

## **Attachment F**

# **Proposed Framework for Implementation Process for Commercial Cannabis Cultivation & Commercial Cannabis Retail Sales**

Board of Supervisors Hearing 10-23-2018

## **Framework for Implementation Process**

During the first year after the Commercial Cannabis Activity Ordinance (Ordinance No. 348.4898) has become effective, all proposals considering land use permits that include Commercial Cannabis Cultivation or Cannabis and/or Cannabis Product Retail Sales shall be considered, as follows:

### **Step 1 – Registration for Commercial Cannabis Activity C.U.P. Consideration**

- Staff will open a 14-day pre-registration window for applicants that are interested in pursuing a Commercial Cannabis Cultivation or Retail Sales Conditional Use Permit. This step would require all interested parties to complete a Commercial Cannabis Pre-Registration Form that will indicate property information, applicant/owner information, and Commercial Cannabis Activity type(s) requested. It is anticipated that this window will be open at the first of the year (January 2019).
- Every applicant desiring to operate a Commercial Cannabis Activity (Business) in the unincorporated area of Riverside County must submit a pre-registration form in order to be eligible and continue in the application process. A draft pre-registration form is attached.
- This step allows the County to understand the magnitude of interested applicants and the desired permit types, as well as plan the ensuing steps.
- Pre-registration forms will be submitted to the County via email to a dedicated email address.
- The pre-registration forms will be collected and placed on an interest list that will be basis of the contact list for the next step.

**Note:** Every applicant wishing to be considered for a permit to operate a Commercial Cannabis Activity (Business) that includes the cultivation or retail sales of cannabis or cannabis products in the initial year must submit a pre-registration form. Only pre-registered parties will be contacted to move on to Step 2.

### **Step 2 – Interested Parties Meeting(s)**

- Following the closing of the pre-registration form submittal window, Staff will facilitate Interested Parties Meeting(s).
- The number of meetings will be determined based on the number of interested parties. Staff is currently anticipating that one meeting will be held in the Western County area and one meeting in the Eastern County area.

- At those meeting(s) Staff will thoroughly review the requirements for the proposals and will include suggestions for Additional Public Benefits. This presentation will guide interested parties, step-by-step, through the consideration process, including how proposals will be ranked.

### **Step 3 - Interested Parties Submit Proposals**

- Staff anticipates that applicants will need about five weeks to prepare their proposals. Therefore, approximately 45-days following the interested parties meeting(s) the proposal submittal window will open and remain open for about 15-days.
- Proposals will be submitted online with a non-refundable deposit. **This proposal submittal does not guarantee a permit and does not grant authorization to conduct Commercial Cannabis Activities in the County.**
- Staff will review proposal submittals. Those that are submitted early will be reviewed for completeness and applicants contacted if any required material is missing. This extra check should encourage interested parties to submit early, as it provides them a preliminary check.

### **Step 4 - Determination of a Complete Application**

Once the proposal submittal window closes Staff will review all submittals for completeness.

- A checklist for proposal requirements will be provided to all interested parties prior to proposal submittal. Staff will be reviewing submittals for the inclusion of all required information.
- A proposal must be deemed complete by Staff in order for it to be moved forward to the ranking process (Step 5).
- 50% Deposits will be refunded to applicants whose proposals are found to be incomplete and are not moved on to step 5.

### **Step 5 – Scoring of Proposals**

Those proposals that are deemed complete in Step 4 will be collected and transmitted for a ranking review and background checks.

- Proposals will be scored per the list provided at the pre-submittal meeting(s).
- Scoring of proposals will be based on points allotted to categories such as:

- Activity/Business Plan
  - Planned location
  - Neighborhood Compatibility (“Good Neighbor” Plan)
  - Security Plan
  - Odor Control Methods, as applicable
  - Additional Public Benefit
  - Local Enterprise (Community Based)
  - Protection of the Environment
  - Labor and employment
- Each category will be assigned a point value and scored separately.
  - County Staff – Likely consisting of representatives from TLMA, County Counsel, and the Executive Office will score:
    - Proposed Additional Public Benefit,
    - Proposed Cannabis Activity/Business Plan and
    - Planned location.
  - If the Board approves a Sole Source Contract with HdL to provide their services, they will score each other requirement as included in the RFP and perform a criminal history background check on each Activity (Business) Owner and Property Owner, (which will be a pass/fail result).
  - HdL scoring will be sent back to the County and that scoring will be combined with the County’s scoring.
  - Those proposals that meet a minimum score of 80% **AND** where the activity (business) owners and property owners pass criminal background screening will be ranked from highest to lowest scores.
  - If scored ranking results in 19 or less Cannabis Retail Sales and/or 50 or less Cannabis Cultivation Activity proposals the list of proposals will be ratified by the Board of Supervisors and then moved forward to the land use permit review and development agreement process. This **DOES NOT** Guarantee that a project will be approved for a permit. Applicants must submit to the County for a Conditional Use Permit and include any other required applications, as needed, for the discretionary permit, including a Development Agreement.
  - If scored ranking results in more than 19 Cannabis Retail Sales and/or more than 50 Cannabis Cultivation Activity proposals the list of top ranking proposals (19 retail sales/50 cultivation) will be ratified by the Board of Supervisors and then moved forward to the land use permit review and development agreement process. This **DOES NOT** Guarantee that

a project will be approved for a permit. Applicants must submit to the County for a Conditional Use Permit and include any other required applications, as needed, for the discretionary permit, including a Development Agreement.

- The remaining proposals that meet a minimum score of 80% **AND** where the owners/property owners pass criminal background screening will be placed on a waiting list and may be considered for processing in the future as the County evaluates the implementation process beyond the first-year phase-in.
- Appeals of ranking will be accepted with a deposit. Appeals will be reviewed by the TLMA Director, the Executive Office and a member of County Counsel. If the appeal is upheld the appellant will be added to the acceptable applications list and will be processed.