



DISTRIBUTION DATE: 8/20/11

Office of the City Administrator

MEMORANDUM

TO: HONORABLE MAYOR &
CITY COUNCIL

FROM: Arturo Sanchez

SUBJECT: Commencement and Schedule for Medical
Cannabis Dispensary Request For Permit
Application (RFPA) Process

DATE: August 25, 2011

City Administrator
Approval

Date

8/25/11

INFORMATION

On July 26, 2011, the City Council amended Ordinance No. 12585 C.M.S. to among many other changes increase the total number of Dispensary Permits from four (4) to eight (8) permits city wide. The purpose was to provide local qualified patients with a sufficient number of Dispensaries to meet their medical needs.

Pursuant to the Ordinance, the Special Business Permits Division of the City Administrator's Office (CAO) will commence the Request for Permit Application Process on September 7, 2011. Staff will be sending out notification letters and emails to a list of over 340 interested individuals and corporations, with such an extensive list staff estimates that the Special Business Division could receive as many as 200 applications. The office believes we have crafted a careful, fair, and complete application process that will allow the City Administrator to select the most lawful and competitive permittees to be awarded permits.

For the Council's information I am providing you with a schedule of the process that includes all the relevant dates and the tentative set date for awarding the permits, please refer to table below. Please also keep in mind that the timeline can and may be subject to change due to staffing levels and or other issues that can and may arise, which would impact either Special Permits staff (e.g. cabaret issues, major nuisance cases, muni id program development) or the subject matter experts' availability and their time allocation to the project.

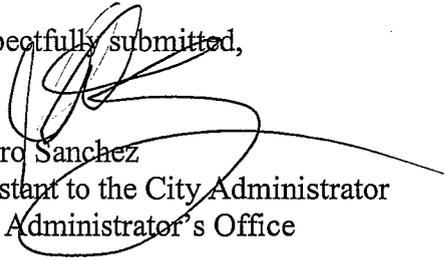
TIMELINE

EVENT	DATE
Send announcement/commencement of process letter regarding mandatory meeting	Friday, August 26, 2011
Email blast and Website Update	Friday, August 26, 2011
RSVP Deadline	Friday, September 2, 2011
Mandatory Meeting – Council Chambers – 3-5pm	Wednesday, September 7, 2011

Deadline to pick up packets	Friday, September 16, 2011
Application submission deadline	Friday, October 14, 2011
Review of applications for completeness, then redaction	Monday, October 17 – Thursday, October 27, 2011
Applications to reviewers	Friday, October 28, 2011
Reviewers to return applications with scoring sheets	Friday, November 18, 2011
Enter scoring data on applications	Monday, November 21 – Wednesday, November 23, 2011
Notification of top 10 applicants	Wednesday, November 23, 2011
Test for top 10 applicants (1 representative) HR 3 2:00 – 3:30	Thursday, December 1, 2011
Public Hearings – Hearing Room 1	Wednesday, January 4, 2012 10-12; 2-4 and 4:30 – 6:30
Pubic Hearings – Hearing Room 2	Thursday, January 5, 2012 10-12; 2-4 and 4:30-6:30
Public Hearings – Hearing Room 1	Friday, January 6, 2012 10-12-; 2-4 and 4:30 – 6:30
Public Hearings – Hearing Room 1	Monday, January 9, 2012 10-12; available for any carryover from other hearings
Findings & Determinations	Tuesday, January 10 – Friday, January 23, 2012
Issuance of Permits to Top 4 applicants	Tuesday, January 24, 2012

As we proceed we expect that there will be an extensive level of interest from residents, businesses, and media due to commencement of this process. We will attempt to keep the Council informed of any developments and/or concerns that may arise. However, we expect that this process will and should proceed smoothly.

Respectfully submitted,


 Arturo Sanchez
 Assistant to the City Administrator
 City Administrator's Office

For questions please contact Arturo Sanchez at (510) 238-7542.