

TENTATIVE SCHEDULE FOR PROCESSING CANNABIS REGULATORY PERMITS

For all cannabis regulatory permits (cultivation, manufacturing, testing laboratories, and retailer):

- Public information workshop will be held on January 23, 2019.
- Cannabis regulatory permit applications will be made available on the City's website and at City hall beginning January 23, 2019.
- Appointments can be made to meet with City staff so that staff can conduct a pre-review of the application between the hours of 8 a.m. and 5 p.m. beginning January 24, 2018 through February 15, 2019, excluding Saturdays, Sundays, and holidays.
- Applications for retail will be accepted by appointment only between the hours of 8 a.m. and 5 p.m. beginning January 28, 2019 through February 22, 2019, excluding Saturdays, Sundays, and holidays.
- Applications for cultivation, manufacturing, and testing laboratories will be accepted by appointment only between the hours of 8 a.m. and 5 p.m. beginning January 28, 2019 and be ongoing.
- City staff will process the retail applications between February 11, 2019 and February 22, 2019.

For cultivation, manufacturing, and testing laboratory facilities only:

- The City Manager, in consultation with the Chief of Police, will issue or deny the permit within 45 days of receipt of a completed application.

For cannabis retailers only:

- Between February 25, 2019 and March 1, 2019, City staff will issue a notice to each applicant that submitted a complete application informing the applicant that the applicant is/is not eligible to participate in the lottery and of the applicant's right to appeal the decision.
- Any applicant who has been determined to be ineligible to participate in the lottery may file an appeal by submitting an appeal form with the Community Development Department between March 4, 2019 and March 8, 2019.
- Any appeals will be heard during the week of March 11 through 15, 2019.
- If no appeals are submitted, the public lottery will be held on March 13, 2019. If any appeals are submitted, the public lottery will be held on March 19, 2019, or as soon thereafter as determined by the City Manager.

NOTE: All dates are subject to change by the City Manager. Dates may be changed for a variety of unforeseen reasons, such as the volume of applications, questions, time to fully investigate application information and other reasons.

POLICIES AND PROCEDURES FOR PROCESSING CANNABIS REGULATORY PERMIT APPLICATIONS

1. Application process.

A. Applicants must apply for a cannabis regulatory permit by February 22, 2019, unless the deadline is otherwise extended by the City Manager.

B. Applicants must pay the following non-refundable fee deposit at the time that the application is submitted:

- Cannabis retailers - \$5,000
- Cannabis cultivation, manufacturing, and testing laboratory facilities - \$4,700

2. Application Submittal.

A. To submit an application, an applicant must make an appointment to meet with a Community Development Department staff member. Appointment times can be made by calling or e-mailing the Community Development Department at the designated phone number and e-mail address that will be released to the public on January 23, 2019. Applications will be accepted by appointment only.

B. Staff will meet with the applicant during the specially designated appointment time to go over the application to ensure that the application contains all the required information and that the application is complete.

C. Beginning January 24, 2019, or as soon thereafter as determined by the City Manager, if the application is deemed complete by the Community Development Department staff, the application will be date and time stamped and accepted. If the application is incomplete, the applicant will be informed in writing of the incompleteness and will have the opportunity to make an additional appointment with Community Development staff to submit a complete application so long as the application is not being submitted on the last day that applications are accepted.

D. Processing. Any application that is not complete will not be accepted by staff. If the applicant fails to submit a timely and complete application, the applicant will be denied a cannabis regulatory permit.

E. For cannabis retailers only. The City Manager in consultation with the Police Chief will review all completed applications that are submitted by the application deadline. If the application satisfies the criteria for approval in Chapter 5.33 of the Banning Municipal Code, then the City Manager and Police Chief shall determine the application eligible to participate in the lottery.