

Prepared by the Office of Cannabis Management  
3:00pm-5:00pm  
March 21, 2024

# Cannabis Stakeholder Meeting



## Meeting Expectations

- Questions will be taken at the end of the presentation
- To ask a question, use the "raise hand" feature in Zoom and we will call on you and ask you to unmute yourself
- We'll call on those who haven't spoken and then if time allows, call on those who have spoken
- Please be concise and civil in your comments
- We have a hard stop at 5pm, so if we're not able to get to your question or comment, you can email it or you can set up a self-schedule meeting
- If you have to leave early, meeting recordings and materials are put on our website within 24-36 hours.

# Business Operating Permit Numbers

Business Type	Citywide Total				
	Total	Issued	Pending	CORE	
				Issued	Pending
Cultivation	117	101	16	7	0
Cultivation-Nursery	16	16	0	2	0
Delivery Only	61	48	13	12	8
Distribution	52	40	12	6	1
Distribution-Transport Only	1	1	0	0	0
Manufacturing	23	18	5	2	1
Manufacturing-Shared	4	4	0	4	0
Manufacturing-Small	12	8	4	2	0
Microbusiness	14	10	4	2	0
Microbusiness-Delivery	2	0	2	0	1
Storefront Dispensary	28	26	2	3	1
Storefront Dispensary-Delivery	9	9	0	2	0
Testing Lab	4	3	1	0	1
<b>Totals:</b>	<b>343</b>	<b>284</b>	<b>59</b>	<b>42</b>	<b>13</b>

# Zoning and Sensitive Uses Map

<https://experience.arcgis.com/experience/ffdd4ac8de644367815d3a6c4ae40f16/>

**User Guide**

Are you interested in opening a new cannabis business in the City of Sacramento? This tool can help you find a location for your business.

**How to use:**

- In the map, the yellow and purple parcels are zoned to allow for some type of cannabis activity. A purple parcel will likely require a public hearing due to proximity to sensitive sites, while the yellow parcels may not require a public hearing.
- Use the filter tool to show which parcels may allow for a specific business type. If you are interested in multiple cannabis activities at one location, click all that apply.
- Zoom in to an area of interest
- Click on parcels in the map for specific details about the location.
- Search for a specific address or parcel number using the search tool.

The map shows the following neighborhoods: Woodland, Rio Linda, North Highlands, Antelope, Citrus Heights, Orangevale, Fair Oaks, Carmichael, Rancho Cordova, Arden-Arcade, La Riviera, Rosemont, Sacramento, Lemon Hill, Parkway, Florin, Laguna, Elk Grove, and Wilton. Major roads include I-5, I-80, I-85, and US 50 WB. The Tule Canal and Sacramento River are also visible.

**New OCM Website:** <https://www.cityofsacramento.gov/city-manager/cannabis-management>

Main page:

- “Index” presents pages on the OCM website.
- “Feature” includes quick access to subpages and documentation.
- News – OCM cannabis news
- "Stay connected" - OCM social media
- "Keeping up with OCM"— register to be on the email list



# OCM Main Page: "Index"



## CORE

Overview of the Cannabis Opportunity Reinvestment and Equity Program



## Cannabis Business Operating Permits

Cannabis Information for Businesses and Applicants



## Cannabis Laws, Policies, and Regulations

Overview of City and State Laws, Policies and Regulations



## Cannabis Reconsideration and Appeal Hearings

Learn more about the City of Sacramento's Reconsideration and Appea...



## Contact OCM

Contact Information for the Office of Cannabis Management




## OCM Meetings and Events

Record of OCM stakeholder meetings, events, and City Council meetin...

# OCM Main Page: "Feature" and "News"


Rectangular Ship

## feature




### Apply for Permit

Learn how to apply for a permit




### Request Security Rebate

Rebates for video monitoring and more



### Report Illegal Activity

Illegal cannabis cultivation, delivery or other commercial activity?



### Report a Security Incident

Report a security incident, theft, burglary

## news

### City partners with LGBT Community Center to assist cannabis-equity participants

Oct. 24, 2023

[READ MORE](#)

### City partners with Los Rios Community College District on business management program for cannabis entrepreneurs

Sept. 6, 2023

[READ MORE](#)

Fiona and Lindsay | Microsoft Teams classic

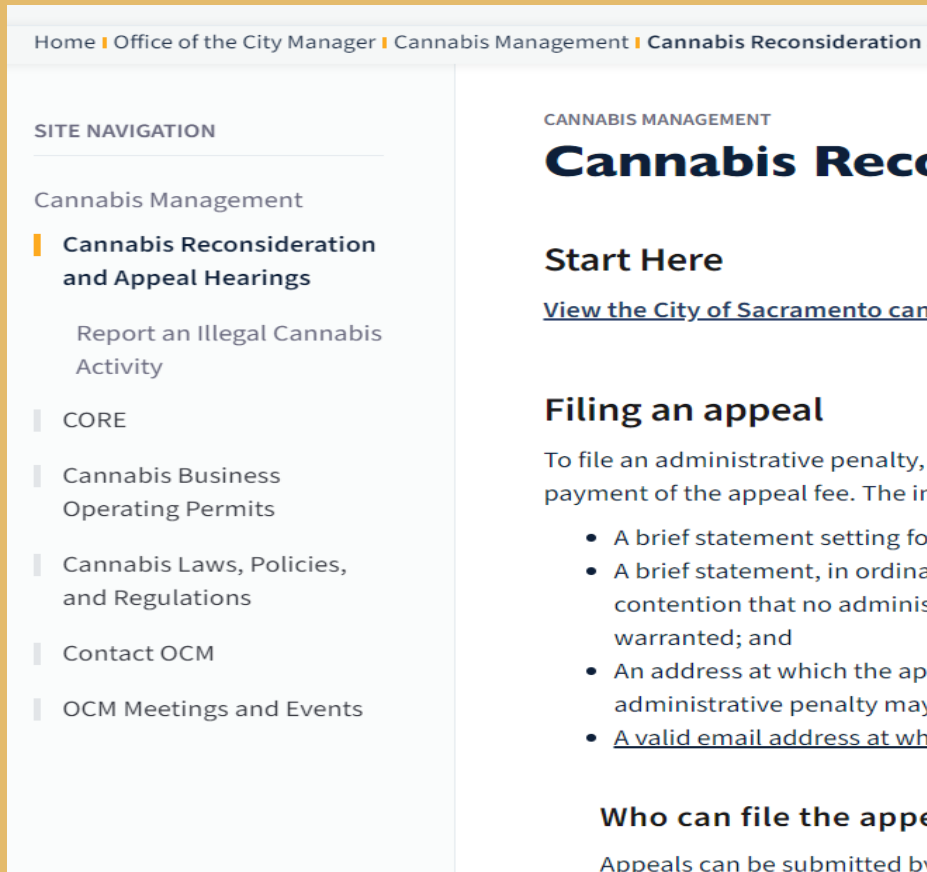
### City launches new website to bring attention to its cannabis equity program

Aug. 8, 2023

[READ MORE](#)

# OCM Main Page: Navigating the Site

**"Site Navigation" on left - lists pages and subpages**

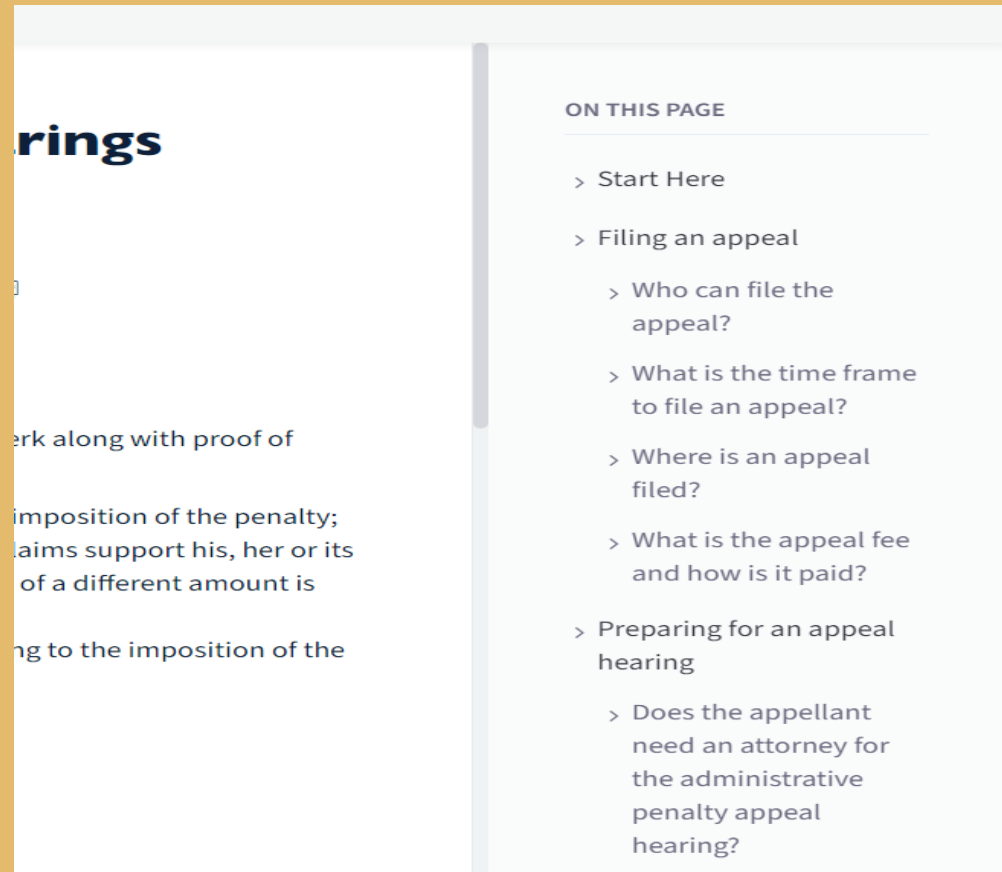


Home | Office of the City Manager | Cannabis Management | Cannabis Reconsideration

**SITE NAVIGATION**

- Cannabis Management
  - Cannabis Reconsideration and Appeal Hearings**
    - Report an Illegal Cannabis Activity
- CORE
  - Cannabis Business Operating Permits
  - Cannabis Laws, Policies, and Regulations
  - Contact OCM
  - OCM Meetings and Events

**"On this Page" on right - lists the topics of the current page**



**CANNABIS MANAGEMENT**

## Cannabis Reconsideration Hearings

**Start Here**

[View the City of Sacramento cannabis...](#)

### Filing an appeal

To file an administrative penalty, you must submit the following information and payment of the appeal fee. The information includes:

- A brief statement setting forth the appellant's claims support his, her or its contention that no administrative penalty is warranted; and
- An address at which the appellant may be reached for an administrative penalty may be imposed.
- [A valid email address at which the appellant may be reached.](#)

**Who can file the appeal**

Appeals can be submitted by...

**ON THIS PAGE**

- > Start Here
- > Filing an appeal
  - > Who can file the appeal?
  - > What is the time frame to file an appeal?
  - > Where is an appeal filed?
  - > What is the appeal fee and how is it paid?
- > Preparing for an appeal hearing
  - > Does the appellant need an attorney for the administrative penalty appeal hearing?



# New BOP Forms: Fillable



## Cannabis Business Ownership Change Form

**Legal Business Name:** \_\_\_\_\_

**DBA:** \_\_\_\_\_

**Business Operating Permit (BOP) Number:** \_\_\_\_\_

**Business Premises Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Primary Application Contact(s):**

If you are not the applicant listed on the permit, please fill out two points of contact below:

First Name, Last Name, and Title	Email Address	Phone Number

**Current Business Owners/Officers/LLC Managers/Members:**

- For corporations – List board of directors and officers such as president, secretary, treasurer, etc., as well as shareholders
- For limited liability companies - List the members and managers of the LLC

First Name, Last Name, and Title	Ownership Percentage

# New BOP Checklists: Fillable and Live Links

## CULTIVATION Cannabis Business Operating Permit NEW Application Step-by-Step Checklist

The City of Sacramento currently allows cannabis cultivation in specific zones, subject to the Sacramento City Code (SCC) under [Title 5](#) and [Title 17](#). This step-by-step checklist provides guidance for submitting a new application for a cannabis cultivation business operating permit (BOP).

1.  **Find a Location\***

Zoned for cannabis cultivation. Zones include:

- Agricultural (A)
- General Commercial (C2)
- Heavy Commercial (C4)
- Light Industrial (M-1 and M-1S)
- Heavy Industrial (M-2 and M-2S)

To check a property address and view the zones located within the City, please utilize this link [here](#).

**\*Note:** Under State law, cannabis businesses are required to have 600-foot radius buffer zone from schools. In addition, SCC section [17.228.900](#) requires a 600-foot buffer from neighborhood and community parks. Applications with proposed sites that are within 600 feet of a neighborhood and community parks will be reviewed by the Planning and Design Commission.

2.  **Apply for a Conditional Use Permit (CUP) – Planning Division**

Obtain a Conditional Use Permit (CUP) for production by submitting an application through the Planning Division's [online portal](#). To check if a property already has an approved CUP, please utilize this link [here](#).

Once a complete CUP application has been submitted, the application will receive a file number (Z file or P file) that can be used to submit the Business Operating Permit.

3.  **Apply for Building Permits – Building Department**

- Obtain a Certificate of Occupancy specific to the cannabis activity

## Fictitious Business Name (dba) Abandonment

If a business is no longer using their dba:

- Submit a Statement of Abandonment of Use of Fictitious Business Name form to the County
- File a DBA Business Name Change BIC and attach the County-approved Statement of Abandonment of Use of Fictitious Business Name

### **SECTION C: DBA Removal**

Removing current DBA

#### ***Required Documentation Submissions:***

- Sacramento County Statement of Abandonment of Use of Fictitious Business Name
  - Filed with the County

## BOP Renewal Timelines

- Renewal reminders sent to email addresses in Accela 90-, 60-, 30-, 7- and 1-day before BOP expiration
- Renewal application, renewal fee and all required renewal documentation **due 30 days prior to expiration** (SCC 5.150.230(E))
- BOP expires and business **MUST** cease operation on expiration date listed on face of BOP, unless late fee is paid to provide an extension
- If late fee is paid, applicant has 30 days from expiration to provide ALL complete, correct, and current documentation needed to approve renewal
- During late fee extension period, failure to respond to OCM document requests within 24 hours will result in a referral to Code Enforcement
- If renewal cannot be approved with file documentation at the end of 30-day extension, permit renewal will be denied

## **BOP Certificate of Occupancy (COO) Requirements**

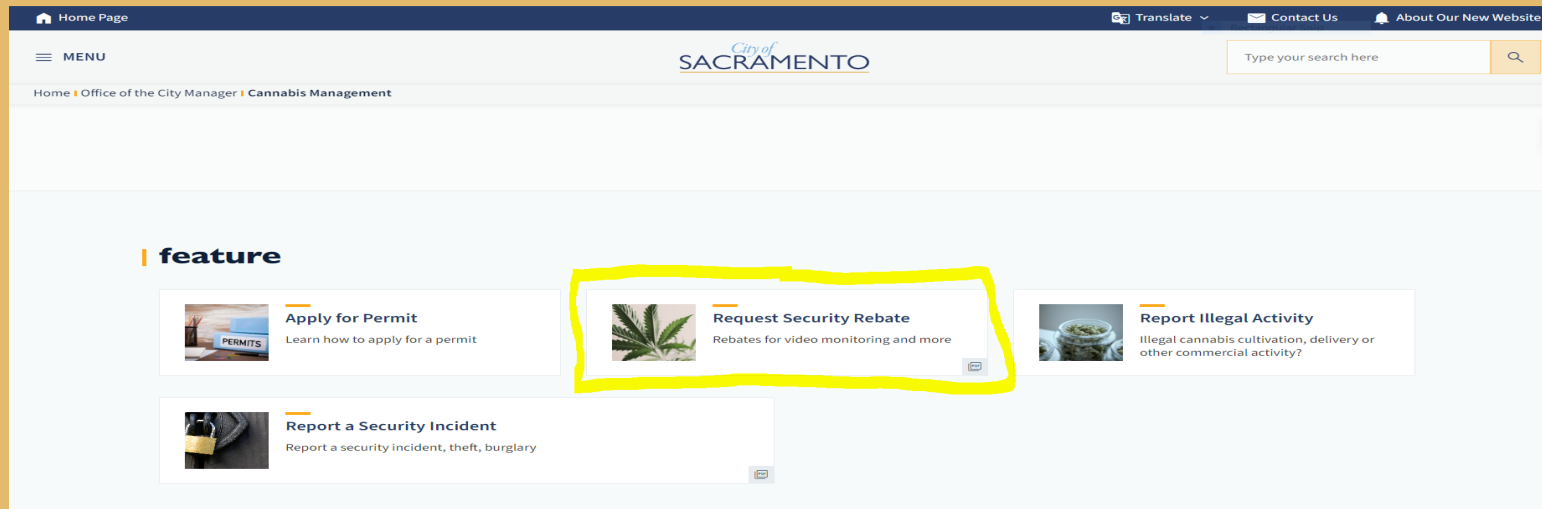
- Due to the COVID pandemic, the Building Division was only able to conduct virtual inspections and issue Temporary Certificates of Occupancy (TCOs)
- OCM had to therefore change its policy of requiring a COO before a BOP would issue, and accepted TCOs as long as they were kept current by BOP-holder
- Now that the COVID pandemic is over and Building is issuing COOs, OCM is reverting back to its policy of requiring a COO before a BOP will issue

## **For BOP Holders with TCOs**

- Notice of the restoration of this policy will be provided to each BOP holder that does not have a COO, via the email addresses listed in their Accela file
- BOP holders with current TCOs must obtain and submit a copy of their COO to OCM on or before the expiration of their TCO or July 1, 2024, whichever is later
- BOP holders that have allowed their TCOs to expire must obtain and submit a copy of their COO to OCM on or before May 1, 2024
- Failure to obtain and submit a COO in accordance with these timelines will result in the revocation or denial of renewal of the BOP

# Security Rebate Reminder

- You may qualify for a second rebate on applicable security items if damages to equipment occurred after Jan 2022 due to a break-in/burglary that you notified OCM about
- The rebate is up to \$4,000. We will not accept multiple items on the rebate request for more than this amount!
- Funding is subject to availability!



## CORE News

- Grants
  - On or before April 5, 2024, submit receipts & budget modifications for previous grants and get confirmation to apply for next grant
  - Grant application opens on April 15 and closes on May 7, 2024
  - 3-4 grant cycles this year
- ENCORE Mixer – coming in May 2024
- Possibility for new CORE business benefit – booth at Emerald Cup



## Upcoming City Council and Committee Meetings

- Law and Legislation Committee – Date TBD (May?)
  - Report from Planning and OCM on workplans and timelines for onsite consumption pilot program and Title 17 cannabis zoning changes
  - Additional storefront permit opportunities for CORE participants

# OCM Contact

 **Phone:** (916) 808-8955

 **Web:** <https://www.cityofsacramento.gov/city-manager/cannabis-management>

 **Email:** [cannabis@cityofsacramento.org](mailto:cannabis@cityofsacramento.org)

