

City of El Monte Cannabis Business License Application Graders

- Jason Mikaelian
- Betty Donovanik

SCI Business License Application Graders

- Kyle Tankard

CITY OF EL MONTE COMMERCIAL CANNABIS BUSINESS LICENSE APPLICATION GRADING RUBRIC

*Areas where points will be deducted will not result in a negative score

1. QUALIFICATION OF OWNERS/MANAGERS (100 pts) – SCI Kyle Tankard

1.1. (75 POINTS)

Description of owner qualifications. Resumes are not to exceed one (1) page per owner/manager detailing any special business or professional qualifications or licenses of Owners that would add to the quality of services that the cannabis business would provide, including in areas related to cannabis, such as scientific or health care fields. The experience can be in California or other states where recreational and/or medicinal cannabis is permitted.

Start with 75 points:

- 75 points – Qualifications/Resumes included for each owner/manager
- 25 point deduction – if Qualifications/Resume not provided for all owners/ managers
- 15 point deduction – no prior cannabis business experience
- 15 point deduction – no prior non-cannabis business experience
- 10 point deduction – resume exceeds one (1) page
- 10 point deduction – if no professional qualifications listed for all

Bonus points (provided overall score for 1.1 does not exceed 75 points):

- 10 points – Currently owns cannabis business in California or other State
- 5 points – Previously owned cannabis business in California or other State
- 5 point – experience is scientific or health care fields

1.2. (25 POINTS)

Proof that the Owner(s) and/or Manager(s) have experience operating a commercial cannabis business in any State or local jurisdiction where Medical and/or Adult Use Cannabis Business activities are permitted.

Start with 25 points:

- 25 points – Proof provided for experience operating a commercial cannabis business
- 10 point deduction – Business name, location, or license number not provided

2. PLANS, RENDERINGS, LOCATION, AND OTHER DIAGRAMS (100 pts)

2.1. (20 POINTS) – City Jason Mikaelian

Provide a radius map, labeling any of the following uses within a 300 foot radius of the proposed location (with the understanding that that the uses listed below are not defined as a “sensitive use”):

- Churches or other houses of worship;
- Uses with off-site alcohol and/or tobacco sales; and
- Single-family and multi-family residential uses.

If the location is directly adjacent to residential, outline any measures proposed to minimize any potential impacts from the CCB. Also clearly show if the location is directly adjacent to a river wash, freeway or railroad.

Start with 20 points:

POINT DEDUCTIONS	OTHER SENSITIVE USES ON PROPERTIES WITHIN 300 FT
2	<i>If 10% to 25% is residentially zoned</i>
4	<i>If 25+% is residentially zoned</i>
3	<i>If 10% to 25% is single-family only zoned</i>
5	<i>If 25% to 50% is single-family only zoned</i>
7	<i>If 50+% is single-family only zoned</i>
2	<i>1 to 2 churches</i>
4	<i>3+ churches</i>
3	<i>1 to 2 liquor sales</i>
5	<i>3+ liquor sales</i>
1	<i>2+ Pawn shops or check cashing</i>
1	<i>1+ massage business</i>
2	<i>2+ tobacco businesses</i>
<i>1 to 3 lost</i>	<i>An additional point lost if any of the above uses are directly adjacent to the proposed location (1 point for each use, with a maximum of 3 points lost)</i>
<i>2 bonus **</i>	<i>If 25% to 50% of surrounding area is freeway, river wash or railroad</i>
<i>3 bonus **</i>	<i>If 50+% of surrounding is freeway, river wash or railroad</i>
<i>3 bonus **</i>	<i>Measures recommended to protect nearby residential and other properties</i>

** Bonus point added, provided overall score does not exceed 20 points

2.2. (40 POINTS) – SCI Kyle Tankard

Premise Diagram in accordance with the Bureau of Cannabis Control Rule 5006 and California Department of Public Health Rule 40105 (1/4 inch = 1 foot minimum scale).

Start with 40 points:

Deduct points below if any of the information is missing:

- **1 point deduction** – Diagram not to scale (1/4 inch = 1 foot minimum scale)
- **1 point deduction** – North arrow/drawing scale (0.5 point), date of preparation and names of plan preparer (0.5 point)
- **4.5 points deduction** – Areas: diagram shall show the property boundaries; premises boundaries; dimensions; entrances and exits; interior partitions; walls, rooms, windows, and doorways; and shall include a brief statement or description of the principle activity to be conducted in each area of the premises and all limited-access areas.
 - **0.5 point deduction** for each missing item (starting with **4.5 total points**)
- **2 point deduction** – If the premises is on a property that will contain two or more licenses premises, it shall clearly show the designated entrances and walls under the exclusive control of the applicant for the premises, as well as the entrances and walls for each additional premises. All common areas must be labeled on the diagram, such as: lobbies, bathrooms, hallways and breakrooms, if applicable.
- **2 point deduction** – If the premises is located on only a portion of a property that also includes a residence, the diagram shall clearly show the designated building for the premises and the residence.
- **10 point deduction** – The premises shall not be in a location that requires persons to pass through an establishment that sells alcohol or tobacco to access the cannabis premises or requires persons to pass through the cannabis premises to access an establishment that sells tobacco or alcohol.
- **10 point deduction** – All applicable cannabis activities must include the following on the diagram: storage, batch sampling, loading/unloading of shipments, packaging and labeling, customer sales, transportation activities such as loading and unloading of cannabis and cannabis products, and loading for deliveries, infusion and extraction, cultivation, or processing. If the premises consist of only a portion of a property, the diagram must be labeled indicating which part of the property is the cannabis premises and what the remaining property is used for.
 - **1 point deduction** for each missing item (starting with **10 total points**)
- **5 point deduction** – Square footage of all interior spaces.
- **5 point deduction** – Proposed uses of all interior spaces.
- **2 point deduction** – Cannabis waste disposal areas.
- **2 point deduction** – Location of loading docks/spaces.
- **5 point deduction** – If interior alterations are proposed (e.g. demolishing interior walls, remodeling of bathrooms), provide floor plans showing “existing conditions and proposed conditions”.
- **5 points deduction** – If demolishing of existing buildings, expansion of existing buildings and/or construction of new buildings are proposed, provide separate floor plans showing “existing conditions and proposed conditions”.
- **1 point deduction for each missing item** – A detailed premises diagram showing all boundaries and dimensions of the following areas: canopy, chemical storage, processing packaging, composting, harvesting and cannabis storage.
- **5 point deduction** – A lighting diagram, including the locations of all the lights and the maximum wattage of each light.
- **5 points deduction** – Water plan, including water supply stces.

- **5 point deduction** – Additional requirements for microbusiness: the diagram must include measurements of the planned canopy, including aggregate square footage and individual square footage of separate cultivation areas, if any. All roads and water crossings on the property.
- **8 point deduction – Video Surveillance requirement for all license types:**
 - **1 point deduction** – camera(s) must be permanently mounted and in a fixed location which must be identified on the premise diagram.
 - **1 point deduction** – Each camera must be numbered for identification purposes.
 - **1 point deduction** – Each camera shall be placed in a location that allows the camera to clearly record activity occurring within 20 feet of all points of entry and exit and allows for the clear and certain identification of any person and activities in all areas required to be filmed.
 - **The areas that shall be recorded include but are not limited to the following:**
 - **1 point deduction** – All areas where cannabis goods are weight, packed, stored, loaded and unloaded for transportation, prepared, or moved within the premises;
 - **1 point deduction** – all limited-access areas;
 - **1 point deduction** – all security rooms;
 - **1 point deduction** – areas storing the surveillance-system storage device with at least one camera recording the access points to the secured surveillance recording area; and
 - **1 point deduction** – all entrances and exits to the premises, which shall be recorded from both indoor and outdoor vantage points.
- **2 point deduction – Additional Video Surveillance requirements for storefront retailers:** camera(s) must record point-of-sale areas and areas where cannabis goods are displayed for sale. The camera must allow for the recording of the facial features of any person purchasing or selling cannabis goods, or any person in the retail area, with sufficient clarity to determine identity.

2.3. (10 POINTS – 5 SITE PLAN AND 5 LANDSCAPING) – City Betty Donovanik

Site Development Plan. Provide information on existing conditions and proposed improvements to the site; show how it meets or will meet the development standards outlined in the El Monte Zoning Code (1/8 inch = 1 foot minimum scale):

- If the site is currently vacant land, state such and refer to the photographs provided in Phase 3, Item #7.6.
- If existing buildings are to be demolished or expanded, provide separate site plans showing “existing conditions” and “proposed conditions.”
- North arrow, drawing scale, date of preparation and name of plan preparer.
- Property lines and any existing easements.
- Dimensions of subject site (include square footage).
- Dimensions and names of all adjacent streets and public rights-of-way.
- Location, dimensions and property line setbacks for all buildings and structures (measured from future street dedication line).
- Square footages for all buildings and structures.
- Location of trash enclosures.
- Location of and ground mounted and/or roof mounted mechanical or other equipment.
- Location of loading docks/spaces.
- Location and number of all parking areas spaces and driveways and means of ingress and egress.
- Location and dimensions of all disabled parking spaces, ramps, curb ramps, and signs.
- Location and dimensions of all disabled-accessible “Path of Travel” to building entrance, sidewalks and interior walks.
- Uses for all buildings and structures indicated on the site plan; if part of a multitenant center, include information on all existing tenant spaces.

SITE DEVELOPMENT PLAN:

Start with 5 points:

1 point deduction if not clearly labeled with dimensions or not to scale

1 point deduction for not providing square footages

1 point deduction for not showing trash enclosures

1 point deduction for not showing mechanical equipment

1 point deduction for not labeling/showing loading and parking, ADA path of travel

- Conceptual landscape plan detailing new/replacement landscaping and percentage of landscaping in the parking lot, setback areas, and tree size and species.

PARKING LOT LANDSCAPING:

Start with 5 points:

• *5 points – 8+% of parking areas*

• *1 point deduction– 6 to 8%*

• *2 points deduction– 4 to 6%*

• *3 points deduction– <4%*

Bonus points (provided overall score for 2.3 does not exceed 10 points):

• *1 point – proposes at least one (1) new 24”-box tree*

• *1 point – added/widened planter areas along street frontages or other areas*

• *1 point – if MWELo calculations are included*

2.4. (5 POINTS) – City Betty Donovanik

Floor plan showing information on existing layout and proposed layout to building interior (1/4 inch = 1 foot minimum scale).

Start with 5 points:

2 point deduction if not clearly labeled with dimensions or not to scale

2 point deduction if not generally consistent with Premise Diagram

1 point deduction if existing layout not shown

2.5. (10 POINTS) – City Betty Donovanik

Building Elevations. Provide information on existing conditions and proposed improvements to building elevations (1/8 inch = 1 foot minimum scale):

- Existing building elevations (all four (4) sides).
- If modifications are proposed for existing buildings, provide before and after elevations (all four (4) sides). Also label all colors and materials.
- If a new building(s) are proposed, provide full colored elevations. Also label all colors and materials and building height and width dimensions. If the existing building is in poor condition, Planning Division staff may require improvements as a condition of occupancy.

Key Design Guideline Standards:

1. **Face building entrances and openings** towards the sidewalk/street. Building entrances should be pronounced. They should be recessed for visual interest and to provide a sense of arrival to the structure **(UP TO 2 CREDITS)**.
2. Provide **windows** along the elevations, to create an open feel.
3. **Building improvements should be “wrapped”** around the exterior corners of the building (not just the front street elevation) **(UP TO 2 CREDITS)**.
4. The building includes **awnings, overhangs or other similar features** at building entrances.
5. The design **does not use highly reflective** materials or colors that can produce glare; **garish or overly bright colors are not used**.
6. **Decorative paving materials** are used at the building entrance and other areas to reinforce the architectural theme of the building.
7. **Roof forms** are consistent with the building design and style.
8. The building does not have exposed **concrete masonry** units or split faced concrete masonry units as its primary materials.
9. The **architectural style** selected should be true to that style and be consistent throughout the building’s design **(UP TO 2 CREDITS)**.
10. The **building mass** and scale should fit in with the surrounding area, or be consistent with what is called out in the City’s General Plan.
11. If **signing** is proposed, it should enhance the building’s design, not compete with it.
12. **Screen items** such as like mechanical equipment trash enclosures with landscaping, building parapets, walls, etc.
13. If **lighting** is proposed, it should minimize impacts on neighboring properties and maintain design quality. Exterior lighting should be designed for a specific task such as illuminating entryways, parking, streets or common areas.
14. The proposed **Landscaping** integrates well with the building’s design.

Start with 0 points:

- List 14 key Design Guideline standards (1 or 2 credits for each)
- 10 point – 10+ credits
- 8 points– 8-9 credits
- 6 points– 6-7 credits
- 4 points– 4-5 credits
- 2 points– less than 4 credits

2.6. **(5 POINTS) – City Betty Donavanik**

Preliminary grading plan, as required per EMMC Section 5.18.070(C)(8).

Start with 5 points:

2 point deduction if not clearly labeled with dimensions or not to scale

1 point deduction if does not show drainage pattern

1 point deduction if does not show slope %

2.7. **(10 POINTS – 5 INTERIOR AND 5 EXTERIOR) – City Betty Donavanik**

Colored interior renderings and exterior elevation renderings (for both existing and/or proposed improvements).

INTERIOR (start with 0 points):

- 1 point – easy to see what is going on in the rendering (not fuzzy, from an odd angle, etc.)
- 1 point – a majority of the products is in cases or cabinets
- 1 point – includes area for identification check-in
- 1 point – design reinforces the company's brand, logo and proposed exterior elevations
- 1 point – If all of the above are met

EXTERIOR (start with 0 points):

- 3 points – easy to see what is going on in the rendering (not fuzzy, from an odd angle, etc.)
- 2 points -- elevation drawings are of high quality (i.e. not the design but how it is printed and colored)

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3. BUSINESS PLAN (100 pts) – SCI Kyle Tankard

3.1. (5 POINTS)

A written description of the total square footage of the facility with estimated square footage of proposed uses (i.e. administrative, cultivation, manufacturing, shipping/receiving, laboratory, dispensary, etc.).

Start with 5 points:

- 5 points – Total square footage and estimated square footage provided
- 2 point deduction – missing total square footage of the facility
- 2 point deduction – missing estimated square footage of proposed uses
- 1 point deduction – only a portion of estimated square footage of proposed uses provided

3.2. (5 POINTS)

An organizational chart of Owner/Leadership activity with store manager(s) and employees.

Start with 5 points:

- 5 point deduction – missing organizational chart
- 1 point deduction – for each missing job position identified elsewhere in materials

3.3. (5 POINTS)

Describe the owner's roles in day-to-day operations and decisions.

Start with 5 points:

- 4 point deduction – owner's role not detailed
- 1 point deduction – owner not involved in day-to-day operations and decisions

3.4. (5 POINTS)

Describe the number of employees, title/position and their respective responsibilities.

Start with 5 points:

- 1 point deduction – number of employees not provided
- 1 point deduction – titles/positions not listed
- 3 point deduction – responsibilities not described

3.5. (5 POINTS)

Describe compensation to and opportunities for continuing education and employee.

Start with 5 points:

- 3 point deduction for not providing living wage
- 2 point deduction – no opportunities for continuing education

3.6. (10 POINTS)

State the extent to which the CCB will be a locally managed enterprise whose owners and/or managers reside in the City of El Monte area.

Start with 10 points:

- *5 point deduction – no owners reside in City of El Monte area*
- *5 point deduction – no managers reside in City of El Monte area*

3.7. (10 POINTS)

A schedule for beginning operations, including a narrative outlining any proposed construction improvements and a timeline for completion.

Start with 10 points:

- *3 point deduction – schedule for beginning operations not provided*
- *3 point deduction – narrative outlining any proposed construction improvements not provided*
- *3 point deduction – timeline for completion not provided*
- *1 point deduction – beginning operation date > 2 years*

3.8. (10 POINTS)

A budget for construction, operation, maintenance, compensation of employees, equipment costs, utility costs and other operating costs.

Start with 10 points:

- *1 point deduction – budget for construction not provided*
- *1 point deduction – budget for operation not provided*
- *1 point deduction – budget for maintenance not provided*
- *1 point deduction – budget for employee compensation not provided*
- *1 point deduction – budget for equipment costs not provided*
- *1 point deduction – budget for utility costs not provided*
- *4 point deduction – overall budget exceeds proof of capitalization*

3.9. (15 POINTS)

A description of the sources(s) of capital use(s) of capital funds. The budget must demonstrate sufficient capital in place to pay startup costs and at least three (3) months of operating costs.

Start with 15 points:

- *5 point deduction – sources(s) of capital use(s) of capital funds not provided*
- *5 point deduction – budget does not demonstrate sufficient capital in place to pay startup costs*
- *5 point deduction – budget does not demonstrate sufficient capital in place to pay at least three (3) months of operating costs.*

3.10. (10 POINTS)

Proof of capitalization, in the form of documentation of cash or other liquid assets on hand, Letters of Credit or other equivalent assets.

Start with 10 points:

- *10 point deduction – proof of capitalization minimum of \$400,000 in the name of the applicant not provided*

3.11. (5 POINTS)

A pro forma for at least three (3) years of operation.

Start with 5 points:

- *5 point deduction – pro forma not provided*
- *2.5 point deduction if pro forma does not provide for detailed operations for three (3) years*

3.12. (5 POINTS)

Type of products being cultivated, manufactured, or sold.

Start with 5 points:

- *5 point deduction – products not described*
- *3 point deduction – products described not consistent with proposed cannabis use*

3.13. (5 POINTS)

Estimated quantity and value of product(s) to be cultivated, manufactured, or sold.

Start with 5 points:

- *2.5 point deduction – quantity of products not provided*
- *2.5 point deduction – value of products not provided*

3.14. (5 POINTS)

Describe marketing procedures and tactics.

Start with 5 points:

- *5 point deduction – marketing procedures and tactics not provided*
- *3 point deduction – if proposed marketing violates local or State Regs*
- *2 point deduction if visual examples of marketing materials not provided*

4. OPERATIONS PLAN (100 pts) – SCI Kyle Tankard

4.1. (30 POINTS)

Day-to-day operations shall be provided for each license type being sought. The proposed operations should acknowledge both state and local laws and should be consistent with industry best practices.

Start with 30 points:

- 15 point deduction – day-to-day operations not provided for all license types applied for
- 10 point deduction – operations plan makes multiple references to activity that is not permitted by state and local laws
- 5 point deduction – operations plan makes minor references to activity that is not permitted by state and local laws

4.2 (5 POINTS)

Describe hours of operation and opening procedures.

Start with 5 points:

- 2 point deduction – hours of operation not provided or not consistent with state law
- 3 point deduction – opening procedures not provided

4.3 (15 POINTS)

Describe cash handling procedures. *[EMMC 5.18.180 (C) Each cannabis business (including as part of the commercial cannabis business license application process) shall have a storage and transportation plan and currency management plan, which describes in detail the procedures for safely and securely storing, disposing and transporting all cannabis, cannabis products, and any currency.]*

Start with 15 points:

- 5 point deduction – inventory tracking/reporting measures of cash transactions not described
- 5 point deduction – cash handling procedure does not address methods to store cash safely and securely
- 5 point deduction – cash handling procedure does not address methods to transport cash safely and securely

4.4 (25 POINTS)

Describe inventory control procedures that will be included, identification of point-of-sales and track and trace software. Explain how cannabis inventory will be tracked and monitored to prevent diversion.

Start with 25 points:

- Inventory control procedures (20 pts):
 - Physical inventory reconciled at least once every 30 days
 - Supervising tasks or processes with high potential for diversion
 - Establishing limited access of personnel and outside vendors
 - Providing areas for employees to store and access personal items
 - Surveillance system
 - Notification of City/State w/in 24 hours of inventory discrepancy
 - Other

- 4 or more procedures identified (full 20 pts)
 - 3 procedures identified (-5 pts deduction)
 - 2 procedures identified (-10 pts deduction)
 - 1 procedure identified (-15 pts deduction)
 - 0 procedures identified (-20 pts deduction)
- 5 point deduction – POS and track and trace software not identified (examples third-party POS or METRC)

4.5 (25 POINTS)

Describe transportation, loading and unloading, distribution, or delivery procedures.

Start with 25 points:

- **Transportation/distribution procedures (15 pts) [DISTRIBUTION ONLY]**
 - Vehicles owned or leased by business
 - Prior to transporting cannabis goods, completed sales invoice or receipt
 - Exchanging of money/payment conducted prior to transportation/distribution of products
 - Cannabis goods not visible or identifiable from outside of vehicle or trailer
 - Cannabis goods in fully enclosed box, container, or cage that is secured to the inside of the vehicle or trailer.
 - While left unattended, vehicles and trailers shall be locked and secured.
 - Vehicle alarm system on all transport vehicles and trailers.
 - GPS tracking device
 - Packages or containers holding cannabis goods shall not be tampered with, or opened, during transport.
 - A licensed distributor transporting cannabis goods shall only travel between licensees shipping or receiving cannabis goods and its own licensed premises when engaged in the transportation of cannabis goods.
 - Under no circumstances may non-cannabis goods, except for cannabis accessories and licensees' branded merchandise or promotional materials, be transported with cannabis goods.
 - No person under the age of 21 years old shall be in a commercial vehicle or trailer transporting cannabis goods
 - Other
 - 8 or more procedures identified (Full 15 pts)
 - 6-7 procedures identified (3 pt deduction)
 - 4-5 procedures identified (6 pt deduction)
 - 2-3 procedures identified (9 pt deduction)
 - 1 procedure identified (12 pt deduction)
- **Loading and unloading procedures (10 pts) [All LICENSE TYPES]**
 - Measures to protect employees
 - Loading and unloading of cannabis or cannabis products is allowed during business operating hours
 - Separate entrance/exit for loading and unloading area
 - Loading area is secured
 - Supervision by security
 - Panic buttons located near loading bay

- Loading/unloading occurs indoor via roll up door or other mechanism
- Inventory is accounted for prior to accepting shipment
- Security lighting
- Varied delivery dates and times
- other
 - 7 or more procedures identified (Full 10 pts)
 - 5-6 procedures identified (2 pt deduction)
 - 3-5 procedures identified (4 pt deduction)
 - 2 procedures identified (6 pt deduction)
 - 1 procedure identified (8 pt deduction)

- **Delivery procedures (15 pts): RETAIL ONLY**
 - Each delivery employee at least 21 years of age.
 - Carry a copy of the retailer's current license, the employee's government-issued identification, and an identification badge
 - Confirm the identity and age of the delivery customer
 - A licensed retailer shall maintain an accurate list of the retailer's delivery employees
 - Delivery to physical address
 - Shall not leave California
 - Shall not delivery to address located on public land, building leased by public agency, school I-12, day care center, or youth center
 - Cannabis goods are not visible to the public
 - Cannabis goods shall be locked in a fully enclosed box, container, or cage that is secured on the inside of the vehicle.
 - Vehicle equipped with GPS device
 - Vehicle alarm/panic buttons
 - Vehicles will not have any logos or other cannabis identifications
 - While left unattended, vehicles and trailers shall be locked and secure
 - Shall not carry cannabis goods in excess of \$5,000; No more than \$3000 for orders not received
 - No consumption during delivery
 - Hard copy or electronic copy of delivery request receipt
 - other
 - 8 or more procedures identified (Full 15 pts)
 - 6-7 procedures identified (3 pt deduction)
 - 4-5 procedures identified (6 pt deduction)
 - 2-3 procedures identified (9 pt deduction)
 - 1 procedure identified (12 pt deduction)

5. SAFETY PLAN (100 pts) – SCI Kyle Tankard

5.1. (25 POINTS)

The Safety Plan shall be prepared and/or evaluated by a professional fire prevention and suppression consultant. A “professional fire prevention and suppression consultant” would include but not be limited to, an accreditation, certification, license, etc. related to fire safety.

Start with 25 points:

- *25 point deduction – Safety Plan not prepared and/or evaluated by a professional fire prevention and suppression consultant.*

5.2. (5 POINTS)

Identify all gases, pesticides, and chemicals to be used and their storage locations.

Start with 5 points:

- *2 point deduction – Safety Plan does not identify all gases*
- *1.5 point deduction – Safety plan does not identify pesticides*
- *1.5 point deduction – Safety plan does not identify chemicals*

5.3. (15 POINTS)

Identify all possible fire, hazardous material and inhalation issues/threats. Include written and physical mechanisms proposed to deal with each specific situation.

Start with 15 points:

- *2.5 point deduction – Safety Plan does not identify fire issues/threats*
- *2.5 point deduction – Safety Plan does not identify hazardous material issues/threats*
- *2.5 point deduction – Safety Plan does not identify inhalation issues/threats*
- *2.5 point deduction – Safety Plan does not provide written and physical mechanisms for fire*
- *2.5 point deduction – Safety Plan does not provide written and physical mechanisms for hazardous material*
- *2.5 point deduction – Safety Plan does not provide written and physical mechanisms for inhalation*

5.4. (5 POINTS)

Identify fire alarm and monitoring system including the name and contact information for the alarm company.

Start with 5 points:

- *3 point deduction – Safety Plan does not identify fire alarm and monitoring system*
- *2 point deduction – Safety Plan does not identify the name and contact information for the alarm company*

5.5. (10 POINTS) or (15 points for Retail, Testing, Distribution)

Description of accident and incident reporting procedures.

Start with 10 points or 15 points:

- 5 point deduction – description discusses reporting after an accident or incident
- 2 point deduction – description discusses investigating after an accident or incident
- 3 point deduction – description discusses implementing corrective measures and training to employees

5.6. (5 POINTS)

Description of evacuation routes.

Start with 5 points:

- 5 point deduction – Evacuation routes not discussed

5.7. (5 POINTS)

Location of fire extinguishers and other fire suppression equipment.

Start with 5 points:

- 5 point deduction – Location of fire extinguishers and other fire suppression equipment not provided.

5.8. (10 POINTS) or (15 points for Retail, Testing, Distribution)

Description of procedures and training for emergency situations.

Start with 10 points or 15 points:

- 10 point or 15 point deduction – Procedures and training for emergency situations not included.
- 5 point deduction – applicant lists procedures and training, but does not provide description

5.9. (5 POINTS)

Description and location of all gas monitoring equipment **(for Cultivation and Manufacturing applicants only).**

Start with 5 points:

- 2.5 point deduction – description not provided
- 2.5 point deduction – location not provided

5.10. (10 POINTS)

Compliance with IFC §407, location(s) of MSDS, proper labeling of containers and packaging containing hazardous materials, warning signage, and employee training in the event of an emergency involving hazardous materials on property.

Start with 10 points:

- 2 point deduction – location or use of MSDS (Material Safety Data Sheets) not discussed
- 2 point deduction – labeling of containers and packaging containing hazardous materials not discussed

- *2 point deduction – Buildings, rooms and spaces containing hazardous materials shall be identified by hazard warning signs not discussed*
- *2 point deduction – Responsible persons designated and trained to be liaison personnel for fire department not identified.*
- *2 point deduction – employee training for emergency events involving hazardous materials not discussed*

5.11. (5 POINTS)

Identify the brand, type and model of the system used to recover volatile organic compounds used for extraction, distillation and/or concentration of cannabis products. **(for Manufacturing applicants only).**

Start with 5 points:

- *2 point deduction – brand of system not provided*
- *2 point deduction – type and model of the system not provided*
- *1 point deduction – maintenance/inspection schedule/procedures not provided*

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6. SECURITY PLAN (100 pts) – SCI Kyle Tankard

6.1. (25 POINTS)

The Security Plan shall be prepared and/or evaluated by a professional security consultant.

Start with 25 points:

- 25 point deduction – Security Plan not prepared and/or evaluated by a professional security consultant.

6.2. (50 POINTS)

Premises (Security) Diagram per 40105. In addition to diagrams submitted for other sections of your application, applicants are expected to submit a premises diagram, which shall be accurate, dimensioned, and to scale (minimum scale = $\frac{1}{4}$ " = 1'); the scale may be smaller if the proposed location exceeds more than a $\frac{1}{2}$ acre parcel but must not be printed on larger than an 11 inch x 17 inch sheet of paper.

Start with 50 points:

- **2 point deduction** – premises diagram not accurate, dimensioned, and to scale (minimum scale = $\frac{1}{4}$ " = 1') (see exception above for locations that exceed $\frac{1}{2}$ acre).
- **2 point deduction** – premise diagram printed on paper larger than 11"x17"
- **9 point deduction** – premise diagram does not show cameras; recording equipment (DVR/NVR) with live feed access by El Mont Police Department; access control equipment; safes, vaults or locked and secure rooms; location of audible exterior and interior alarms; panic buttons; restricted access locations; locations of lockboxes and keypads; and security lighting not included
 - 1 point deduction for each missing item (**starting with 9 total points**)
- **8 point deduction** – Boundaries; dimensions; entrances and exits; interior partitions; walls; rooms; windows; and doorways not provided.
 - 1 point deduction for each missing item (**starting with 8 total points**)
- **7 point deduction** – Written description of operational security for general security policies for the facility; employee specific policies; training; sample written policies; transactional security; visitor security and 3rd party contractor security; and delivery security not included.
 - 1 point deduction for each missing description (**starting with 7 total points**)
- **5 point deduction** – cannabis activities not identified on premise diagram
 - 2.5 points deduction if all areas on premise diagram are not labeled
- **5 point deduction** – description of each area where cannabis activities are conducted not included in security plan.
 - 2.5 points deduction if a description for all areas are not described
- **5 point deduction** – limited-access areas not identified on premise diagram
- **6 point deduction** – Description not provided for: Ingress and egress access; perimeter security; product security (at all hours); internal security measures for access (area specific); types of security alarms (alarms and cameras); and security personnel to be employed.
 - 1 point deduction for each missing description (**starting with 6 total points**)
- **1 point deduction** – Security plan does not acknowledge that City will be provided with all keys, keycards, and access codes.

6.3. (5 POINTS)

Identify intrusion alarm and monitoring system including the name and contact information for the monitoring company.

Start with 5 points:

- 3 point deduction – Security Plan does not identify intrusion alarm and monitoring system
- 2 point deduction – Security Plan does not identify the name and contact information for the monitoring company

6.4. (20 POINTS)

Discuss whether the CCB will utilize the services of on-site security guards. *[EMMC 5.18.180(9) Security personnel shall be on-site twenty-four (24) hours a day or alternative security as authorized by the Police Chief or designee(s). Security personnel must be licensed by the State Bureau of Security & Investigative Services personnel]*

Please include the following in the description:

- Number of guards.
- Hours guards will be on-site.
- Locations they will be positioned.
- Their responsibilities.

Start with 20 points:

- 20 point deduction – Use of BSIS licensed security personnel or alternative security 24/7 not included
- 5 point deduction – number of guards not provided
- 5 point deduction – description of hours guards will be onsite not provided or not onsite 24/7
- 5 point deduction – description of locations they will be positioned not provided
- 5 point deduction – description of responsibilities not provided

7. NEIGHBORHOOD COMPATIBILITY PLAN (200 pts) – SCI Kyle Tankard

7.1. (50 POINTS)

Provide a “Good Neighbor Policy” that includes policies and measures in place to protect adjacent uses from any potential impacts (i.e. noise, light, odor, traffic, etc.) related to the proposed cannabis business. Describe how the cannabis business and its operating characteristics will be proactively managed so the business is not detrimental to the public health, safety, convenience, or welfare of persons residing, working, visiting or recreating in the surrounding area and will not result in the creation of a nuisance.

Start with 50 points:

- **Noise (5 Points):**
 - 2.5 point deduction – policies and measures not provided
 - 2.5 point deduction – description of operating characteristics proactively managed to prevent nuisance
- **Odor (10 Points):**
 - 5 point deduction – policies and measures not provided
 - 5 point deduction – description of operating characteristics proactively managed to prevent nuisance
- **Traffic (10 Points):**
 - 5 point deduction – policies and measures not provided
 - 5 point deduction – description of operating characteristics proactively managed to prevent nuisance
- **Public health and safety (10 Points):**
 - 5 point deduction – policies and measures not provided
 - 5 point deduction – description of operating characteristics proactively managed to prevent nuisance
- **Light (10 Points):**
 - 5 point deduction – policies and measures not provided
 - 5 point deduction – description of operating characteristics proactively managed to prevent nuisance
- **5 point deduction – application does not identify community relations contact**

7.2. (35 POINTS)

Describe odor mitigation practices:

- Identify potential sources of odors.
- Describe the system design, operational processes along with staff training, and maintenance plan. Please do not include equipment literature for these criteria.

Start with 35 points:

- 5 point deduction – potential sources of odors not identified
- 10 point deduction – System design does not include:
 - An exhaust air filtration system with odor control (-5 points)
 - Air system with negative air pressure from interior and exterior (-5 points)
- 5 point deduction – no description of operational processes
- 5 point deduction – no description of staff training
- 10 point deduction – Maintenance plan not included

7.3. (35 POINTS)

Describe the waste management plan. The plan shall include waste disposal locations and their security measures, methods of rendering waste unusable and unrecognizable.

Start with 35 points:

- **5 point deduction** – disposal locations not provided
- **15 point deduction** – Security measures not provided:
 - Access to cannabis goods is **not** restricted licensee, its employees, or agents **(-5 points)**
 - Storage of cannabis goods allocated for disposal is **not** separate and distinct from other cannabis goods **(-5 points)**
 - Cannabis waste on the licensed premises is **not** secured in a receptacle or area that is restricted to the licensee, its employees, or an authorized cannabis waste hauler. **(-5 points)**
- **15 point deduction** – methods of rendering waste unusable and unrecognizable:
 - Not removed from packaging **(-5 points)**
 - Description of methods not included **(-10 points)**

7.4. (35 POINTS)

Describe the facility's sustainability efforts; provide a pledge to use locally sourced, low VOC, and energy efficient and sustainable materials and techniques (i.e. solar panels, renewable energy, etc.).

Start with 0 points:

- Add points for:
 - 15 points: Solar panels
 - 15 points: Other renewable energy or carbon credits
 - 15 points: Green Building certification (ex LEED)
 - 10 points: Sustainable/recycled construction materials
 - 10 points: water treatment system
 - 5 points: Energy efficient appliances
 - 5 points: Recycling program
 - 5 points: Energy efficient lighting
 - 5 points: Low flow faucets and toilets
 - 5 points: Electric or hybrid delivery vehicles with onsite EV charging stations
 - 5 points: Drought resistant landscaping
 - 5 points: energy efficient operating procedures/training
 - 5 points: waste management plan
 - 2 points: eco safe cleaning products
 - 2 points: Low VOC paints

7.5. (30 POINTS)

Describe how the location will be provided with adequate electricity, sewerage disposal, water, and storm drainage facilities for the intended purpose.

Start with 30 points:

- 10 point deduction – description to provide adequate electricity not included
- 10 point deduction – description to provide adequate sewage disposal not included
- 10 point deduction – description to provide adequate water and storm drainage facilities not included

7.6. (15 POINTS)

Provide photographs and other information on existing conditions:

- Exterior photographs showing all sides of any existing structure(s). Also include photograph of existing parking areas, landscaping, trash enclosure, and signage.
- If more than one use currently exists on the site, provide information on all the uses, including their addresses, uses and square footages.
- If the site is vacant, provide photographs of the existing site.
- Provide photographs of adjacent properties for context.

Start with 15 points:

- **EXISTING STRUCTURE:**
 - *5 points deduction – photos of all sides of existing structure not provided*
 - *1 point deduction – for missing each of the following: photograph of existing parking areas, landscaping, trash enclosure, and signage.*
- **MULTI-USE:**
 - *5 point deduction – information on other uses not provided*
 - *1 point deduction – for missing addresses*
 - *1 point deduction – missing uses*
 - *1 point deduction – missing square footages*
- **VACANT:**
 - *5 point deduction – photos do not show entire property*
- **ALL:**
 - *5 point deduction – photos of adjacent properties not included*

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8. COMMUNITY BENEFITS (175 pts) – CITY Jason Mikaelian

8.1. (175 POINTS)

Describe all quantifiable benefits the Commercial Cannabis Business will provide to the El Monte community. Benefits may include anyone (1) or a combination of the items below (listed in descending order of preference):

- Monetary contributions to the City to be used for General Municipal purposes.
- Monetary contributions to the City to be used for new parks/park improvements.
- Monetary contributions to the City to be used for recreational programs.
- Monetary contributions to the City to be used for after school programs.
- Monetary contributions to the City to be used for public safety including youth diversion programs.
- Monetary contributions to the City to be used for public safety including Explorer programs and Volunteers Caring and Patrolling (VCAP).
- Monetary contributions to the City to be used for public safety including Teaching, Obedience, Respect, Courage and Honor (TORCH).
- Monetary contribution to local non-profit organizations.
- In-kind contributions to local non-profit organizations.
- Use of local businesses and contractors for consulting, construction, start-up and ongoing operations.
- Other quantifiable measure that may benefit the community.

SCORING METHODOLOGY *		
General Fund	\$\$ in thousands	Times 7
New Parks or Park Improvements	\$\$ in thousands	Times 6
Parks or Recreation Programs	\$\$ in thousands	Times 5
After school programs	\$\$ in thousands	Times 4
Public safety	\$\$ in thousands	Times 3
Monetary contributions to other charities	\$\$ in thousands	Times 2
In-kind donations & other items	---	1 pt each item
* Donations less than \$1,000 shall equal 1.5 points		

9. COLLECTIVE BARGAINING AGREEMENT (25 pts) – SCI Kyle Tankard

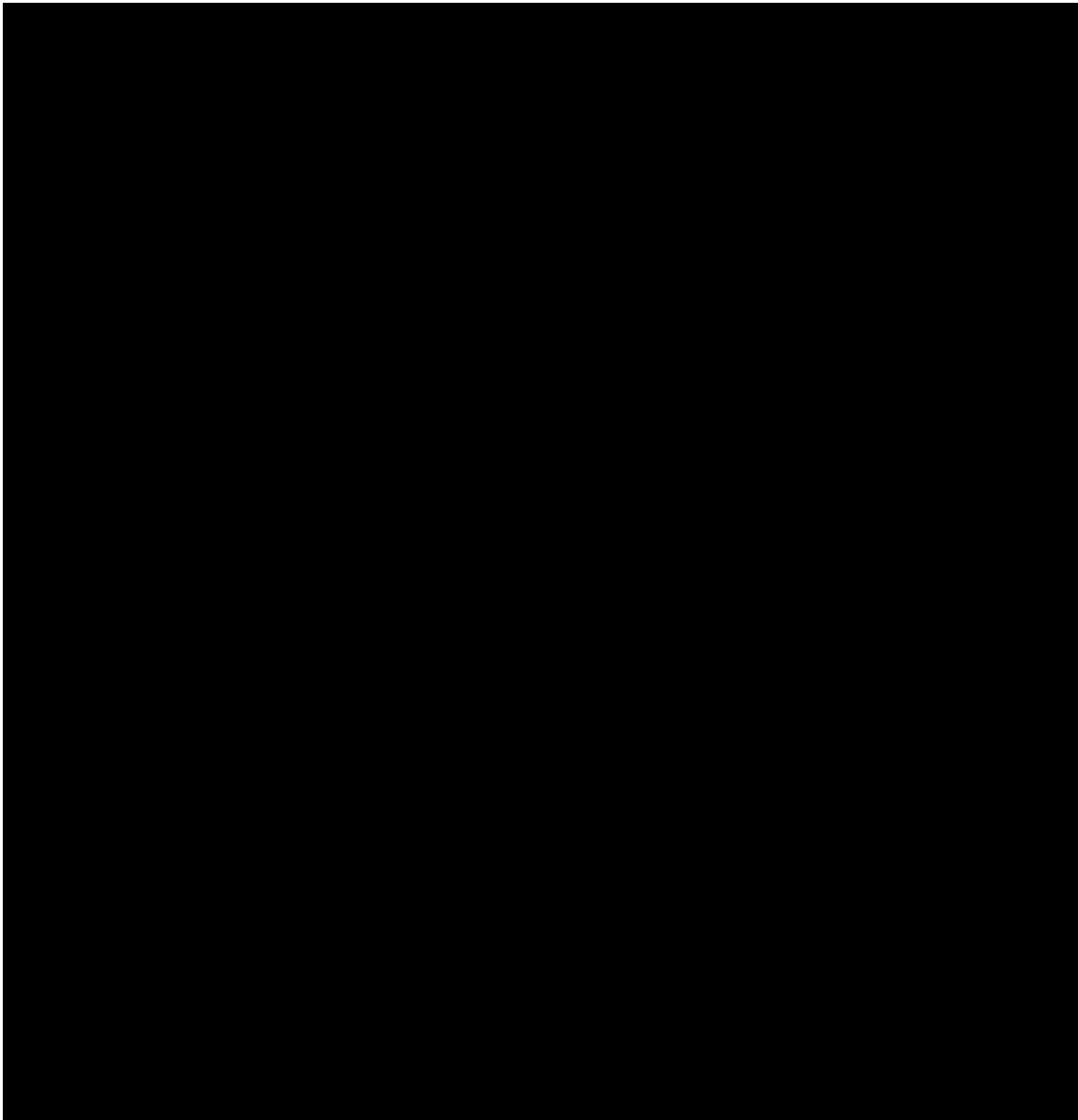
9.1. (25 POINTS)

Documentation that an individual owner of the applicant with an aggregate ownership interest of 20% or more was disclosed as an owner, manager, or employee to a city, county, or city and county or state prior to September 13, 2019, of an existing licensed cannabis retailer, or an existing licensed microbusiness engaged in retail sales (and remains an owner, manager, or employee of said existing licensed cannabis retailer or microbusiness as of March 2, 2020) with a collective bargaining agreement with a labor organization that currently represents cannabis workers in the United States effective since at least December 1, 2018, inclusive of renewals and remains effective as of March 2, 2020.

Start with 25 points:

- 25 point deduction – Collective Bargaining Agreement not provided.

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From: Betty Donovanik <bdonavanik@elmonteca.gov>

Sent: Tuesday, August 18, 2020 2:42 PM

To: Kyle Tankard <kyle.tankard@sci-cg.com>

Subject: RE: Cannabis Application Review Update

Lighting and water plans should only be required for cultivation uses.

[<image001.png>](#)

Betty Donovanik

Director of Community & Economic Development

11333 Valley Boulevard

El Monte, CA 91731

(626) 580-2056

From: Kyle Tankard [<mailto:kyle.tankard@sci-cg.com>]
Sent: Tuesday, August 18, 2020 2:28 PM
To: Betty Donovanik
Subject: RE: Cannabis Application Review Update

Hi Betty,

Attached please find the blank scoring sheet.

I need a clarification on the requirements of "2. Plans, Renderings, Location and other Diagrams".

Under 2.2, it says the following are required:

- A lighting diagram, including the locations of all the lights and the maximum wattage of each light.
- Water plan, including water supply sources.

Was the intent that these requirements are applicable for all cannabis uses?

Thank you,

Kyle Tankard, Senior Consultant

SCIConsultingGroup

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