



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

**2019 CANNABIS DISPENSARY PERMITS  
REQUEST FOR PERMIT APPLICATIONS (RFPA)**

**Application Available At:**

<https://www.oaklandca.gov/services/cannabis-dispensary-applications>

**KEY DATES**

**Application Period Commences:**

Wednesday November 20, 2019

**Application Discussion Meeting:**

Friday November 22, 2019 10:00 a.m.-11:00 a.m.  
1 Frank Ogawa Plaza, Council Chambers

**Application Submission Deadline:**

Thursday February 27, 2020 at 3:00 p.m. Applicants must either submit their application by 3:00pm or be in line to submit their application by 2:30pm.

## **RFPA TIMELINE**

### **Application Period Commences:**

Wednesday November 20, 2019

### **Application Discussion Meeting:**

Friday November 22, 2019 10:00 a.m.-11:00 a.m.

1 Frank Ogawa Plaza, 3<sup>rd</sup> Floor, Council Chambers

### **Free Business Plan Workshops for Equity Applicants:**

December 9, 2019 10:00 a.m.-12:00 p.m.

1 Frank Ogawa Plaza, Hearing Room One

December 10, 2019 10:00 a.m.-12:00 p.m.

1 Frank Ogawa Plaza, Hearing Room One

December 18, 2019 10:00 a.m.-12:00 p.m.

1 Frank Ogawa Plaza, Hearing Room Three

Sign-Up Here: <http://cannabiz.makegreengo.com/>

### **Incubation Mixers for General and Equity Applicants**

There will be mixers to connect general and equity applicants interested in incubation. More details on the specific time, date and location will be available here: <http://cannabiz.makegreengo.com/>

### **Application Submission Deadline:**

Thursday February 27, 2020 3:00 p.m. Applicants must either submit their application by 3:00pm or be in line to submit their application by 2:30pm.

### **Notification of Equity Verification:**

Friday March 31, 2020

### **Final Opportunity to Update Equity Verification:**

Monday April 13, 2020 3:30 pm

### **Public Drawing for Equity Applicants/Notification of Top Scoring Applicants:**

May 2020. More details on the specific time, date and location will be available here: <https://www.oaklandca.gov/services/cannabis-dispensary-applications>

## **RFPA OVERVIEW**

### **INTRODUCTION**

In the Spring of 2017 the Oakland City Council enacted landmark 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 that a minimum of half of the dispensary permits issued each calendar year by the City Administrator be issued to equity applicants.<sup>1</sup>

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 selected via public drawing and four (4) permits will be available for either general or equity applicants selected via scoring by a panel of City staff.

### **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 within the last year.<sup>2</sup> The LiveScan form is available at [http://www2.oaklandnet.com/oakca1/groups/cityadministrator/documents/agenda/oa\\_k064001.pdf](http://www2.oaklandnet.com/oakca1/groups/cityadministrator/documents/agenda/oa_k064001.pdf)
- (2) Before 3:00 p.m. on February 27, 2020:

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<sup>1</sup> 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.

<sup>2</sup> 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.

- All applicants must submit one (1) full set (application plus 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, 1<sup>st</sup> floor, Room 123 (Accepted Monday through Thursday, 9:30am-12pm and 1:00pm-3:30pm).
- Applicants applying under the scored application process must also submit three (3) additional paper copies of their completed Dispensary Permit Application (without any attachments).
- The Dispensary Permit Application fee is \$3,005, 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. City staff will inform equity applicants by March 31, 2020 whether their application includes the documents required under OMC 5.80 to qualify as an equity applicant. Equity applicants that failed to provide this required documentation will then have until April 13, 2020 to amend their equity verifying documents to qualify as an equity applicant for the public drawing, which will be held in May 2020.

General and equity applicant submissions under the scored process will be scored and ranked based on the point structure outlined in the scored dispensary permit application. Afterwards the top four (4) applicants will be invited to proceed to Phase Three. If there is a tie for the fourth ranked scored 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. If an equity applicant is selected as one of the top four (4) scored applications, they will no longer be eligible for the public drawing for equity applicants.

### Phase Three: Site Identification

Dispensary applicants selected for Phase Three will have up to one hundred and twenty (120) 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 sixty (60) day period to identify an alternative site and obtain approval. Once a dispensary applicant has been conditionally approved to operate at a location, they have ninety (90) days to secure a lease or purchase the site of the proposed dispensary.

If an applicant fails to obtain approval for a location or secure a lease or ownership interest in a property in the above-described timelines, or violate the restriction in OMC 5.80.020 (C) that states that no individual or entity shall have a direct or indirect interest in more than two dispensary permits, the respective general or equity applicant runner-up will be notified and allowed to proceed to Phase Three.