

**City of Medford**  
**Cannabis Advisory Committee**  
**Guidance for Applicants on Community Outreach Meetings**

*The following guidance is provided to assist applicants seeking to be licensed as a Marijuana Establishment in the City of Medford under 935 CMR 500.000 and City Ordinances 855 and 854.*

The purpose of the Community Outreach Meeting is to inform the public about the proposed Marijuana Establishment (ME), provide information, and answer the public's questions.

**Community Outreach Meeting Deadline**

- Applicants pursuing a Retail License are required to complete the Community Outreach Meeting before August 1, 2021.
- Applicants pursuing non-retail licenses will be invited to hold a Community Outreach Meeting on a rolling basis based on the status of their application.

**Scheduling and Venue**

- Respondents invited to proceed with a Community Outreach Meeting shall consult with the Office of Planning, Development, and Sustainability 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 and in order to ensure availability and attendance of appropriate municipal representatives at the meeting.
- Respondents 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.
- If the meeting is held virtually, applicants are encouraged to follow the Cannabis Advisory Commission [Administrative Order Allowing Virtual Web-Based Community Outreach Meetings](#).
- Any space used should be accessible under the Americans with Disabilities Act Accessibility Guidelines.
- Evening meetings are preferred to allow for greater community participation.

**Notice Requirements**

- Notice of the meeting must be published in a newspaper of general circulation in the city or town at least 14 calendar days prior to the meeting. The notice must include the time, place, subject matter of the meeting, and proposed address of the ME;

- Notice of the meeting must be filed with the city or town clerk at least 48 hours prior to the meeting. The notice must include the applicant name, time, place, subject matter of the meeting, and proposed address of the ME;
- Notice of the meeting must be mailed to all abutters and residents within 300 feet of the proposed address of the ME at least seven (7) calendar days prior to the meeting. The notice must include the time, place, subject matter of the meeting, and proposed address of the ME;
- Notice of the meeting must be posted on the proposed building or site of the ME at least seven (7) days prior.

**The following information must be presented at the meeting:**

- Information about the type of ME to be located at the proposed address;
- Information about the application process to receive a license in Medford;
- Information that is adequate to demonstrate that the location will be maintained securely;
- Information about the steps that will be taken by the ME to prevent diversion to minors;
- Information about the applicant's plan to positively impact the community;
- Information that is adequate to demonstrate that the location will not constitute a nuisance;
- Information about the applicant, ownership, and its experience in the adult use marijuana industry;
- Contact information for the applicant, and;
- Community members are allowed to ask questions and receive answers from the ME.

**In order to demonstrate compliance, applicants must provide the following:**

- A completed CCC Community Outreach Meeting Attestation form available on the Commission's website;
- A copy of the notice in the publication that clearly shows the required information that was provided to the public, as well as the name and date of the publication;
- A copy of the notice filed with the city or town clerk;
- A copy of the notice mailed to abutters;
- A list of meeting attendees;
- A video recording of the meeting, including any public participation/question and answer portion.