



THE CITY OF
BENICIA
CALIFORNIA

REQUEST FOR
PROPOSALS:
**CANNABIS
RETAIL AND
MICROBUSINESS
OPERATORS**

Complete Applications Due:
Monday, September 10th 2018 at 4:00 PM

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INTRODUCTION

The City of Benicia (“City”) wants two retail cannabis businesses and a cannabis microbusiness to operate in the Benicia community. The City invites interested, qualified parties to submit proposals for operations in response to this Request for Proposals (“RFP”).

The goal of the RFP is to elicit cannabis business proposals from business owners/operators that wish to locate in Benicia. This RFP process will enable the City to assess interested parties and their completed proposals, and select businesses for the opportunity to work in Benicia. **A total of two retail permits, and one microbusiness permit, are available to selected operators who successfully complete this competitive application process.**

Interested parties must complete the requirements of this RFP and clearly articulate how the proposed businesses would operate within the confines of existing state law and the newly passed Benicia Municipal Codes. Applicants will have to demonstrate the viability of the proposed business and business location, how the proposed business and business location will contribute to Benicia’s community and economy, and how the proposed business will mitigate any impacts that may arise from a cannabis business operation.

Any questions must be submitted in writing prior to the date on the Timeline on page 6, and all questions and responses will be posted on the website, www.ci.benicia.ca.us/commercialcannabis. Please send all questions and comments to:

cannabis@ci.benicia.ca.us

Complete applications, per RFP instructions and including payment of all associated fees, are due by Monday, September 10th, 2018 at 4 pm.

BACKGROUND

Benicia is a scenic city in the San Francisco Bay Area located on the waterfront of the Carquinez Strait. Benicia is both a charming place with a small-town feel and a thriving commercial and industrial center. Home to almost 28,000 residents, people congregate in the historic downtown area and enjoy a wide array of recreational parks and amenities. Yet Benicia's history as a major military and industrial center also provides the City abundant land for economic development and new industries.

In this spirit of embracing new economic frontiers, the City Council voted to welcome the cannabis industry into Benicia. On February 20 and March 20, 2018, the City Council adopted ordinances to allow cannabis uses in Benicia:

- Allow personal cultivation of cannabis for private use within private residences, subject to limitations allowed under State and local law;
- Allow commercial and industrial cannabis uses in Benicia, subject to limitations and conditions allowed under State and local law;
- Require all commercial and industrial cannabis uses in Benicia to obtain two approvals prior to operation:
 - Cannabis Public Safety License - Applicants must submit security plans and site plans, and all personnel including employees, owners, and operators, must submit to background checks. A site visit and in-person interview will also be required. The Cannabis Public Safety License application will be incorporated into the RFP process for retail and microbusiness. This is subject to annual renewal.
 - Cannabis Use Permit - Applicants must submit business plans, location maps, site design, and operational plans. A public hearing before the Planning Commission is required. This is subject to an annual review.
- Allow a maximum of two retail locations in Benicia, subject to a competitive process;
- Allow a maximum of one microbusiness location in Benicia, subject to a competitive process and with retail limited to delivery only;
- Allow unlimited number of testing, manufacturing, distributing, cultivation, and delivery cannabis businesses in Benicia; and

- Establish location criteria for all cannabis uses, including the following that pertains to retail and microbusiness:
 - Minimum distance from schools (grades K – 12): 600 feet
 - Zoning for Retail cannabis operations:
 - Community Commercial (CC)
 - General Commercial (CG)
 - Waterfront Commercial (CW)
 - Zoning for Microbusiness cannabis operations:
 - Limited Industrial (IL)
 - Industrial Park (IP)
 - General Industrial (IG)
 - Waterfront Industrial (IW)

SUBMITTAL INSTRUCTIONS

TIMELINE

Below is a timeline for Proposers/Applicants to complete the entire Proposal process.

Key Dates for RFP	
July 13, 2018	Application Period Begins
July 27, 2018	Deadline to Submit Written Questions
August 7, 2018 at 1:30 PM	Optional Cannabis Pre-Submittal Conference
August 10, 2018	Answers to Written Questions Published
September 10 2018 at 4:00 PM	Proposal Submittal Deadline
September & October, 2018	Site Visits and Interviews*
December 2018	Announcement of Selected Applicants
*City may conduct Second Round Interviews if deemed necessary	

Below is an estimated timeline for Selected Applicants to complete the remaining permitting process. This timeline does not account for substantial revisions, resubmittals, or appeals, and is for reference only.

Estimated Permitting Timeline	
Two Months	Selected Applicants Prepare and Submit Use Permit Applications
Early 2019	Cannabis Use Permit processing, including Public Hearing and Planning Commission vote
2019	Selected Applicants pursue other required permits, such as building permits and business licenses

FEES

Applicants are responsible for paying all associated fees at the time of submittal. Fees are non-refundable. Proposals will also be subject to additional permits and associated fees, such as building permits. Fees associated with responding to this RFP are as follows:

FEE	FUNCTION
Response to RFP	
\$20,000	Cannabis Proposal/Application (including Cannabis Public Safety License Application and Preliminary Cannabis Application)

Applicants who successfully complete the Proposal and Cannabis Public Safety License process and are selected to continue on to the Cannabis Use Permits, will be subject to the following fees:

FEE	FUNCTION
Permit Application Fees	
\$19,000	Cannabis Use Permit Application
Ongoing Fees	
TBD	Cannabis Public Safety License Annual Renewal
TBD	Cannabis Use Permit Application Annual Review

SUBMISSION REQUIREMENTS

Applicants shall submit eight (8) physical hard-copy Proposals and one electronic copy. The electronic copy shall be submitted as a single searchable PDF via the City's website:

<https://www.ci.benicia.ca.us/commercialcannabis>

The Proposal submittal shall include all of the following materials:

- Letter of Intent – Provide information about the proposed project location, principals (owners and operators) of the proposed business, and agree with the City's terms contained in the RFP. Letter form attached to RFP.
- Summary Project Plan - Provide a written statement describing the project and project details. Include information about the intended business model and plan, previous relevant experience in the cannabis, or similarly regulated, industry, efforts and/or plans to engage with the community, information about how your proposed business meets or exceeds the scoring and evaluation criteria, overall vision and timeline for opening your proposed business, and any other specific qualities that you feel are relevant and support the proposal's legitimacy. Summary Project Plan's should be **8-10 pages**.

- Preliminary Cannabis Application – Provide documentation for City staff to assess project viability, location, site design, and operational plans. Application form and submittal requirements attached to RFP.
- Cannabis Public Safety License Application – Provide documentation of security systems and safety plans, and Live Scan applications for all required parties. Application form and submittal requirements attached to RFP.
- One (1) payment to the City of Benicia for the application, permit process, and due diligence fees, totaling \$20,000. Payments made via check, money order, or cashiers’ check shall be made payable to the “City of Benicia”. Payment may also be made via cash or credit card. Payments made via cash or credit card must be made in-person and by appointment only; appointments must be made no less than 24-hours prior to the proposed submittal time.

SUBMISSION INSTRUCTIONS

All of the above materials for the Submission Requirements must be received prior to 4 pm on September 10. The submission package shall be submitted in one package by mail, courier, or in-person with an appointment, to:

City of Benicia Community Development Department
RE: Commercial Cannabis Proposal
City of Benicia
250 East L Street
Benicia, CA 94510

PROCESS

1 REQUEST FOR PROPOSALS

- The City releases a Request for Proposals for cannabis retail and microbusiness operators.
- There will be a voluntary Pre-Submittal Conference.
- Applicants may submit questions in writing, answers will be posted online.

2 SUBMISSION

- Applicants submit all documentation and pay all fees by the application deadline.
- Submittal Package includes - Letter of Intent, Summary Project Plan, Preliminary Cannabis Application, and Cannabis Public Safety License Application.

3 REVIEW, INTERVIEW, SITE VISIT

- City staff reviews materials from all complete Proposals.
- Applicants attend an in-person interview (individual meetings per application) which includes a site visit.

4 SCORING AND SELECTION

- Applicants scoring at least 80% against Evaluation Criteria are eligible to continue with security planning for the Public Safety License and on to the Cannabis Use Permit process.
- The City may hold second-round interviews if deemed necessary.
- Qualified applicants who are not chosen may be put on a waitlist should a selected operator be unable to proceed.

5 CANNABIS USE PERMIT

- Selected Applicants shall develop and submit complete Cannabis Use Permit Applications and pay all associated fees.
- City planning staff will review and process the Cannabis Use Permit Application.
- Applicants will have the opportunity to further refine their project plans, per City review and recommendations.

6 PLANNING COMMISSION PUBLIC HEARING

- The Planning Commission will consider the proposed cannabis business, including proposed operations and location, at a public hearing.
- The Planning Commission votes on approval of the Cannabis Use Permit. Decision becomes final ten (10) days after action.

7 PUBLIC SAFETY LICENSE AND INSPECTIONS

- Subject to appeal period, Planning Commission approval of Cannabis Use Permit, Cannabis Public Safety License will be issued.

8 NEXT STEPS: BUILDING PERMITS, BUSINESS LICENSE, FEES

- Approved cannabis business operators apply for, pay all associated fees, and submit to inspections, to attain other required permits, such as building permits and business licenses.
- A final site inspection to check security plan implementation and compliance with conditions of approval will also be required.

9 ANNUAL REVIEW & RENEWAL

- Cannabis business operators maintain their Cannabis Use Permits and Cannabis Public Safety Licenses annually by submitting documentation, attending a meeting, and paying required fees.

EVALUATION CRITERIA

Any selected parties are expected to have the following qualifications:

- Knowledge and experience developing successful businesses. Applications will be evaluated consistent with the City’s local preference policy;
- Expertise in the existing laws and proposed regulations relating to cannabis;
- Innovative, responsive, competent, and practical business acumen;
- Ability to operate the proposed cannabis business as an integrated part of the community; and
- Ability and willingness to work with the City in developing any proposed business rules and regulations specific to cannabis operations.

SCORING AND EVALUATION CRITERIA

Points will awarded for meeting, and exceeding, the requirements. The Cannabis Operations Scoring and Evaluation Criteria is attached to this RFP. The criteria categories and available points are:

CRITERIA	POINTS
Proposed Location and Design	20
Business Plan	30
Neighborhood Compatibility and Plan	20
Community Benefits	30
Enhanced Product Safety	20
Environmental Benefits	20
Labor and Employment	20
Local Enterprise	20
Qualifications of Owners	30
Air Quality Plan	20
Safety and Security Plan	20
TOTAL	250

A five person review committee selected by the City Manager will review each application. **A minimum score of 80% will be required for applicants to proceed.**

DEAL BREAKERS

The following list of proposal qualities and factors are grounds for disqualifying an application. All complete applications will be reviewed and scored against the Evaluation Criteria; these are non-negotiable terms:

- Any portion of the business location parcel is within 600 feet of a school;
- The retail business location parcel is designated any zoning category other than: General Commercial (CG), Community Commercial (CC); and Waterfront Commercial (CW);
- The microbusiness business location parcel is designated any zoning category other than: Limited Industrial (IL), General Industrial (IG), Industrial Park (IP), and Water Related Industrial (IW);
- Any licensee, owner, operator, employee, or landlord is under 21 years of age;
- Any licensee, owner, operator, employee, or landlord has a felony conviction, as outlined in Section 9.60.050 of the Benicia Municipal Code; and/or
- The business proposal includes alcohol sales, has a license from the State Department of Alcoholic Beverage Control for the sale of alcoholic beverages, a business that sells alcoholic beverages is operated on the premises, or in any way allows alcoholic beverages to be possessed, distributed, or consumed on the premises.

WHY BENICIA

Benicia is a charming community on the northern banks of the Carquinez Strait. The City has a thriving commercial and recreational waterfront, residential neighborhoods that weave into the hillsides, and multiple beautiful public parks. The City also hosts an array of festivals and events throughout the year.



Carquinez Strait & Benicia Point Pier

Benicia embraces its architectural history and creatively adapts buildings to the present. The historic downtown area has a commercial thoroughfare with restaurants and shops, which leads visitors to the scenic Benicia Point Pier and the Marina. The Benicia Arsenal, a major military complex that was decommissioned in 1964, has been converted into a vibrant cultural center and it still has plenty of room left to grow into. There are also colorful, well-preserved Victorian buildings throughout the City.



Historic Victorian House

Benicia's past and present is shaped by the City's progressive embrace of new social and economic paths. The City enacted rigorous sustainability standards well before they were commonly required and it has supported multiple ambitious adaptive-reuse

developments. Today Benicia is once again looking actively to the future by embracing the potential of the cannabis industry.



Benicia Waterfront

ECONOMIC BENEFITS

LEGAL RECREATIONAL SALES

Proposition 64, the bill to legalize recreational marijuana, was approved by 57% of voters in California, yet individual cities have been much less welcoming. Benicia is one of only 62 cities, 13% of all municipalities, in the entire state that allows recreational cannabis sales.¹ Within the nine Bay Area counties that number is similarly low. **Just 18 cities in the Bay Area, 20% of municipalities, have approved recreational cannabis sales.**² Benicia is a great place to do business, but in regards to cannabis sales it also one of the few places to do business.

Nearby cities including Antioch, Concord, Martinez, Pleasant Hill, Walnut Creek, Fairfield, and Vacaville do not permit any recreational cannabis sales. Cannabis businesses in Benicia have the potential to tap into not just the neighborhood consumer base but regional consumer bases as well.

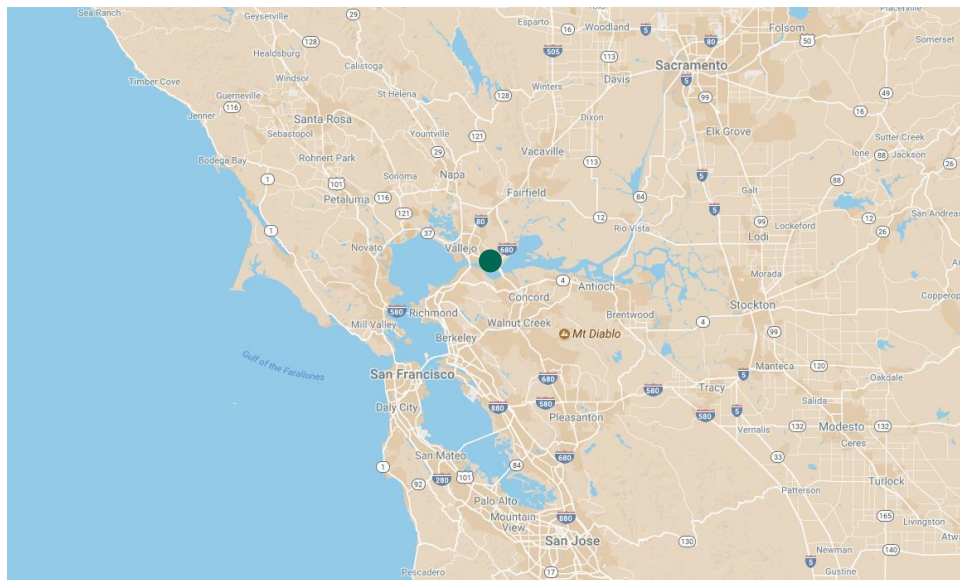
The Benicia City Council will be proposing a rate for the new marijuana tax, to be voted on by the public this November.

¹ (2018, January 4) *Searchable Database: See How Cannabis Laws, Support Differ Among California Cities.*
<http://www.thecannifornian.com/cannabis-business/database-see-cannabis-laws-support-differ-among-california-cities/>
² (2018, January 4) *Searchable Database: See How Cannabis Laws, Support Differ Among California Cities.*
<http://www.thecannifornian.com/cannabis-business/database-see-cannabis-laws-support-differ-among-california-cities/>

LOCATION

Benicia's central location provides both a local consumer base and access to numerous large markets for delivery services. **It is at the juncture of the 780 and 680 freeways, and is only four miles from Highway 80.** The City is ideally situated to access the San Francisco Bay Area, Sacramento Metro Area, and Stockton Metro Area. Numerous major cities, themselves home to more than 3.5 million people, are within an easy driving distance, even at peak commute times. Below is a table of drive times at 6:00 pm on a typical Thursday evening.

CITY	SUB-REGION	DRIVE TIME
Oakland	East Bay	30 min
San Rafael	North Bay	45 min
Santa Rosa	North Bay	1 hr
San Francisco	The Peninsula	1 hr
San Mateo	The Peninsula	1 hr
San Jose	South Bay	1 hr 15 min
Stockton	Stockton Metro	1 hr 30 min
Vacaville	Sacramento Metro	45 min
Sacramento	Sacramento Metro	1 hr 15 min



Benicia is marked with the green circle.

TRANSPORTATION

Benicia is serviced by Solano County Transit, SolTrans. This public transportation network operates in Vallejo, Benicia, and Fairfield and offers express connections to the Pleasant Hill, Walnut Creek and El Cerrito Del Norte BART Stations, as well as to the Vallejo Ferry Terminal and Vallejo Transit Center.

DEMOGRAPHICS

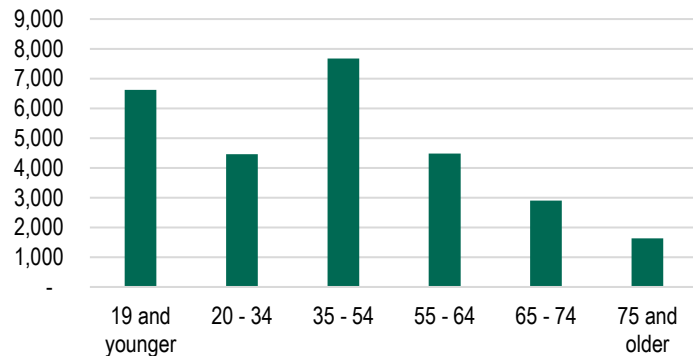
Benicia is home to a diverse and growing population. More than 7,500 families live within the City's established residential neighborhoods. Below is a sampling of demographic information from the US Census.

Population

Total Population – 27,780

Total Households – 11,019

Age Groups



Educational Attainment

College Degree – 36.4% of people over age 25

Graduate and Professional Degrees – 16% of people over age 25

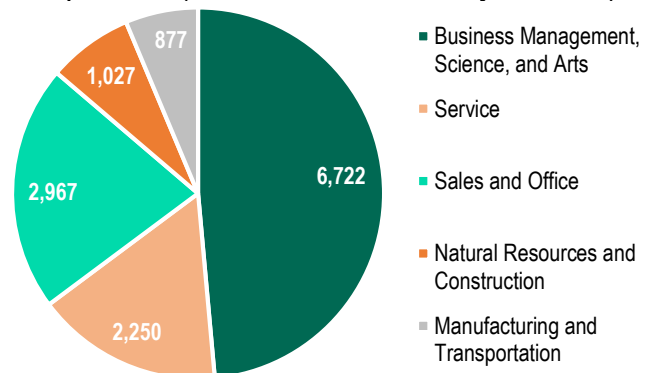
Income

Median Home Value - \$475,500

Median Household Income - \$87,011

Households Earning Over \$100,000 Annually – 44.1%

Occupations (of residents over 25 years old)



LEGAL CONTEXT

Regulations and laws applicable to cannabis operators include, but are not limited to:

CITY OF BENICIA

- Benicia Municipal Code Chapter 9.60 Cannabis Public Safety License
- Benicia Municipal Code Chapter 17.70.260 Hazardous Materials
- Benicia Municipal Code Chapter 17.84 Cannabis
- Benicia Industrial Design Guidelines

STATE OF CALIFORNIA

- Proposition 215, the Compassionate Use Act
- Medical Cannabis Regulation and Safety Act of 2015, AB 243, AB 266, SB 643
- Proposition 64, the Adult Use of Marijuana Act
- SB 94 Cannabis: Medicinal and Adult Use
- California Business and Professions Code, Division 10 - Cannabis

For further information, please visit the City's website: www.ci.benicia.ca.us/cannabis.

GENERAL CONDITIONS

The City reserves the right to cancel or reject all or a portion or portions of the Request for Proposal without notice. Further, the City makes no representations that any agreement will be awarded to any organization submitting a proposal. The City reserves the right to reject any and all proposals submitted in response to this request or any addenda thereto. Any changes to the proposal requirements will be made by written addendum.

The City shall not be liable for any costs incurred in response to this Request for Proposal. All costs shall be borne by the person or organization responding to the request. The person or organization responding to the request shall hold the City harmless from any and all liability, claim or expense whatsoever incurred by or on behalf of that person or organization. All submitted material becomes the property of the City of Benicia.

250 East L Street • Benicia, CA 94510 • (707) 746-4280 • Fax (707) 747-1637



Community Development Department Planning Division

CANNABIS OPERATIONS SCORING AND EVALUATION CRITERIA

A five (5) person review committee selected by the City Manager will review each application. Each committee member will sum his or her score in each category to generate a total score for each applicant. The applicants with the highest scores progress. Successful applicants must achieve 80% or higher score.

Criteria	Description	Points
Proposed Location and Design	<ul style="list-style-type: none"> • Proposed location identified with address and detailed description, in appropriate zoning and meets all the locational requirements as described in Chapters 17.84.050 (B), 17.84.060 and Chapter 9.60.040 of the Benicia Municipal Code • Account for buffer/setback/sensitive use requirements • Additional setback/buffer from residential and other sensitive uses, such as schools • Extent of pre-permit outreach/engagement with neighborhood and community • Provision of parking above and beyond minimum standards • Exterior design and materials • Signage plan (interior and exterior), including plan for avoiding marketing to youth • Added design features, such as windows, primary entrance facing street, pedestrian improvements, no significant blank walls, removal of existing nonconforming features such as pole signs, • security screening not visible from exterior 	<p>20</p>
Business Plan	<ul style="list-style-type: none"> • Amount of experience operating a licensed cannabis business • Amount of experience operating retail storefront or, in the case of microbusiness, experience with applicable microbusiness practices, cultivation, manufacturing, packaging, retail, and delivery • Description of day-to-day operations which meet industry best practices for specific type of permit requested from City; • Timeline for beginning operation, including outline for any proposed construction/improvements and a deadline for completion • Budget for construction, operation, maintenance, compensation of employees, equipment costs, utility costs, and other operation costs. The budget must demonstrate sufficient capitalization to pay startup costs and at least three months of operating costs, as well as a description of the sources and uses of funds 	<p>30</p>

	<ul style="list-style-type: none"> • Proof of sufficient capital to cover first 3 months of operation (documentation of cash or other liquid assets on hand, Letters of Credit or other equivalent assets) • Pro forma for at least three years of operation 	
Neighborhood Compatibility And Plan	<ul style="list-style-type: none"> • How proposed use, including exterior areas/surrounding public areas, will be managed, to avoid nuisance problems or negative impacts on neighbors and surrounding community • Applicant conducted community workshop • Site plan (accurate, dimensioned and to-scale [minimum scale of 1/4"]) required for each proposed location • Proposed plan (such as designated manager) to handle complaints 	20
Community Benefits	<ul style="list-style-type: none"> • Benefits applicant would provide to local community, such as employment for residents of the City, community contributions, or economic incentives to the City • Planned partnership(s) with neighboring businesses • Plan for ongoing community outreach/engagement with neighborhood and community • Addressing issues raised in public meeting, including evidence that concerns raised have been resolved 	30
Enhanced Product Safety	<ul style="list-style-type: none"> • How applicant proposes to enhance consumer safety beyond requirements of State and/or local law 	20
Environmental Benefits	<ul style="list-style-type: none"> • Any proposed "green" business practices (e.g., solar) relating to energy and climate, water conservation, and materials and waste management; technology promoting efficient use of electricity (e.g. MCE deep green), low impact development for storm water 	20
Labor & Employment	<ul style="list-style-type: none"> • Whether applicant will provide training program for Responsible Cannabis Retail resulting in a certificate from an accredited learning institution • To what extent applicant will adhere to state law requirement for labor peace agreement, if applicable, or heightened pay and benefits standards and practices, including recognition of the collective bargaining rights of employees. Specific practices subject to consideration include the following: <ul style="list-style-type: none"> ○ Providing opportunities for continuing education and training of employees/staff (applications should provide proof of the CPSL 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 150% of the minimum wage mandated by California or Federal law, whichever is greater 	20
Local Enterprise	<ul style="list-style-type: none"> • Extent to which proposed use will be locally managed enterprise whose Owners reside within Benicia and/or the County of Solano • Evidence of historical tax compliance 	20
Qualifications of Owners	<ul style="list-style-type: none"> • Information re: any special business or professional qualifications or licenses of Owners adding to number or quality of services that the 	30

	<p>proposed use would provide, especially in areas related to medical cannabis, such as scientific or health care fields</p> <ul style="list-style-type: none"> • Applicant’s history of compliance in a regulated industry, including record of interactions with prior City governments • Knowledge of state and local regulations 	
Air Quality Plan	<ul style="list-style-type: none"> • Plan for managing effects of indoor (employees’ health and welfare) and outdoor (surrounding businesses) air quality resulting from proposed use (odor control including carbon filters, air scrubbers, and masking agents in ventilation system, etc.) 	20
Safety and Security Plan	<ul style="list-style-type: none"> • How the proposed use will provide safety and security on the property. Security plan must include interior and exterior physical layout and design plans and operational details as they relate to security • Security measures beyond minimum standards 	20
Total		250

(date)

City of Benicia
250 East L Street
Benicia, CA 94510
Attn: Community Development Department

RE: Letter of Intent - Request for Proposals: Cannabis Retail and Microbusiness Operators

I, the undersigned, attest that I am a duly authorized representative of the cannabis business operator applicant, which is identified below:

Name of Business:

**Address of Proposed
Business Location:**

Assessor's Parcel Number:

Name of Applicant:

**Business Address of
Applicant:**

Applicant Phone Number:

Applicant Email Address:

I understand that I will be expected to receive all notices at the Business Address of the Applicant and consent to receiving notices and communications at the phone number and email address listed above.

I am interested in starting a _____ cannabis business operation. Further, I attest that I have secured an agreement for the Proposed Business Location listed above, for a minimum of four (4) years, and that said location is eligible for cannabis business operations per City regulations.

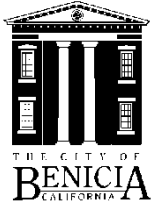
Please find enclosed a complete application for this cannabis business proposal, including:

- Summary Project Plan
- Preliminary Cannabis Application
- Cannabis Public Safety License Application
- One (1) payment of \$20,000 payable to the City of Benicia

If I am selected to submit for a CUP I will apply for this permit within 60 days of the receipt of the letter of authorization from the City of Benicia Community Development Department. I understand that failure to apply for the CUP within that time period automatically forfeits my opportunity to apply.

I further understand that failing to meet any of the requirements of the RFP or applicable City regulations shall lead to automatic revocation of any award letter.

Sincerely,



250 East L Street • Benicia, CA 94510 • (707) 746-4280 • Fax (707) 747-1637

Community Development Department Planning Division

PRELIMINARY CANNABIS APPLICATION

Administered by the Community Development Department, applicants seeking retail or microbusiness Cannabis Use Permits must submit a Preliminary Cannabis Application. Applicants must submit a vicinity map(s), and conceptual building site plans including but not limited to site plans, floor plans, roof plans, and building elevations. All applicants must complete the application that follows. The responses provided on this application will assist the review panel in evaluating Proposals for business viability and operational standards that the applicant intends to employ, and assess how they relate to building and zoning codes, City design standards, and other sections of the Benicia Municipal Code.

ACKNOWLEDGEMENTS

The applicant acknowledges that submitting this Application and associated documentation does not entitle them to a Cannabis Use Permit or a Cannabis Public Safety License, or grant them any rights or privileges to operate a cannabis business in Benicia. The applicant also acknowledges that all fees associated with this application are non-refundable, and that the Community Development Department will retain the authority to inspect and assess the business premises and property.

Entity/Applicant Name: _____
Proposed Facility Address: _____
Authorized Agent (print): _____ Title: _____
Signature: _____ Date: _____

APPLICANT: Complete all sections. Please print legibly.

Project Address _____

APN (s) _____ Cross Street _____ Sq. ft./Acreage _____

Applicant Name _____ Company _____

Street Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Owner's Name _____ Company _____

Owner's Street Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Additional Contact Information

Architect _____

Engineer _____

Other _____

If additional owners, please add them below.

Owner's Name _____ Company _____

Owner's Street Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Owner's Name _____ Company _____

Owner's Street Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Owner's Name _____ Company _____

Owner's Street Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Owner's Name _____ Company _____

Owner's Street Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

1. **Provide eight (8) copies of the following on sheet size ARCH D, 24 x 36 inches, folded to be 8.5 x 11 inches.** Rolled plans will not be accepted. **Also provide one (1) electronic copy of all required documentation.** Submission must be a single searchable PDF.
 - a. Conceptual building and site plans
 - b. Vicinity Map

2. **Conceptual plans must be fully dimensioned, clear, legible and reproducible, and must include the following information:**
 - a. Plans must include:
 - i. Site plan
 - ii. Floor plan(s)
 - iii. Roof plan
 - iv. Building Elevations
 - b. Approximate size/area of the parcel (in square feet or acres)
 - c. Existing and proposed building footprints and/or structures (gross floor area)
 - d. All existing and proposed streets and parking areas
 - e. Approximate location of all creeks, trees, shoreline, known wetland and flood plain areas
 - f. All internal and external equipment, including HVAC systems, manufacturing machinery, etc.

3. **The Vicinity Map must be clear, legible and reproducible, and must include the following information:**
 - a. Location of the project area
 - b. A radius of 600 feet from the property boundary
 - c. Existing roads and properties
 - d. Existing building footprints
 - e. Existing land use for all adjacent/shown properties
 - f. Existing schools (including grades kindergarten to 12)
 - g. Aerial photography may be provided in addition to the above requirements. It must be legible and have buildings labeled

4. **Provide additional information** that will help the city understand the project such as existing site or building photos, topographic surveys, site surveys, landscaping plans, color or material selections, details of anticipated water or wastewater usage, or information about hazardous materials.

Proposed Project

Please complete this chart. If an item is included, or will be changed as part of the project, please elaborate.

	No	Yes	Explanation
Tenant Improvements			
Parking			
<ul style="list-style-type: none"> • New Spaces 			
<ul style="list-style-type: none"> • Removing Spaces 			
Improvements and/or Structures in Public Right-of-Way			
Exterior			
<ul style="list-style-type: none"> • Building Modifications 			
<ul style="list-style-type: none"> • Mechanical Equipment 			
<ul style="list-style-type: none"> • Lighting 			
Masonry			
Land			
<ul style="list-style-type: none"> • Grading 			
<ul style="list-style-type: none"> • Landscaping 			
<ul style="list-style-type: none"> • New Trees 			
<ul style="list-style-type: none"> • Removing Trees 			
Hazardous Materials			

Operational Plans

Please complete this chart. If an item is included, or will be changed as part of the project, please elaborate.

	No	Yes	Explanation
Number of Estimated Employees			
Proposed Hours of Operations			
Production of Edible and/or Consumable Products			
Noise to be Generated On-Site			
Cannabis-Related Mechanical Equipment			
Outdoor Storage and/or Uses			
Use or Storage of Hazardous Materials			
Transportation Plans			
Expected Occupant/Tenant Traffic			
Cannabis Delivery and/or Distribution			
Proposed Delivery and/or Distribution Hours			

THIS IS A PRELIMINARY CANNABIS APPLICATION FORM AND NOT A BUILDING PERMIT OR PLANNING OR ENGINEERING APPLICATION. ADDITIONAL SITE PLANS & DETAILED INFORMATION WILL BE REQUIRED WITH THE PLANNING APPLICATION AND/OR PERMIT APPLICATION.

INDEMNIFICATION:

Applicant agrees to defend, indemnify, and hold harmless the City and its officers, contractors, consultants, employees, and commission members (collectively, "City") from any and all liability, loss, suits, claims, damages, costs, judgments and expenses (including attorney's fees and costs of litigation), including any appeals thereto (collectively, "proceeding") brought against the City with regard to any approvals issued in connection with the application(s) by the City, including any action taken pursuant to the California Environmental Quality Act. If Applicant is required to defend the City in connection with such proceeding, the City shall have and retain the right to approve counsel to so defend the City; and all significant decisions concerning the manner in which the defense is conducted; and any and all settlements, which approval shall not be unreasonably withheld. The City shall also have and retain the right to not participate in the defense, except that the City agrees to reasonably cooperate with Applicant in the defense of the proceeding. If the City's Attorney's Office participates in the defense, all City Attorney fees and costs shall be paid by Applicant. Further, Applicant agrees to defend, indemnify and hold harmless the City from and for all costs and fees incurred in additional investigation or study of, or for supplementing, revising, or amending, any document if made necessary by said proceeding.

CERTIFICATION:

I hereby certify that I am the applicant or designated agent named herein and that I am familiar with the rules and regulations with respect to preparing and filing this petition for discretionary action, and that the statements and answers contained herein and the information attached are in all respects true and accurate to the best of my knowledge and belief.

SIGNATURE OF APPLICANT OR AGENT: _____

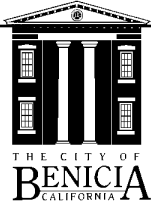
Date: _____

Applicant will receive an email confirming receipt of request form and packet and assign next available meeting date and time. This will be your meeting date unless you contact us to request a different available meeting date and time. If applicants miss a scheduled meeting, they will be required to reschedule for the next open date available. City of Benicia Community Development Department: (707) 746-4280 Cannabis@ci.benicia.ca.us

FOR INTAKE, STAFF USE ONLY

File # _____	Fee Paid _____	Receipt # _____
Date Received: _____		Received By _____
Zoning _____		
Reviewers Needed:		
<input type="checkbox"/> Fire	<input type="checkbox"/> Building	<input type="checkbox"/> Planning
<input type="checkbox"/> Public Works	<input type="checkbox"/> Engineering	<input type="checkbox"/> Police
<input type="checkbox"/> Parks and Community Services	<input type="checkbox"/> Other _____	

250 East L Street • Benicia, CA 94510 • (707) 746-4280 • Fax (707) 747-1637



Police Department

CANNABIS PUBLIC SAFETY LICENSE APPLICATION

Administered by the Police Department, applicants seeking Cannabis Use Permits must obtain a Cannabis Public Safety License. Applicants must submit a comprehensive security plan, site plan, and floor plan(s) demonstrating the proposed safety and security strategies of the licensed premises. All applicants must complete the application that follows. The responses provided on this application will assist the review panel in evaluating responses as they relate to security standards that the applicant intends to employ.

ACKNOWLEDGEMENTS

The undersigned applicant acknowledges that there are considerable risks in operating a cannabis-related business. Those risks include but are not limited to the risks of burglary, robbery, internal and external theft, diversion of cannabis by employees and customers, the risk of minors accessing cannabis products, and associated risks to employees, vendors, and the general public. The applicant hereby acknowledges that it is committed to ensuring a safe environment that mitigates as much risk as is reasonably possible. Risk mitigation strategies must include, at minimum, implementing security requirements mandated by state regulations and those conditions described in this Cannabis Public Safety License Application.

The applicant acknowledges that the Police and Fire Departments will retain the authority to audit, inspect, assess and test the security and safety strategies of the applicant's premises. The applicant acknowledges that as incidents arise, crime trends affecting the cannabis industry evolve, or enhanced security practices develop throughout the emerging cannabis industry, the Police and Fire Departments must reserve the right to impose additional conditions to further the public safety interests of the City of Benicia, as well as those of licensed operators, their employees, vendors and customers who may visit the licensed premises.

Entity/Applicant Name: _____

Proposed Facility Address: _____

Authorized Agent (print): _____ Title: _____

Signature: _____ Date: _____

BACKGROUND INVESTIGATIONS

All applicants, interested parties, and employees of the licensee are required to clear a background check to qualify for a Cannabis Use Permit. This includes a Live Scan Service and may also include additional investigation by the City if deemed necessary. Cannabis Use Permits will not be issued where applicants, interested parties, or employees have felony convictions, as specified in subdivision (c) of Section 667.5 of the Penal Code, and subdivision (c) of Section 1192.7 of the Penal Code, or where convictions exist that substantially relate to the qualifications, functions, or duties of the business or profession, including a felony conviction involving fraud, deceit, or embezzlement or a criminal conviction for the sale or provision of illegal controlled substances to a minor.

Entity/Applicant Name: _____

Proposed Facility Address: _____

Authorized Agent (print): _____ Title: _____

Signature: _____ Date: _____

SECURITY STANDARDS

The following security standards must be adopted and implemented by cannabis-related businesses operating within the City of Benicia. Applicants must initial each item under "Initials" to show their acknowledgment. Where the applicant perceives a conflict or seeks an exemption or conditional accommodation, the applicant should mark ("X") under the heading labeled "Conflict". Where the "Conflict" column is marked, the applicant must include as an attachment to this application a written response identifying each perceived conflict. In addressing the conflict, the applicant must refer to the conflict by referencing its part and section number (e.g. Part A, Item 4).

Entity/Applicant Name: _____

Proposed Facility Address: _____

Authorized Agent (print): _____ Title: _____

Signature: _____ Date: _____

Part A	Facility Design	Initials	Conflict
1	The primary pedestrian access point (lobby) must be visible from the public thoroughfare		
2	No further access beyond the lobby must be possible without passing another locked, solid core door.		
3	Any trees on the premises must have canopies maintained at a height greater than 6-feet from the ground.		
4	Any ground level landscaping must be limited and maintained at a height no greater than 24 inches.		
5	No opportunities for concealment may exist within 10 feet of any doorway accessing the structure.		
6	Any glass storefronts, metal roll-up doors or windows extending lower than 24 inches from ground level must be protected against vehicular intrusion by effective barriers subject to design review/approval.		
7	Cannabis, cannabis products or graphics depicting cannabis may not be visible from outside the premises.		
8	Doors accessing rooms containing cannabis must be equipped with solid core doors. If such rooms include windows, windows must be opaque to prevent visibility of cannabis or have a lower sill no lower than 6 feet from ground level. Any such windows must be equipped with intrusion resistant film and incorporate monitored glass-break detection components within the alarm infrastructure.		
9	Windows, if present, must not be obscured by advertisements, product racks, or other obstructions.		
10	Any solid core doors accessing the outside will be equipped with 180 degree viewing devices.		
11	The premises must maintain a minimum exterior lighting standard of 1.5 foot candles across all perimeters, access points and parking spaces associated with the licensed premises. Lighting must be white LED lighting with a heat index between 2700K-4200K, a color rendering index of at least 70 and a light loss factor of at least .95.		
12	Where foyers exist or awnings are installed on the structure, fixtures must be installed as necessary to provide for a minimum lighting standard of 1.5 foot candles beneath the awning or within the foyer.		
13	Under Section 17.108 of the Benicia Municipal Code, external building design, architectural features, site plans, landscaping, etc. may be subject to design review.		

Part B	Facility Access Control	Initials	Conflict
1	An electronic access control system will be installed to control and log access by staff members.		
2	All rooms containing cannabis or currency will require an electronic access control card/fob to enter.		
3	The access control system will maintain access data for no less than 90 days; records must be available to regulators upon request.		
4	The electronic access control system must be supported by a battery backup system ensuring continued operability of the system for no less than 24 hours.		
5	Key fobs/cards will be user-unique and will provide access only to those areas, and at those times, that the employee has a legitimate need to access.		
6	All rooms containing cannabis or currency will be equipped with an automatic closing/relocking device and must be kept closed and locked at all times when not in immediate use.		
7	When employees are terminated, all issued keys/fobs/cards must be accounted for. If a fob/card is missing, it must be immediately deleted from the access control system. Where a physical key is lost or not returned, all relevant cores must be changed on all relevant locks without delay.		
8	A knox box containing a master key/fob for the facility must be installed adjacent to the lobby door.		
9	If fencing or gates are to be installed, they must comply with local building and zoning codes.		
10	Fencing or gates, if topped with security features, must comply with local building and zoning codes.		
11	Electronic gate(s), if installed, must be equipped with click-to-enter technology.		
12	Gate(s), if installed, must be equipped with a knox-key access system and knox-box.		
13	Any physical keys associated with the premises must be stamped "Do Not Duplicate", tracked and logged.		
14	Packaged cannabis products on the premises must be stored in a limited access vault or appropriately UL-rated safe.		

Part C	Alarm System	Initials	Conflict
1	Facility alarm installers must be licensed by the Dept. of Consumer Affairs (Alarm Company Operator, CA BPC § 7590 - 7599.80 et al).		
2	Facility alarm equipment, installers and monitoring centers must be UL (Underwriter's Laboratory) listed. UL certification must be maintained in good standing at all times.		
3	Any roof hatches or vents accessing the building must be equipped with contact sensors, motion detectors or other practicable electronic monitoring options.		
4	All exterior doors and interior doors accessing rooms containing cannabis, currency or security infrastructure must be equipped with monitored contact points requiring doors to be closed for the system to arm. Bypassing zones must be prohibited.		
5	Silent robbery alarm activators must be installed at the lobby/entrance, loading/unloading areas, product/currency storage areas and at any points of sale (where applicable).		
6	Access control, surveillance and alarm systems must be equipped with battery backups or an auto-start generator capable of supporting system operations for up to 24 hours.		
7	Where the alarm system malfunctions to any degree, the facility must be staffed on a 24-hour basis by a manager or a licensed security officer until such time as the alarm system is restored to full operability.		
8	A minimum of one motion detector must be installed in each room of the facility, with additional detectors installed as practicable.		

Part D	Surveillance System	Initials	Conflict
1	Cameras resolution rating of no less than 2 megapixels, day/night capable, equipped with auto-iris and auto-focus features.		
2	Interior cameras must provide no less than 50 pixels per foot in relation to the furthest area/element intended for surveilling. Exterior cameras must provide no less than 80 pixels per foot in relation to the furthest area/element intended for surveilling.		
3	TCP/IP enabled, accessible over the internet. Remote viewing access must be provided to the Chief of Police or his/her designees.		
4	DVR must be stored in a limited access area of the facility to which only managerial personnel have access.		
5	System must record on a consistent basis, both during and after business hours. Footage must be archived for no less than 90 days.		
6	System must be capable of offloading video in standard formats requiring no proprietary software (e.g. mpeg, wmv, wav).		
7	System must allow the offloading of video to standard media (e.g. DVD, USB).		
8	Footage must be accurately date/time stamped. Date and time stamp must not obscure the focus area of the video.		
9	A log must be maintained accounting for any persons accessing the surveillance system (unique user IDs required).		
10	Cameras must be placed within 20 feet of each exterior door and must provide both interior and exterior vantage points.		
11	Limited access areas (entrances, loading areas, rooms containing cannabis, currency or security system infrastructure) must maintain no less than two viewing angles, including each door.		
12	Cameras must be installed in a manner that protects cameras and cabling from inadvertent or intentional disruption.		
13	All doors leading to the outside will be accompanied by a video monitor displaying the outside area for pre-egress review.		
14	Signage must be posted at each entrance to the parcel and structure advising of the presence of video surveillance.		
15	The applicant must prohibit staff, vendors or customers (dispensaries) from wearing hats, hoods, sunglasses or other attire that may interfere with the ability to identify a person from surveillance video footage.		
16	Where the surveillance system malfunctions to any degree, the facility must be staffed on a 24-hour basis by a manager or a licensed security officer until such time as the surveillance system is restored to full operability.		
17	The location of the on-site surveillance server (DVR) must be identified on the provided security floor plan, and must be in a room accessible only to management personnel with access privileges to the surveillance platform's hardware, software and recordings.		

Part E	Facility Policies and Security Plan Content	Initials	Conflict
1	A manager capable of accessing all rooms must be on the premises during all operating hours.		
2	A manager capable of accessing surveillance footage must be on the premises during all operating hours.		
3	Non-managerial employees must not be permitted to take keys, fobs or access cards off premises.		
4	Non-managerial employees must not be permitted to take employer identification badges off premises.		
5	The applicant must maintain a strict policy against loitering and trespassing on and about (within 100 feet of) the premises.		
6	Applicants are advised that an acceptable and comprehensive burglary prevention/response plan will be required prior to licensing.		
7	Applicants are advised that an acceptable and comprehensive robbery prevention/response plan will be required prior to licensing.		
8	Applicants are advised that an acceptable and comprehensive plan regarding product diversion and internal theft prevention and response strategies will be required prior to licensing.		
9	Applicants are advised that an acceptable and comprehensive currency security plan will be required prior to licensing.		
10	Applicants are advised that an acceptable and comprehensive product loss prevention/shoplifting plan will be required prior to licensing.		
11	Security plan must be developed in consultation by a third party security professional (e.g. licensed PPO, ACO, certified advanced CPTED practitioner, ASIS certified security planner, etc).		
13	Security plan must be updated by the applicant as changes to security infrastructure, policies or practices arise. The plan must contain all necessary information to provide for ongoing and efficient maintenance of the security plan (e.g. vendor contacts, equipment descriptions, vendor data, maintenance records, access logs, etc.)		
14	The plan must be updated with enhanced and relevant strategies within 30 days of any significant incident including but not limited to: Discovery of a significant inventory discrepancy, as defined in CCR, Title 16, Division 42, Chapter 1, Article 3, section 5034); discovery of any cannabis diversion, theft, loss, or any other criminal activity pertaining to the operations of the licensee; discovery of loss or unauthorized alteration of records related to cannabis goods, customers, or the licensee's employees or agents; or any other breach of security.		
15	The security plan must be reviewed and audited annually by a third party security professional. A log of its review must be maintained within the plan and must include the identity, certifications, review date and comments from the reviewing party.		
16	Within 30 days of implementing any change to the security plan, the applicant must provide to the Chief of Police or his/her designee an updated version of the security plan with the latest changes highlighted and accompanied by a letter of explanation detailing the reasons for the changes.		

Part F	Security Strategy Questionnaire	Yes	No
1	Applicant will employ uniformed proprietary security officers in accordance with the California Proprietary Security Services Act (CA BPC § 7574 - 7576 et al).		
2	Applicant will contract uniformed private security officers through a licensed private patrol operator in accordance with the California Private Security Services Act (CA BPC § 7580 - 7580.14et al).		
3	Security officers will serve in an armed (with firearm) capacity in accordance with the California Private Security Services Act (CA BPC § 7580 - 7580.14et al). NOTE: Proprietary security officers are prohibited from carrying deadly weapons.		
4	Security officers, whether proprietary or contract, will be on duty only during business or operating hours.		
5	Security officers, whether proprietary or contract, will be on duty only after business or operating hours.		
6	If uniformed security officers, whether proprietary or contract, will be assigned on the premises, mark "Yes" and complete the "Security Schedule" that follows this portion of the application. If uniformed security officers will not be used, mark "No".		
7	Mobile/vehicular, randomized patrol services of the premises will be contracted through a licensed private patrol operator in accordance with the California Private Security Services Act (CA BPC § 7580 - 7580.14 et al).		
8	If mobile/vehicular patrol services will be contracted, mark "Yes" and complete the "Mobile Patrol Schedule" that follows this portion of the application. If mobile/vehicular patrols will not be used, mark "No".		
9	If mobile/vehicular patrol services will be contracted, indicate the private patrol operator will be required to respond to the premises within 20 minutes in order to mitigate non-emergency nuisances, loitering, trespassing or suspicious circumstances on or about the premises that, on their face, do not reasonably appear to pose an imminent threat or demand police intervention.		
10	Applicant will contract for alarm response services through a licensed private patrol operator (CA BPC § 7580 - 7580.14 et al) or a licensed alarm company agent (CA BPC § 7590 - 7599.80 et al) to provide for intrusion alarm responses within 15 minutes of being notified of a facility alarm activation.		
11	Applicant will implement a consent-to-search policy that will be incorporated as a condition of employment and will establish procedures for searching incoming and outgoing employees.		
12	Applicant will implement and strictly enforce a policy prohibiting personal phones and recording devices being carried or used by employees within limited access areas of the premises.		

Day of Week	# of Uniformed Security Officers On Duty (PART F-6)											
SUNDAYS	12AM	1AM	2AM	3AM	4AM	5AM	6AM	7AM	8AM	9AM	10AM	11AM
	# of Guards:											
	12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM	8PM	9PM	10PM	11PM
# of Guards:												
MONDAYS	12AM	1AM	2AM	3AM	4AM	5AM	6AM	7AM	8AM	9AM	10AM	11AM
	# of Guards:											
	12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM	8PM	9PM	10PM	11PM
# of Guards:												
TUESDAYS	12AM	1AM	2AM	3AM	4AM	5AM	6AM	7AM	8AM	9AM	10AM	11AM
	# of Guards:											
	12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM	8PM	9PM	10PM	11PM
# of Guards:												
WEDNESDAYS	12AM	1AM	2AM	3AM	4AM	5AM	6AM	7AM	8AM	9AM	10AM	11AM
	# of Guards:											
	12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM	8PM	9PM	10PM	11PM
# of Guards:												
THURSDAYS	12AM	1AM	2AM	3AM	4AM	5AM	6AM	7AM	8AM	9AM	10AM	11AM
	# of Guards:											
	12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM	8PM	9PM	10PM	11PM
# of Guards:												
FRIDAYS	12AM	1AM	2AM	3AM	4AM	5AM	6AM	7AM	8AM	9AM	10AM	11AM
	# of Guards:											
	12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM	8PM	9PM	10PM	11PM
# of Guards:												
SATURDAYS	12AM	1AM	2AM	3AM	4AM	5AM	6AM	7AM	8AM	9AM	10AM	11AM
	# of Guards:											
	12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM	8PM	9PM	10PM	11PM
# of Guards:												
HOLIDAYS	12AM	1AM	2AM	3AM	4AM	5AM	6AM	7AM	8AM	9AM	10AM	11AM
	# of Guards:											
	12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM	8PM	9PM	10PM	11PM
# of Guards:												

MOBILE PATROL SCHEDULE (PART F-8)		
	<i>Minimum # of Security Patrols of Premises</i>	
	During Business Hours	After Business Hours
SUNDAYS		
MONDAYS		
TUESDAYS		
WEDNESDAYS		
THURSDAYS		
FRIDAYS		
SATURDAYS		
HOLIDAYS		

Total # Weekly Patrols (Business Hours): _____
 Total # Weekly Patrols (After Hours): _____
 Total Weekly Patrols: _____

For responses below, please mark an “X” for the applicable answer.

Are Mobile Patrol Officers Armed?

- No
- Yes
- Varies

Intrusion Alarm Response Provided?

- No
- Yes, Business Hours Only
- Yes, After Hours Only
- Yes, 24-Hour Basis

Non-Emergency Response Provided?

- No
- Yes, Business Hours Only
- Yes, After Hours Only
- Yes, 24-Hour Basis

Private Patrol Operator: _____ Lic. No: _____

Part G	Fire Department Requirements	Initials	Conflict
1	A fire and life safety inspection is required prior to the start of any cannabis related operation. After fire clearance is granted, the facility is subject to unannounced inspections throughout the duration of operations.		
2	A detailed scope of work related to all business activities and products utilized shall be required prior to licensing		
3	Fire department requirements for Access, Egress, Fire Protection and Storage shall be included in the Site Plan.		
4	Operational permits are required to be obtained to utilize, store, and handle materials; or to conduct processes that produce conditions that are hazardous to life or property. The fire department is authorized to revoke a permit when it is found that conditions of a permit are violated. Permits shall be readily visible and posted in a conspicuous location.		
5	All equipment used in operations shall be listed and conform to manufactures recommendation. All non-listed equipment shall require third-party technical assistance for review and approval.		
6	Fire detection, alarm systems, emergency alarm systems, gas detection systems, fire extinguishing systems and smoke and heat vents shall be maintained in an operable condition at all times. System and system components shall be replaced and repaired when defective. All fire protections systems within a building shall be maintained in accordance to their referenced standard.		
7	Records within site plans; including Architecture, Mechanical, Electrical, Fire Protection, Construction permits, building operations, and equipment shall be retained on site at all times and readily accessible upon request. Documents such as Fire Department Inspection reports, Fire systems Inspection reports shall also be retained upon issuance.		
8	The use of all hazardous, flammable, and combustible materials shall be handled, stored, and utilized in accordance to the 2016 California Fire Code.		

FOR RETAIL APPLICANTS ONLY

Part H	Retail Requirements	Initials	Conflict
1	Must incorporate a customer entrance that incorporates a pre-screening method to pre-screen those seeking entry.		
2	Must incorporate a physical barrier separating the lobby receptionist, electronic access controls and robbery alarm triggers from customers entering the premises. Ballistic protection encouraged (not mandatory).		
3	Must incorporate a waiting room with staff controlled, electronic access after validating the customer's eligibility to enter at reception.		
4	Must incorporate separate paths for entry and departure to/from the dispensing room from the waiting room.		
5	Access from the waiting room to the dispensing area must require electronic, remotely operated "buzz-in" by a staff member.		
6	If the facility design incorporates an antechamber (not required, but encouraged) between the waiting room and dispensing area, the antechamber must allow for emergency egress and be equipped with crash bars allowing for emergency egress (backtracking).		
7	If product display cases are provided in the waiting area, display cases shall be intrusion resistant (e.g. polycarbonate or protected by intrusion resistant film), locked, accessible only by a manager, and only opened outside of the facility business hours. NOTE: where the waiting area incorporates windows, applicants shall ensure displays, menus or marketing materials depicting cannabis are not visible to persons outside the premises.		
8	Any exits from the dispensing room other than the above described inbound and outbound doors will be situated behind counters and in areas posted as restricted access/employee only areas.		
9	The dispensing room must incorporate a fixed camera focused on each point of sale. Each point of sale must be equipped with a silent robbery alarm activation button.		
10	Access controls and policies must restrict the number of customers in the dispensing room, not to exceed two customers per employee.		
11	The dispensing room may maintain only that amount of product and currency that is necessary for business operations as suggested by the average daily sales reflected during the previous 30 days of business operations. Excess amounts of product and currency must remain in the product vault(s) and/or safe(s) in areas limited to management.		
13	Applicants are advised that an acceptable and comprehensive off-premises currency transportation plan will be required prior to licensing.		
14	All owners, interested parties and employees of a cannabis retail licensee shall be required to attend Cannabis Retail Sellers training provided by the City. Training shall be completed during the next available course offering by the City following approval of the Cannabis Use Permit.		

FOR DELIVERY AND/OR DISTRIBUTION APPLICANTS ONLY

Part I	Delivery & Distributor Requirements	Initials	Conflict
1	Vehicles must be owned/leased/registered to the licensee (not employee owned) and insured through a commercial auto policy meeting or exceeding California requirements.		
2	Vehicles must be less than 10 year models old throughout its service life.		
3	Vehicles must not be marked with graphics or text indicating the vehicle to be associated with cannabis or currency transportation.		
4	Vehicles must be equipped with a real-time, web-accessible GPS tracking system. Location updates must occur at intervals of no more than one minute. Access to GPS online GPS interface must be provided to the Chief of Police or his/her designee.		
5	Vehicles must be equipped with locking storage containers proprietary to storage of in-transit cannabis products.		
6	Vehicles must be equipped with permanently mounted, steel drop-safes for the storage of currency in transit. Drivers must not have access to the drop safe contents.		
7	Drivers must be equipped with two-way, push-to-talk communications providing for immediate communication between the driver and the licensee (dispatcher, manager or other support staff).		
8	Vehicles must meet all relevant California regulations (e.g. vehicle alarm systems, secure storage).		
9	Vehicles must be equipped with on-board video surveillance equipment situated to and of sufficient quality to identify persons unlawfully entering the vehicle or accessing on-board cannabis or currency.		
10	Applicants are advised that prior to licensing, applicant shall remit an acceptable and comprehensive plan describing how the applicant will: (1) validate the identity of person requesting delivery of cannabis; (2) validate the legitimacy of an address to which a delivery is requested; and (3) validate that the location to which a delivery is requested is not situated upon Federally owned or leased property.		
11	Applicants are advised that prior to licensing, applicant shall remit an acceptable and comprehensive plan describing how the applicant will seek to mitigate and respond to auto theft, auto burglary, robbery, involvement in a traffic collision, suspicious circumstances, and managing in-field mechanical break downs of vehicles.		
12	Applicants are advised that prior to licensing, applicant shall remit an acceptable and comprehensive plan describing how the applicant will provide for the secure storage of vehicles used for the transportation of cannabis and/or currency, the secure loading and unloading of product and/or currency, and describing how the applicant will ensure access to vehicles and loading areas is maintained as exclusive to the applicant's employees.		