

**CONTRA COSTA COUNTY
DEPARTMENT OF CONSERVATION
AND DEVELOPMENT**



January XX, 2019

PRELIMINARY DRAFT
REQUEST FOR PROPOSALS (RFP) FOR
OPPORTUNITY TO APPLY FOR A COMMERCIAL
CANNABIS ACTIVITY LAND USE PERMIT

Deadlines:

Letter of Intent (LOI)

Thursday, February 14, 2019 by 4:00 P.M.

Proposals (by invitation only)

Thursday, April 18, 2019 by 4:00 P.M.

**All submittals must be delivered in person to the following
location:**

Contra Costa County
Department of Conservation and Development
30 Muir Rd, Martinez, CA 94553
(925) 674-7205

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Section 1: Introduction

In accordance with the provisions of the Contra Costa County Cannabis Zoning Ordinance (Chapters [88-28](#) and [84-86](#) of the County Code) (the “Zoning Ordinance”) the County hereby invites interested parties to participate in the selection process for the opportunity to submit a land use permit (“LUP”) application for the establishment of one of three types of commercial cannabis activity permits with a limit (or “cap”) on the number of business that may be permitted by the County.

The following three types of commercial cannabis businesses have numeric limits and are the subject of this Request for Proposals (“RFP”):

- Storefront retailer (with or without delivery): **Cap = Four (4)**
- Commercial cultivation: **Cap = Ten (10)**
- Cannabis manufacturing in agricultural zoning districts: **Cap = Two (2)**

Proponents of these three types of businesses may only apply for a LUP upon receiving an invitation from the County following the completion of the selection process. Vertically-integrated businesses that include one or more of the three numerically-limited types must also respond to this RFP. Other types of commercial cannabis activities (e.g., delivery retailer (a retailer that conducts retail sales of cannabis or cannabis products exclusively through deliveries), cannabis manufacturing outside an agricultural zoning district and laboratory testing) do not have a cap and do not need to respond to this RFP. Such prospective businesses do require a LUP and other approvals, but do not require an invitation to apply for these approvals.

All commercial cannabis activities must be located within specifically designated zoning districts and outside of the required buffer zones from sensitive uses, all in accordance with the Zoning Ordinance.

As authorized by the Contra Costa County Board of Supervisors (“Board of Supervisors” or “Board”), the Department of Conservation and Development (“DCD”) will administer the RFP selection process described in this document. The RFP process described below will be utilized to evaluate, qualify and score prospective land use permit applicants for the numerically-limited commercial cannabis activities described above.

As further described below, all parties interested in submitting Proposals must first submit a Letter of Intent (LOI) that includes basic information on the proposal. LOIs will be utilized to identify persons who meet certain minimum requirements for obtaining a LUP under the Zoning Ordinance, and to disqualify persons who do not meet those minimum requirements. All persons who submit an LOI will receive a written response from DCD indicating whether or not they are invited to submit a Proposal.

Parties invited to submit a Proposal must do so by the deadline set forth below to be considered for an invitation to apply for a LUP. Submitted Proposals will be evaluated by County staff according to the Scoring Guidelines described in Section 4 below based on the written materials, an oral interview and a site visit. A ranked and scored list of prospective applicants will be provided to the Board of Supervisors along with a recommendation on which applicants to select to apply for a LUP. The Board of Supervisors will consider the staff recommendation and determine which respondents to invite to apply for an LUP.

Steps in the RFP Process

The County's RFP process to select persons to invite to apply for an LUP will occur as follows:

- i. County publishes RFP on its website and sends notice to those who have asked to be on the email notification list.
- ii. DCD conducts a question and answer meeting [insert time and place] for prospective applicants that wish to attend. DCD also collects written questions through its website [insert any other detail] and publishes on its website a collective response.
- iii. Submittal of a **Letter of Intent** (LOI) to DCD by prospective applicants by the deadline, including \$500 filing fee.
- iv. DCD informs persons who submit LOI whether or not they are invited to submit a Proposal.
- v. Prospective applicants invited to do so submit Proposals and required \$2,500 filing fee to DCD by the deadline.
- vi. Proposals are evaluated, scored and ranked by DCD with consultation with a larger County staff team. The evaluations will be supplemented with information from oral interviews and site visits for Proposals that achieve minimum scores based solely on written materials. The County staff team will include representatives from multiple County Departments and agencies, including DCD, Health Services, Agriculture Weights and Measures, County Administrator's Office and the Contra Costa County Fire Protection District.
- vii. DCD prepares a report to the Board of Supervisors evaluating, scoring and ranking proposals.
- viii. Board of Supervisors considers selection of proposals at a public meeting.
- ix. Letters sent to any prospective applicants selected by the Board ("Invitees") inviting them to apply for an LUP prior to a specified deadline.

Steps after the RFP Process

- LUP applications submitted by Invitees will be processed by DCD in accordance with County Code requirements and will include compliance the California Environmental Quality Act (CEQA). LUP applications require a deposit (currently \$2,700) and require the applicant to pay for the County's direct costs in reviewing the application on a time and materials basis. LUPs are discretionary permits and applications may be denied. One or more public hearings will be conducted to review the LUP. All LUPs for commercial cannabis activities will be heard initially by the County Zoning Administrator. Appeals of the Zoning Administrator's decision will be heard by the County Planning Commission and appeals of the Planning Commission will be heard by the County Board of Supervisors.
- Following approval by the appropriate hearing body, DCD will issue an LUP for a commercial cannabis activity. An approved LUP will establish required terms and conditions. The Zoning Ordinance describes the minimum mandatory terms and conditions that must be adhered to, but the LUP will include additional terms and conditions specific to the site. Prior to commencing operation of the activity, the applicant must document for DCD compliance with all LUP terms and conditions, including but not limited to securing all other necessary permits and approvals.
- Other required permits and approvals that must be secured before commencing operations include, but may not be limited to, the following:
 - Permit from the County Health Services Department issued pursuant to Commercial Cannabis Health Permit Code (Chapter 413-4 of the County Code)
 - Cannabis license(s) from the State of California
 - Business license from the County Treasurer, Tax Collector, and
 - Building permits from DCD for any and all construction activities.

Important Notices Regarding RFP Process

- In order to be eligible to apply for and receive an LUP for one of the limited commercial cannabis activities described above, the cannabis business operator must have control over a physical location located within a designated zoning district and outside of designated cannabis buffer zones for sensitive uses.
- An approved LUP will establish required terms and conditions. The Zoning Ordinance describes the minimum mandatory terms and conditions that must be adhered to, but the LUP will include additional terms and conditions specific to the site.
- Being selected through the RFP process to apply for an LUP does not entitle a person to receive an LUP or operate a commercial cannabis activity. Additional steps are

required, including application for and approval of an LUP and receipt of various other state and County permits, as described in more detail above.

- An LUP may be revoked or suspended for reasons specified in the Ordinance.
- Persons submitting an LOI or a Proposal must submit all materials in person by the specified deadlines. No additional or late materials will be accepted.

Section 2: Schedule

CANNABIS RFP SCHEDULE	
RFP Release Date	January 24, 2019 (estimated)
DCD Hosts Meeting to Answer Questions	Late Jan / Early Feb 2019
Letters of Intent Due	February 14, 2019 by 4 pm
DCD notifies submitters of LOI if they are invited to submit a Proposal by	March 14, 2019
Proposals due (by invitation only)	April 18, 2019 by 4 pm
Proposals evaluated, ranked and scored by County staff team. Oral interviews. Site visits.	April-June, 2019
Board considers staff recommendation and determines which respondents to invite to apply for an LUP	June/July, 2019 (estimated)

Section 3: RFP Instructions

Part 1: Submittal of Letter of Intent (LOI) to DCD

An LOI must be submitted in person to the Department of Conservation and Development by 4:00 P.M. February 14, 2019. Late LOIs will not be accepted and will be returned unopened to the submitter.

In order to be deemed acceptable, Letter of Intent submissions must include the following:

- ❑ A “Letter of Intent to Submit a Proposal to Apply for One of the Limited Commercial Cannabis Activity Permits” prepared as described in the attached Letter of Intent Form (Attachment A);
- ❑ Letter of Intent (LOI) processing fee of \$500.00;
- ❑ [Staff is also considering proposing the County require the letter identify all owners of the proposed business, include proper identification (CA Driver’s License, Social Security Number, etc.) and a signed release for a LiveScan background investigation (with fees paid per person) to assure that the applicant is not disqualified under California law from owning or operating such a business. More research on this is needed.]
- ❑ Statement Confirming that proposed location is located in qualifying zoning district and outside of required cannabis business buffer zones;
- ❑ Evidence of a secured location for the proposed cannabis business such as [More research is needed to confirm these forms of evidence provide sufficient assurance of a secured location]:
 - **Real Estate Letter of Intent**: A signed written term sheet, letter of intent, or exclusive negotiating agreement between two or more parties to sell, lease, or sublease property for a cannabis use. This document will provide an outline of the terms of the proposed agreement and clearly indicate that the property will be used for a commercial cannabis use. These terms can be further negotiated but must provide the basis for the proposed written agreement.
 - **Real Estate Purchase or Lease Option**: This is a signed written agreement for the purchase or lease of a specific piece of real property. With this document, the proposed buyer or lessee gains the exclusive right to purchase or lease the property for a commercial cannabis use. Once a potential buyer or lessee has an option to buy or lease a property, the owner cannot sell or lease the property to anyone else during the term of the option. The potential buyer or lessee pays for this option for a specific time period.

- **Purchase Agreement**: This is a signed written agreement that a potential buyer will purchase a specific piece of property and the owner cannot sell to anyone else unless the terms of the agreement are not fulfilled.
- **Lease Agreement**: This is a signed written agreement that gives a lessee certain rights to use and occupy specific property for a specified period of time and for a commercial cannabis use.
- **Proof of Ownership**: This is a deed that shows that title to the real property belongs to the applicant/proposer.

DCD will review all LOIs received by the LOI submission deadline stated in this RFP. Within 30 days after the LOI submission deadline, DCD will provide a written notice to each person who submits an LOI stating whether that person is invited to submit a full proposal in response to this RFP. A party submitting an LOI will not be invited to submit a full proposal if DCD determines any of the following: (1) the LOI was not submitted by the LOI submission deadline; (2) the LOI is not accompanied by the LOI processing fee; (3) the LOI is incomplete or does not include sufficient information to support a determination that the proposed commercial cannabis activity will meet the requirements of the Ordinance; and/or (4) DCD determines that information included in the LOI establishes that the requirements of the Ordinance cannot be satisfied.

Part 2: Proposals

A party may submit a Proposal in response to the RFP if DCD notifies the party that its LOI has been accepted and the party is invited to submit a Proposal.

Submittal Requirements

To be considered, each LOI respondent invited to submit a Proposal must submit the \$2,500 filing fee and **two (2) hardcopies** of the Proposal in person to the Department of Conservation and Development prior to the deadline of 4 pm on Thursday, April 18, 2019. Late submittals will not be accepted.

Each person(s) submitting a proposal for a commercial cannabis activity shall include the following information in the proposal:

A. COVER LETTER

Each proposal shall include a signed cover letter providing the following information:

- **Information on owner of proposed business**: The cover letter shall include the name and address of each person or entity proposed to be responsible for the operation of the business. Such persons or entities include, but may not be limited to, each manager, each corporate officer, each individual

with an ownership interest, each member of a board of directors, each general or limited partner, and each member of a decision-making body for the commercial cannabis activity. [Staff anticipates proposing to add additional detail to the requirements outlined in this paragraph]

- ii. **Statement of Understanding:** The cover letter shall also include a statement that owner/applicant/business operator has read and understood the rules and permitting requirements of the Zoning Ordinance (Chapters 88-28 and 84-86 of the County Code) and of the Commercial Cannabis Health Permit Code (Chapter 413-4 of the County Code) available at:
https://library.municode.com/ca/contra_costa_county/codes/ordinance_code

B. BODY OF PROPOSAL

- I. **General Project Description. All Proposals must include all of the information below:**
 - a) A comprehensive description of the proposed commercial cannabis activity, including site plans
 - b) The type of State license that the applicant will obtain.
 - c) The address and assessor's parcel number of the property or properties where the business will be located.
 - d) Site plans, floor plans, conceptual improvement plans, and a general description of the nature, size, and type of commercial cannabis activities being proposed. [Staff anticipates proposing to add additional detail to the requirements outlined in this paragraph either here or in the selection criteria]
 - e) A preliminary operating plan that includes all of the following information:
 - i. A standard operating procedures manual detailing how operations will comply with State and local regulations; how safety and quality of products will be ensured; record keeping procedures for financing, testing, and other items records required to be kept by State law; and product recall procedures. [Staff anticipates proposing to add additional detail to the requirements outlined in this paragraph either here or in the selection criteria]
 - ii. Proposed hours of operation.
 - iii. Waste disposal information.

- iv. Medical recommendation verification procedures, if applicable, and youth access restriction procedures.
 - v. A record keeping policy that ensures records will be kept in accordance with State laws and regulations.
 - vi. A description of track and trace measures that will be implemented.
 - vii. Sustainability measures that will be utilized at the business, including water efficiency measures, energy generation and efficiency measures, high efficiency mechanical systems, and alternative fuel transportation methods.
 - viii. An odor control plan that describes how the business will prevent odors from impacting neighboring parcels or creating a public nuisance.
 - ix. Size, height, colors, design and location of any proposed signage at the business.
 - x. A parking plan that establishes how all off-street parking requirements will be met.
 - xi. A security plan that establishes how all security requirements in State laws and regulations will be satisfied. [Staff anticipates proposing to add additional detail to the requirements outlined in this paragraph either here or in the selection criteria]
 - xii. Details regarding how cannabis and cannabis products will be received, stored, handled, transported, and secured to prevent theft and trespass.
- II. Statement of Qualifications. All Proposals must include a description of the owners qualifications, including the qualifications of individuals proposed to oversee key aspects of the activity. [Staff anticipates proposing to add additional detail to the requirements outlined in this paragraph]
- III. Discussion on How Project Compares to Evaluation Criteria. All Proposals must include a discussion on how the proposed project compares with or would address the detailed evaluation criteria set forth in Section 4. The discussion may refer to specific sections of the materials submitted in the General Project Description or Statement of Qualifications sections of the Proposal and/or it may contain supplemental information not presented elsewhere. [Staff anticipates proposing to add additional detail to the requirements outlined in this paragraph]

IV. Additional Information Required for Storefront Retail

In addition to the information required above, proposals for storefront retailers must provide information on how the following requirements will be satisfied:

- a) A retailer may be located only in the following zoning districts located outside of a cannabis exclusion (-CE) combining district: planned unit development (P-1) when retailers are permitted by the development plan; retail-business (R-B); general commercial (C); controlled manufacturing (C-M); light industrial (L-I); and heavy industrial (H-I). No retailer may be located outside of the urban limit line.
- b) A storefront retailer's hours of operation may not begin earlier than 8:00 a.m., and they may not end later than 9:00 p.m.
- c) A retailer shall implement and maintain the security measures required by Business and Professions Code section 26070(j). At the same time that a retailer provides notice to a licensing authority and law enforcement under Business and Professions Code section 26070(k), the retailer shall provide that same notice to the Department.
- d) A proposal for a storefront retailer must indicate whether the storefront retailer will provide deliveries.
- e) If delivery is proposed, the shall show describe how its employees who deliver cannabis or cannabis products will comply with Section 88-28.412(b)(Deliveries) of the County Cannabis Ordinance.
- f) **Products:** A retailer shall ensure that all cannabis and cannabis products at the premises of the retailer are cultivated, manufactured, transported, distributed, and tested by licensed and permitted facilities that maintain operations in full conformance with all applicable state and local laws, regulations, and ordinances, including this chapter.

V. Additional Information Required for Commercial Cultivation

In addition to the information required in Section I above, proposals for commercial cultivators must provide information describing how the following requirements will be satisfied.

- a) A floor plan or site plan identifying the location, dimensions, and boundaries of all proposed canopy areas, taking into account space needed for ongoing care of plants, and a description of the proposed method of physically delineating those boundaries at the site.
- b) Proof of water service availability from a retail water supplier.

- c) Commercial cultivation may be located only in the following zoning districts outside of a cannabis exclusion (-CE) combining district: general agricultural (A-2); heavy agricultural (A-3); A-20 exclusive agricultural; A-40 exclusive agricultural; A-80 exclusive agricultural; planned unit (P-1) when commercial cultivation is permitted by the development plan; controlled manufacturing (C-M); light industrial (L-I); and heavy industrial (H-I). A business engaged in commercial cultivation may cultivate cannabis outdoors only if the business is located in a general agricultural (A-2), heavy agricultural (A-3), A-20 exclusive agricultural, A-40 exclusive agricultural, or A-80 exclusive agricultural zoning district located outside of a cannabis exclusion (-CE) combining district.
- d) **Indoor Commercial Cultivation:** All indoor commercial cultivation must be conducted within a building, as defined in Section 82-4.210, or within a greenhouse. No indoor commercial cultivation may be conducted indoors within a residential building.
- e) **Security:** A commercial cultivation business must include security measures to both deter and prevent unauthorized entrance into areas of the business used for cultivation, including the following measures.
- i. Indoor commercial cultivation areas must be locked, and no cannabis plants may be visible from outside of the indoor commercial cultivation areas. Outdoor cultivation areas and greenhouses must be fenced and all gates must be locked. Fencing surrounding outdoor cultivation areas and greenhouses must be designed and maintained to ensure those areas and greenhouses are not visible from adjacent lots, private roads, and public rights of way.
 - ii. Access to the premises must be limited to authorized personnel.
 - iii. The premises must include an alarm system and security cameras to monitor all cultivation areas and all entryways. The alarm system and security cameras must be monitored twenty-four-hours per day by a licensed alarm company operator.
- f) **Water** To the maximum extent feasible, water conservation measures, water recapture systems, drip irrigation, raised beds, or grey water systems must be incorporated in cannabis cultivation operations in order to minimize use of water.
- g) Except as specified in section (h) below, water service for a commercial cultivation business must be provided by a retail water supplier.
- h) A commercial cultivation business may satisfy its water demand by pumping groundwater from a groundwater production well if all of the following criteria are met:

- i. The retail water supplier does not provide retail water service at all times during the year.
 - ii. Groundwater is used to satisfy water demand of the business only during those periods when the retail water supplier does not provide retail water service to the business.
 - iii. The use of groundwater by the business will not substantially deplete groundwater supplies, and will not substantially interfere with groundwater recharge, such that there would be a net deficit in aquifer volume or a lowering of the groundwater table level.
 - iv. The business uses groundwater in accordance with any applicable groundwater sustainability plan adopted by a groundwater sustainability agency within which the business is located.
- i) **Energy Systems:** An indoor commercial cultivation business shall satisfy its electricity demands by (1) providing onsite renewable energy generation, or (2) purchasing electricity that is generated entirely from renewable sources, or a combination of (1) and (2).

Cultivation Area Size Information

- j) **Indoor Commercial Cultivation:** The proposal shall describe the total maximum proposed canopy size. Per the County Cannabis Ordinance, the total canopy size for indoor commercial cultivation in other than agricultural zoning districts may not exceed the lesser of:
- i. Twenty-two thousand square feet, or
 - ii. The maximum size authorized by the State license for the business
 - iii. Indoor commercial cultivation in an agricultural zoning district may not be located in any building that is larger than ten thousand square feet of floor area.
- k) **Outdoor Commercial Cultivation:** The proposal shall describe the total maximum proposed canopy size. Per the County Cannabis Ordinance, the total canopy size for outdoor commercial cultivation may not exceed the lesser of:
- i. Two acres
 - ii. The maximum size authorized by the State license for the business.
- l) **Rural Infrastructure:** A commercial cultivation business located outside the urban limit line shall include measures to avoid and minimize impacts

on rural infrastructure, including but not limited to water, sewer, and transportation infrastructure.

- m) **Distribution**: A vertically-integrated business that includes both cultivation and distribution may transport its cultivated cannabis from its cultivation site to another permitted and licensed business, unless a permit under the County Code requires the permittee to use a licensed and permitted commercial cannabis distributor to transport its cultivated cannabis from its cultivation site to another business.

VI. **Additional Information Required for Cannabis Manufacturing in Agricultural Zones**

In addition to the information required in Section I above, proposals for commercial manufacturing activities within agricultural zoning districts must provide information describing how the following requirements will be satisfied.

- a) A limited cannabis manufacturing business may be located only within the following zoning districts located outside of a cannabis exclusion (-CE) combining district: general agricultural (A-2); heavy agricultural (A-3); A-20 exclusive agricultural; A-40 exclusive agricultural; and A-80 exclusive agricultural.
- b) No Volatile Solvents. Cannabis manufacturing that will require a State "Type 7" license, or will use volatile solvents, is prohibited.
- c) Security. A cannabis manufacturing business in agricultural zoning shall implement and maintain sufficient security measures to both deter and prevent unauthorized entrance into areas containing cannabis or cannabis products, including an alarm system and security cameras that monitor all manufacturing areas and entryways and that are monitored twenty-four-hours per day by a licensed alarm company operator.
- d) Products. A cannabis manufacturing business in agricultural zoning shall ensure that all manufactured cannabis products are cultivated, transported, distributed, and tested by licensed and permitted facilities that maintain operations in full conformance with State laws and regulations and the applicable requirements of this chapter. A cannabis manufacturing business shall maintain adequate quality control measures to ensure cannabis and cannabis products manufactured at the site meet applicable requirements of State laws and regulations.
- e) Employee Training. A cannabis manufacturing business shall ensure that all employees of the business operating potentially hazardous equipment are trained on the proper use of equipment and on the proper hazard response protocols in the event of equipment failure.

- f) Rural Infrastructure. A cannabis manufacturing business located outside the urban limit line shall include measures to avoid and minimize impacts on rural infrastructure, including but not limited to water, sewer, and transportation infrastructure.
- g) Distribution. A vertically-integrated business that includes both manufacturing and distribution may transport its manufactured cannabis products from its manufacturing business to another permitted and licensed business, unless a permit issued under the County code requires the permittee to use another licensed and permitted commercial cannabis distributor to transport its manufactured cannabis products from its manufacturing business to another permitted and licensed business.

Section 4: Scoring and Selection Process

The County staff team will use the criteria detailed in the table below to evaluate, score and rank Proposals and will prepare a report to the Board on the evaluations. To be considered eligible to be invited to apply for an LUP, a Proposal must receive a minimum score of 70% of the available points in each category and at least 80% of the available points overall. The Board will make the final determination on which if any Proposals will receive an invitation to apply for an LUP. The Board may, in its discretion, determine on the basis of the Proposals submitted not to invite any Proposals to apply for an LUP, or to invite a number of LUP applications that is less than the cap for the applicable category of commercial cannabis activity.

Subject	Key Metrics	Point Value
Location	<ul style="list-style-type: none"> Location clearly identified with address and detailed description, in appropriate zoning and meets all the locational requirements as described in Section 88-28.410(b) of the County Code. Compliance with buffer/setback/sensitive use requirements of the Zoning Ordinance. 	200 pts.

Subject	Key Metrics	Point Value
<p>Location (continued)</p>	<ul style="list-style-type: none"> • The business is located in an area that would not result in the undue influence of cannabis use upon sensitive populations such as children and those recovering from substance abuse. Distances from residential and other sensitive uses, such as schools, daycare centers, youth centers and drug/alcohol recovery facilities are maximized / exceed minimum requirements. • Proposed storefront retailer has a location that has public visibility to enable easy reporting of violations and nuisances, but is not highly visible to youth. • Proposed storefront retailer is readily accessible from public transit? (a benefit) • Proposed storefront retailer is readily accessible from major thoroughfares? (a benefit) • Compatibility with surrounding community and nearby land uses. • Provision of parking will meet or exceed required minimums. • Crime levels and trends in neighborhood of proposed location are suitable for a business of the type proposed and will not be exacerbated. [applicant may not be able to provide this evidence] • The business is proposed to be located in an area that is safe and accessible by law enforcement and fire fighters. • The business is located in a building that is properly maintained and legal. • Observed features of the property (lighting, parking, landscaping, access, etc.) is consistent with the proposed site plan. 	
<p>Operating Plan</p>	<ul style="list-style-type: none"> • Completeness of operating plan and documented ability to comply with County Code requirements. • Business name • Type of products to be sold (storefront retailers) 	<p>200 pts.</p>

Subject	Key Metrics	Point Value
	<ul style="list-style-type: none"> • Interior layout conducive to security • Employee background check measures • Product security measures • Document and cash storage security measures • Security measures beyond minimum standards 	
<p style="text-align: center;">Ownership Qualifications</p>	<ul style="list-style-type: none"> • Business owner experience operating a licensed cannabis business in another jurisdiction and/or experience operating a business similar to what is proposed • Information re: any special business or professional qualifications or licenses of Owners adding to number or quality of services that the proposed use would provide, especially in areas related to medical cannabis, such as scientific or health care fields • Performance during oral interview, including knowledge of state and local regulations, knowledge of the details of the proposals, ability to answer questions accurately and consistently, demonstrated ability to exercise good judgement and demonstrated ability and commitment to comply with the terms and conditions of any permit that is ultimately secured. 	<p style="text-align: center;">200 pts.</p>

Subject	Key Metrics	Point Value
<p>Air Quality/ Sustainability /Odor Control</p>	<ul style="list-style-type: none"> • Would the proposed business meet the requirements of the Zoning Ordinance related to electricity generation, water use and control of any wastewater or runoff? • Would the business include any innovative sustainability measures in excess of minimum requirements? • Would the proposal aggressively avoid and minimize emissions, including vehicle emissions (especially diesel emissions) related to operation of the business? • Are the proposed odor control measures likely to be effective in preventing odors that will disturb neighboring properties or create a nuisance and in protecting the quality of the indoor air for the health of employees and customers? [more detail needed] 	<p>100 pts.</p>
<p>Equitable Geographic Distribution</p>	<ul style="list-style-type: none"> • Would the proposal result in an undesirable concentration of a specific type of cannabis activity in an area of the County? (a significant detriment, particularly for storefront retailers near an existing retailer or a more highly ranked proposed retailer) • Would the proposal serve an area of the County that would not otherwise be served? 	<p>100 pts.</p>
<p>Community /Economic Benefits</p>	<ul style="list-style-type: none"> • What benefits would the proposal offer to the community? • Would the anticipated tax revenue be substantial? 	<p>200 pts.</p>

Subject	Key Metrics	Point Value
<p>Community /Economic Benefits (continued)</p>	<ul style="list-style-type: none"> • Would the business serve a critical need in the community? • Would the business stimulate broader economic development and contribute substantial new jobs? • Would the business avoid negative impacts to the community and generally serve as a net community asset? • Would the business protect overall public health? • What other benefits would the business have for the broader community? 	

DRAFT

ATTACHMENT A

LETTER OF INTENT TEMPLATE

Date

Contra Costa County
Department of Conservation and Development
30 Muir Rd.
Martinez, CA 94553
Attn: Ruben Hernandez

RE: Letter of Intent to Submit Cannabis Business Proposal

Dear Mr. Hernandez;

I, the undersigned, attest that I am a duly authorized representative of the proposed cannabis business identified below:

Name of Business: _____

Address of Proposed Business Location: _____

Assessor's Parcel Number: _____

Applicant: _____

Applicant Notification address: _____

Applicant Phone Number: _____

Applicant Email Address: _____

I understand that I will be expected to receive all notices at the Business Address of the Applicant. I further consent to receiving notice by email at **(provide email address)**.

I am interested in applying for a **(select one: commercial cultivation/storefront retail/manufacturing in agricultural zone)** cannabis permit.

Further, I have secured a property located at **(business address)** which is located in the unincorporated area of Contra Costa County and located within the **(Zoning)** Zoning District, and located outside of the cannabis sensitive uses buffer zones identified in Section 88-28.410(b)(3) of the County Cannabis Ordinance.

ATTACHMENT A

Preliminary Draft LETTER OF INTENT TEMPLATE

Please find enclosed (e.g., a letter of intent to sign a lease, a lease, a purchase option, a purchase agreement, or evidence of ownership of the place where business will be located; a letter of interest is not acceptable) evidencing that I have secured a proposed site for the minimum requirement of two years.

I have also included \$500.00 for payment of the required Letter of Intent filing fee.

I understand that if I am selected to participate in the limited commercial cannabis activity RFP process I will be prepared to submit my proposal within 60 days of being noticed. I also understand that if County finds the RFP process unnecessary based on the number of LOIs submitted and the number of permits available, I am prepared to submit a land use permit application for the stated commercial cannabis use within 90 days of receiving notification. Furthermore, I understand that failure to submit a proposal or apply for a land use permit within that time periods described above automatically forfeits my opportunity to submit my proposal or land use permit.

Name

Title

Enclosures:

1. (e.g., a letter of intent to sign a lease, a lease, a purchase option, a purchase agreement, or evidence of ownership of the place where business will be located)
2. \$500.00 Letter of intent filing fee