



**SPECIAL ACTIVITY PERMITS DIVISION
OFFICE OF THE CITY ADMINISTRATOR**

**2017 CANNABIS DISPENSARY PERMITS
REQUEST FOR PERMIT APPLICATIONS**

Application Period Commences:

Tuesday October 3, 2017

Application Discussion Meeting:

Monday October 9, 2017 10:00 a.m.-11:00 a.m.

1 Frank Ogawa Plaza, Council Chambers

Free Business Plan Workshops for Equity Applicants:

October 10, 2017 10:00 a.m.-12:00 p.m. and 1:00-3:00 p.m.

October 16, 2017 9:30 a.m.-11:30 a.m. and 1:30-3:30 p.m.

October 19, 2017 10:00 a.m.-12:00 p.m. and 1:00-3:00 p.m.

1 Frank Ogawa Plaza, Hearing Room Three

Sign-Up Here: <https://form.jotform.us/makegreengo/OaklandEquityProgram>

Application Submission Deadline:

Monday November 20, 2017 2:00 p.m.

REQUEST FOR PERMIT APPLICATIONS (RFPA) OVERVIEW

INTRODUCTION

In the Spring of 2017 the Oakland City Council enacted landmark medical cannabis legislation centered around an Equity Permit Program that seeks to minimize disparities within the cannabis industry. The Equity Permit Program, codified in Oakland Municipal Code (OMC) 5.80 and 5.81, requires the City Administrator to issue a minimum of half of the dispensary permits issued each calendar year to equity applicants.¹

Accordingly, the City of Oakland is now issuing this Request for Permit Applications (RFPA) to identify qualified individuals and entities to operate eight (8) available dispensary permits of which four (4) permits will be available for equity applicants and four (4) permits will be available for general applicants.

PURPOSE

The purpose of this RFPA is twofold:

- (1) to promote access to living wage employment, local ownership of assets, and wealth building; and
- (2) to ensure cannabis businesses are safe and a benefit to their surrounding community.

SUMMARY OF PROCESS

The RFPA process will take place in three stages:

Phase One: Application Submission

- (1) All applicant board members, partners and managers must undergo a LiveScan background check.² The LiveScan form is available at http://www2.oaklandnet.com/oakca1/groups/cityadministrator/documents/agenda/oa_k064001.pdf. Applicants that have already undergone a LiveScan as part of a City of Oakland's 2017 non-dispensary medical cannabis permit application they submitted need not perform an additional LiveScan.

¹ An Equity Applicant is an Oakland resident who has an annual income at or less than 80 percent of the Oakland Average Medium Income AND either has been convicted of a cannabis crime committed in Oakland OR has lived for ten of the last twenty years in police beats that experienced a disproportionately higher amount of law enforcement with respect to cannabis.

² The purpose of the background check is to determine whether an individual has been convicted or plead guilty or nolo contender to violent offenses or those involving fraud or deceit in the last seven years. Applicants with such a conviction or guilty plea will be offered an opportunity to present evidence of mitigation or rehabilitation. Prior drug offenses will not be considered in the background check.

- (2) Before 2:00 p.m. November 20, 2017 applicants should submit one (1) full set (application plus attachments) and three (3) additional paper copies of their completed Dispensary Permit Application (no attachments) as well as the completed LiveScan form and all applicable fees to the Special Activity Permits office in the City Administrator's Office, 1 Frank H. Ogawa Plaza, 11th floor (Accepted Monday through Thursday, 9:30am-12pm and 1:00pm-3:30pm).
- The Dispensary Permit Application fee is \$2,500, the LiveScan processing fee is \$32 per person. *Equity Applicants are not required to pay the application fee, only the applicable LiveScan fees.*
 - Payment shall be made in check, money order or cashier's check payable to the City of Oakland. *Cash and credit card payments will not be accepted.*

Phase Two: Review and Selection

A panel of City staff will review all applications submitted by the due date and time.

All complete applications submitted by verified equity applicants will be eligible for a public drawing from which the City will select four (4) equity applicants to proceed to Phase Three.

General applicant submissions will be scored and ranked based on the point structure outlined in the general dispensary permit application. Afterwards the top four (4) general applicants will be invited to proceed to Phase Three. If there is a tie for the fourth ranked general applicant position, those tied will be eligible for a public drawing in which the city will select one of these applicants to proceed to Phase Three.

Phase Three: Site Identification

Dispensary applicants selected for Phase Three will have up to ninety (90) days to identify a location for their dispensary that complies with the location restrictions under OMC 5.80 that the applicant either owns, leases, or has entered an intent to lease agreement with the property owner. This proposed location shall then be subject to a public hearing as provided by OMC 5.80.020 (E) during which the community will be allowed to present concerns, support, and/or additional considerations. The City encourages Phase Three applicants to use this time to introduce themselves to potential neighbors, businesses and community groups near their proposed dispensary and listen to any concerns these neighbors might have regarding the operation of a dispensary.

After the public hearing, the hearing officer can conditionally approve the dispensary applicant subject to review and approval of the building, fire, revenue and police departments. Alternatively, the hearing officer can deny the proposed location but offer the applicant one additional forty-five (45) day period to identify an alternative site and obtain approval.

If an applicant fails to obtain approval for a location in the above-described timelines, the respective general or equity applicant runner-up will be notified and allowed to proceed to Phase Three.