



# CANNABIS USE APPLICATION RETAIL USE REQUIREMENTS

## RETAIL (DISPENSARY) AND DELIVERY (TYPE 10) MICROBUSINESS w/ RETAIL (TYPE 12)

*Updated March 15, 2018*

This checklist supplements the Required Application Materials checklist for commercial cannabis non-retail/dispensary uses. All commercial cannabis retail/dispensary Conditional Use Permit applications must include Required Application Materials AND additional materials for *cannabis retail/dispensary businesses* (including microbusinesses with a retail/dispensary component), pursuant to Section 20-46-080.

- a.  **Location requirement:** Demonstrate that your proposed location complies with overconcentration and setback to schools requirements. Illustrate on the required Site Plan that the storefront entrance is in a visible location that provides an unobstructed view from the public right-of-way [Section 20-46.080 (D)].
- b.  **Medicinal/Adult Use:** Specify if your proposed use is Medicinal (dispensary) or Adult Use (retail).
- c.  **Operational Plan:** In addition to providing the required Project Description Narrative (see Required Application Materials section), demonstrate that your operation will:
  - 1. Maintain an employee register;
  - 2. Keep proper records in compliance with state law
  - 3. Publish and implement a protocol and requirements for patients and persons entering the site;
  - 4. Identify secured access and secured product locations; and
  - 5. Display a copy of issued State License.
- d.  **Deliveries, On-Site Consumption:** Provide a detailed narrative of any Delivery Services and On-site Consumption activities proposed.
- e.  **Special Events:** See Special events requirements in Required Application Materials checklist

- f.  **Storefront, Signage, and Window Treatments:** Description of proposed storefront design (supported by required elevations), advertising and signs including signs regarding public consumption (a separate sign permit may be required for certain signs), and proposed window treatments.
- g.  **Site Management Plan:** See Site Management merit-based review criteria.
- h.  **Merit-based Review:** Each application will be evaluated on four criteria. Points will be awarded based on how effectively the application responds to or meets the requirements for each criteria. A total of 100 points may be awarded for all criteria. Narrative description, site or building plans, or other text or visual exhibits may be used to respond to each criteria.
  - 1. **Local and State Compliance (20 points maximum)**
    - i. State regulations
    - ii. County/regional permit requirements
    - iii. Santa Rosa General Plan policies
    - iv. Santa Rosa City Code locational and operational requirements
  - 2. **Site Management (20 points maximum)**
    - i. Experience in operating a cannabis retail business in the North Bay area
    - ii. Qualifications and backgrounds of principals
    - iii. Business Plan that includes day-to-day operations and how cannabis will be monitored to prevent diversion
    - iv. Management plan that prevents and responds to potential nuisance impacts (e.g. loitering, trash, local contact) on adjoining properties, public areas, and the surrounding neighborhoods
    - v. Performance timeline from land use approval to plan check and construction to dispensary opening
  - 3. **Neighborhood Compatibility**
    - i. Description of how the use will fit into the stability and quality of the surrounding neighborhood
    - ii. Description of odor control measures to prevent odor from being detectable from adjacent properties or businesses
    - iii. Description of how an enhanced retail experience will be achieved with a well-designed site plan and use of quality materials in interior and exterior finishes
    - iv. Demonstrate a clear and attractive entrance, pedestrian orientation, bike parking, and access to transit.
  - 4. **Neighborhood Enhancement**
    - i. Quality and extent of improvements to the site, building, and surrounding neighborhoods
    - ii. Integration of project through attractive façade, setbacks, quality materials and colors, landscaping, safe circulation and location of driveways, and ease of parking
    - iii. Environmental benefits e.g. “green” business practices related to energy and/or water conservation

iv. Community benefits e.g. employment opportunities, community programs and contributions.