

# APPLICATION PROCEDURES, GUIDELINES, AND REVIEW CRITERIA FOR A COMMERCIAL RETAIL CANNABIS PERMIT (STOREFRONT RETAIL APPLICATIONS)

**These Procedures, Guidelines, and Review Criteria apply solely to Commercial Retail Cannabis Storefront Applications**

## APPLICABLE REGULATIONS

Information regarding the Commercial Retail Cannabis (CRC) Permit application process can be found on the City's website at [\[TBD\]](#).

To be considered for issuance of a Commercial Retail Cannabis Permit ("CRC Permit") in Redondo Beach, applications must be submitted to the City's offices located at the address listed in the Request for Applications (RFA) issued by the City by the deadline. There will be no exceptions. These Procedures, Guidelines, and Review Criteria (hereafter referred to as "Procedures") constitute the application process and are adopted pursuant to the Redondo Beach Municipal Code (RBMC) Section 6-6.03.

*Applicants should monitor the City's web page for any additional information, FAQs, or updates. It is the responsibility of the Applicant to stay informed of this information.*

## AMENDMENTS TO THE APPLICATION

Applicants will not be allowed to make amendments to their application or to supplement their application, except as otherwise specifically permitted in these Procedures, or posted on the City's website as a clarification update, or as authorized in writing by the Permit Administrator or designee.

Upon close of the application period, the City or designee will conduct a preliminary evaluation of the applications for completeness. Applications missing any critical component or section (for example, a Zoning Verification Letter or Section 4: Security Plan) will be rejected, and the City will notify the applicant by email that they have been disqualified. The City has no obligation to review applications prior to the close of the application period or to inform an applicant that their application is incomplete prior to the close of the application period.

## LIMITATIONS ON MULTIPLE SUBMISSIONS

Applicants possessing an ownership interest of any percent in a CRC permit application shall be limited to submitting only one Retailer application during this application period.

## CITY'S RESERVATION OF RIGHTS

The City reserves the right to reject any and/or all applications, with or without cause or reason. The City may modify, postpone, or cancel the request for a CRC permit without liability, obligation, or commitment to any person, party, firm, or organization. In addition, the City reserves the right to request and obtain additional information from any Applicant in order to conduct a complete review of the application or an investigation into the truthfulness of the statements outlined in the application or provided at any stage of the application process.

## **INTEGRITY GUIDELINES**

The following Integrity Guidelines (“Guidelines”) shall be operative from the start of the application period until the completion of Phase III: Selection Committee Interviews and Final Selection. Each applicant is individually and solely responsible for ensuring compliance with the Guidelines. This responsibility extends to the applicant’s employees, agents, consultants, lobbyists, affiliates, and all other parties or individuals engaged for purposes of developing or supporting the application.

1. Collusive activities among applicants are expressly forbidden and may result in immediate disqualification of any involved parties.
2. Applicants are prohibited from offering promotional outreach, hospitality, gifts, or other like activities directed toward City staff, elected or appointed officials, application reviewers, or consultants (s) hired by the City to assist with the application process (collectively referred to as “City Officials”).
3. All communication related to Phases II – III cannabis application process with City Officials must be directed to the City-designated contact, listed on page 1 of these Procedures. Any attempt to communicate with other City Officials regarding Phases II – III of the Redondo Beach cannabis application process may result in disqualification of the application.
4. Notwithstanding the restrictions on communications set forth in bullet 3 above, nothing in this policy is intended to restrict or prohibit proposers from communicating with City staff and officials during interviews in Phase III or during an open and public City Council or Commission meeting.
5. Any evidence that indicates an applicant has failed to comply with the Guidelines described in this document may result in that applicant’s disqualification. Any questions regarding the Guidelines shall be in writing and shall be transmitted by email to City City-designated contact.

## **APPLICATION PROCESS**

This application process is adopted pursuant to RBMC Section 6-6.03. Review the information regarding the application process and which documents you will need. Before submitting your application, review your application in its entirety to ensure that it is complete and accurate. Review all information regarding the application process for a CRC permit on the City webpage (link provided on page one).

## **APPLICATION SUBMISSION REQUIREMENTS**

Applications must respond to all requirements outlined in these Procedures. Applicants must submit all required application materials together in one complete, comprehensive application package. This can be done in person, by U.S. Mail, or by common carrier delivery service (e.g., FedEx, UPS, etc.). The complete application package must be secured in an envelope or box addressed as follows:

Permit Administrator  
Attn: Cannabis Application Process  
City of Redondo Beach

415 Diamond Street  
Redondo Beach, CA 90277

The application package must include all of the following documents, with original signatures for each document (where applicable).

1. Commercial Cannabis Business Permit Application;
2. Financial Responsibility, Indemnity and Consent to Inspection Terms Agreement;
3. Agreement on Limitations of City's Liability and Indemnification to City;
4. Application Fee and Background Check fee(s);
5. Property Owner Consent/Landlord Affidavit;
6. Zoning Verification Letter.

### FLASH DRIVE CONTENT

In addition to the above hard copies, all Applicants must submit a USB flash drive containing one complete digital copy of the application package per the requirements as outlined in the format below. The application package, including the flash drive and application fees, must be received by the City Manager's Office at the same time.

Please note that responses to the Evaluation Criteria shall be limited to 200 pages; otherwise, points will be deducted. Responses pertaining to Background Checks, Proof of Capitalization, Zoning Verification Letter, copies of other State and local licenses, and Property Owner Consent/Landlord Affidavit will not be counted toward the 200-page limitation. Those responses should be saved in PDF files that are separate from the Evaluation Criteria (see below). Applicant responses to the Evaluation Criteria must be provided in the order identified below. Each section shall be clearly labeled, with responses provided in the appropriate section. Any response to the Evaluation Criteria that is not placed within the appropriate section will receive a deduction in points.

All materials must be submitted on a USB flash drive in a PDF format in the following files. Please submit the files in the correct format and organized correctly, or your application may be rejected.

PDF File #1	Commercial Cannabis Business Permit Application; Financial Responsibility, Indemnity and Consent to Inspection Terms Agreement; Agreement on Limitations of City's Liability and Indemnification to City; and Property Owner Consent/Landlord Affidavit. All copied documents shall display the required signatures to be deemed complete.
PDF File #2	Evaluation Criteria (Responses to Sections 1-7 are limited to 200 pages, excluding Proof of Capitalization, which shall be included separately in PDF File #4).
PDF File #3	Background Check documentation (All required documents for each owner).
PDF File #4	Proof of Capitalization (Appropriate bank statements, loan documents, promissory notes, financial and commitment letters).
PDF File #5	Zoning Verification Letter (ZVL), which shows the correct location, unit, space, or suite number in the building being used.

PDF File #6	Copies of state <u>and</u> local cannabis business license(s) for other licensed cannabis facilities operated by the Applicant.
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## CRIMINAL BACKGROUND CHECK

Each Owner, as defined in RBMC Section 10-2.1626, must undergo a criminal history background check to demonstrate they do not provide good cause for denial of a CRC permit. Causes for denial of a CRC permit include, but are not limited to, conditions identified in Section 26057 of the California Business and Professions Code. Applications with Owners who do not meet the criminal history eligibility requirements will be disqualified. The initial background check fee for each owner shall be \$[TBD]. This process will be required to meet the minimum threshold qualifications pursuant to RBMC Section [TBD].

In addition, CRC applicants selected to advance to Phase III will be asked to submit to a Live Scan and to undergo additional screening as part of the background check, as determined by the Chief of Police or designee. Before being issued a permit, the Applicant's primary contact will be notified by email with instructions on how to schedule the Live Scan appointment.

## CANNABIS ZONING VERIFICATION LETTER (ZVL)

As part of a complete application packet, an Applicant must obtain a Cannabis Zoning Verification Letter from the Community Development Department. This letter is specific to the CRC and is separate and distinct from the standard zoning letter from the City. To secure this letter, an Applicant must make a written request to the Community Development Department via [PlanningRedondo@redondo.org](mailto:PlanningRedondo@redondo.org), which should specify the intended use of the building, the proposed building location, and any non-compliance of the site with buffer requirements. This request must include a report from a licensed surveyor confirming compliance with location zoning requirements in RBMC Sections 10-2.500 through 10-2.1456 and Sections 10-5.500 through 10-5.1420. The deadline to submit a request for a ZVL shall be one week prior to the close of the application period, or [TBD]. The City will not accept requests for a ZVL after this deadline.

The issuance of a ZVL does not constitute written evidence of permission given by the City or any of its officials to operate a cannabis business, nor does it establish a "permit" within the meaning of the Permit Streamlining Act, nor does it create an entitlement under the Zoning or Building Code. A regulatory permit for a CRC does not constitute a permit that runs with the land on which the cannabis business is established.

## FEES

All applicants will be required to submit a fee of \$[TBD]. This amount will be charged against the time spent by City staff in reviewing applications and administering the application process. Applicants may be required to pay additional amounts, as required, for the sole purpose of the City's completion of the application review process. Payment must be made by a certified check, cashier's check, or money order made payable to the City of Redondo Beach. Please note that the City will not accept cash or credit cards, and application fees are non-refundable once the City has begun reviewing the application.

A separate fee for the Cannabis Zoning Verification Letter (ZVL) of \$[TBD] per site and a Background Check Fee of \$[TBD] per owner will also be required. For the Applicants

progressing to Phase III, there will also be a Live Scan Fee of \$[TBD] prior to obtaining the CRC permit or at a time determined by the Police Chief.

### **SUBMITTAL DEADLINE**

Applications must be received by the [TBD] Department by 4:00 pm on [TBD]. Late applications will not be accepted. Furthermore, applications may be rejected for the following reasons:

1. It is not responsive to the CRC permit application and/or the Procedures.
2. The issuance of the CRC permit for the proposed location does not comply with State law, RBMC Title 6 (Business, Professions and Trades) and/or Title 10 (Planning and Zoning).

## **APPLICATION REVIEW, SCORING, AND APPROVAL PROCESS**

### **PHASE I: DETERMINATION OF ELIGIBILITY**

Applications will be reviewed for completeness and compliance with the minimum submittal requirements. The determination of eligibility will be based on the criteria outlined in these Procedures, in accordance with RBMC Section 6-6.03. These Procedures may be amended in writing for clarification of application submittal questions, which will be posted in the FAQ section of the aforementioned webpage and shall go into full effect immediately upon being posted on the website.

### **PHASE II: APPLICATION EVALUATION CRITERIA (455 points)**

An application evaluation committee ("Committee") composed of at a minimum three (3) individuals with demonstrated experience in city government shall be appointed by the Permit Administrator to review and score any complete applications pursuant to the following objective review criteria, according to the following quantitative evaluation scale that holds a total criteria value of 455 points. Each application will be independently scored by the evaluation committee members.

### Section 1: Qualifications of the Applicant's Owners and Manager

80 Points Total

#### Evaluation Criteria

Criteria #	Criteria	Max. Points	Scoring Method
1	Applicant must demonstrate cannabis retailer operations and ownership in California, with taxable gross sales of \$3,000,000/year generated by at least one retail storefront location. If applicant has no experience in California, this information may be provided for operations outside of California, but must also then include a memo identifying regulatory differences between the two states.	10	<b>0:</b> No evidence provided of cannabis retailer operations with taxable gross sales of at least \$3,000,000/year. No memo provided for out of state operators.
			<b>10:</b> Evidence of cannabis retailer operations with taxable gross sales of at least \$3,000,000/year. Memo provided for out of state operators.
2	Applicant must provide a record of compliance with local, state, and federal regulations, including any disciplinary actions or violations. For any violations or disciplinary actions describe the corrective actions and evidence of their effectiveness. Demonstrate how applicant will avoid these issues in this application. (This does not require compliance with the Federal Controlled Substances Act Schedule 1.)	20	<b>0:</b> No compliance record provided or insufficient information to assess compliance.
			<b>1-4:</b> Compliance record provided, but contains significant issues such as repeated or severe violations. The response lacks clarity on corrective actions taken.
			<b>5-8:</b> Compliance record provided, but includes several minor violations or past disciplinary actions, with some explanation of corrective measures. The response suggests improvement but does not fully reassure regulatory adherence. Lack of clarity on how applicant would prevent reoccurrence in a Redondo location.
			<b>9-12:</b> Compliance record with isolated minor violations, all of which have been resolved appropriately. The response demonstrates a willingness to correct issues and improve practices. Application clearly demonstrates safeguards from reoccurrence in Redondo location.
			<b>13-16:</b> Strong compliance record with very few minor infractions, all of which have been swiftly and appropriately addressed. The response demonstrates a strong commitment to adhering to regulations. Application clearly demonstrates safeguards from infractions occurring in Redondo location.
			<b>17-20:</b> Exemplary compliance record with no violations or disciplinary actions. The response provides a thorough and transparent history, demonstrating a consistent and proactive approach to regulatory adherence. Application clearly

			demonstrates controls to ensure exemplary performance in Redondo location.
3	Applicant must provide a detailed description of owners' and managers' qualifications, including experience in cannabis operations or relevant professional fields.	20	<b>0:</b> No qualifications provided.
			<b>1-4:</b> Minimal experience or qualifications in related fields, lacking detail and depth. The response does not demonstrate an understanding of the cannabis industry or relevant operations.
			<b>5-8:</b> Some relevant experience noted, but the response lacks specific examples or clarity regarding roles and achievements. The qualifications do not provide a clear picture of capability in managing cannabis operations.
			<b>9-12:</b> Adequate qualifications provided, covering most relevant areas. The response includes some specifics about experience but may lack depth in certain critical areas, making it difficult to fully assess readiness for managing operations.
			<b>13-16:</b> Strong qualifications presented, showcasing significant experience in cannabis or related fields. Only minor details may be missing, but overall, the response effectively conveys capability and preparedness for leadership roles.
			<b>17-20:</b> Exceptional qualifications demonstrating extensive relevant experience in cannabis operations or related professional fields. The response is comprehensive, providing in-depth insights into past roles, achievements, and how these experiences will contribute to operational success.
4	Applicant must provide a description of their local experience and community involvement, highlighting their connections to the South Bay community and any prior civic engagement in other communities within which they operate a cannabis retail business. This shall include evidence of how the applicant has fulfilled the commitments outlined in Community Benefit Plans submitted to other cities.	20	<b>0:</b> No information provided regarding local experience or community involvement within the South Bay. Insufficient evidence of compliance with Community Benefit Plans in other operating locations. Evidence supplied demonstrates lack of compliance with Community Benefits Plans in other operation locations. Independently obtained information by City of Redondo on Community Benefit Plan compliance in other operating locations demonstrates lack of compliance.
			<b>1-4:</b> Minimal ties to the South Bay community; lacks evidence of fulfilling commitments made in other cities. The response does not convey a genuine connection or contribution to the local area. Evidence of compliance with Community Benefits Plans in other operating locations is unverifiable.
			<b>5-8:</b> Some South Bay community engagement noted, but the response lacks specific examples or evidence of fulfilling prior commitments. The qualifications presented do not adequately demonstrate the applicant's dedication to community involvement.
			<b>9-12:</b> Moderate South Bay community involvement demonstrated, with some evidence of fulfillment of commitments made in other cities. The response covers relevant experiences but lacks detail in terms of specific contributions or impacts on the community.

<p><b>5</b></p> <p>Applicant shall provide the total taxable gross sales and net profit for their first three years of operation at their highest revenue location.</p> <p><b>10</b></p>	<p><b>13-16:</b> Strong South Bay community ties established, with clear evidence of fulfilling all commitments from previous Community Benefit Plans. The response provides substantial insights into community engagement and demonstrates a proactive approach to local involvement.</p>
	<p><b>17-20:</b> Comprehensive description of South Bay community involvement, showcasing extensive connections and significant contributions to the local community. The response provides detailed examples of civic engagement and a proven track record of fulfilling commitments from previous Community Benefit Plans.</p>
	<p><b>0:</b> Gross revenue and gross profit not supplied in sufficient detail to analyze. Operating losses for first three years and/or in Year 3.</p>
	<p><b>2:</b> Submission is detailed enough to analyze. Show net positive profit in Year 2.</p>
	<p><b>4:</b> Submission demonstrates net operating profit in Year 1.</p>
	<p><b>6:</b> Submission is a balance sheet from an independent auditor demonstrating net profits in years 1, 2 and 3.</p>
	<p><b>8:</b> Submission is a balance sheet from an independent auditor demonstrating net profits in years 1, 2 and 3 with average profit between 3% and 5%.</p>
	<p><b>10:</b> Submission is a balance sheet from an independent auditor demonstrating net profits in years 1, 2 and 3 with average profit greater than 5%.</p>

Section 2: Plans, Renderings, and Overall Location			
70 Points Total			
Evaluation Criteria			
Criteria #	Criteria	Max. Points	Scoring Method
<b>1</b>	Applicant must provide a premises diagram in accordance with Title 4, Division 19, Chapter 1, Article 2, Section 15006 of the California Code of Regulations.	<b>10</b>	0: No premises diagram submitted.
			10: Diagram provided in compliance with regulations.
<b>2</b>	Applicant must provide a detailed site development plan that includes exterior photographs of existing structures, existing parking areas, landscaping, trash enclosures, signage, and	<b>10</b>	0: No site development plan provided.
			1-2: Basic site information provided, but the plan lacks detail and clarity. Photos may be minimal or poorly presented, and key features such as landscaping or adjacent properties may not be fully considered.
			3-4: General overview provided, but missing several key photographs and contextual details, leading to gaps in

<p>adjacent properties for context.</p>	<p>understanding how the site fits within its surroundings.</p> <p><b>5-6:</b> Adequate information provided, covering most elements. However, some details such as comprehensive landscaping or parking solutions are missing or unclear, and the quality of the photos or visual presentation may be subpar.</p> <p><b>7-8:</b> Detailed site development plan provided, with clear photos and well-documented elements. Minor clarifications may be needed in areas such as trash enclosures or adjacent property context. Overall quality is strong, but a few areas could be improved for thoroughness.</p> <p><b>9-10:</b> Comprehensive and high-quality site development plan that is visually well-presented. All elements, including clear and context-rich photographs, parking areas, landscaping, and adjacent properties, are articulated thoroughly. The plan shows a deep understanding of site integration, spatial planning, and overall project vision. The plans must fully comply with the requirements contained in Section 10-2.2500(c) of the Redondo Beach Municipal Code.</p>
<p><b>3</b></p> <p>Applicant must provide a well-designed floor plan that maximizes the usability of the space and incorporates creative, efficient layouts.</p> <p><b>10</b></p>	<p><b>0:</b> No floor plan provided.</p> <p><b>1-2:</b> Basic layout provided, but it lacks functionality, is unclear, or does not make effective use of the space. There may be significant inefficiencies in flow or design.</p> <p><b>3-4:</b> General layout provided, but it is inefficient, with poor use of available space. Key areas are not optimized, and the plan lacks creative solutions for maximizing usability.</p> <p><b>5-6:</b> Adequate layout with most key features included, but minor details are missing or certain areas feel underutilized. The design is functional but lacks innovative or creative elements.</p> <p><b>7-8:</b> Well-designed floor plan that effectively meets usability requirements, showing strong consideration of space and flow. Minor improvements in efficiency or creative design elements may be possible, but the overall layout is effective.</p> <p><b>9-10:</b> Exceptional floor plan that maximizes the usability of every area, incorporating creativity and efficiency. The design reflects innovative use of space, promotes smooth operational flow, and enhances both functionality and aesthetics. No significant improvements are needed. The plans must fully comply with the requirements contained in Section 10-2.2500(c) of the Redondo Beach Municipal Code.</p>
<p><b>4</b></p> <p>Applicant must provide quality building elevations that demonstrate aesthetic improvements, including high-quality materials and finishes</p> <p><b>10</b></p>	<p><b>0:</b> No elevations provided.</p> <p><b>1-2:</b> Basic elevations provided with little detail. The proposed improvements lack clarity, depth, and attention to the quality of materials or finishes.</p> <p><b>3-4:</b> General overview of proposed improvements provided, but</p>

<p>both inside and outside the building.</p>	<p>missing several key elements such as detailed materials, finishes, or architectural enhancements. The design lacks aesthetic depth and visual appeal.</p> <p><b>5-6:</b> Adequate elevations with most features covered. The design demonstrates some attention to materials and finishes, though there are gaps in detail or quality. The aesthetic appeal is present but lacks sophistication.</p> <p><b>7-8:</b> Detailed elevations provided with clear attention to materials, finishes, and overall design. Some minor clarifications may be needed, but the plan presents a strong visual and functional improvement. The aesthetic choices enhance the building significantly.</p> <p><b>9-10:</b> Comprehensive elevations showcasing all proposed improvements, with a focus on high-quality materials and finishes. The design reflects a well-considered aesthetic vision and demonstrates a clear commitment to architectural excellence both inside and outside the building. The improvements are visually striking and well-integrated. The plans must fully comply with the requirements contained in Section 10-2.2500(c) of the Redondo Beach Municipal Code.</p>
<p><b>5</b></p> <p>Applicant must provide a conceptual landscape plan, including the percentage of landscaping in the parking lot, setback areas, and details on tree size and species.</p> <p><b>10</b></p>	<p><b>0:</b> Conceptual landscape plan not provided.</p> <p><b>1-2:</b> Plan provided with necessary details. Does not comply with City landscaping requirements</p> <p><b>3-5:</b> Plan provided with necessary details. Fully complies with City landscaping requirements.</p> <p><b>6-8:</b> Plan provided with necessary details. Fully complies with City landscaping requirements. Landscaping avoids creating security issues.</p> <p><b>9-10:</b> Plan provided with necessary details. Fully complies with City landscaping requirements. Landscaping avoids creating security issues. Landscaping significantly contributes to overall attractiveness of premises. The plans must fully comply with the requirements contained in Section 10-2.2500(c) of the Redondo Beach Municipal Code. If landscape plan is unfeasible due to property limitations, applicant will automatically receive a score of 10.</p>
<p><b>6</b></p> <p>Applicant must provide colored interior and exterior renderings, including existing and/or proposed improvements.</p> <p><b>10</b></p>	<p><b>0:</b> Renderings not provided.</p> <p><b>1-2:</b> Basic renderings provided with little detail. The proposed improvements lack clarity, depth, and attention to the quality of materials or finishes.</p> <p><b>3-4:</b> General renderings provided, but missing several key elements such as detailed materials, finishes, or architectural enhancements. The design lacks aesthetic depth and visual appeal.</p>

	<p><b>5-6:</b> Adequate renderings with most features covered. The design demonstrates some attention to materials and finishes, though there are gaps in detail or quality. The aesthetic appeal is present but lacks sophistication.</p> <p><b>7-8:</b> Detailed renderings provided with clear attention to materials, finishes, and overall design. Some minor clarifications may be needed, but the plan presents a strong visual and functional improvement. The aesthetic choices enhance the building significantly.</p> <p><b>9-10:</b> Comprehensive renderings showcasing all proposed improvements, with a focus on high-quality materials and finishes. The design reflects a well-considered aesthetic vision and demonstrates a clear commitment to architectural excellence. The improvements are visually striking and well-integrated. The plans must fully comply with the requirements contained in Section 10-2.2500(c) of the Redondo Beach Municipal Code.</p>
<p><b>7</b></p> <p>Applicant must provide a traffic/transportation analysis that addresses ingress, egress, and delivery of products to the store. Applicant must provide a detailed description of transportation, loading and unloading, and delivery procedures. This should include plans to ensure that delivery operations do not disrupt traffic flow, align with the neighborhood compatibility plan, and do not obstruct fire lanes.</p>	<p><b>10</b></p> <p><b>0:</b> Traffic/transportation analysis not provided. No transportation procedures provided.</p> <p><b>1-2:</b> Traffic analysis lacks sufficient information to assess traffic impacts, capacity, safety, and delivery. Basic transportation information provided, lacking detail on logistics and compliance with local regulations.</p> <p><b>3-4:</b> Traffic analysis fails to accommodate/address capacity, mitigate safety and traffic impacts, and/or delivery impacts on traffic and surrounding properties. General overview provided but missing key procedures related to delivery scheduling and route planning to minimize disruption.</p> <p><b>5-6:</b> Traffic analysis is complete and demonstrates attempts to address capacity, traffic flow, safety, traffic impacts due to volume and vehicular ingress/egress, and details delivery to minimize traffic and noise impacts on surrounding properties. Adequate procedures with most key elements covered; however, minor details missing on potential disruptions and mitigation strategies.</p> <p><b>7-8:</b> Traffic analysis is complete, accommodates volume, includes safe vehicular ingress and egress, includes a solid delivery solution that minimizes traffic and noise impacts on surrounding properties, and mitigates traffic impacts to the extent practical for the site as determined by assigned Public Works evaluators. Detailed procedures provided but minor clarification needed on compliance with neighborhood compatibility and fire lane regulations.</p>

	<p><b>9-10:</b> Traffic analysis is complete, accommodates peak volume, includes safe vehicular ingress and egress, includes a solid delivery solution that minimizes traffic and noise impacts on surrounding properties, and mitigates all traffic impacts. Comprehensive transportation procedures with all elements clearly articulated; ensures minimal disruption to traffic flow and alignment with community standards, showing foresight in operational planning. The plans must fully comply with the requirements contained in Section 10-2.2500(c) of the Redondo Beach Municipal Code.</p>
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Section 3: Business and Operations Plan			
100 Points Total			
Evaluation Criteria			
Criteria #	Criteria	Max. Points	Scoring Method
1	Applicant must provide CPA-verified financial statements demonstrating at least three (3) years of existing business operation.	10	0: No CPA-verified financial statements provided.
			10: CPA-verified financial statements provided.
2	Applicant must provide a description of the type of products to be sold and the estimated quantity and value of product(s) to be sold.	5	0: No product description provided.
			5: Product description provided.
3	Applicant must provide financial projections, including costs of products and operations, other business expenses, expected profits and projected city revenues based on the description of type and quantity of products to be sold.	10	0: Information not provided.
			10: Information provided.
4	Applicant must provide a written description of the total square footage of the facility with estimated square footage of proposed uses.	5	0: No description provided.
			1: Basic information provided but lacks detail about total square footage and specific proposed uses, making it difficult to gauge feasibility.
			2: General description with limited estimates and some proposed uses mentioned but insufficient for understanding overall functionality.
			3: Adequate description with most estimates provided; some detail on proposed uses but lacks clarity on space utilization for operations.

		<p><b>4:</b> Detailed description with all estimates provided; clearly articulates proposed uses and demonstrates understanding of spatial needs, though may require minor clarifications.</p> <p><b>5:</b> Comprehensive description with all details and estimates clearly articulated; demonstrates a thorough understanding of how each area contributes to overall operations and efficiency, including potential future needs.</p>
<b>5</b>	<p>Applicant must provide a budget for construction, operation, maintenance, compensation of employees, equipment costs, utility costs, and other operating costs.</p>	<p><b>10</b></p> <p><b>0:</b> No budget provided.</p> <p><b>1-2:</b> Budget provided but lacks detail; essential categories missing and unclear assumptions limit viability assessment.</p> <p><b>3-4:</b> Basic budget outline present but several key categories are absent; vague assumptions affect overall reliability.</p> <p><b>5-6:</b> Adequate budget that covers most categories; minor details missing; demonstrates awareness of costs but lacks thorough justification for estimates.</p> <p><b>7-8:</b> Detailed budget covering all major categories; shows solid understanding of financial requirements but may need minor clarifications.</p> <p><b>9-10:</b> Comprehensive budget with detailed costs for all operational aspects; provides clear justifications for each cost and showcases robust financial planning and understanding of sustainable business operations.</p>
<b>6</b>	<p>Applicant must provide a description of the source(s) of capital and use(s) of capital.</p>	<p><b>5</b></p> <p><b>0:</b> No description provided.</p> <p><b>1:</b> Basic information on sources provided but lacks detail on uses, making it hard to evaluate feasibility.</p> <p><b>2:</b> General description provided but missing key details on sources or uses; lack of clarity undermines confidence in financial planning.</p> <p><b>3:</b> Adequate description with most sources and uses covered; some details missing; demonstrates understanding of capital flow but may require additional justification.</p> <p><b>4:</b> Detailed description with clear sources and uses articulated; shows good understanding but minor clarification needed.</p> <p><b>5:</b> Comprehensive description detailing both sources and uses of capital; demonstrates sound financial planning and clarity on fund allocation and strategic alignment with business objectives; provides evidence of commitment from funding sources.</p>
<b>7</b>	<p>Applicant must provide a description of inventory control procedures, including identification of point-of-sale systems and track and trace software.</p>	<p><b>5</b></p> <p><b>0:</b> No inventory control procedures provided.</p> <p><b>1:</b> Basic procedures provided but lacking critical details on systems, processes, and how they will be implemented, making it difficult to assess the effectiveness of inventory control.</p> <p><b>2:</b> General overview provided, but significant elements are missing (e.g. point-of-sale systems). Limited description of</p>

			inventory management practices or compliance procedures is provided, affecting overall understanding.
			<b>3:</b> Adequate procedures with most key elements covered, including some identification of systems. However, there are missing details, such as how inventory is received, stored, or audited, and lack of clarity on loss prevention measures or compliance with regulations.
			<b>4:</b> Detailed procedures provided, including most required elements such as the type of POS and track and trace systems. However, minor clarifications are needed regarding integration, user training, or specific practices for inventory management and compliance.
			<b>5:</b> Comprehensive inventory control procedures with all systems and software clearly identified. The description includes specific types of point-of-sale and track and trace software, how they integrate, training provided for users, and thorough inventory management practices. Details on receiving procedures, storage methods, inventory audits, loss prevention measures, compliance with regulations, documentation processes, and feedback mechanisms are all articulated.
			<b>7-8:</b> Detailed description of prior experience with strong evidence of success using inventory control systems, including compliance with regulations and minimizing losses. Minor clarifications needed regarding the extent of the applicant's direct involvement.
			<b>9-10:</b> Comprehensive and detailed description of significant prior experience with inventory control systems. Demonstrates a proven track record of effectively managing inventory, maintaining compliance with regulations, preventing losses, and achieving strong audit results. Clear evidence of consistent and impactful outcomes is provided.
<b>8</b>	Applicant must provide a description of previous experience and effectiveness in using inventory control procedures, including the identification of point-of-sale systems, track and trace software, and other relevant systems. The description should demonstrate successful past outcomes, compliance with regulations, and loss prevention measures.	<b>10</b>	<b>0:</b> No prior experience with inventory control procedures is provided.
			<b>1-2:</b> Minimal prior experience with inventory control, lacking a clear description of the applicant's role and effectiveness in using relevant systems.
			<b>3-4:</b> General overview provided, but significant elements are missing (e.g. point-of-sale systems). Limited description of inventory management practices or compliance procedures is provided, affecting overall understanding.
			<b>5-6:</b> General overview of prior experience, but key details on systems used and outcomes, such as compliance and loss prevention, are missing or unclear.
			<b>7-8:</b> Detailed description of prior experience with strong evidence of success using inventory control systems, including compliance with regulations and minimizing losses.

		<p>Minor clarifications needed regarding the extent of the applicant's direct involvement.</p> <p><b>9-10:</b> Comprehensive and detailed description of significant prior experience with inventory control systems. Demonstrates a proven track record of effectively managing inventory, maintaining compliance with regulations, preventing losses, and achieving strong audit results. Clear evidence of consistent and impactful outcomes is provided.</p>
<p><b>9</b></p> <p>Applicant must provide a description of marketing procedures and tactics, with a focus on ensuring responsible marketing that avoids targeting minors. The description should demonstrate clear strategies for compliance with regulations and responsible audience engagement.</p>	<p><b>5</b></p>	<p><b>0:</b> No marketing procedures provided.</p> <p><b>1:</b> Basic marketing information provided, but lacks detail on target audience, channels, and clear tactics. No indication of how minors will be excluded from marketing efforts.</p> <p><b>2:</b> General overview provided but missing key tactics for engagement and outreach effectiveness, including insufficient consideration of measures to avoid marketing to minors.</p> <p><b>3:</b> Adequate procedures with most key elements covered; however, minor details missing regarding implementation, measurement, and adaptability of strategies. Some details missing regarding how marketing avoids minors or lacks clarity on implementation.</p> <p><b>4:</b> Detailed marketing procedures provided, including responsible audience targeting and a clear commitment to avoiding marketing to minors. Some slight clarifications needed on the effectiveness of certain strategies or channels.</p> <p><b>5:</b> Comprehensive marketing procedures with all elements clearly articulated. Demonstrates a strategic and responsible approach to outreach, clearly outlining measures to prevent marketing to minors, alongside strong engagement, compliance with regulations, and plans for assessment and adjustment.</p>
<p><b>10</b></p> <p>Applicant must provide a description of the City tax payment management plan/procedures, ensuring no cash is managed by the City.</p>	<p><b>10</b></p>	<p><b>0:</b> No tax payment management plan provided.</p> <p><b>1-2:</b> Basic information provided, lacking detail on processes, accountability, and tracking mechanisms.</p> <p><b>3-4:</b> General overview provided but missing key procedures for compliance and clarity on financial management.</p> <p><b>5-6:</b> Adequate plan with most elements covered; minor details missing on reporting, payment and transparency measures.</p> <p><b>7-8:</b> Detailed plan provided but minor clarification needed on implementation and compliance monitoring.</p> <p><b>9-10:</b> Comprehensive tax payment management plan with all details clearly articulated; ensures compliance with City regulations and demonstrates transparency and accountability in financial management.</p>
<p><b>11</b></p> <p>Applicant must demonstrate a plan for maintaining ongoing compliance with all applicable</p>	<p><b>5</b></p>	<p><b>0:</b> No compliance plan provided.</p> <p><b>1:</b> Basic compliance information provided, lacking detail on processes, monitoring, and accountability.</p>

<p>cannabis laws, including licensing requirements and reporting obligations.</p>	<p><b>2:</b> General overview provided but missing specific compliance elements, timelines, and reporting obligations.</p> <p><b>3:</b> Adequate plan with most elements covered; however, minor details missing on updates, audits, and compliance checks.</p> <p><b>4:</b> Detailed plan provided but minor clarification needed on implementation strategies and compliance monitoring.</p> <p><b>5:</b> Comprehensive compliance plan with all details clearly articulated; ensures adherence to all applicable laws and regulations, demonstrating a proactive approach to compliance and risk management.</p>
<p><b>12</b></p> <p>Applicant must provide a schedule for beginning operations, including a timeline for construction completion.</p>	<p><b>5</b></p> <p><b>0:</b> No schedule provided.</p> <p><b>1:</b> Schedule lacks sufficient detail to evaluate or is clearly unrealistic based on other submittals; or is unreasonably long time to occupancy and operations based on other submittals.</p> <p><b>3:</b> Schedule has some detail but not in all areas. Creates question as to whether the schedule is realistic and reasonable based on other submittals.</p> <p><b>5:</b> Schedule is detailed, realistic, and demonstrates occupancy and operations in a reasonable period of time based on amount of work to be done.</p>
<p><b>13</b></p> <p>Applicant must provide a description of hours of operation, opening procedures and closing procedures.</p>	<p><b>5</b></p> <p><b>0:</b> No description of hours and procedures provided.</p> <p><b>1:</b> Hours of operation provided, opening and/or closing procedures too vague to evaluate.</p> <p><b>2:</b> Hours of operation not respectful of adjacent properties, and/or opening and/or closing procedures pose security or operational risks.</p> <p><b>3:</b> Hours of operation respectful of adjacent uses; opening and/or closing procedures lack detail or include fixable exposure to security and operational risks.</p> <p><b>5:</b> Hours of operation respectful of adjacent uses; and opening and closing procedures address and demonstrate clear understanding of security and operational risks.</p>
<p><b>14</b></p> <p>Applicant must provide a description of cash handling procedures.</p>	<p><b>5</b></p> <p><b>0:</b> No cash handling procedures provided.</p> <p><b>1:</b> Basic information provided but in insufficient detail to fully evaluate.</p> <p><b>2:</b> Sufficient information provided for evaluation however procedures do not instill confidence that cash is properly recorded, any discrepancies are always detected and traceable or that cash is handled securely.</p> <p><b>3:</b> Procedures are in adequate detail and generally instill confidence that cash will be properly reported, that discrepancies are detected, and that cash is handled securely. Any procedural gaps are minor and easily fixable.</p> <p><b>5:</b> Detailed procedures provided and procedures instill confidence that cash will be properly reported, discrepancies</p>

			are always detected and traceable, and that cash will be handled securely.
<b>15</b>	Applicant must provide a description of day-to-day operations that acknowledges both state and local laws and is consistent with industry best practices.	<b>5</b>	<b>0:</b> No description of operations provided.
			<b>1:</b> Basic information provided but lacks detail to assess compliance with state and local laws and/or that the operations are consistent with industry best practices.
			<b>3:</b> Operations description generally demonstrates compliance with state and local laws and with industry best practices. Any gaps are fixable.
			<b>5:</b> Operations description is in sufficient detail that clearly demonstrates compliance with state and local laws and that the operations are consistent with industry best practices.

<b>Section 4: Security Plan</b>			
95 Points Total			
Evaluation Criteria			
<b>Criteria #</b>	<b>Criteria</b>	<b>Max. Points</b>	<b>Scoring Method</b>
<b>1</b>	Applicant must provide a Security Plan prepared by a professional security consultant.	<b>5</b>	<b>0:</b> Applicant did not provide a Security Plan or Security Plan was not prepared by a professional security consultant.
			<b>5:</b> Applicant provided a Security Plan prepared by a professional security consultant.
<b>2</b>	Applicant must provide a description of the Panic Button installation, showing where the panic buttons are located in the facility.	<b>5</b>	<b>0:</b> Security plan did not provide a description of the panic button installation; locations are inadequate for security.
			<b>5:</b> Security plan provided a description of the panic button installation; locations are adequate for security purposes.
<b>3</b>	Applicant must provide evidence of Sensor installation to detect entry and exit from all secure areas of the premises.	<b>5</b>	<b>0:</b> Security plan did not provide evidence of sensor installation or locations are insufficient to detect entry and exit from all secure areas.
			<b>5:</b> Security plan provided evidence of sensor installation, locations sufficient to detect entry and exit from all secure areas.
<b>4</b>	Applicant must describe how the business remains secure during a Power Outage, ensuring access doors are not solely controlled by electronic access panels.	<b>5</b>	<b>0:</b> Security Plan did not describe how the business remains secure during a power outage.
			<b>5:</b> Security Plan described how the business remains secure during a power outage.
<b>5</b>	Applicant must provide a commitment letter from a licensed insurance broker, which must include specific coverage details and effective date. At a minimum, the	<b>5</b>	<b>0:</b> Commitment letter not provided.
			<b>5:</b> Commitment letter provided.

	licensed insurance broker must commit to General Liability Coverage with a minimum coverage of \$2,000,000 and Workers' Compensation Insurance with a minimum coverage of \$1,000,000.		
<b>6</b>	Applicant must provide a description of the Security Camera System, including camera placement and 24/7 monitoring capabilities.	<b>5</b>	<p><b>0:</b> Security Plan did not provide a description of the security camera system or system does not meet requirements.</p> <p><b>5:</b> Security Plan provided a description of a security camera system that meets requirements.</p>
<b>7</b>	Applicant must describe the Battery Backup system for surveillance equipment, ensuring a minimum of four hours of backup recording in the event of a power outage.	<b>5</b>	<p><b>0:</b> Security Plan did not describe the battery backup system, or back up system insufficient.</p> <p><b>5:</b> Security Plan described a battery backup system that meets requirements.</p>
<b>8</b>	Applicant must provide proof that the Surveillance System has a failure notification system that alerts the permittee and Police Department of any system interruptions.	<b>5</b>	<p><b>0:</b> Security Plan did not provide proof of a surveillance system failure notification system.</p> <p><b>5:</b> Security Plan provided proof of a surveillance system failure notification system.</p>
<b>9</b>	Applicant must describe the procedure for storing and retaining Surveillance Recordings for a minimum of 90 days, in a format that ensures no alteration of the recorded image.	<b>5</b>	<p><b>0:</b> Security Plan did not describe an adequate procedure for storing and retaining surveillance recordings.</p> <p><b>5:</b> Security Plan described an adequate procedure for storing and retaining surveillance recordings.</p>
<b>10</b>	Applicant must provide a description of the Alarm System, including monitoring company and schematic of security zones.	<b>5</b>	<p><b>0:</b> Security Plan did not provide a description of an adequate alarm system.</p> <p><b>5:</b> Security Plan provided a description of an adequate alarm system.</p>
<b>11</b>	Applicant must demonstrate that at least one licensed Security Guard is present at all times the premises is open to the public or employees.	<b>5</b>	<p><b>0:</b> Security Plan did not provide proof of coverage by a licensed security guard.</p> <p><b>5:</b> Security Plan provided proof of coverage by a licensed security guard.</p>
<b>12</b>	Applicant must describe the record-keeping process for maintaining records related to surveillance, alarm systems,	<b>5</b>	<p><b>0:</b> Security Plan did not describe an adequate record-keeping process for maintaining security-related records.</p> <p><b>5:</b> Security Plan described an adequate record-keeping process for maintaining security-related records.</p>

<p>and track-and-trace systems for inspection by law enforcement.</p>	<p><b>4:</b> Solid experience with high-risk industries, and methodologies that show thoughtful planning for cannabis retail operations, though lacking in some innovative features or specific best practices.</p> <p><b>5:</b> Extensive experience in cannabis or other high-risk industries. Methodology is detailed, innovative, and incorporates best practices from similar operations. Demonstrates a proactive approach to challenges unique to cannabis retail (e.g., theft, compliance).</p>
<p><b>13</b></p> <p>Applicant must provide a detailed description of the consultant's or architect's qualifications and the methodologies used in preparing the Security Plan.</p>	<p><b>5</b></p> <p><b>0:</b> No information provided.</p> <p><b>1:</b> Information provided, but lacks detail or clear connection to cannabis industry standards. Consultant appears inexperienced, with no mention of prior relevant projects.</p> <p><b>2:</b> Basic qualifications and methodology provided, but lacks depth or evidence of having worked in high-risk industries. The plan uses generic approaches to security that could apply to any business.</p> <p><b>3:</b> Qualifications and methodology are clear, with some experience relevant to high-risk industries. However, the plan lacks tailored features that specifically address the unique needs of cannabis retailers.</p> <p><b>4:</b> Solid experience with high-risk industries, and methodologies that show thoughtful planning for cannabis retail operations, though lacking in some innovative features or specific best practices.</p> <p><b>5:</b> Extensive experience in cannabis or other high-risk industries. Methodology is detailed, innovative, and incorporates best practices from similar operations. Demonstrates a proactive approach to challenges unique to cannabis retail (e.g., theft, compliance).</p>
<p><b>14</b></p> <p>Security Plan must provide a description of the Security System Design, demonstrating how the system prevents unauthorized individuals, including minors, from entering and remaining on the premises and establishes limited access areas for authorized personnel only.</p>	<p><b>5</b></p> <p><b>0:</b> No information provided.</p> <p><b>1:</b> The description lacks reasoning, or no specific measures are provided for preventing unauthorized access. Controls appear generic or minimal.</p> <p><b>2:</b> Basic system described with limited access areas, but the design lacks layers of protection or advanced features, there is little or no mention of measures to prevent minors from entering premises.</p> <p><b>3:</b> A functional system is described, with appropriate access controls and limited access areas, though there are gaps in covering all potential vulnerabilities.</p> <p><b>4:</b> Strong system with multi-layer controls, clear access zones for personnel, and a reasonable approach to securing high-risk areas (e.g., vaults or product areas). Some consideration given to employee movement and customer flow.</p> <p><b>5:</b> Comprehensive system with automated controls, multi-</p>

			layered protection, and proactive measures to address potential vulnerabilities, including comprehensive measures to ensure minors are unable to enter the premises. The system integrates employee monitoring, customer access, and emergency protocols seamlessly.
<b>15</b>	Security Plan must provide a description of the Surveillance System, including camera coverage, operational hours, and how the system meets 24/7 monitoring requirements. High-definition (HD) is defined as a minimum resolution of 720p or higher, with clear image quality in varying lighting conditions.	<b>5</b>	<p><b>0:</b> No information provided.</p> <p><b>1:</b> Limited detail on the surveillance system, unclear coverage, or insufficient monitoring hours (less than 24/7). No mention of fps or low frame rate below 24 fps.</p> <p><b>2:</b> Basic camera coverage with gaps, standard HD quality (720p), but frame rate is below 24 fps. Limited effectiveness in capturing clear footage in all conditions.</p> <p><b>3:</b> Functional system with HD coverage (720p) at 24 fps in most areas, but there are blind spots or frame rate limitations in high-risk zones.</p> <p><b>4:</b> Extensive HD coverage (1080p) with 24 fps or higher, minimal gaps, providing clear image quality in all monitored areas.</p> <p><b>5:</b> Advanced system with full HD coverage (1080p or higher), at least 24 fps or higher with no blind spots. Ultra-HD (4K) available in key areas, with smart features like motion tracking, remote monitoring, and optimized performance in low-light conditions.</p>
<b>16</b>	Applicant must provide details on Surveillance Footage Compatibility, including how the footage is accessible to law enforcement and compatible with City systems.	<b>5</b>	<p><b>0:</b> No information provided.</p> <p><b>1:</b> The system is incompatible or requires extensive manual effort to extract footage for law enforcement use.</p> <p><b>2:</b> Limited compatibility, requiring manual extraction and some workarounds to provide footage to law enforcement.</p> <p><b>3:</b> Mostly compatible, but requires effort in sharing or integrating with City systems, including manual file transfers or significant delay in sharing.</p> <p><b>4:</b> Fully compatible with City systems, with streamlined sharing processes for law enforcement that allow easy access to footage as needed.</p> <p><b>5:</b> Real-time remote access for law enforcement, offering seamless integration with City systems and advanced features like automated alerts for incidents. The system is designed to be both easy to use and highly responsive to law enforcement needs.</p>
<b>17</b>	Applicant must describe the Surveillance Equipment Maintenance Plan, including records of maintenance activity, service logs, and procedures for ensuring the	<b>5</b>	<p><b>0:</b> No information provided.</p> <p><b>1:</b> Little to no information provided about the maintenance plan, with vague references to system upkeep.</p> <p><b>2:</b> Basic description of a maintenance plan, but no evidence of a structured process or regular logs for servicing the equipment.</p>

<p>system's operational reliability.</p>	<p><b>3:</b> A functional maintenance plan with regular upkeep and basic records provided, though the depth of record-keeping may be minimal.</p> <p><b>4:</b> Well-documented maintenance plan with regular servicing schedules and detailed logs. The plan includes preventive measures to avoid downtime or security risks.</p> <p><b>5:</b> Comprehensive preventive maintenance plan with detailed logs of all service activities, including advanced monitoring systems that notify administrators when maintenance is required. The plan ensures maximum operational reliability with minimal downtime.</p>
<p><b>18</b></p> <p>Applicant must provide a description of the Alarm System, including alarm system type and alarm monitoring methods.</p>	<p><b>5</b></p> <p><b>0:</b> No information provided.</p> <p><b>1:</b> Minimal information on the alarm system, with no clear monitoring strategy or backup plans in place.</p> <p><b>2:</b> Basic system described, covering primary entry points but leaving some vulnerabilities, with no advanced features like motion detection or zoning.</p> <p><b>3:</b> Good alarm system covering all critical access points, reliable but without advanced integration with other security systems.</p> <p><b>4:</b> High-quality alarm system with zoning for different areas of the business. Comprehensive monitoring and reliable response protocols in place.</p> <p><b>5:</b> Top-tier alarm system with advanced sensors, full integration with surveillance and security systems, and automatic notifications to law enforcement or monitoring services.</p>
<p><b>19</b></p> <p>Applicant must provide description of Security Guard Training and Experience, including guard licensing, industry-specific training, and qualifications relevant to cannabis business security.</p>	<p><b>5</b></p> <p><b>0:</b> No information provided or guards don't meet minimum qualifications.</p> <p><b>1:</b> Guards have minimal training and licensing, with no evidence of cannabis-specific experience or experience in high-risk industries.</p> <p><b>2:</b> Basic guard training and licensing provided, but no specialized training relevant to cannabis businesses or high-risk industries.</p> <p><b>3:</b> Guards are well-trained with some relevant experience, though their qualifications may be more general rather than cannabis-focused.</p> <p><b>4:</b> Guards have extensive experience in high-risk industries and relevant training specific to the cannabis industry, demonstrating an ability to handle cannabis-specific risks.</p> <p><b>5:</b> Guards are highly trained specialists in cannabis security, with continuous education and advanced qualifications that include scenario-based training and proactive response protocols tailored to the unique risks of cannabis businesses.</p>

Section 5: Safety Plan			
35 Points Total			
Evaluation Criteria			
Criteria #	Criteria	Max. Points	Scoring Method
1	Applicant must provide a description of Access/Egress into the facility that meets building and fire code requirements.	5	0: Applicant did not provide a description of access/egress that meets code requirements.
			5: Applicant provided a complete description of access/egress that meets building and fire code requirements.
2	Applicant must provide a premises safety diagram that includes evacuation routes and locations of fire extinguishers and other fire suppression equipment.	5	0: Applicant did not provide a premises safety diagram.
			5: Applicant provided a complete premises safety diagram with required elements.
3	Applicant must identify all gases, pesticides, and chemicals to be used, along with their storage locations.	5	0: Applicant did not identify gases, pesticides, or chemicals and their storage locations.
			5: Applicant provided a complete identification of all gases, pesticides, and chemicals, including their storage locations.
4	Applicant must provide a description of the fire alarm and monitoring system, including the name and contact information for the monitoring company.	5	0: Applicant did not provide a description of the fire alarm and monitoring system.
			5: Applicant provided a complete description of the fire alarm and monitoring system with contact information.
5	Applicant must provide a description of safety procedures, employee training for emergency situations, and safety equipment demonstrating compliance with safety requirements, including, but not limited to, Chapter 4 of the California Fire Code (CFC), Section 406, regarding Employee Training and Response Procedures.	5	0: No information provided.
			1: Information provided but lacks detail on either safety procedures or training. The applicant includes some mention of safety procedures or training, but the submission is vague and lacks substance. No direct reference is made to specific safety standards or codes like the CFC, Section 406. The response may only provide high-level concepts with no actionable plans or procedures.
			2: Basic information provided, including safety procedures or training, but not both. The applicant addresses either safety procedures or employee training but fails to address both areas sufficiently. There may be limited reference to safety requirements but with no concrete detail about implementation or compliance with the CFC. Missing key elements such as detailed descriptions of emergency responses or protocols for hazardous situations.

	<p><b>3:</b> General overview provided of safety procedures and training, but lacks specific compliance details, including reference to Chapter 4 of the CFC. The applicant outlines both safety procedures and employee training but offers only a high-level view. Some elements of safety compliance are mentioned but lack specific references to Chapter 4 of the CFC or detailed safety requirements. Emergency response procedures may be described in broad terms without specific steps or training schedules.</p>
	<p><b>4:</b> Detailed information provided on procedures and training, referencing Chapter 4 of the CFC, but missing minor elements of compliance. The applicant provides detailed safety procedures and employee training protocols, making specific reference to Chapter 4 of the California Fire Code (CFC), Section 406. The information is mostly complete, covering essential elements of emergency procedures and safety compliance. Minor areas may be incomplete or lack depth, such as missing updates on safety equipment or partial training timelines, but overall compliance is largely demonstrated.</p>
	<p><b>5:</b> Comprehensive information provided, including thorough details on safety procedures, training, compliance with Chapter 4 of the CFC, and response procedures in emergency situations. The applicant submits a fully developed and thorough plan addressing all aspects of safety, including, but not limited to 1) Clear, step-by-step safety procedures for various scenarios, 2) Complete employee training programs, 3) Explicit reference to compliance with Chapter 4 of the CFC, Section 406, and other relevant safety codes, 4) Demonstrated use of required safety equipment and technologies that comply with state requirements, 5) Detailed emergency response procedures tailored to potential risks at the dispensary, and 6) Continuous improvement processes to ensure ongoing compliance and readiness.</p>
<p><b>6</b></p> <p>Applicant must provide a detailed description of the processes, procedures, and practices included in the Safety Plan. The comprehensive Safety Plan will include, but is not limited to, the following:</p> <p>1) A systematic assessment of risks associated with the specific cannabis retail environment and processes and procedures to mitigate those risks.</p>	<p><b>5</b></p> <p><b>0:</b> No information provided.</p> <p><b>1:</b> Minimal details that make it difficult to assess confidence in the safe day-to-day operations of the business.</p> <p><b>2:</b> Processes and procedures are mentioned but lack depth making it difficult to assess confidence in safe day-to-day operations of the business.</p> <p><b>3:</b> Adequate qualifications and methodologies described, but lacking specific examples or context, including educational background or certifications.</p> <p><b>4:</b> Detailed and effective processes and procedures provided; clear application of industry best practices evidenced; some minor elements could be improved or clarified. Overall, leads to confidence in the safe day-to-day operation of the business.</p>

	<p>2) Integration of relevant regulations and standards, including local, state, and federal guidelines as well as industry best practices.</p> <p>3) Development of clear procedures for emergency response and safety training.</p> <p>4) Continuous improvement processes that would update the Safety Plan based on new information or incidents.</p>		<p><b>5:</b> Comprehensive and detailed processes and procedures clearly described with clearly defined roles and responsibilities of onsite staff. Clearly integrates specific industry experience and best practices. Leads to high confidence in the safe day-to-day operation of the business.</p>
<b>7</b>	Credentials of Safety Plan author: professional fire prevention and suppression consultant or architect required.	<b>5</b>	<p><b>0:</b> No information provided.</p> <p><b>1-2:</b> Author's qualifications submitted, but it is unclear if author meets requirements.</p> <p><b>3-4:</b> Author is clearly qualified, but no apparent experience with cannabis dispensaries.</p> <p><b>5:</b> Author is clearly qualified and has demonstrated experience with cannabis dispensaries, operations, and unique safety risks and concerns.</p>

<b>Section 6: Neighborhood Compatibility Plan</b>			
55 Points Total			
Evaluation Criteria			
<b>Criteria #</b>	<b>Criteria</b>	<b>Max. Points</b>	<b>Scoring Method</b>
<b>1</b>	Applicant must provide a description of odor mitigation practices, including identifying potential sources of odor, odor control devices, and staff training for odor management.	<b>5</b>	<b>0:</b> The applicant did not provide an odor mitigation description.
			<b>5:</b> The applicant provided a description of odor mitigation practices.
<b>2</b>	Applicant must provide a waste management plan, detailing waste disposal locations and methods to render waste unusable and unrecognizable.	<b>5</b>	<b>0:</b> The applicant did not provide a waste management plan.
			<b>5:</b> The applicant provided a waste management plan.
<b>3</b>	Applicant must describe efforts at sustainability/environmental impact mitigation.	<b>5</b>	<b>0:</b> The applicant did not provide a description of sustainability efforts.
			<b>5:</b> The applicant provided a description of sustainability efforts.
<b>4</b>	Applicant must provide a comprehensive description of their Community Engagement strategies, including how they plan to engage with the	<b>20</b>	<b>0:</b> No information provided on Community Engagement.
			<b>1-2:</b> Basic information provided, with minimal engagement strategies mentioned, lacking clarity and depth.
			<b>3-4:</b> General description of Community Engagement, mentioning some strategies but lacking specific details on execution and

	community and respond to concerns.		impact.
			<b>5-6:</b> Adequate information on Community Engagement strategies, demonstrating some understanding of community needs, but missing details on responsiveness and follow-up actions.
			<b>7-8:</b> Detailed information on Community Engagement strategies, including multiple methods of engagement, response plans to community concerns, and a commitment to regular updates, but missing some minor elements or specifics.
			<b>9-10:</b> Comprehensive information provided, demonstrating a proactive approach to community engagement with clear, actionable plans, detailed methods of engagement, and a well-defined feedback loop to ensure responsiveness to community concerns.
<b>5</b>	Applicant must provide a "Good Neighbor Policy" that includes measures to protect adjacent uses from potential impacts related to the cannabis retailer, including but not limited to: facility, parking lot and landscaping cleanliness and upkeep; controlling noise exterior to the facility; ensuring no loitering or on site product use; practices to ensure minors are not attracted or served including by a surrogate; and ensuring the exterior building is not gaudy and blends in surrounding community and is free from product advertisements.	<b>20</b>	<b>0-2:</b> The applicant did not provide a Good Neighbor Policy that clearly addresses all requirements.
			<b>3-8:</b> Good Neighbor Policy includes all required items, but includes significant gaps that lead to questions on whether business will generate substantive complaints from surrounding businesses and residential neighborhood.
			<b>9-15:</b> Good Neighbor Policy is complete and thorough and leads to high confidence that the business will be maintained to minimize substantive concerns of abutting businesses and nearby residential neighborhood.
			<b>16-20:</b> Good Neighbor Policy exceeds minimum requirements and leads to high confidence that the business will be maintained to minimize substantive concerns of abutting businesses and nearby residential neighborhood.

Section 7: Labor and Employment Plan			
20 Points Total			
Evaluation Criteria			
Criteria #	Criteria	Max. Points	Scoring Method
<b>1</b>	Applicant must provide an organizational chart showing owners, managers, and employees, including	<b>5</b>	<b>0:</b> No organizational chart provided.
			<b>1:</b> Overall organizational chart clearly meets requirement. Operational Daily/shift organization missing or unclear.

operational daily/shift organization.		<b>2-3:</b> All organizational charts complete. Shows clear chain of command during daily and shift operations. <b>4-5:</b> All organizational charts complete. Shows robust control of staff and operations throughout operating hours.	
<b>2</b>	Applicant must provide a description of the owner's and manager's roles in day-to-day operations and decisions.	<b>5</b>	<b>0:</b> No description of roles provided. <b>1-3:</b> Description addresses required items. Allocation of roles and responsibilities between owner and manager unclear, overlap heavily, and/or includes obvious gaps. <b>4-5:</b> Clear and thorough description differentiates operational roles and authorities without significant gaps or overlaps.
<b>3</b>	Applicant must provide a description of the number of employees, title/position, and their respective responsibilities.	<b>5</b>	<b>0:</b> No description provided or description does not clearly address all requirements. <b>1:</b> Description addresses all required items but lacks detail or is unclear in one or more of the required areas. <b>2-3:</b> Description clearly covers all requirements but responses indicate correctable issues such as understaffing on a shift, too junior a staffing mix, unclear or inadequate description of roles, responsibilities and authorities. <b>4-5:</b> Description clearly addresses all requirements and leads to high confidence in daily operations and compliance with all permit requirements and local and state laws.
<b>4</b>	Applicant must provide a description of hiring and employment practices included any local hire policy and practices, background checks (if any), other processes of vetting potential employees.	<b>5</b>	<b>0:</b> No description provided. <b>1:</b> Description addresses all required items. <b>2-3:</b> Description clearly describes how the applicant will prioritize local hires and/or that the applicant utilizes and independent service for background checks. <b>4-5:</b> Description clearly outlines robust processes that ensure attraction and prioritization of local hires, independent background checks, and criteria for avoiding candidates with a history of drug or legal problems; and ensuring that employees remain free of illicit drug and criminal activities.

The top applicants from Phase II, as determined by the City, may be eligible to advance to Phase III. The decision as to how many applicants will be interviewed will be determined by the Committee, based upon the overall quantity and quality of applications the City receives. Notice of the results of Phase II will be provided in writing via email to the primary contact listed on the application.

### **PHASE III: INTERVIEWS AND SELECTION (500 points)**

During Phase III, the Committee will conduct a discretionary merit-based interview process.

#### **Important Instructions:**

- During Phase III Interviews, Applicants will be asked questions related to Evaluation Criteria Sections 8-10.
- Due to the time limitation of interviews, Phase III questions will cover only a portion of the criteria identified within Sections 8-10.
- Scoring for Sections 8-10 will be based upon information conveyed verbally by Applicants in response to the questions asked. Scoring for Section 10 may also consider photographs, site plans, and other visual depictions provided by Applicants.
- All Applicants will be asked the same questions and be provided the same amount of time for a response. At the end of each Applicant's response, the Committee may ask clarifying questions.
- Any commitment made by an Applicant during the Phase III Interview process may become a condition on the CRC permit, if issued, and may be incorporated as terms.

### **SECTION 8: QUALIFICATION OF OWNERS (150 points)**

1. Describe the business owner's prior experience in owning, managing, and operating a legally permitted or licensed cannabis Retailer in the United States. For purposes of this section, owner shall mean the definition of owner in the RBMC Section 10-2.1626.
2. Describe your overall knowledge of the cannabis industry, including identification of how industry best practices and State regulations have been incorporated in existing/prior legal businesses outside the City of Redondo Beach.
3. Describe the involvement of the ownership team in the day-to-day operation and management of the proposed business.

### **SECTION 9: NEIGHBORHOOD COMPATIBILITY (200 points)**

1. Describe how the business will take proactive steps to avoid becoming a nuisance or having negative impacts on its neighbors or the surrounding community. Additionally, describe how the business will react and respond to complaints specifically related to noise, light, odor, public consumption, loitering, littering, graffiti, and vehicle and pedestrian traffic.
2. Describe the policies that you would implement and how you would enforce these policies to ensure your cannabis products do not end up in the hands of underage youth.
3. Describe the steps you have taken to get to know the Redondo Beach community. Provide a detailed description of the neighborhood in which you are seeking to open a cannabis retail business, and how your business will contribute positively to the surrounding area.

4. Describe steps that the business will take to minimize any negative environmental impacts of the retail operation, including greenhouse gas emissions, vehicle miles travelled, excessive product packaging, energy and water utilization, and other impacts.

## **SECTION 10: PROPOSED SITE PLAN (150 points)**

1. Provide the following information about the existing site:
  - a. Physical address;
  - b. Narrative description of the existing site, including building(s), parking spaces, driveways, pedestrian sidewalks/rights-of-way,
  - c. Photographs of the existing property and building(s);
    - i. Note: Photographs of building interior are not required.
  - d. Description of how the site is currently being used;
  - e. Description of any businesses currently operating on the parcel (if any), and any parcels directly adjacent to the existing site.
2. Provide the following information about the proposed site:
  - a. A site plan, drawn to scale, of the proposed business showing perimeter fencing, driveways, streets, property lines, buildings, parking areas, and outdoor areas.
  - b. A narrative description of proposed site improvements, including façade rehabilitation, building expansion, parking, landscaping, fencing, or other exterior site improvements;
    - i. Note: Descriptions of interior site improvements are not a requirement of this section.
  - c. A narrative description of the proposed ventilation, air purification, and fire prevention systems.
  - d. Visual depictions of the proposed exterior of the cannabis business.
3. Describe how the proposed modifications and utilization of the site for cannabis Retailer activity will impact the public health, safety, welfare, environmental quality, and/or quality of life in the surrounding area.

Upon the completion of Phase III, the Committee will tabulate the scores of all Applicants from Phase II and III to create a preliminary ranking, which will form the basis for determining who will be selected to receive a CRC Permit.

Prior to the tabulation of scores, the City reserves the right to request and obtain additional information from any candidate for purposes of clarifying or validating information provided during Phase III interviews. The Permit Administrator and/or Committee may review the totality of the information, including any additional information received following interviews, to determine which Applicants will be granted a CRC Permit.

The Committee reserves the right to award a lesser number of Commercial Retail Cannabis Permits than the maximum allowed under the application process, or to award no permits at all. Notice of the results of Phase III will be provided in writing via email to the primary contact listed on the application.

After the Committee has made a determination as to which, if any, Applicants may be awarded a CRC permit, Applicants shall attain a CRC Permit from the City, pursuant to Section 6-6.06 of the RBMC. The CRC Permit shall set forth the terms and conditions under which the cannabis

facility will operate that are in addition to the requirements of RBMC Chapter 6-6. Applicants should be prepared to negotiate with the Permit Administrator directly regarding the final terms and conditions that will be memorialized in the CRC Permit, including, but not limited to, the commitments made by Applicants in the written application. Upon successful completion of negotiations and execution of the CRC Permit, the Applicant is then authorized to apply for any required land use permits and other required approvals.

Applicants selected through Phase III Interviews and Final Selection shall have twenty-four (24) months to obtain all required land use permits and other required approvals to begin operating. Selected Applicants unable to meet this deadline will have their application deemed null and void and will no longer be able to obtain a CRC. Should any selected applications be deemed null and void, the City may refer to the next highest ranked Applicant(s) from Phase III to determine which replacement application(s) will be permitted to proceed through the CRC permitting process.

Any Applicant wishing to appeal Phases I through III of the application process may file an appeal in accordance with the requirements of RBMC Section 6-6.14.

### **CITY COUNCIL PRESENTATION**

Upon the completion of Phase III, the Permit Administrator shall present to the City Council the top two Applicants from the Phase III process. Further details as to date, time, place, and length of presentation will be provided prior to the City Council presentation.

The City Council may impose additional terms and conditions under which the cannabis facility may operate. City Council conditions may be in addition to the requirements of RBMC Chapter 6-2, including, but not limited to, minimum operating procedures to protect and promote the public health, safety, and welfare of the community, customers, qualified patients, and primary caregivers.

**NOTE:** Being awarded a CRC permit does not constitute a land use entitlement and does not waive or remove the requirements of applying for and receiving permits for all construction including: electrical, plumbing, fire, Community Development Department permits or reviews, and any other permits, licenses, or reviews as deemed necessary by the relevant departments or governmental entities in charge of said permits. Nor does the award of a CRC permit guarantee that the plans submitted via the application process meet the standards or requirements in RBMC Title 10 and any other permit requirements from other City departments or agencies.