RESOLUTION NO. ___-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PLEASANT HILL
APPROVING APPLICATION TIME PERIOD, FEE AND SCORING CRITERIA FOR
CANNABIS RETAILER BUSINESS PERMITS

WHEREAS, The City Council of the City of Pleasant Hill adopted a moratorium on all commercial cannabis uses that is set to expire on December 4, 2019; and

WHEREAS, In August, 2019, the City Council adopted Ordinance 931 to allow up to two medical use, delivery only, cannabis retailers to operate in the City of Pleasant Hill and concurrently, adopted Ordinance 932 setting business regulations for the allowed cannabis retailers; and

WHEREAS, the City Council now needs to set an application fee, establish an application time period and approve scoring criteria for medical use, delivery only, Cannabis Retailer Business Permit applications.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Pleasant Hill:

1) the application fee for a Cannabis Retailer Business Permit is set at $1,500 per application;
2) the application time period when completed applications will be accepted at the Planning Division counter shall be from 9:00 a.m. December 5, 2019, during regular business hours, up through and until 1:00 p.m. on January 31, 2020; and
3) the criteria to be used by (i) staff in providing a recommendation to the Planning Commission, (ii) the Planning Commission in scoring the applications, and (iii) the City Council in making a final selection and award of the permit(s) shall be the following.

Criteria: City of Pleasant Hill Cannabis Retailer Business Permit

35 points: Business Qualifications and Business Plan as demonstrated by:
- Industry experience
- Financial capacity to start and sustain business operations
- Business design/layout: secure, attractive, unobtrusive design
- Innovative or boutique business models consistent with the City of Pleasant Hill

35 points: Quality of Operating Plan as demonstrated by:
- Demonstrated understanding of all State of California requirements for cannabis retailers, including, but not limited to, security, financial, recordkeeping
- Inventory controls and sales procedures to prevent diversion to illegal market and access by minors
- Employee training above State minimum requirements
- Parking, circulation and traffic plan, including truck and delivery parking if applicable, to ensure safe access and minimize traffic congestion
- Complaint response program
- Additional operational procedures demonstrating safety, commitment to community welfare and community responsiveness
30 points: **Public Benefits**, including, but not limited to, the following:

- All employees paid living wage and benefits
- Social equity: One or more principals who earn at or below median household income for Contra Costa County; women or minority owned business; small business
- Offer medical cannabis patient services such as physician or caregiver networking and/or experience serving patients
- Reduced cost products to low income medical patients
- Locally sourced, organic and/or pesticide free products
- Certified or qualifies for Green Business certification
- Participation and support of local youth serving prevention and education programs and/or adult addiction programs
- Additional information that demonstrates the ability to operate in a manner consistent with the values of the City of Pleasant Hill, including, without being limited to, local residency of principals (3+ years), connection to the community, ability to serve the community, familiarity with the City Planning staff, with assistance from the Police Department as needed, will review each application and make a recommendation to the Planning Commission based on review of the first two categories of criteria, Business Qualifications and Business Plan and Quality of Operating Plan. The Planning Commission will review each qualifying application. The Planning Commission’s review will be based on the written materials and a presentation by the applicant at a public meeting. Planning Commissioners will score each application based on the criteria listed above. All Commissioners’ scores shall be totaled and averaged for each application to determine a preliminary score. In order to be considered qualifying by the Planning Commission, an application must receive a minimum averaged score of 80 points. Regardless of the preliminary score, all applications with the accompanying preliminary score will be referred to the City Council for consideration.

The City Council will hold a second public hearing and the applicants will provide a presentation to the City Council. The City Council members shall consider the Planning staff’s recommendation to the Planning Commission, the Planning Commission’s preliminary scoring, the presentation before the City Council and any other information in the record or received at or before the City Council’s public hearing. Each of the available permits, initially two permits, will be considered and voted on separately. The City Council may direct staff to take the direction received from the Council’s discussion and preliminary vote on the permits, draft a conforming resolution and place the resolution on the next available City Council agenda for final action.

[Signatures on Following Page]
ADOPTED by the City Council of the City of Pleasant Hill at a regular meeting held on the _____ day of ____________, 2019, by the following vote:

AYES: ____________________________

NOES: ____________________________

ABSENT: ____________________________

ABSTAIN: ____________________________

___________________________________
KENNETH CARLSON, Mayor

ATTEST:

______________________________
CAROL W. WU, City Clerk

APPROVED AS TO FORM:

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JANET E. COLESON, City Attorney