



APPLICATION PROCEDURE TO OPERATE A MEDICAL MARIJUANA FACILITY IN GREENFIELD

The application process for a license to operate a Medical Marijuana Facility (“MMF”) in Greenfield will open on Monday, **August 15, 2016**. Applications will be available at the Community Services Department located at City Hall. For questions regarding the application process please review the FAQ’s, at the City of Greenfield’s webpage: www.ci.greenfield.ca.us. This outlines the application process, required materials, and other information necessary to operate a MMF in Greenfield. To be considered, final applications **must be** submitted by 4:00 PM on Wednesday, September **14, 2016** at the Community Services Department located at 599 El Camino Real, Greenfield, CA, 93937. This application process is adopted pursuant to Greenfield Municipal Code section 5.28.050(E).

BEFORE YOU APPLY:

- Review the information to learn about the application process and which documents you will need.
- Review the application in its entirety to ensure that it is complete and accurate.
- Review the information regarding the medical marijuana facility application on the webpage: www.ci.greenfield.ca.us which includes the following information:
 - Local regulations governing Greenfield MMF’s: Greenfield Municipal Code (“GMC”) Chapter 5.28.
 - Live Scan Form.
 - Additional application information: Ordinance No. 515.
 - State laws governing MMB’s: The California Department of Justice Guidelines for the Security and Non-Diversion of Marijuana Grown for Medical Use and Senate Bill 420 (Medical Marijuana Program Act).
 - Local Zoning Ordinance Chapter 17.16
 - Frequently Asked Questions

- (1) **Application Process: Evaluation and Ranking:** The selection process shall consist of the following Four Phases:

Phase 1: Preliminary determination of eligibility. \$3,804

Phase 2: Initial ranking. \$1,131

Phase 3: Second ranking. \$1,805

Phase 4: Public Meeting and City Council Final Selection. \$930

For more information, see Evaluation and Selection Process below.

- (2) **Criminal History Check:** As part of Phase 1 of the Application Process, each individual applying to be a principal of the MMF (“Principal”) must apply for a Live Scan criminal history check. This process must be conducted by the City of Greenfield by appointment only. Please contact Nina Aguayo by phone at 831-304-0307 or by email at Naguayo@ci.greenfield.ca.us in order to schedule your appointment. Due to limited staff resources 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 City cannot guarantee that it will be able to accommodate applicants who do not attempt to schedule an appointment until near the application deadline, and the City is not responsible for applicants who are

unable to schedule an appointment prior to the application deadline. Please be advised that there will be a Live Scan **processing fee of \$93** per person which must be paid at the time of the Live Scan. The Live Scan process involves submitting fingerprints to the DOJ, which will review for criminal offender record information (CORI). CORI reports will be provided to the City of Greenfield for the sole purpose of determining eligibility for operating a MMF. See GMC Section 5.28.060 for background check requirements. Principals who do not meet criminal history eligibility requirements will be disqualified.

- (3) Applicants will be required to obtain a **“Zoning Verification Letter”** from the Community Services Department in City Hall, located at 599 El Camino Real in Greenfield in order to ensure that the location proposal the applicant is applying for meets locational requirements prior to submitting their MMF application. The review process typically takes approximately ten (10) working days and cost **\$289**. The “Zoning Verification Letter” will need to be included with the application package. Please note the issuance of a “Zoning Verification Letter” does not mean the written evidence of permission given by the City of Greenfield or any of its officials to operate a MMF, nor does it not mean “permit” within the meaning of the Permit Streamlining Act, nor does it constitute an entitlement under the Zoning or Building Code. A regulatory permit for the purpose of regulating a MMF does not constitute a permit that runs with the land on which the MMF is established. Request for Zoning Verification Letters require a written request from the Community Services Department and will not be completed over the counter.
- (4) **Application:** Applicants must hand deliver three (3) complete comprehensive and signed copies of the Greenfield Medical Marijuana Facility Application Form, and all attachments, if any, along with a flash drive which contains one comprehensive and signed copy of the application in a pdf format, and payment of **\$3,804**, for the initial application fee by **4:00 PM on Wednesday Sept 14, 2016**. Payment must be made by a certified check, cashier’s check or money order made payable to the City of Greenfield. Application Fees are non-refundable. A complete application will consist of the following information:
- a. The Greenfield Medical Marijuana Facility Application Form;
 - b. Proof of Live Scan payment for each of the Principals;
 - c. Zoning Verification Letter; and
 - d. All of the information about the MMF to be evaluated in Phase 1, Phase 2 and Phase 3 which is described in the Application and Evaluation Process section below in this procedure. The only information that can be submitted after the initial application is proof of property ownership or lease agreement. However, any change in location will require a new “Zoning Verification Letter” and must be submitted with the application package prior to Phase 3 of the selection process.

LATE AND INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

(5) Medical Cannabis Expertise Examination: The City at its sole discretion may require one Principal from each application to take and pass the Medical Cannabis Expertise Examination. The test may be administered for the top ten (10) finalists from each permitted category to award up to twenty-five (25) additional bonus points. The examination will test the applicant’s familiarity with the Greenfield Ordinance, the Medical Marijuana Regulation and Safety Act, California Law related to medical cannabis, and the Attorney General’s Guidelines on Medicinal Cannabis. This Optional Phase 2A would be taken prior to the scheduling of interviews for Phase 3, should the City deem it necessary.

(6) Amendments to the Application: Applicants will not be allowed to make amendments to their application or to supplement their application, except as otherwise specifically permitted in these procedures or authorized in writing by the City. During Phase 1, applicants will be notified if any of the Principals are ineligible and/or if their application is incomplete and will not move forward in the application process.

(7) Payment of Application Fees: The individual designated as the MMF contact on the application will be notified by e-mail as to whether the application is advancing to Phase 2 and, subsequently, to Phase 3. A payment of **\$1,131** will be due before Phase 2 and a payment of **\$1,857** will be due before Phase 3. As part of Phase 4 the top eight (8) Applicants for Cultivation and Manufacturing and the top two (2) Dispensary Applicants which will be presented to City Council must pay a fee of **\$930** in order to move forward for final consideration for each permitted category. Deadlines for these payments will be included in the e-mail notification to the primary contact person.

EVALUATION AND SELECTION PROCESS:

The Selection Committee will review and evaluate all applications. The evaluation and selection process shall consist of the following four phases:

- **Phase 1: Determination of Eligibility and Application**
 - Each Principal must undergo a criminal history check demonstrating compliance with the eligibility requirements of GMC Section 5.28.060 for background checks.
 - Applications must be complete to be considered. Applications will be considered complete only if they include all information required for Phases 1, 2 and 3.
 - Proposed location of business.
- **Phase 2: Initial Ranking (1,500 Points)**
 - Applications will be evaluated based on the following criteria:
 - Proposed Location of business (300 Points)
 - Business Plan (400 Points)
 - Neighborhood Compatibility Plan (400 Points)
 - Safety and Security Plan (400 Points)
 - The top 10 applications for each category, if applicable, will move on to Phase 3.
- **Phase 3: Second Ranking (2,500 Points)**
 - The top 8 applications in each category, if applicable, will be interviewed and evaluated by the Selection Committee based on the criteria listed below.
 - Prior to the scheduling of the interviews in Phase 3 each of the final 8 applicants per category will be required to have their proposed site inspected by designated city staff to ascertain current conditions of the facility.
 - One Principal may be required to pass a Medical Cannabis Expertise Examination, demonstrating a working knowledge of state and local compliance standards as well as the Attorney General's Guidelines on Medicinal Cannabis.
 - The second ranking will be scored based on the following criteria:
 - Final Location (proof of ownership or a signed and notarized statement from the Property Owner Per GMC 5.28.050 (F) (5) (200 Points)
 - Business Plan (200 Points)
 - Community Benefits (500 Points)
 - Enhanced Product Safety (200 Points)
 - Environmental Benefits (200 Points)
 - Labor & Employment (200 Points)
 - Local Enterprise (200 Points)
 - Neighborhood Compatibility Plan (300 Points)
 - Qualifications of Principals (300)
 - Safety and Security Plan (200 Points)

After all the applicants from Phase 3 scores have been tabulated they will be combined with Phase 2 to establish a new ranking of the top applicants. The top eight (8) applicants for cultivation and manufacturing and the top two (2) applicants for dispensaries, if applicable, will move onto Phase 4 of the

selection process.

➤ **Phase 4: Selection Committees Final Evaluation and City Council's Final Selection**

Phase 4 Steps to be followed:

1. Selection Committee's final review and evaluation.
2. City staff presents final rankings and recommendation report to City Council.
3. City Council makes final selection.

After the completion of the application interviews in Phase 3 and prior to the Selection Committees final review and evaluation, the City reserves the right to request and obtain additional information from any candidate who submitted a proposal. Upon the completion of the final review process, the Selection Committee will tabulate its final scores of the top ten (10) applicants in each category. The City Manager will present to the City Council the final ranking in which the City Council may award up to eight (8) Cultivation Permits, eight (8) Manufacturing Permits, and two (2) Dispensary permits pursuant to GMC Section 5.28.050. The City Council reserves the right to award a lesser number of permits, or to award no permits at all. Only those applicants on the final list will be eligible to be issued a permit from the initial permit process. The top Applicants which are being recommended by the City Manager for consideration to the City Council should be prepared to attend a City Council meeting in Greenfield in order to provide a public presentation before the Mayor and City Council introducing their team and providing an overview of their proposal if requested by the City Manager.

- Please note that being awarded a MMF does not constitute a land use entitlement and does not waive or remove the requirements of applying for and receiving permits for any and all construction including electrical, plumbing, fire, planning permits or reviews, and any other permits, licenses, or reviews as may be necessary by the relevant departments or governmental entities in charge of said permits. Nor does it guarantee that the plans submitted via the MMF application process meet the standards or requirements in MMF Section 17.16.060 or any other permit requirement from other city departments or agencies. All permit awardees will still be required to apply and receive a Conditional Use Permit (CUP) with the City of Greenfield for the proposed construction or occupation of their facility.

DESCRIPTION OF EVALUATION CRITERIA:

- **Proposed Location.** Your application must include the address and a detailed description of the proposed location. (Note that proof of ownership, or a notarized letter of the owner's willingness to lease will not be given any additional consideration until Phase 3). This section should also describe all sensitive uses within a one thousand (1,000) foot radius of the proposed location and should certify that the proposed location is not within a one thousand (1,000) foot radius of a school whether it be public or private as described in GMC Section 5.28.050 (F) (7). The MMF must be located in the appropriate zoning meet all of the locational requirements as in described in GMC Chapter 17.
- **Business Plan.** With as much detail as possible, the Business Plan should describe:
- Description of day-to-day operations. See GMC Section 5.28.200
 - How the MMF will conform too local and state law. See GMC Sections 5.28.050, 5.28.140, 5.28.160, 5.28.170, 5.28.180 5.28.190 and 5.28.200 and Ordinance 515, and the Attorney General's Guidelines for the Security and Non-Diversion of Marijuana Grown for Medical Use.
 - Mechanisms for ensuring that the MMF will operate on a Not-for-Profit basis until the Medical Marijuana Regulation and Safety Act is fully in effect.
 - How medical cannabis will be tracked and monitored to prevent diversion.
 - A schedule for beginning operation, including a narrative outlining any proposed

construction and improvements and a timeline for completion.

The Business Plan should include:

- A **budget** for construction, operation, maintenance, compensation of employees, equipment costs, utility costs, and other operation costs. The budget must demonstrate sufficient capital in place to pay startup costs and at least three months of operating costs, as well as a description of the sources and uses of funds.
- **Proof of capitalization**, in the form of documentation of cash or other liquid assets on hand, Letters of Credit or other equivalent assets.
- A **pro forma** for at least three years of operation.

Neighborhood Compatibility Plan. For the proposed location, your application should address how the MMF, including its exterior areas and surrounding public areas, will be managed, so as to avoid becoming a nuisance or having impacts on its neighbors and the surrounding community. Furthermore, a site plan (accurate, dimensioned and to-scale [minimum scale of 1/4"]) should be included for each potential location.

Safety and Security Plan. For each proposed location, your application should include:

- A detailed **safety plan**. This plan should describe the fire prevention, suppression, HVAC and alarm systems the facility will have in place. **It should include an assessment of the facility's fire safety by a qualified fire prevention and suppression consultant.** An appropriate plan will have considered all possible fire, hazardous material, and inhalation issues/threats and will have both written and physical mechanisms in place to deal with each specific situation.
- A detailed **security plan**. This plan should include a description and detailed schematic of the overall facility security. It should have 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. In particular, applications should address ingress and egress access, 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 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").

Community Benefits. The application should describe benefits that the MMF would provide to the local community, such as employment for local residents of the City, community contributions, or economic incentives to the City.

Enhanced Product Safety. The application should state how the MMF will ensure enhanced consumer safety beyond that required by GMC Chapter 5.28.190 and 5.28.210.

Environmental Benefits. The application should describe any proposed "green" business practices relating to energy and climate, water conservation, and materials and waste management.

Labor & Employment. The application should describe to what extent the MMF will adhere to heightened pay and benefits standards and practices, including recognition of the collective bargaining rights of employees. Specific practices that are subject to consideration include the following:

- Providing compensation to and opportunities for continuing education and training of employees/staff (applications should provide proof of the MMF policy and regulations to employees);
- Providing a “living wage” to facility staff and employees. Wage scale should be provided in writing for all levels of employment at the facility. “Living Wage” shall mean 200% of the minimum wage mandated by California or Federal law, whichever is greater.

Local Enterprise. The application should state the extent to which the MMF will be a locally managed enterprise whose Principals reside within Greenfield and/or the County of Monterey.

Qualifications of Principals. The application should include information concerning any special business or professional qualifications or licenses of principals that would add to the number or quality of services that the MMF would provide, especially in areas related to medical cannabis, such as scientific or health care fields.

The City’s Reservation of Right’s

The City reserves the right to reject any and/or all proposals, with or without any cause or reason. The City may also, modify, postpone, or cancel the request for permit applications without liability, obligation, or commitment to any party, firm, or organization. In addition, the City reserves the right to request and obtain additional information from any candidate submitting a proposal. Late and incomplete proposals WILL BE REJECTED. Furthermore, a proposal RISKS BEING REJECTED for any of the following reasons:

1. Proposal considered not fully responsive to this request for a permit application.
2. Proposal contains excess or extraneous material not called for in the request for permit application.

CONTACT:

If you have any questions or would like an update on the status of your application, please contact Mic Steinmann at 831-674-5591 or by email at MSteinmann@greenfield.ca.us.