

CANNABIS WORKSHOP

Commercial Cannabis Business - Storefront Retailer
Tue, Jan 28, 2020 2:00 PM

Please hold all questions till the 'Questions?' section of the workshop.

PRESENTATION OVERVIEW

- Introduction of Staff
- Status of Ordinance Amendments
- Application
- Submittal Process
- Q + A
- Questions?

CITY OF SUISUN CITY
JANUARY 28, 2020

INTRODUCTION OF STAFF

City Manager

Greg Folsom

Senior Planner

John Kearns

Police Chief

Aaron Roth

Police Commander

Dan Healy

Dispatch Records Supervisor

Amber Kent

Fire Division Chief

Carmen Maio

Assistant Planner

Joann Martinez



AMENDMENTS

A photograph of a desk with a calculator, a pen, and a notebook. The calculator is on the right, the pen is in the middle, and the notebook is on the left. The background is a wooden desk.

Status of the amendments to the ordinance after the Planning Commission Meeting.

Top changes proposed to the City Council

Three retail storefront locations

Zoning Districts have been expanded

Definition for Consumption Lounge added

Micro business' are allowed

What's next?

The proposed changes will go before the City Council on February 18, 2020.

What does it mean?

If the City Council approves the changes proposed by the Planning Commission, there will be another RFA opening for the remaining (2) retail storefronts.

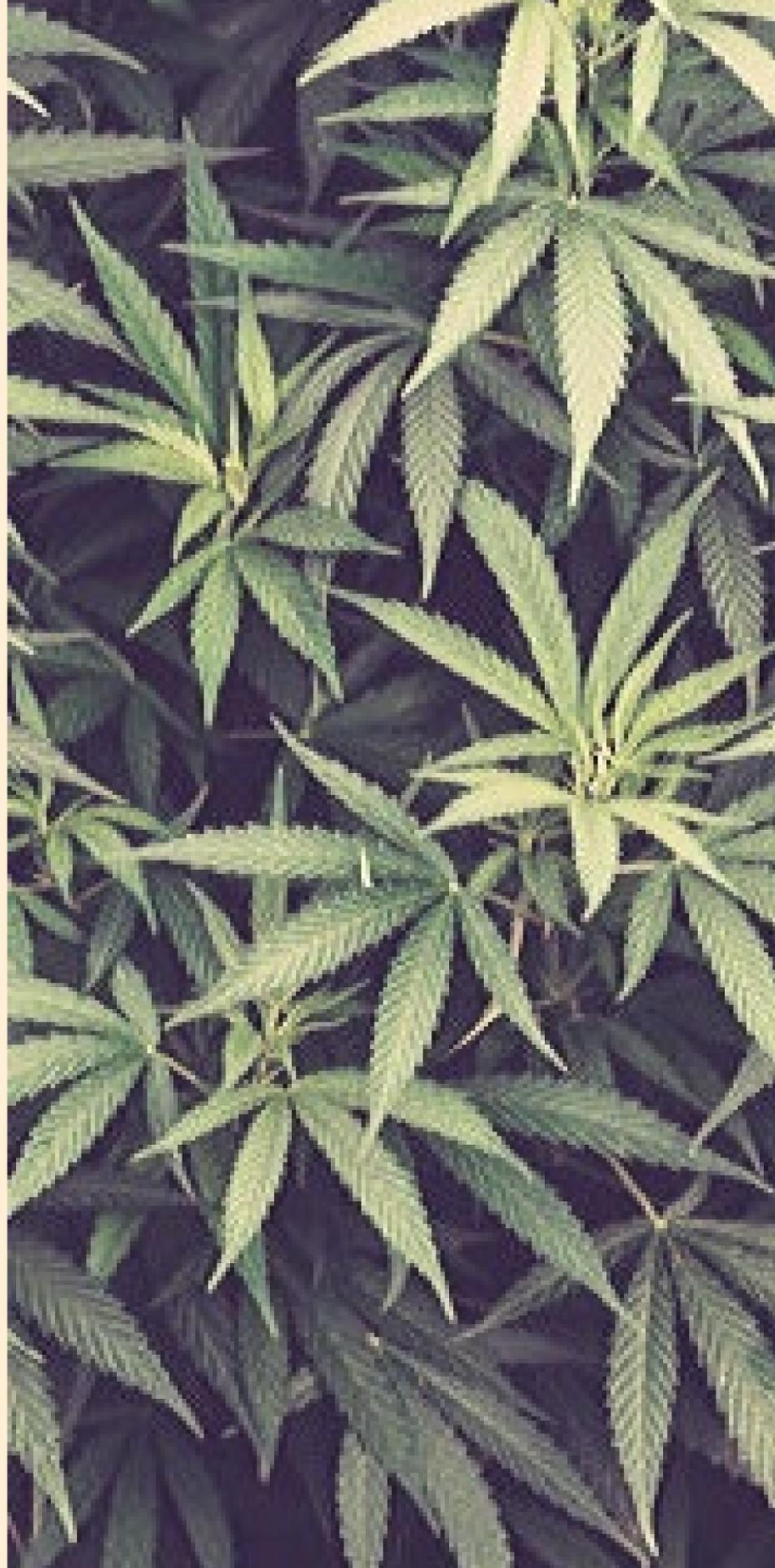
ALL THE
PROPOSED
AMENDMENTS
WERE
RECOMMENDED
BY THE
PLANNING
COMMISSION

Commercial
Cannabis
Business -
Storefront
Retailer

We will be going
section by
section of what is
required.

APPLICATION

Please have the
Application, Guidelines/Procedures, and
Supplemental Security Requirements ready.



INITIAL
FEE

\$4,800

Preliminary RFA Application Review Fee is required at the time of application submission, and may be made by a certified check, cashier's check, or money order made payable to the City of Suisun City. Deposited amounts expended by the City are non refundable. Deposited amounts remaining unexpended upon the conclusion of the RFA process will be refunded upon request of the fee payor.

Dated

Not more than two weeks prior to the date of this application.

Processed

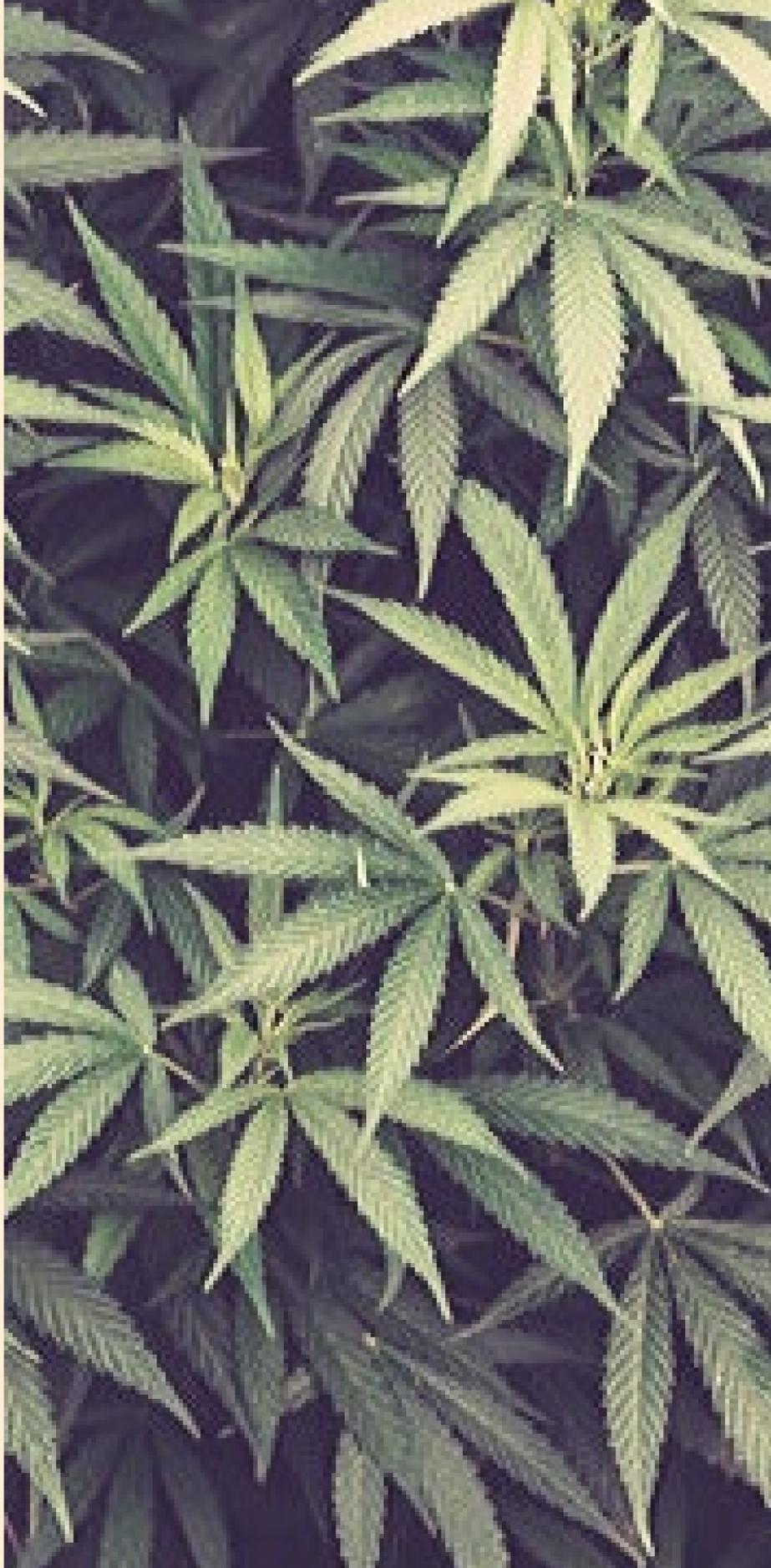
Through an authorized operator. Must bring receipt.

Live-Scan is available at the Suisun City Police Department

Please email akent@suisun.com for more information. Appointment is mandatory, schedule accordingly.

LIVE SCAN





SITE PLAN

A scaled site plan, prepared by a licensed civil engineer or architect, of the premises, including at minimum all buildings, structures, driveways, parking lots, landscape areas, and boundaries.



FLOOR PLAN ELEVATIONS

Depict existing and proposed conditions. The floor plan(s), elevations, site layout and vector isometric renderings should be accurate, dimensioned and to-scale (minimum scale of 1/4"). If new building construction is proposed, provide a preliminary site layout and floor plan, preliminary elevations, vector isometric renderings.

SAFETY AND SECURITY PLAN 1

A DETAILED SECURITY PLAN.

Schematic Overall Security

Description and detailed schematic of the overall facility security of the proposed use.

General Security Policies

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, Third party contractor security and Delivery security

Perimeter Security

Ingress, Egress, Product security (at all hours), Internal security, types of security systems, employed security personel

SAFETY AND SECURITY PLAN 2

A DETAILED FIRE SAFETY PLAN.

This plan should describe:

The fire prevention, suppression, HVAC and alarm systems the facility will have in place.

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

Compliance with all applicable provisions of the California Fire Code and other applicable laws and regulations.

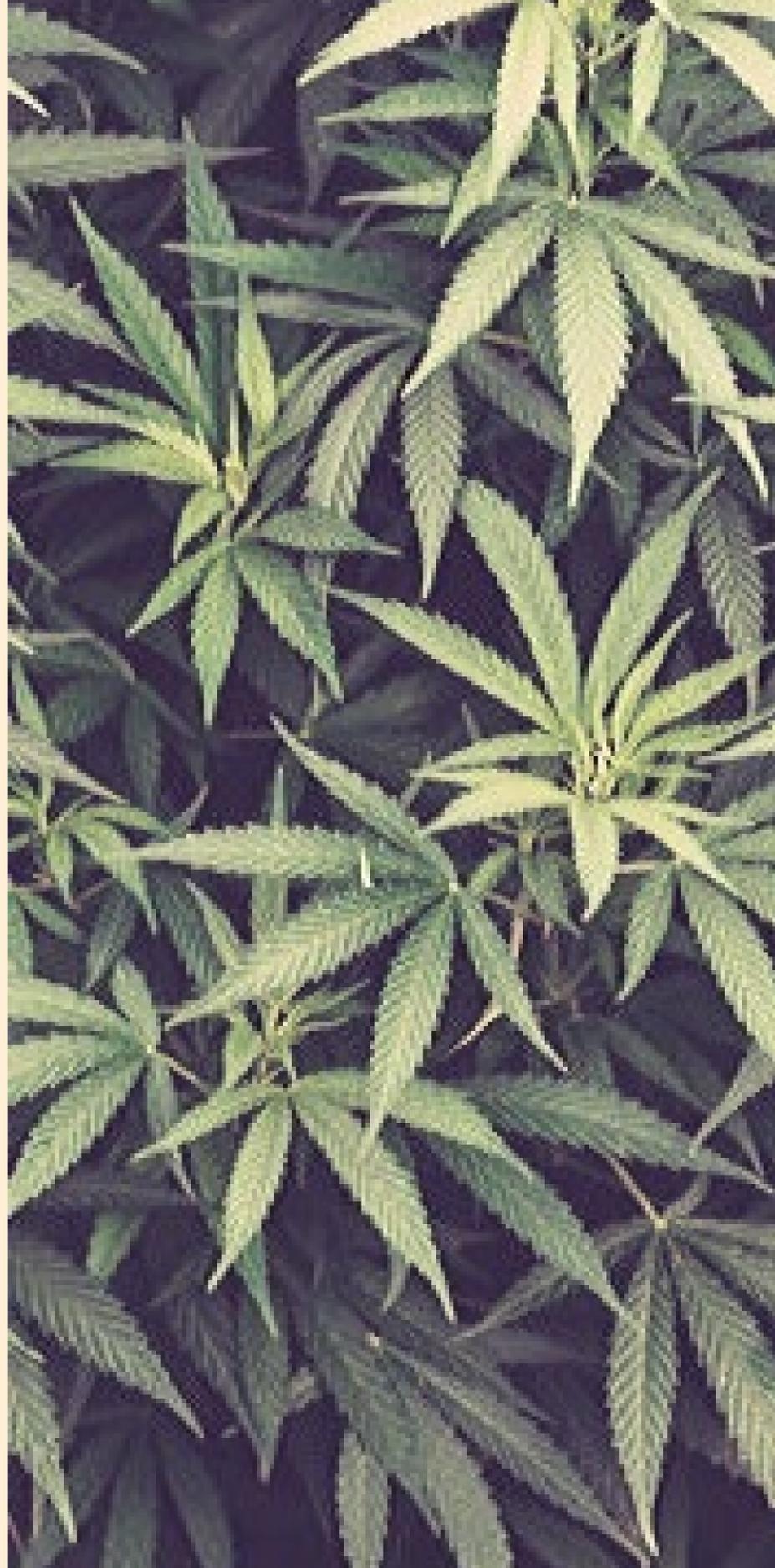
SAFETY AND SECURITY PLAN 3

A DETAILED FIRE EVACUATION PLAN.

This plan should **DEPICT (DRAWN):**

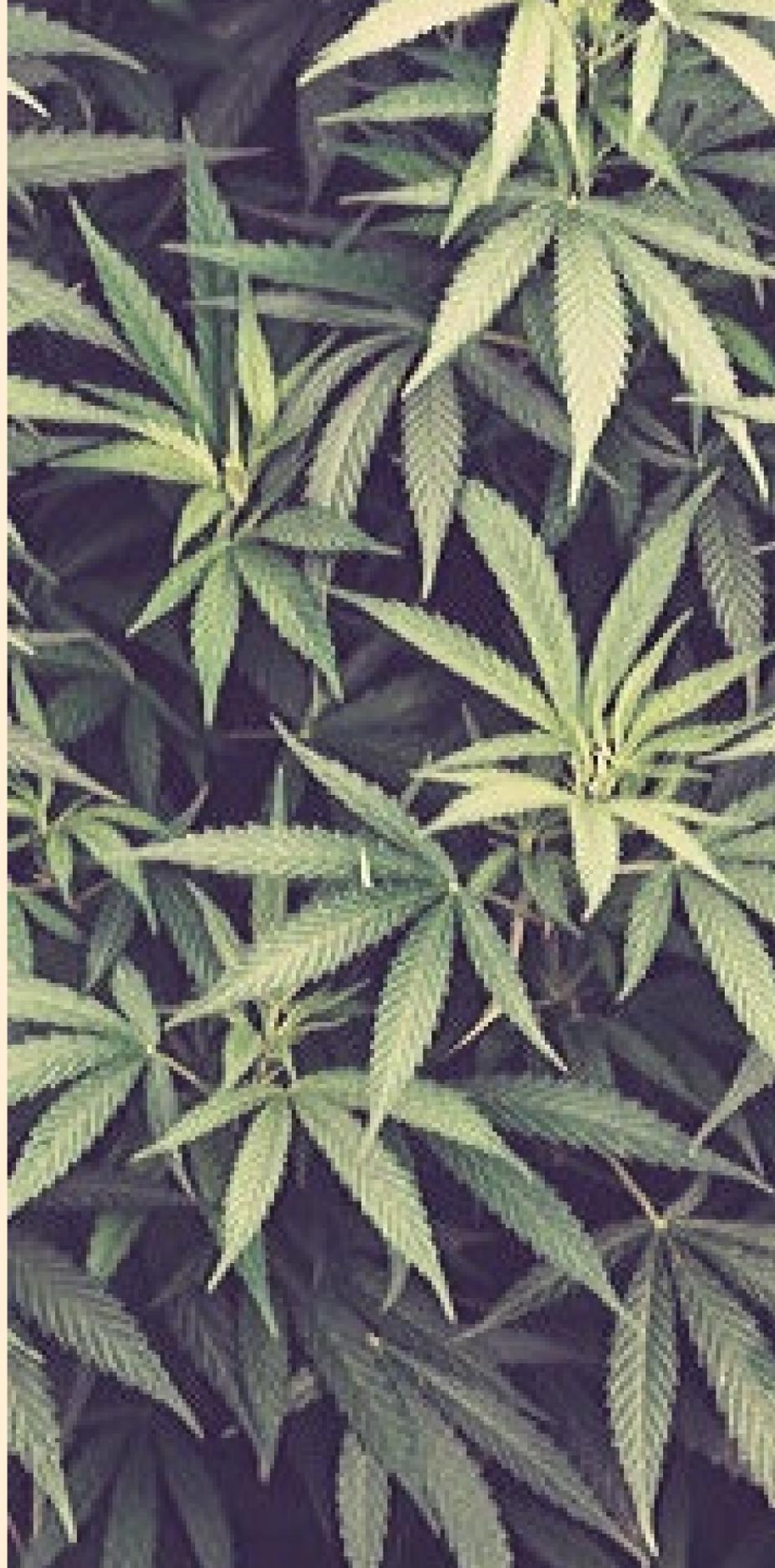
The location of all exits, the primary and secondary evacuation routes, and the distance to all exits.

Compliance with all applicable provisions of the California Fire Code and other applicable laws and regulations.



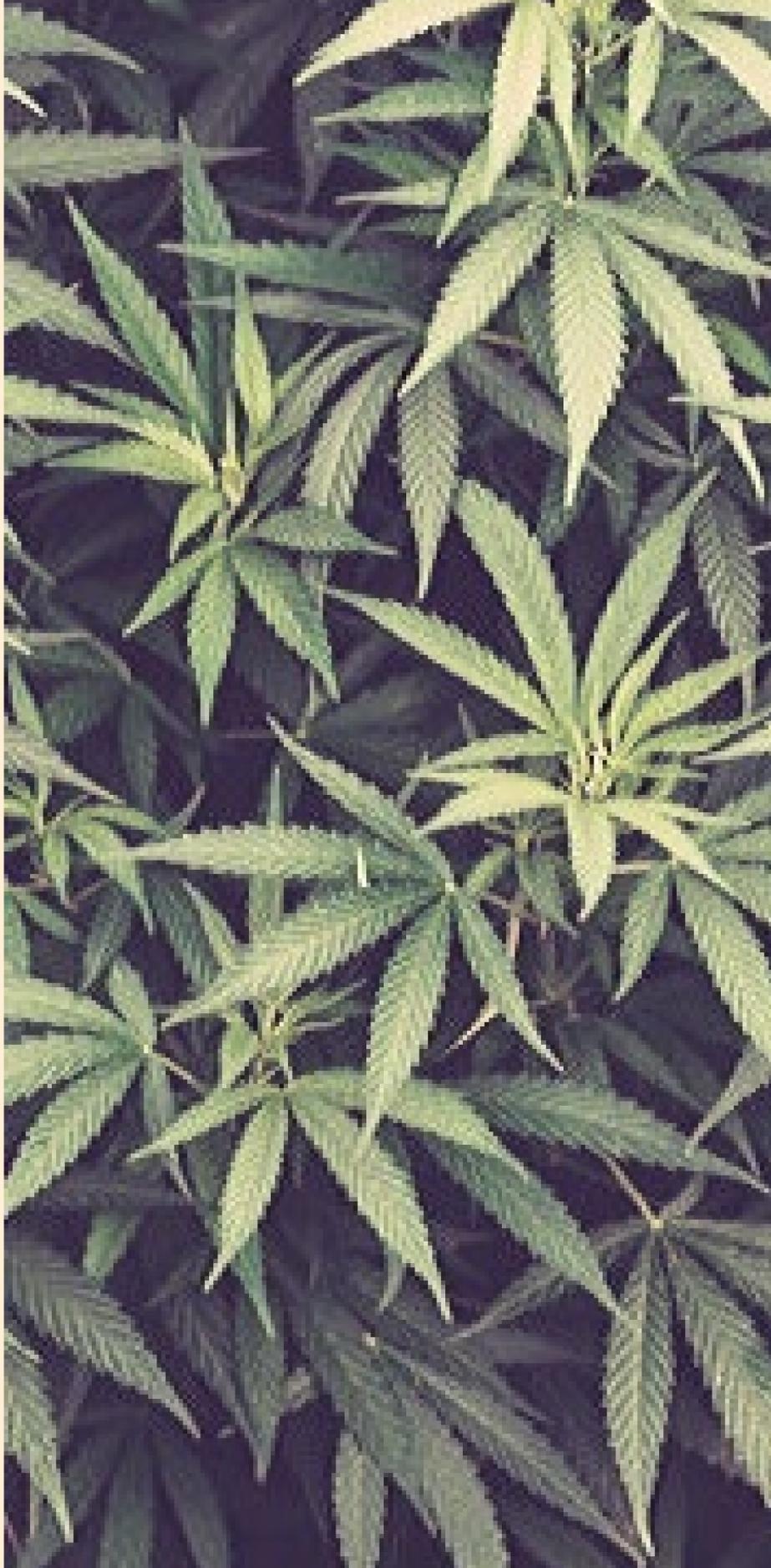
TRANSPORTATION PLAN

A transportation plan describing the procedures for safely and securely transporting cannabis and cannabis products and currency to and from the premises.



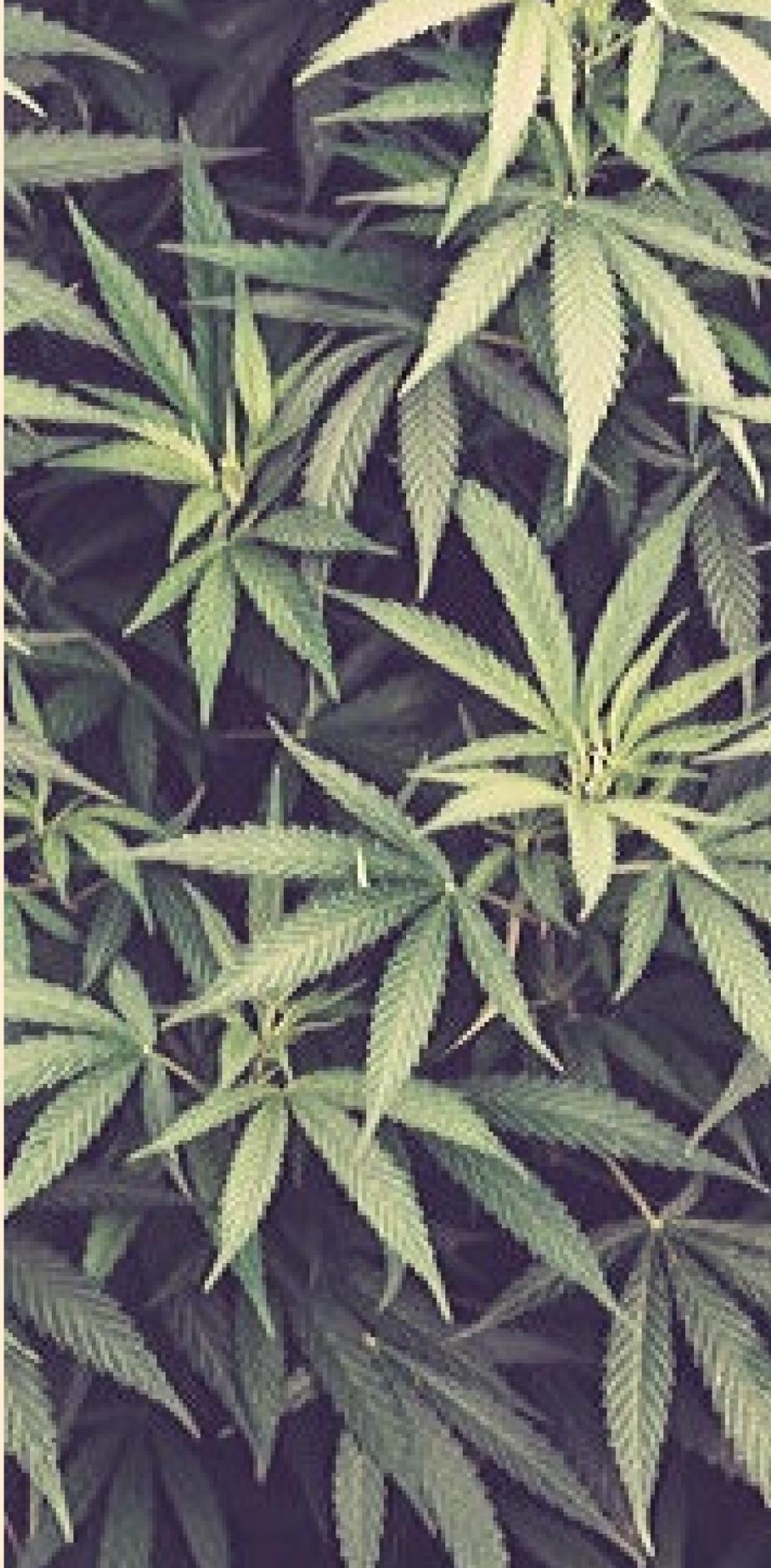
AIR QUALITY ODOR CONTROL PLAN

Describe how interior air circulation, ventilation and filtration systems will minimize impacts to employees' and customers' health and welfare and prevent any odor impacts to surrounding businesses or the public.



DISPOSAL PLAN

Procedures for identifying, managing, and disposing of litter, waste, and contaminants and hazardous materials pursuant to Section 18.49.150(M)-(N).



BUSINESS PLAN

With as much detail as possible, describe
the following:

Day to Day

The day -to-day operations of the proposed Storefront Retailer, which are to meet industry best practices for Storefront Retailer uses

Conform

How will the proposed use will conform to local and state laws and regulations.

Tracked & Monitored

How cannabis and cannabis products will be tracked and monitored to prevent theft and diversion.

Schedule

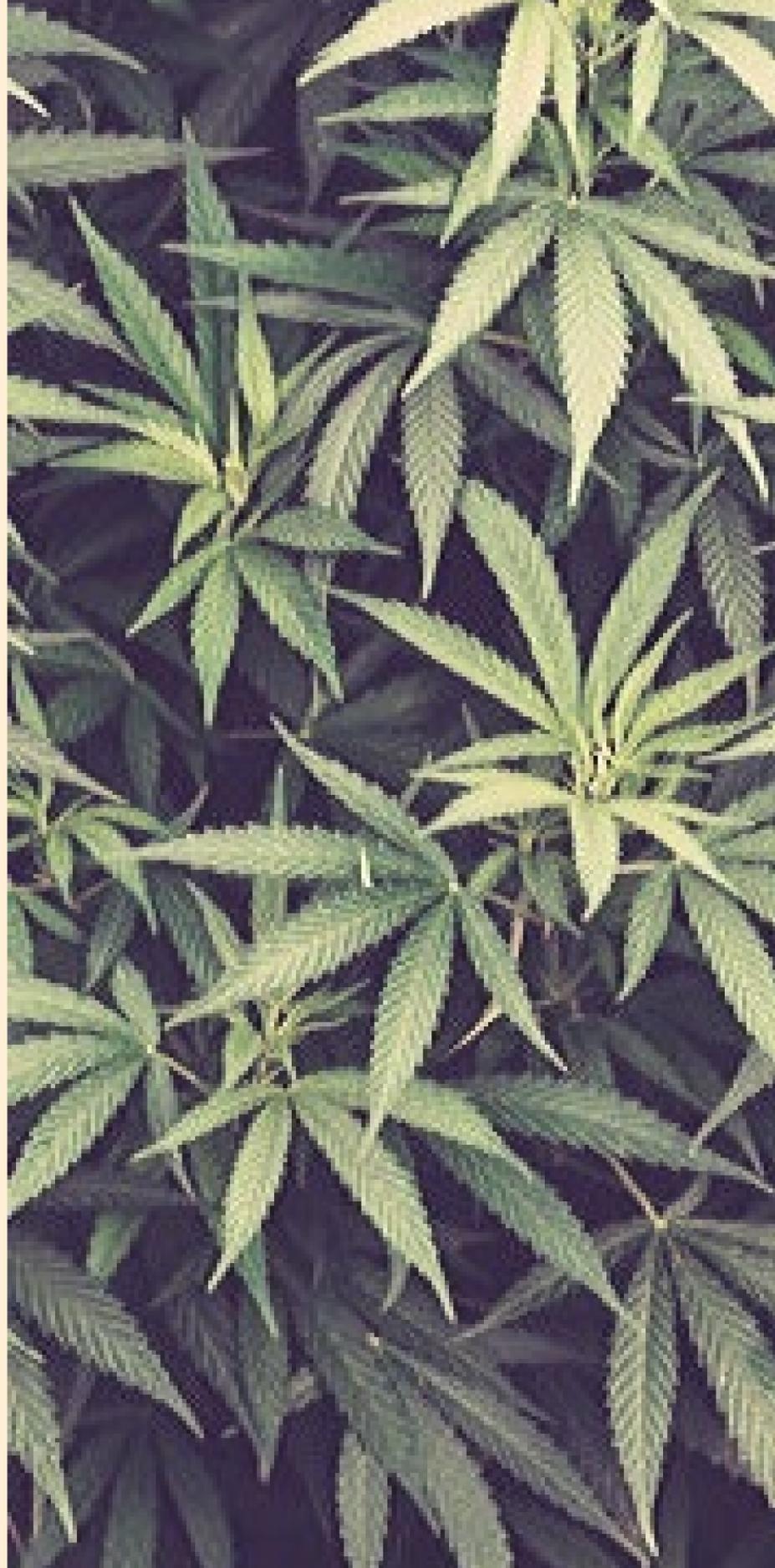
A schedule for commencement of operation, including a narrative outlining any proposed construction and improvements and a timeline for completion of work.

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, and must describe the sources and uses of funds.

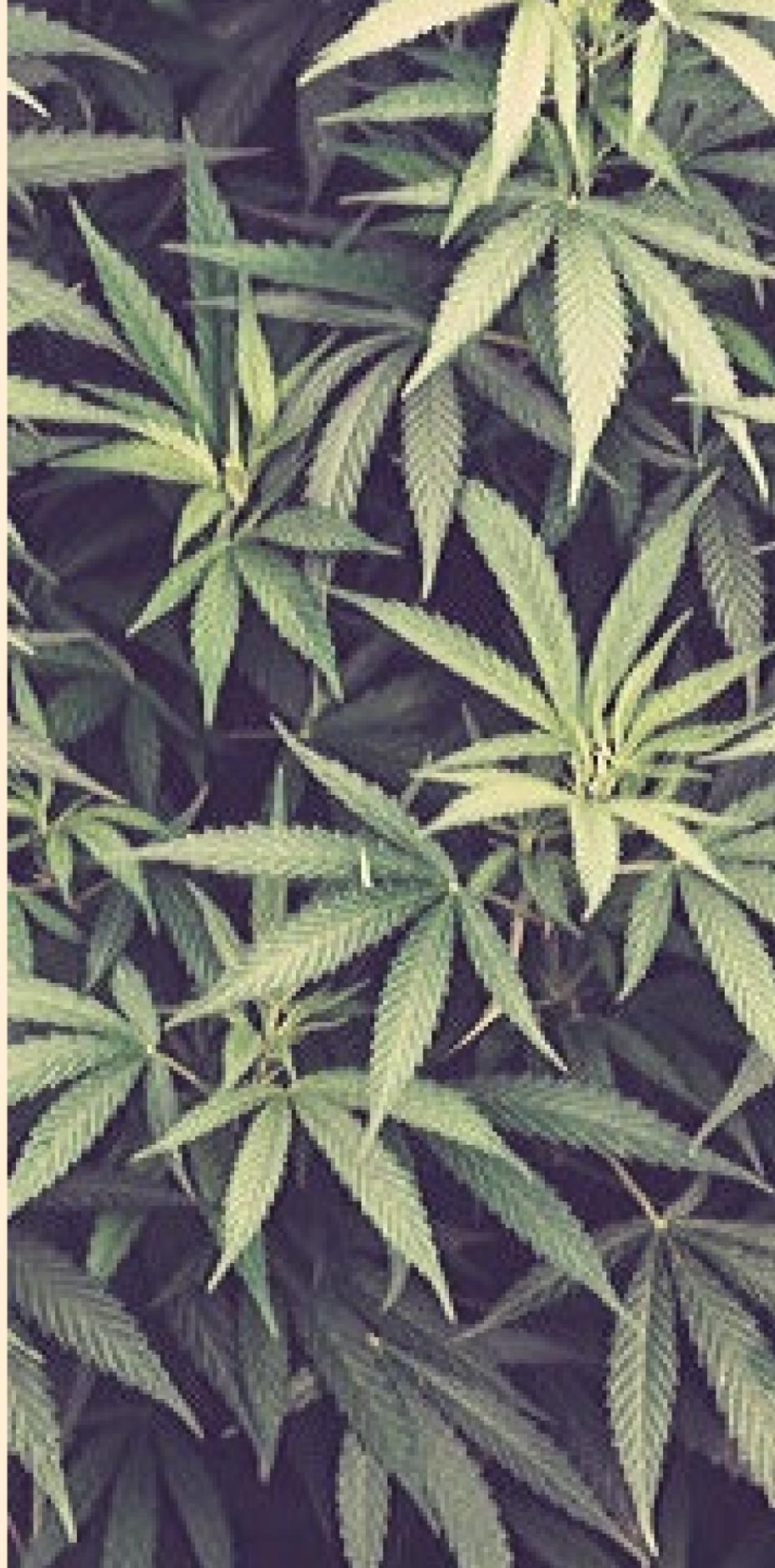
Pro Forma

A pro forma for at least three years of operation.



OPERATIONS PLAN

An operations plan, detailing the operating procedures of the proposed commercial cannabis business, tailored to the specific type of business proposed. Such procedures shall address, without limitation, storage, handling and use of cannabis, cannabis products, and any other materials to be used or contained in the proposed operation, handling of cash, equipment and methods to be used, inventory procedures, lighting, signage and quality control procedures, as applicable.



QUALIFICATIONS OF APPLICANTS

Include information concerning applicant's past experience with operation of any commercial cannabis businesses, including, but not limited to, Storefront Retailers/Dispensaries. Provide details on all such businesses that have been under the full or partial ownership or management of the applicant, including the full legal name, location, commencement date, and current status of the operation (including date of termination of the business and description of the reason for termination, if applicable).

QUALIFICATIONS OF APPLICANTS

CONTINUED...



1

Any and all state or local cannabis permits or licenses currently held by the business or applicant;



2

Any administrative order or civil judgment ever entered against the business or applicant for violation of labor standards;



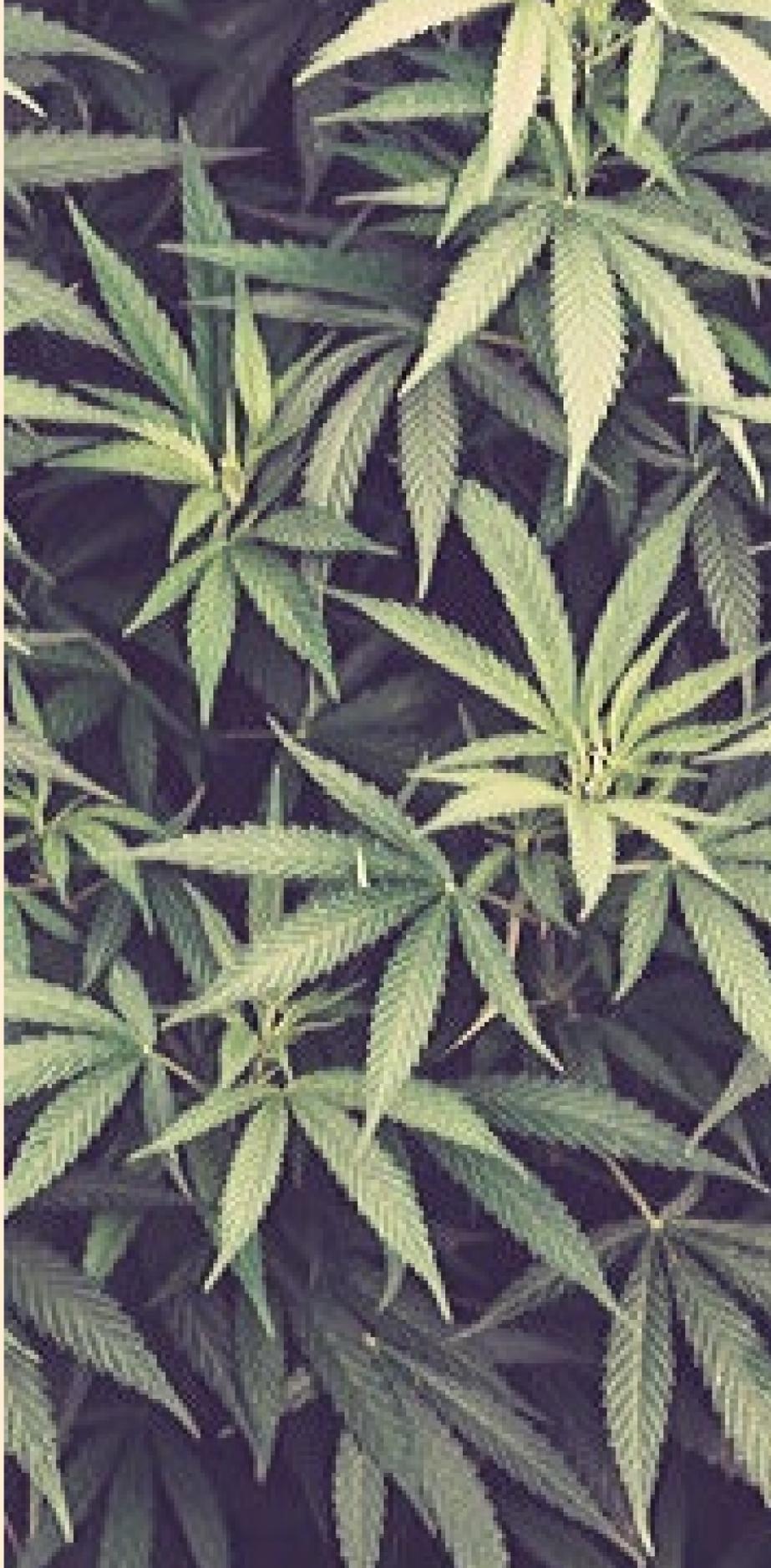
3

Any suspension or revocation of a state or local cannabis license or permit ever held by the business or application;



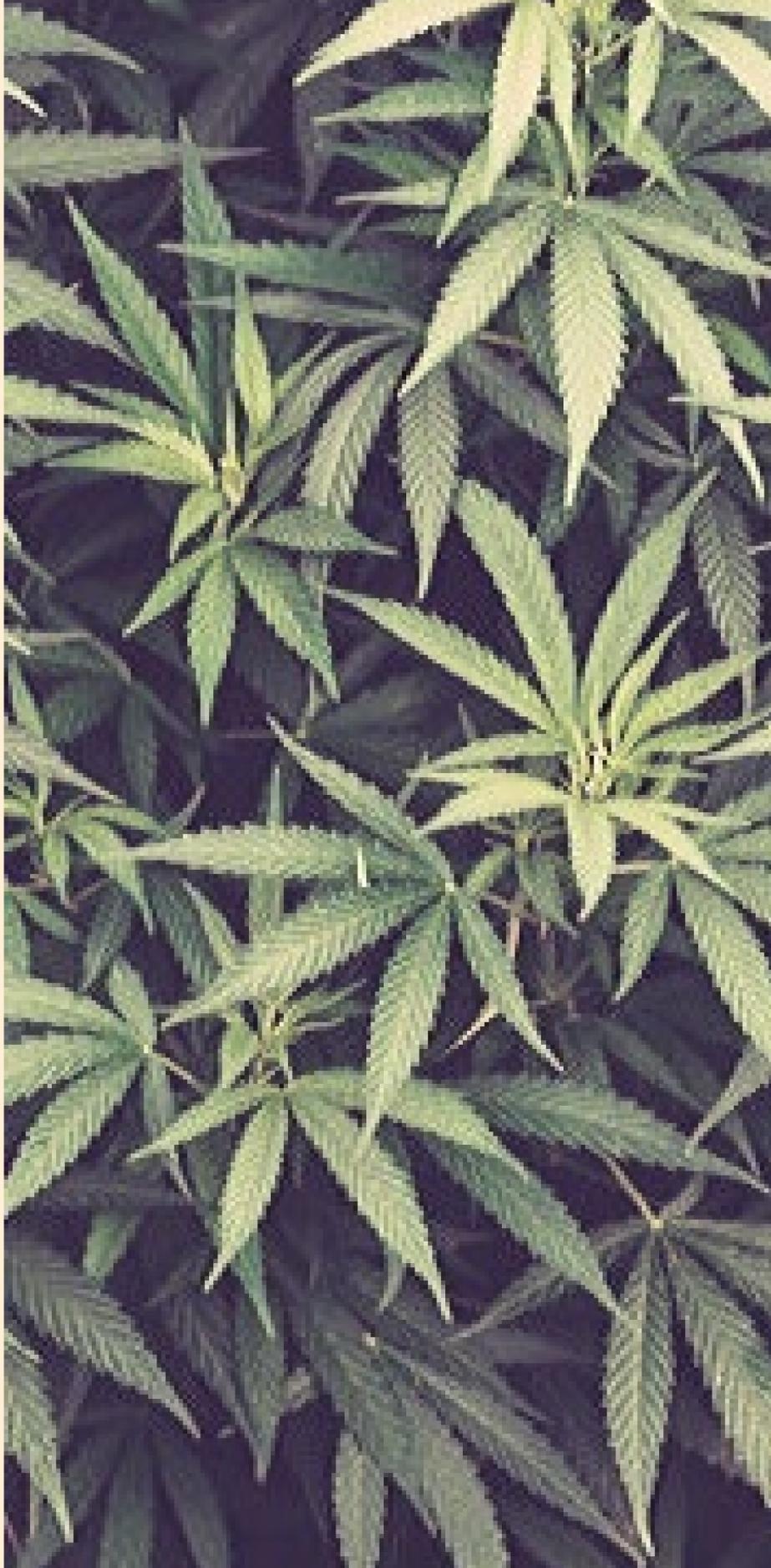
4

Any sanctions for unlicensed/unpermitted commercial cannabis activity ever imposed by a state or local agency against the business or applicant.

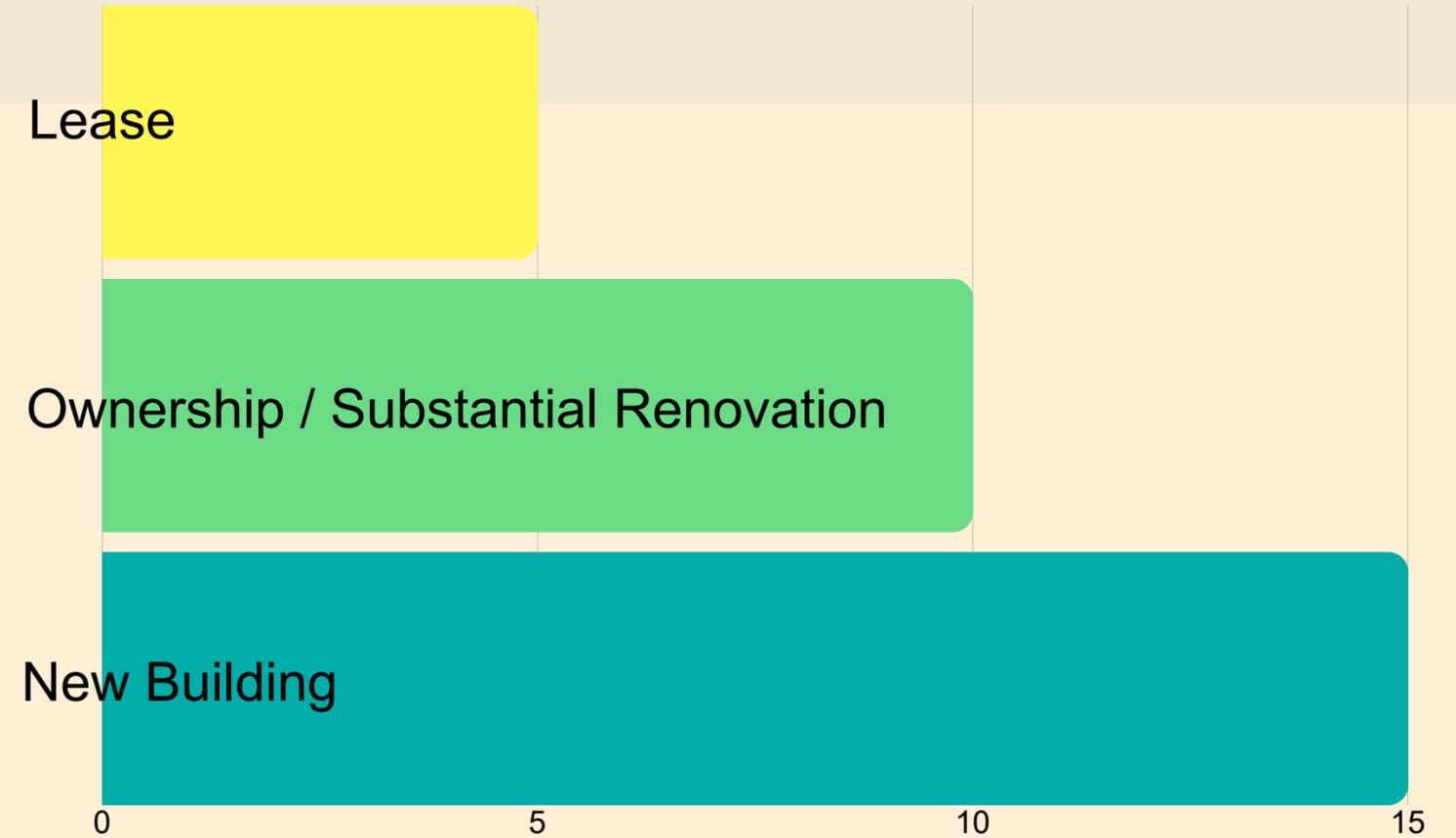


SITE CONTROL

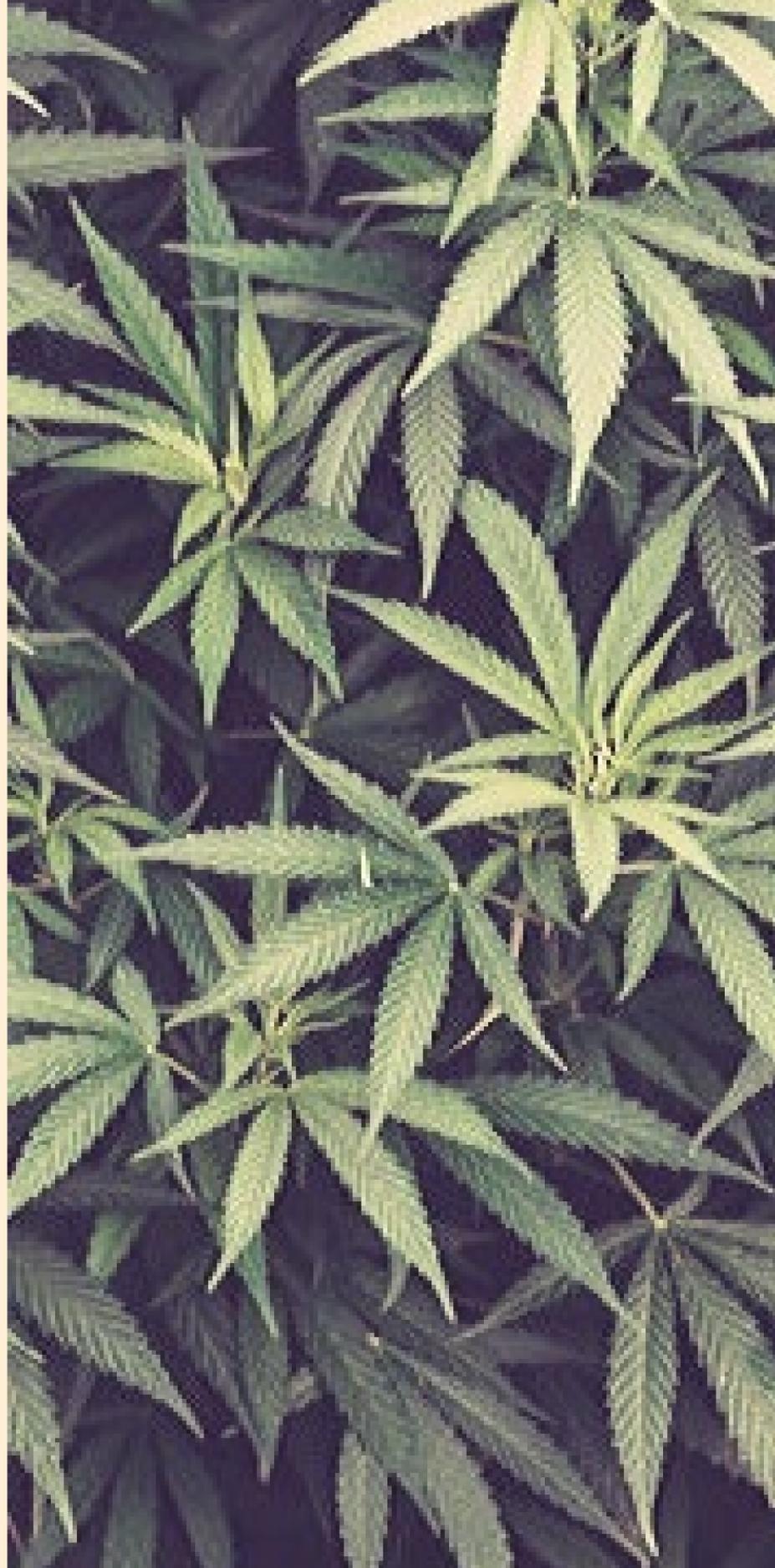
Provide a statement regarding whether the applicant has legal control of the proposed Storefront Retailer site or location. The City considers site control a requirement in enabling an operator to commence business activities in a timely manner. Demonstration of any legal control through proof of ownership, tenancy, or other legal right or entitlement to control of the site should be included with the application.



SITE CONTROL



ATTENTION PROPERTY OWNERS:
If you have multiple people looking to rent your property an option you can do is a 'Conditional Lease Agreement'



NEIGHBORHOOD COMPATIBILITY GOOD NEIGHBOR POLICY

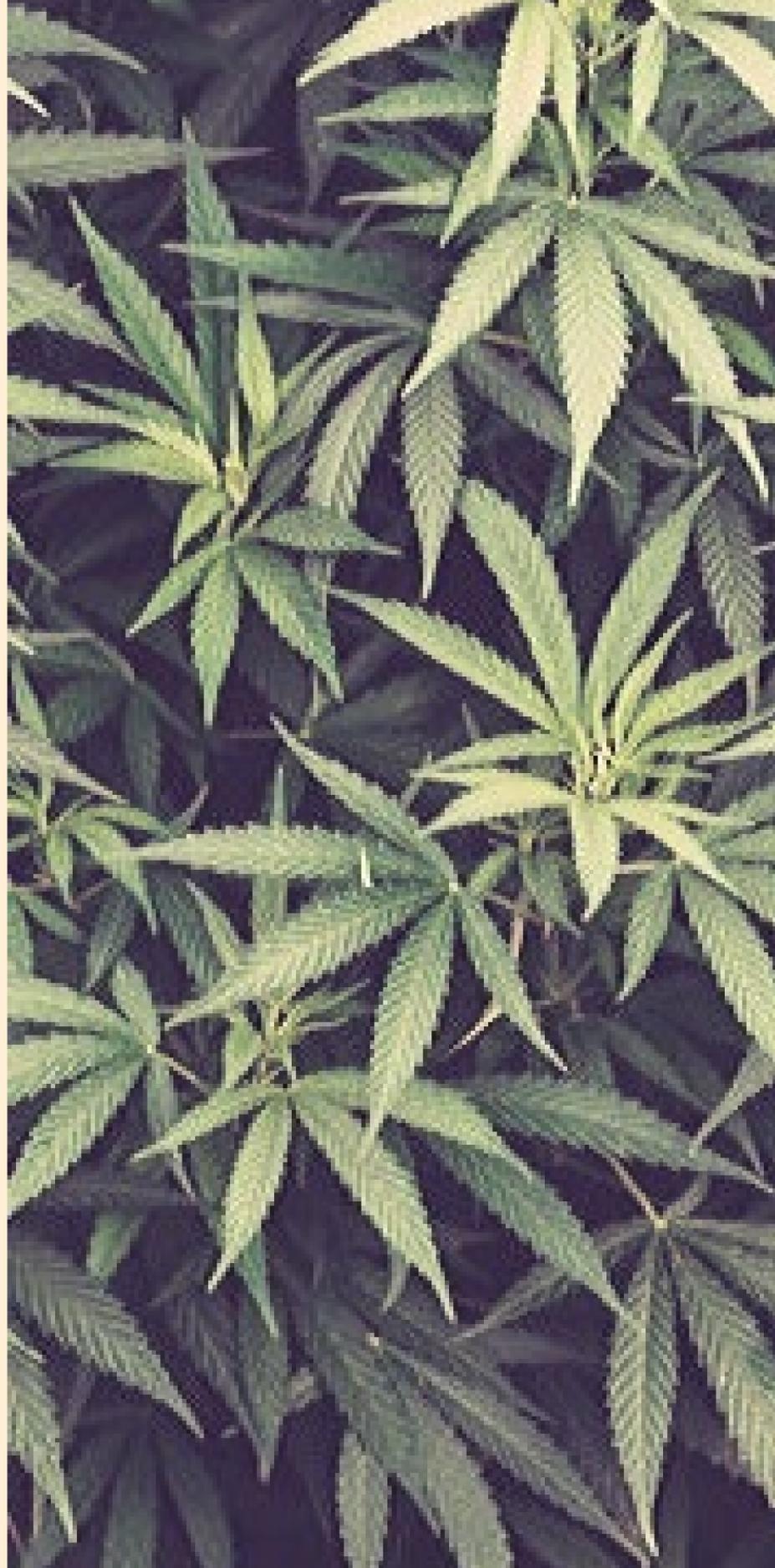
Every cannabis business must describe how
the business interacts with the
neighborhood.

Meet your neighbors

You need to meet with your neighbors to get feedback on what to include in your Good Neighbor Policy for your business, they in turn will be added to your conditions of approval.

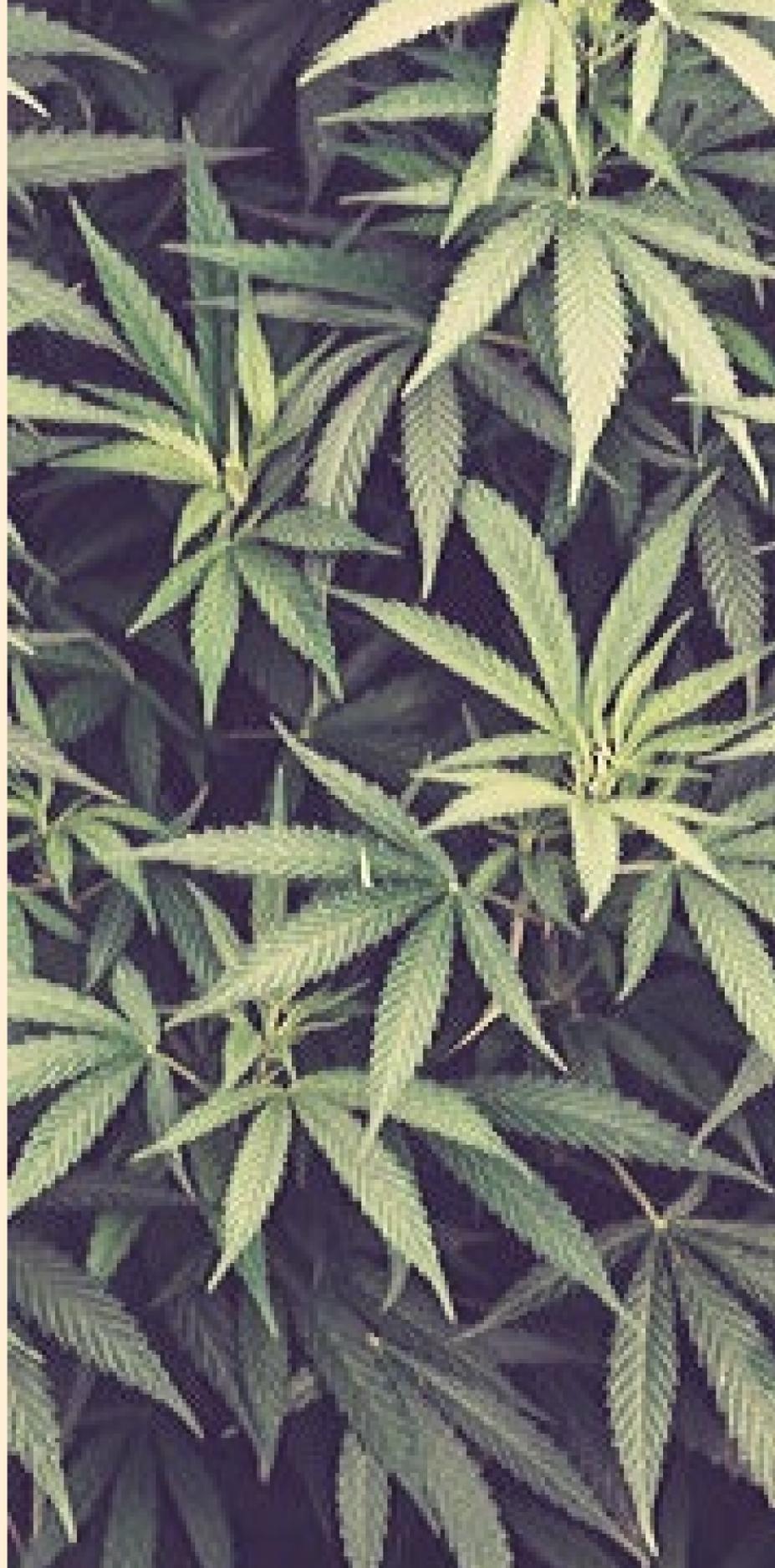
Compatibility

Address the degree to which the proposed use is compatible with surrounding uses and how the proposed use, including its exterior areas and surrounding public areas, will be managed to avoid becoming a nuisance or having impacts on its neighbors and the surrounding community.



COMMUNITY BENEFITS

Describe the benefits that the proposed use would provide to the local community, such as community contributions, participation in or support of community organizations, drug abuse awareness education, or other contributions or activities that will benefit the community.



CRIMINAL HISTORY CHECK

This is to demonstrate that he or she has not been convicted within the last ten years of a felony substantially related to the qualifications, functions or duties of operation of a Storefront Retailer (such as a felony conviction for distribution of controlled substances, not including cannabis, money laundering, racketeering, etc.).



LABOR & EMPLOYMENT

If applicant is proposing higher wages the application could describe to what extent the Storefront Retailer will adhere to heightened pay and benefits standards and practices, including recognition of the collective bargaining rights of employees.

LABOR & EMPLOYMENT

CONTINUED...

1

Providing a description of proposed payroll practices/use of payroll consultants that document employee compensation.

2

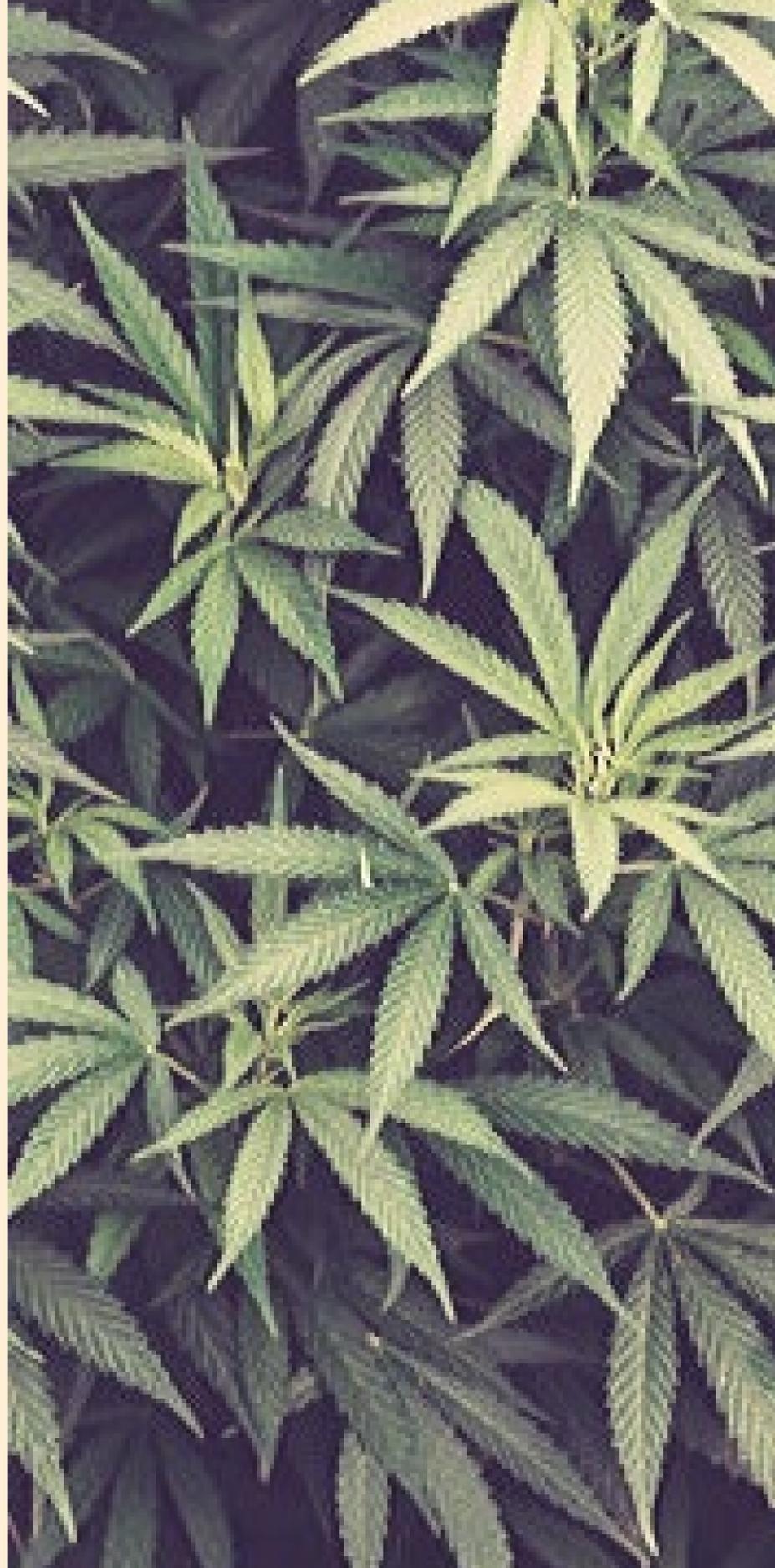
Providing compensation to and opportunities for continuing education and training of employees/staff (include proof of the proposed business' policies and regulations for employees);

3

Providing a "living wage" to the proposed business' staff and employees. The proposed wage scale should be provided in writing for all levels of employment within the business.

4

Describing the extent to which the proposed business will be a locally managed enterprise whose owners reside in or within the vicinity of the City.



PROPOSED LOCATION

Include the address, assessor's parcel number(s), and a detailed description of the proposed location. This section should also describe and generally characterize all uses within 600 feet of the property line of the proposed location. The proposed site must be located in the Commercial Services and Fabrication (CSF) zone and may not be located within 600 feet of a K-12 school, commercial daycare center, or center.

SCORING CRITERIA

A MAXIMUM OF 200
POINTS POSSIBLE

The City will consider the following selection criteria in its evaluation of applications submitted under this RFA and will award up to a maximum of 200 points to each application received.



READY TO SUBMIT YOUR APPLICATION?

Done with your application? Lets schedule your appointment for submittal.

Firm Name

Name *

First Last

Email *

Phone *

Date *

Please pick a date that works best for you, please note that the date you pick may not be available. We will contact you with an agreeable alternative within 5 business days.
between Monday - Thursday 8:00am - 5:00pm PST.

Time *

: ▼
HH MM

Please pick a time between 9:00am - 5:00pm. Please note our counter is closed for lunch between the hours of 11:45am - 1:15pm, we will not be able to assist you during this time.

File

Drop files here or

Please upload all required documents. If the file is too big please email developmentsservices@suisun.com a link to the file. Thank you.

CAPTCHA

I'm not a robot

[Privacy](#) [Terms](#)

1. Schedule an appointment online

2. Fees are due at the time of submittal

3. Submit your application materials electronically.

Q&A

We're going to go over the questions we have received through the web and email.

QUESTIONS?

This is the time to ask your questions, in order for your questions to be recorded we ask that you line up single file behind the podium.

CONTACT US

Mailing Address

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Phone Number

(707) 421-7355

E-mail Address

developmentsservices@suisun.com