

1. Ordinances	2. Procedure & Guidelines	3. Lottery	4. Land Use Review/Public Meeting	5. City Manager Role	6. City Council Role	7. Operations
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Two Municipal Code Updates	Two parts in Step 2: Procedure & Guidelines and Criteria for Review	All applications that meet the minimum point total will be drawn and placed in order to create an eligibility list	2 Public Meetings; 1 for Retail, 1 for Non-retail	Community Development Director forwards report regarding Public Input to the City Manager	City Manager Recommendations will be considered by City Council for final action	Applicants have one year to exercise their permit, or it will expire (or as determined by the City)
1. Regulatory Ordinance; Cannabis Business Permit	Criteria for review:	2 Lotteries (1. Retail; 2. Non-Retail other)	A. Land Use conformity (Community Development Director) B. CEQA (Community Development Director)	City Manager Role: 2 Options (one or the other)	Neighbors within 300 ft are notified of the City Council meeting City Council action is final	Background check on employees by City Police Dept. (or other party) Can be suspended if suspended by a State agency or the City
A. Framework for Cannabis Business Permit	A. Business Plan	Other Option:	B. CEQA (Community Development Director)	A. City Manager makes recommendations to Council for action.		City may issue conditions, measures, or penalties, suspend, or revoke a permit
B. Compliance with State Law	B. Labor, Diversity, and Inclusion Plan	1. Retail sales: Lottery	4. Some applications may require entitlements and/or CEQA	B. City Manager reviews Public Meeting comments. City Manager approves or denies permit.		City may issue conditions, measures, or penalties, suspend, or revoke a permit
C. Policies	C. Security Plan	2. Non-Retail Permits: Unlimited	Public meeting	Appeal: City Manager action may be appealed to the City Council		Permit must be renewed annually (State of CA permit is renewed annually)
D. Operational Best Practices	D. Safety Plan	Applicants that are not selected will be notified and would have an opportunity to appeal the scoring (not the outcome of the lottery).	Community Input (Solicit public input)			May be transferred with approval from the City Manager; if ownership changes more than 51%, requires City Council approval.
E. Sensitive Users recognized by State regulations: schools, daycares, youth facilities	E. Neighborhood compatibility		A. Planning Commission			If location changes, Council approval required
F. Other potential sensitive uses to consider: A) Homes, B) Parks, C) Library	F. Community Benefits		B. Community Development Director			
2. Zoning Ordinance	Guidelines establish a point system for review of every Cannabis Business Permit; 90% advances to Lottery in Step 3		Neighbors within 300 ft. are notified			
	# of permits will be outlined as part of the Procedure Guideline, as will the number of non-retail permits					
	Procedures & Guidelines:					
	A. City Manager Prepares					
	B. Council approves by Resolution					
	C. Will include forms, applications, & indemnifications					
	D. Cost recovery fees					
	E. Owner must pass background					
	F. Fee to file an appeal					