



CITY OF MEDFORD

APPLICATION REQUIREMENTS

ADULT USE MARIJUANA HOST COMMUNITY AGREEMENT (HCA)

APPLICATION DEADLINE: APRIL 30, 2021

Contact

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March 5, 2021

Pursuant to MA General Law Chapter 94G Section 3, its implementing regulations at 935 CMR 500, and Municipal Ordinance 854 and 855, any marijuana establishment or medical marijuana treatment center seeking to operate in Medford must execute a Host Community Agreement (HCA). The HCA sets forth agreed conditions for marijuana establishment located within the City and may include, but is not limited to, stipulations of responsibilities between the City and the marijuana establishment operations. In addition to executing an HCA, marijuana establishments must comply with all local ordinances and regulations, including, but not limited to, obtaining a special permit from the Special Permit Granting Authority.

This packet includes application instructions for applicants seeking to apply for an HCA with the City of Medford. A separate application will be required for the Special Permit requirement as outlined in municipal ordinance

For a copy of this application and other materials related to adult-use marijuana, please visit the City of Medford's website:

<https://www.medfordma.org/departments/community-development/adult-use-marijuana-establishments/>

Evaluation and Scoring

The CAC will score applications using the framework below. **Applicants must directly address the following factors in their application.** An application that does not address these factors may be considered incomplete.

Applications may receive up to 150 points. A scoring system of 0-5 (0 being unacceptable and 5 being highly advantageous) will be applied to each element in Sections 1-3. Elements contained in Section 4, Community and Equity, will be scored on a scale of 0 – 15 (0 being unacceptable and 15 being highly advantageous).

1. Local Impact (Total possible section score: 25 points)
 - A. Plan for Positive Community Impact.
 - B. The Respondent's proposal integrates into the overall goals of the City of Medford.
 - C. Expected economic benefits to the City.
 - D. Strength of the plan for positive community impacts.
 - E. Ability to demonstrate local support through letters from relevant stakeholders.
2. Location, Physical Space and Operations (Total possible section score: 25 points)
 - A. Management and Operations Profile.
 - B. Expected traffic impacts.
 - C. Use of sustainable green/renewable energy practices.
 - D. The Respondent has demonstrated efforts to meet Cannabis Control Commission best practices for waste disposal, air pollution, and all other relevant energy and environmental standards, including maximization of energy efficient and renewable energy technology.
 - E. Inclusion of an inventory of or manufactures locally/regionally grown products.
3. Management and Ownership (Total possible section score: 25 points)
 - A. Application of intent.
 - B. Experience in the regulated marijuana industry.

- C. Expected timeline to open.
 - D. Respondent ability to demonstrate market and financial feasibility.
 - E. Financial records, business plan, and other documentation demonstrating strong capitalization or access to financing.
4. Community and Equity (Total possible section score: 75 points)
- A. Respondents qualification as Economic Empowerment/Social Equity Applicants.
 - B. A commitment to help monitor health impacts to the neighborhood and on the local youth population.
 - C. Quality of relationship with the community.
 - D. Employment of local residents and offers competitive wages and benefits to employees.
 - E. The quality of the Respondent’s diversity and inclusion hiring plan.
5. Criminal Background Check (Compliance with section is required but no scoring is applied.)
- A. Applicants must provide written commitment to satisfy CCC criminal history background check requirements as outlined under Criminal History Disclosure Requirements in Section 5 of the Application Requirements.

Application Overview

The City is interested in engaging with potential applicants who will be responsible marijuana establishment operators creating employment opportunities and promoting economic development in the City. The City of Medford has developed this application to establish a process for selecting eligible applicants with which to enter into HCAs in accordance with Massachusetts G.L. c. 94G, its implementing regulations at 935 CMR 500, and Municipal Ordinance 854 and 855.

Review and Approval Process

The CAC has adopted the following timeline to govern its proceedings. The CAC reserves the right to alter this timeline at its discretion.

1. Application made available to the public: **March 5, 2021**
2. Application(s) for retail marijuana establishments must be submitted and received by the City: **April 30, 2021 at 12:30 p.m. EST**
3. Cannabis Advisory Committee (CAC) completes initial screening of retail applicant(s): **May 31, 2021.**
 - Applicant will have up to 10 calendar days to respond to requests for additional information.
 - Applicant(s) may be rejected.
4. Accepted applicant(s) for retail marijuana establishments will be invited to schedule community outreach meeting.
 - Applicant(s) must coordinate with CAC regarding time, location, outreach.
 - Community meetings must occur before **August 1, 2021.**
5. CAC conducts detailed review of applicant(s).
 - a. Applicant will have up to 10 calendar days to respond to requests for additional information.
 - Applicant(s) may be rejected.

6. CAC provides ranked list of applicants and comments to Mayor based on evaluation criteria by **August 30, 2021.**
7. Mayor will review and select applicant(s) with which to negotiate Host Community Agreement (HCA).
8. Applicant(s) with approved HCA may apply for permit via Special Permit Granting Authority (Zoning Board). A separate application and review process is required for Special Permit.

License Establishment Types and Application Deadlines

License Type	Number Allowed	Application Deadline
Marijuana Retailer	3	April 30 th , 2021 @ 12:30 p.m. EST
Marijuana Cultivator	No Cap	Rolling
Marijuana Product Manufacturer	No Cap	Rolling
Craft Marijuana Cooperative	No Cap	Rolling
Microbusiness	No Cap	Rolling
Delivery-Only	No Cap	Rolling
Marijuana Transporter	No Cap	Rolling
Independent Testing Laboratory	No Cap	Rolling
Marijuana Research Facility	No Cap	Rolling

Submission Instructions and Review

Applicants seeking an HCA shall submit five (5) hard copies and one electronic copy (PDF) of application materials in an envelope clearly marked “Marijuana Establishment CAC Application.” Information regarding security, background checks, and any other information considered proprietary or confidential shall be sealed in an inner envelope marked “Confidential.” Submittals shall be delivered to:

Cannabis Advisory Committee
 Attn: Viktor Schrader, Office of Community Development
 Medford City Hall
 85 George P. Hasset Drive
 Medford, MA 02155

Included in the envelope shall be a nonrefundable check made out to “City of Medford” in the amount of \$500 to cover the cost of the Cannabis Advisory Committee (CAC) review.

Applications must include all items listed in the *Application Requirements* section below and respond to all evaluation criteria items to be considered complete. Submissions will be reviewed by the CAC to determine if the applicant has met the minimum criteria to proceed with negotiation of a host community agreement. Applicants may be asked to appear before the CAC to present their information in person and respond to questions. The CAC reserves the right to reject any application it deems to be incomplete, however it may, at its discretion, request that the omitted information or further clarifications be provided by an applicant. The CAC also reserves the right to reject any and all proposals if deemed to be in the City’s best interest.

Initial Review and Community Outreach Requirement

Following the submission of a complete application, the CAC will conduct an initial screening and preliminary review of applicants to determine general compliance with the review criteria. After completing initial screening and preliminary review, the CAC shall invite applicants to schedule a coordinated Community Outreach Meeting as part of the review process.

Applicants invited to proceed with a coordinated Community Outreach Meeting shall consult with the CAC or its designee for purposes of selecting a date and location for the Community Outreach Meeting that will minimize conflict with the meeting schedules of other municipal boards requiring notification of this meeting to ensure availability and attendance of appropriate municipal representatives at the meeting. Applicants are encouraged to make use of municipally owned meeting space for Community Outreach Meetings and shall reserve public space on the same terms as applicable to other private entities. Applicants may conduct meetings in accordance with the CCC's administrative order allowing virtual web-based community outreach ([link](#)).

The Community Outreach Meeting shall include, at a minimum, disclosure of the following information:

- The type(s) of Marijuana Establishments to be located at the proposed address.
- Information adequate to demonstrate that the location will be maintained securely.
- Steps to be taken by the Marijuana Establishment to prevent diversion to minors.
- A plan by the Marijuana Establishment to positively impact the City.

Application Review and Recommendation

Once Community Outreach Meetings have taken place, applications will be subject to detailed review by the CAC for purposes of making a recommendation to the Mayor as to whether any respondents have met the minimum criteria to be recommended to the Mayor for negotiation of a Host Community Agreement.

In the case of Marijuana Retailers, for which there are a limited number of licenses, the CAC evaluation will include a ranking of respondents based on the review criteria listed below (Selection Criteria). The CAC may, in its discretion, assigned numeric rankings and weight to the various review criteria to determine which respondents have presented proposals deemed to be in the best interest of the City.

The CAC reserves the right to reject any and all applications deemed not to be in the City's best interest. Neither the City, the Mayor, employees nor any of its agents, attorneys, consultants or officials will be liable for any costs incurred by the Respondent for preparation of their application or their participation in subsequent interviews or presentations.

Application Requirements

1. Cover Letter – Please submit a 1-2 page cover letter summarizing the Respondent's proposal and indicating why the Respondent should be selected to operate a Marijuana Establishment in the City.
2. Application of Intent:
 - a. Documentation that the entity applying for the Marijuana Establishment license with the CCC is an entity registered to do business in Massachusetts.

- b. Certificate of good standing, issued within the previous 90 days from submission of the application from the Corporations Division of the Secretary of the Commonwealth.
- c. A list of all Persons or Entities having Direct or Indirect Control of the Marijuana Establishment, as defined in 935 CMR 500.002.
- d. Documentation detailing the amounts and sources of capital resources available to the Respondent from any individual or entity that will be contributing capital resources for purposes of establishing or operating the Marijuana Establishment.
- e. Documentation of the proposed address for the Marijuana Establishment and evidence of property interest or site control in the form of clear title, an option to purchase, a legally enforceable agreement to give title, or documentation evidencing legal authorization to use the premises, such as a lease or option to lease.
- f. Evidence that the proposed location complies with applicable buffer zones and zoning requirements in the form of a survey plan or GIS mapping showing the location and all properties and uses within applicable buffers as set forth in the City's Zoning Ordinance.

3. Management and Operations Profile

- a. Timeline for achieving operation of the Marijuana Establishment and evidence the Marijuana Establishment will be ready to operate within the timeline.
- b. Demonstration of Marijuana Establishment's plan to obtain liability insurance policy.
- c. Detailed operating policies and procedures from the Marijuana Establishment, including, but not limited to the following (to the extent applicable to the proposed operations):
 - i. Security
 - ii. Personnel policies
 - iii. Prevention of diversion of marijuana to minors or the illicit market
 - iv. Marijuana storage
 - v. Transportation and onsite deliveries both to and from the Marijuana Establishment
 - vi. Delivery to customers
 - vii. Cultivation process and procedures, including evidence of plans for compliance with Cannabis Control Commission best practices for energy use, water consumption and pesticide controls.
 - viii. Product manufacturing process and procedures
 - ix. Retail dispensing procedures
 - x. Research process and procedures

- xi. Testing process and procedures
 - xii. Record keeping and maintenance of financial records
- d. Qualifications of all close associates with managerial or operational control.
 - e. Certification that no person having direct or indirect control of the Marijuana Establishment has committed any offense(s) that would result in a presumptive negative suitability determination under 935 CMR 500.802 Tables B-D.
 - f. Disclosure of ownership interest of any person having direct or indirect control of the proposed Marijuana Establishment in any other licensed Marijuana Establishments within the Commonwealth or elsewhere (license pending or otherwise approved).
 - g. Training plans for employees.
- 4. Plan for Positive Community Impacts**
- a. Proposed hours of operation.
 - b. Proposal for ensuring the protection of public health.
 - c. Proposal for full and part-time employment and anticipated benefits packages for employees.
 - d. A proposal demonstrating municipal benefits the Marijuana Establishment will provide to the City, financial or otherwise.
 - e. Diversity plan to promote equity among minorities, women, veterans, people with disabilities, people of all gender identities and sexual orientation.
 - f. Plan for environmental sustainability in cultivation, manufacturing, and sourcing of retail products and within the overall operation of the marijuana establishment.
 - g. Status as Economic Empowerment or Social Equity Applicant.
 - h. A diversity and inclusion hiring plan, detailing all efforts and systems the applicant will undertake in order hire and retain a workforce that is diverse and inclusive.
- 5. Criminal Record Disclosure Requirement**
- a. Applicant must provide written commitment to comply with all of the CCC's requirements regarding Criminal Offender Record Information (CORI) review for any new manager hired and the Police Chief shall approve within thirty days of receiving said approval or denial whether the individual is suitable to hold the position, such approval not to be unreasonably denied, conditioned, or delayed.
 - b. Applicant must provide written commitment to satisfy CCC comprehensive criminal history background check requirements.