

# Commercial Retail Cannabis Permit Application Process Discussion (RFA)

# OUTLINE

1. Background
2. Timeline (Tentative)
3. Application Requirements
4. Application Review & Evaluation
5. Next Steps: Resolutions
6. Recommendation

# BACKGROUND

- In March 2025, City Council approved three ordinances to update the City's Commercial Retail Cannabis (CRC) Regulatory Program
  - Ordinance No. 3287-25
  - Ordinance No. 3288-25
  - Ordinance No. 3289-25
- Updated Buffer Map
  - GIS Map: [Retail Cannabis Property Locator](#)

# TIMELINE (TENTATIVE)

|  |                                       |
|--|---------------------------------------|
| RFA Available  | Week of August 4, 2025                |
| Pre-Proposal Conference  | August 11-22, 2025                    |
| Deadline for Submission of Questions   | August 29, 2025                       |
| Final Addenda and Answers Issued   | September 5, 2025                     |
| Proposals Due (60 days)  | October 6, 2025                       |
| Evaluation and Interview Period  | October 7-24, 2025                    |
| Notice of Award  | Week of November 3, 2025              |
| Deadline to Submit Notice of Appeals (10 calendar days)                      | November 13 - 17, 2025                |
| City Council Appeal Hearing (30 - 90 days after receipt of Notice of Appeal) | December 13, 2025 - February 15, 2026 |

# APPLICATION REQUIREMENTS

1. Commercial Retail Cannabis 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

# APPLICATION REVIEW & EVALUATION

- Evaluation Committee

- Comprised of representatives from the following City Departments:

- Community Development, Economic Development, Financial Services, Fire, Police

- Scoring

- Scoring Matrix: 445 points
- Interview Assessment: 300 points

# NEXT STEPS: RESOLUTIONS

- Process Integrity Guidelines
  - Govern all interactions and contact between applicants, the City, and all City-appointed and elected representatives during the application process
- Fee Schedule
  - Determine costs associated with processing applications and permits

# RECOMMENDATIONS

DISCUSSION AND POSSIBLE ACTION ON INITIATION OF THE CITY'S COMMERCIAL RETAIL CANNABIS PERMIT APPLICATION PROCESS

AUTHORIZE RELEASE OF THE CITY'S REQUEST FOR COMMERCIAL RETAIL CANNABIS PERMIT APPLICATION PROCESS AND DIRECT STAFF TO PREPARE RESOLUTIONS IMPLEMENTING THE CITY'S PROCESS INTEGRITY GUIDELINES POLICY AND SETTING THE CITY'S CANNABIS APPLICATION/PROCESSING FEES