



CITY OF HEALDSBURG RETAIL CANNABIS FREQUENTLY ASKED QUESTIONS

UPDATED: July 25, 2023

- **How do I submit a question and when can I expect a response?**
 - All questions should be directed to cannabis@healdsburg.gov. Submitted questions will be included in a regularly updated version of this FAQ. The City will endeavor to update this FAQ on a weekly basis throughout the application window. Please do not send questions regarding cannabis businesses directly to staff.
- **How do I stay informed on the application process?**
 - Please sign up for our Cannabis listserv by visiting: healdsburg.gov/subscribe, scroll down to the News Flash Section and select Cannabis.
- **Do I need to identify a location prior to submitting my application?**
 - Yes, at a minimum, a letter of authorization from the property owner for the proposed location is required with the initial application.

The Property Owner Consent/Landlord Affidavit form can be found [here](#).
- **How many sites/permits will there be available?**
 - Up to two permits for a retail dispensary will be issued by the City.
- **Does the City have a map of the areas where retail cannabis can be located?**
 - Yes, the City has provided a map of parcels eligible for retail dispensary or microbusinesses. The map is provided for illustrative purposes only. Individual sites will need to be reviewed based on location criteria and any other requirements that may restrict the use of any specific parcel (i.e. on-site parking requirement, parcels with an existing residential unit may not contain a dispensary, etc.) You can find the map [here](#).

As part of a complete application packet, an Applicant must obtain a Zoning Clearance Letter from the Community Development Department. To secure this letter, an Applicant must make a written request to the Community



Development Department via the Zoning Clearance Letter Request Form, which should specify the intended use of the building, and the proposed building location.

The issuance of a ZCL does not constitute written evidence of permission given by the City or any of its officials to operate a commercial cannabis business, nor does it establish a “permit” within the meaning of the Permit Streamlining Act, nor does it create an entitlement under the Zoning or Building Code. A regulatory permit for a Commercial Cannabis Business does not constitute a permit that runs with the land on which the cannabis business is established.

The Zoning Clearance Letter request form can be found [here](#).

The City will endeavor to provide a response within three working days of request.

- **Can a property owner request a Zoning Clearance Letter?**
 - Yes, any property owner could submit the request and pay the fee to have a zoning clearance issued for a specific site and provide it to prospective tenants to submit along with their application.

- **Can one retail cannabis business submit for multiple permits? *(updated 6/29/23)***
 - Applicants possessing an ownership interest of twenty percent (20%), or more, in a retail cannabis permit application shall be limited to submitting only one application.

- **Can multiple applications be submitted for one property?**
 - The city will accept an unlimited number of applications per location. Without exception, only one retail applicant will be issued a retail permit per location.

- **What is the definition of “Park” in the location requirements?**
 - For the purposes of implementing the location requirements “Park” refers to designated City Parks. See the City of Healdsburg Park Map. Note that West Plaza Park per the ordinance is not included. You can find the map [here](#).



- **What type of qualifications are needed for the "Qualified Security Professional" who prepares the Security Plan? (6/29/23)**
 - A Qualified Security Professional can be any individual with demonstrated experience in developing, evaluating and implementing security plans for any industry. In order to qualify, the application must include a description of the professional's qualifications, training and experience.
- **Can the Background Check Application be filled out by Owners any time between now and when they submit their full retail application? (6/29/23)**
 - Applicants, Owners and Managers may submit a Background Check Application any time during the business application submittal period (June 15, 2023 to July 30, 2023). Background Check Applications will not be accepted after July 30, 2023.
- **The city's Background Check Application form mentions that it is for "Employees" also and asks for an "Employee ID." Please confirm that Applicants are not required to have all of their employees undergo the background check process, unless they meet the definition of an "Owner" or "Manager," and that the "Employee ID" field is not required unless applicable. (6/29/23)**
 - All Applicants, Owners and Managers disclosed on pages 2 and 3 of the Commercial Cannabis Business Permit Application are required to submit a Background Check Application. Please disregard any reference to "Employee" in the Background Application. As of this response, "Employee ID" is no longer a required field and as such, applicants may either leave it blank or type "N/A".
- **If two applications are submitted for the same location, and those two applications are ranked #1 and #2, would the city choose the #1 ranking application and eliminate the #2 ranking application, or would the #2 ranking application be allowed an opportunity to relocate? (6/29/23)**
 - This is ultimately a City Council decision.
- **Is a more detailed rubric available that breaks down the number of available points per section by sub-section? (6/29/23)**
 - Information related to application scoring is provided in Exhibit A of the "Application Procedure Guidelines and Review Criteria for a Commercial



Cannabis Permit.” No additional information related to the scoring will be provided.

- **When will information on applicants/applications be available to the public?** (6/29/23)
 - Once the City determines which submittals constitute complete applications, the City will post a listing of complete applications received that will include the applicant name and proposed location. Applicant scores will be posted online after the conclusion of each phase of the application period. Application details will not be available to the public until Phase IV: City Council Final Decision. Application materials that are confidential or proprietary will not be released.
- **If the applicant entity is a LIMITED LIABILITY COMPANY (LLC), which is not the same thing as a "Corporation" or a "Partnership," who should be disclosed as "Corporate Officers" or "Partners" on Page 3 of the Cannabis Business Permit Application Form?** (6/29/23)
 - The “Corporate Officers or Partners” section of page 3 is not applicable if the entity is not a Corporation or Partnership.
- **If the applicant entity is a Limited Liability Company (LLC) whose managers/members are also LLCs instead of individuals, do just those other entities have to be disclosed as "owners" or does the city need individuals -- instead of entities -- listed as the "owners" on the application?** (6/29/23)
 - All non-member managers or managing members of the LLC need to be disclosed. For further direction, refer to DCC Regulations §15003 Owners of Commercial Cannabis Businesses.
- **Can members of the applicant team who don't meet the threshold of control or equity to be considered an "owner" still be discussed in the application in terms of the experience they bring to the table and their connections to the Healdsburg community?** (6/29/23)
 - Yes, applicants may discuss all members of their ownership/management team.
- **Do silent partners of the company need to submit a background check? Or is it Owners/Operators & Managers only?** (6/29/23)



- Silent partners are not required to submit background applications unless they have an aggregate ownership interest of 20% or more.
- **Will proof of capitalization documents, including the identity of potential investors, financial statements, and other sensitive personal and/or financial information be kept confidential? (7/10/23)**
 - Yes, all financial related information is exempt from public disclosure.
- **Would an Applicant's HR Director, Marketing Director, Inventory Manager, or Controller be considered "owners" or "managers" for the purposes of the retail application and submitting the background check form? (7/10/23)**
 - For the purposes of this application process HR Directors, Marketing Directors and Inventory Managers are required to submit the background check form. Controllers are not required to submit background check forms.
- **Which PDF (1-5) should the Bank letter required in Section A.1.D be provided? (7/10/23)**
 - Pursuant to the Online Application Submittal Contents found on Pages 3 & 4 of the Application Procedure Guidelines and Review Criteria, all bank letters and proof of capitalization documentation need to be placed in PDF File #4.
- **For the interview portion, how many members of the applicant team may attend and participate in the interview? (7/10/23)**
 - It is recommended to limit participants in the interview to 3 or 4 owners/managers who have been disclosed in the application and completed the background.
- **Can an owner have a minor role (<20% equity) in multiple businesses entities applying for a City of Healdsburg cannabis retail license? (7/18/23)**
 - Yes. However, pursuant to the Application Procedures, “applicants possessing an ownership interest of twenty percent (20%) or more in a retail cannabis permit application shall be limited to submitting only one application which includes retail during the application period.”
- **Are digital signatures accepted on application forms? (7/25/23)**
 - Yes. Applications are required to be submitted through the [HighTail File Transfer Application Portal](#). As such, digital signatures are accepted.



- **Are owners required to complete a LiveScan prior to submitting an application, or only the city's online background check form? If the latter, will a LiveScan be required at some point later in the process? (7/25/23)**
 - No. Owners are not required to complete a Live Scan prior to submittal. However, a Live Scan may be required at a later date.
- **Does an applicant who plans to use a DBA need to have already submitted a Fictitious Business Name statement with the County, or can that be done later in the process before they begin operating? (7/25/23)**
 - No. Applicants may file a Fictitious Business Name Statement later in the process.
- **The last question on the city's background check form asks for the "# of Prior Regulated Cannabis Employers you have had." How should someone who was previously an employer (versus an employee) at regulated cannabis operations answer this? (7/25/23)**
 - A person who has only been an employer (owner) of a cannabis business, rather than an employee, should mark zero (0) in response to this question.
- **The website states that application materials must be submitted via an online portal – but the application states a flash drive must be submitted. Are applicants required to submit a flash drive including their application materials? (7/25/23)**
 - No, flash drives with application materials are not required. All application materials shall be submitted electronically via the [High Tail File Transfer Application Portal](#). The application form has been updated.
- **What is the city's estimated timeline for reviewing applications, holding applicant interviews, and awarding the permits? (7/25/23)**
 - The final schedule will be determined based on the number of applications received. However, staff are anticipating the timeline for review to be as follows:
 - Phase One – Determination of Eligibility – August 2023
 - Phase Two – Application Evaluation and Review – August/September 2023
 - Phase Three – Applicant Interview Process – September/October 2023
 - Phase Four – City Council Final Decision – October/November 2023



- Additional information on the schedule will be provided on the City's website after the application period closes and will be updated as the process moves forward. Applicants should check the site regularly for updates.