

GENERAL POLICY

The purpose of this Policy is to provide an impartial and transparent process for the consideration and approval of cannabis business permit applications submitted following the City's adoption of the Cannabis Business Ordinance additions and revisions in 2023.

PROVISIONS

A. Policy Guidelines

1. All applicants seeking to operate a cannabis business in the City of Colusa must be approved for a permit from the City before commencing cannabis business operations. All cannabis businesses operating in the City without a city and local permit are unlawful and subject to administrative and/or criminal code enforcement action.

2. All applicants must submit the following application requirements and information to the City Manager:

1. Proof of Non-Profit Status
2. Neighborhood Responsibility Plan
3. Security Plan
4. Commercial Cannabis Business Performance Agreement
5. Floor Plan
6. Site Plan
7. Lighting Plan
8. Water Efficiency Plan
9. Odor Control Plan
10. Energy Efficiency Plan
11. Business Operation Plan, including
 - a. Business Plan
 - b. Community Relations Plan
 - c. State License
 - d. Tax Compliance
 - e. Insurance
 - f. Budget
 - g. Price List
12. Statement of Owners Consent

3. Fees must be paid in full at the time of submittal of the application. Fees are set by the City Council pursuant to annual Fee Schedule resolution in June of each year for the following fiscal year, and a copy of the fee schedule is available on the City website.

4. Incomplete applications will be returned to the applicant by the City Manager. Applicant has 30 days from the date of return to correct errors or supply missing documents and resubmit the application. After that period, an application may not be submitted, and applicant must reapply. Complete applications that do not meet the minimum qualifications as determined by the City Manager will be rejected. The City Manager is expressly delegated the power to determine whether applications are incomplete, complete, or meeting minimum qualifications.

5. Applicants who submit a completed applications but are determined to not meet the minimum qualifications may appeal the decision of the City Manager. All appeals shall be subject to the procedures set forth in Chapter 12B, Section 11-13 of the City of Colusa Municipal Code. The minimum qualifications are set forth in City of Colusa municipal Code, Articles 21.5, 33, and Ordinance Chapters 12E, 12D, 12F.

6. All applications deemed complete by the City Manager and meeting the minimum qualifications will be sent to the City's Cannabis Commission for review and ranking. The Commission will assess the applications against a set of criteria which include but are not limited to 1) safety, security, operational ability, and 2) what most benefits the City, and then rank the applications for recommended approval.

7. All applicants will be required to enter into and execute a development agreement with the City.

8. All applications will be sent to the Planning Commission for review and recommendation to the City Council approval.

9. All applications recommended by the Planning Commission shall be forwarded to the City Council for review. City Council shall conduct a public hearing where the staff would present their and Cannabis Commission's recommendations as to each applicant. Council will approve, disapprove, or approve of each permit subject to conditions and accompanying development agreement by ordinance.

10. The window for applications shall open on December 1st of each year and close on January 31 of the following calendar year. After January 31st no new applications will be accepted. Applications shall be accepted during the corresponding two-month windows, unless changed by City Council action.

11. The approved window for applications shall be approved by City Council Action in November of each year, listing the specific Cannabis Businesses that are open to application submission and review by City Manager and Cannabis Commission.