at least 80% move to Phase 3.



Cannabis Business Permit Process

Phase 3 – Applicant Interview (In-House and Consultant Staff)

- Applicants interviewed for personal knowledge on Application Submittal
- Interviews conducted by Police Chief, Community Development Director, Consultant
- Top 6 Applications invited to submit a Conditional Use Permit
- Applicants can appeal denial to the City Council.



Business Criteria Weighting (7 or more Applicants)

- “Strong Business Plan” and “Community Benefits” Higher Priority than other Criteria

#	Criteria	Max Points
1.	Strong Business Plan	150
2.	Employee Compensation	100
3.	Plan to Recruit Local Employees	100
4.	Locally-Sourced Cannabis	100
5.	Community Benefits	<u>150</u>
Total Points		600

Background Check Process

- Background Checks part of Initial Submittal Process
- Applicants with a “clean” background will be ready for Phase 2 faster than a background with “history”
- Applicants can conduct their own background check ahead of the City and clean up any errors.



Resources

1. Cannabis Ordinance
2. Application Form
3. Applicant Guide
4. Cannabis Website <https://bit.ly/2Q5kGsy>
5. Project Review Meeting every Wednesday (Call for appointment)
6. Contact Community Development Department
(707) 647-4348



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Questions & Review

Contact Info:

Brent Cooper, AICP, Community Development Director,
bcooper@cityofamericancanyon.org