



Agenda Item E.2
DISCUSSION/ACTION ITEM
Meeting Date: July 17, 2018

TO: Mayor and Councilmembers

FROM: Carmen Nichols, Deputy City Manager

CONTACT: Luke Rioux, Finance Director
Vyto Adomaitis, Neighborhood Services and Public Safety Director

SUBJECT: Cannabis Business License Program and Fees

RECOMMENDATION:

- A. Conduct a Public Hearing on Proposed User Fee Charges for Cannabis Business Licenses;
- B. Adopt Resolution No. 18-__ Entitled “A Resolution of the City Council of the City of Goleta, California, Establishing a Commercial Cannabis Business Application and Regulatory License Fee Program;”
- C. Adopt Resolution No. 18-__ Entitled, “A Resolution of the City Council of the City of Goleta, California, Establishing Procedures for Review of Commercial Cannabis Business License Applications;” and,
- D. Adopt Resolution No. 18-__ Entitled, “A Resolution of the City Council of the City of Goleta, California Rescinding Resolution No. 18-23 and Approving and Adopting the 2018 User Fees and Charges.”

BACKGROUND:

With the passing of Proposition 64 by California voters in 2016, recreational adult-use cannabis became legal beginning in 2018. In response to Proposition 64, the California legislature adopted Senate Bill 94 in 2017, which outlines a state regulatory system for the various commercial activities associated with the legalization.

On September 7, 2017, the City Council instructed staff to develop a cannabis ordinance that allows and regulates recreational (adult-use) cannabis uses and to consolidate these regulations with the City’s existing medical cannabis uses regulations. After several public workshops including Planning Commission meetings, Ordinance Review Committee meetings, and City Council discussion, the Cannabis Land Use Zoning Ordinance and the Cannabis Business License Ordinance (“CBL Ordinance”) were presented during public hearings at the City Council meeting on June 19, 2018 for introduction and first

reading. The City Council approved the two ordinances with minor revisions, for second reading on July 17, 2018.

In anticipation of adoption of the proposed CBL Ordinance on July 17, 2018, pursuant to Section 9: Cannabis Business License Application Procedures and Requirements, staff is proposing that City Council adopt the business license program and fees by resolution, adopt by resolution the procedures by which all applicants will be reviewed, and adopt by resolution the proposed 2018 User Fees Charges for the CBL consolidating the fees in the fee schedule.

DISCUSSION:

The application procedures and required documents are based on the requirements of the CBL Ordinance and City's standard business processes. Fee structures vary from city to city and reflect time spent by staff and others and direct costs to process the application. Some agencies prefer a rigorous review process including significant levels of internal review, including full plan reviews by fire and law enforcement agencies, as well as a review by consultants with cannabis expertise. This level of effort can be found in cities that limit the number of licenses issued and require a high level of scrutiny in response to the demand of applications, or must qualify applicants in a ranking, or other competitive order. Other agencies provide a very minimal level of effort on the business license review but rely heavily on annual (or more frequent) monitoring and compliance inspections. However, robust or not, most jurisdictions in the state that allow cannabis operations are monitoring cannabis operations on some level.

The combined fee for staff, consultant, and direct costs are proposed in order to allow the City to obtain a full cost recovery fee and are estimated based on the associated costs spent on the review of required documentation. The process is as reasonable as possible for the operator, while providing moderate oversight to ensure the health, safety and welfare of the community. On April 17, 2018 City Council approved Agreement No. 18-027 with SCI Consulting (SCI) to provide professional expertise for various services related to Cannabis Land Use and Business License ordinances, and to assist staff in the development of an application process and cost recovery fees. SCI is also under contract to review and provide recommendations on business applications to ensure that each application satisfies the City's requirements and state regulations. Consulting time spent reviewing and providing applicant information is also part of the fee.

The Cannabis Business Application provided as Attachment 4 provides a list of various documents that must be submitted by the applicant. Most of these documents are already required by the state, and the applicant is requested to provide a copy to the City of Goleta. Additional documentation, specific to the operation is also required. An additional business license application will not be required for accessory uses, however they will require a separate fee, as noted in the User Fees and Charges attached to this staff report, for review of additional documents required under the accessory use. The accessory use must be identified at the time of initial application, and the required documents and plans associated with the accessory use must be submitted at the time of the initial application. If a business operator adds an accessory use at a date before

the time of renewal of the primary use, the business license application for the accessory use will be treated as a new application. At the time of renewal, the primary and accessory use will be consolidated under one application. The applicant should investigate to determine if a new land use permit may be required. If a new land use permit is required for the accessory use, the renewal license will not be issued, until the land use permit is issued.

A business license application process and the land use permit process may run concurrently, however, staff will recommend to applicants that they first apply for the appropriate land use permit required for their specific type of business, and at minimum ensure the site location and operation is consistent with the zoning requirements before the non-refundable business license fee is submitted to the City. The business license fee will not be refunded even if a business is denied a license because the time and work required to analyze and make a determination on the application will have had to be expended regardless of the outcome of the qualification for the license. A business license will not be issued until the land use permit is approved by the Planning Division. It is not known how many business applications staff may receive, but under the assumption that there will be numerous in the beginning weeks following ordinance implementation, the review process for applications that meet all requirements may run approximately six to eight weeks. Additional time may be necessary for incomplete applications or applications that do not meet all the license requirements.

Business licenses will be valid from January 1, or the date the application is approved and issued, through December 31. Since the fees reflect staff and consultant time spent as well as direct costs for the review of the application and accompanying documents, proration of fees will not be made if a license is issued after January 1. With an expected review process of approximately 6 to 8 weeks, a business license may not be approved until approximately October 2018 if business license applications are submitted for review on or after August 17, 2018, when the Cannabis Business License becomes effective. A renewal license will be required every January 1. This means an applicant that gets approved in 2018 may have less than three months of operation in 2018 before a renewal business license for 2019 is required. However, the renewal process and fee will be very low. The most cost- and labor-intensive process is the initial application review.

It should be noted that the Cannabis Land Use ordinance will also not be effective until August 17, 2018. Most uses will need a land use permit and some will require a conditional use permit. Therefore, a turn-around time of October 2018 for both processes (land use permit and business license) to be completed is probably not likely to occur for most uses.

The draft report presented to the Finance Committee on July 10, 2018 included a deposit of \$6,500 for monitoring and compliance (M&C) to be collected at the initial application stage. However, the study on monitoring and compliance has not been completed yet, including whether the City should collect a deposit or flat fee, how much that fee should be, what level of review should be required, how to vary that review for different operations, and a host of other questions have not been fully analyzed yet. It is premature at this point to charge an M&C deposit for which the City has not identified a process and

cost of such services in compliance with cost recovery fee regulations. Staff will bring an item to Council in the next few months and provide analysis of the scope, fees, and timing of M&C and discuss when to charge such a fee or deposit (initial application or renewal). Staff intends on bringing the M&C item back to Council prior to renewals of any license issued in 2018.

Process of Receiving, Reviewing, and Approving the Application and Documents

The process of receiving, reviewing, and approving the application requires several components and includes the work efforts of several City departments and the City's consultant. All will provide general services such as issuances of licenses, filing records, coordinating with other departments, interactions with applicants, and tasks for application development. At the time of submittal, an applicant must show proof of Live Scan for the applicant and all prospective employees by the SB County Sheriff's Department, and proof of review of the floor plan and site plan as requested by the SB Fire Department (e.g. fire clearance letter). The proof of the Live Scan must be dated within 30 days of submission of application. The Applicant/Operator is prohibited from employing individuals until the Live Scan report is received and the employee cleared to begin work.

To allow for sufficient time for pre-submittal review and to engage safety and cash handling procedures for both the applicant and staff, applicants will be required to schedule an appointment with Finance staff to accept the application and fee. If paying by cash, additional security measures will be applied as described below in the cash handling procedures section.

The following steps describe, but do not detail the expected process:

Step 1: A hard copy of the application and an electronic copy (on a thumb drive and preferably a .PDF file) of required documents will be submitted to Finance Staff. The hard copy will be provided in 8.5" x 11", double-sided format, and placed in a 3-ring binder that is sectioned and tabbed and properly labeled for each required plan/document. Each document in the electronic copy must also be labeled and listed separately on the thumb drive. Staff will not be trained to answer any questions related to Cannabis operations and therefore will not be available to provide any advice or confirmation on the correct completion of the application and the validity of attached documents. Staff will only provide a preliminary review of the application to ensure that the required signatures are obtained and the application is filled out in its entirety, accompanied by the required documents. Staff will inspect the electronic copy to ensure the document type is compatible with City software and to verify each document is listed separately and opens properly. Staff will check for a case number, issued by the Planning Department, to ensure the applicant has begun the Planning process, if required. Any missing documentation or signatures will be noted, and application packets and fees may not be accepted. An appointment may need to be rescheduled. Upon satisfactory submittal of required documents, Finance staff will collect the non-refundable fee, issue a receipt and route the application through the review process.

Step 2: The Finance Director will receive and review documents pertaining to financial and tax business operations. The insurance and bond (if required) documents will be sent to the Risk Manager's office for review. If there are any issues detected, the Finance Director and Risk Manager's office will note the discrepancies and route it to the next department.

Step 3: Planning will receive the application and confirm the case number. The application and accompanied documents related to Planning, such as the site plan and floor plan, will be confirmed for consistency with the Land Use Permit Application. Staff will note any discrepancies or clear the department review and escalate it to the Neighborhood Services and Public Safety Department (NS/PS).

Step 4: The Director of NS/PS will review the application for completeness of Live Scan confirmation by the Sheriff's Department, SB County Fire confirmation receipt of Floor Plan and Site Plan, and review of other pertinent required documents and plans. The department will provide general services in filing and tracking of documents. Staff will also provide direction, support, and direct the consultant's work, provide support to other department staff, and communicate with other agencies and business operators. Should any discrepancies be found in any of the steps to this point that require completion and/or correction, NS/PS will return all documents to the applicant, prior to sending the documents for consultant review. Discrepancies in Live Scan results will be verified in coordination with the Sheriff's Department.

Step 5: A cannabis consultant will receive the application and documents from NS/PS, review all pertinent documents and plans and ensure they are consistent with local and state law. The cannabis consultant will communicate directly with all parties, including contacting applicants regarding questions that may arise during the review.

Step 6. Upon confirmation of approvals of all above-referenced steps, including clearance of the applicant's and employees' Live Scans, NS/PS will compile all documentation and notify the applicant of satisfactory completion of the business license. The application, however, will not be deemed approved until confirmation of an approved land use zoning permit, if required. The Director of NS/PS will confirm approval and issuance of a cannabis business license and report it to the Finance Department for release.

Step 7: The Finance Department will release the Cannabis Business License certificate, welcome packet and any other documents pertaining to revenue and fiscal matters. Applicants will be invoiced for additional time spent on applications that require resubmittal and verification of corrections at the rate listed in the proposed user fees. Applicants will be given 30 days to provide any additional information requested, or application will be rejected for being non-responsive.

Annual Renewal Process

The annual renewal process will not require the resubmittal and review of major operational plans, but will require that the applicant provide revised floor and site plans, and provide proof of submittal to SB County Fire, and other ministerial documents. Other required documents are clearly noted on the renewal application, such as insurance

information and updated employee lists with required Live Scans of new employees if not already on file. The fee is calculated on staff's time to receive, review, process, and provide other general services and directs costs for the issuance of the renewal certificate. This fee will be added and payable with the M&C deposit (anticipated to be annual and discussed later in the report).

Fee Schedule

In determining the cannabis business license fee, staff looked at the various components of the review process and calculated the amount of time a staff member (by classification) and the consultant will spend on receiving, reviewing, processing and providing technical or general service tasks for each application. The fee study also incorporates direct costs in issuing the license, tax certificate, mailing/postage fees.

Cannabis Business Application Fee

The fully burdened salary of the classifications involved in the process are used in the fee study. The list of tasks and rates for the Business License Application is provided in Attachment 1, Exhibit A. The fees will be included in the City's User Fee Schedule and reviewed and adjusted per the Consumer Price Index (CPI) in same manner as other user fees in the schedule (Attachment 3, Exhibit A). If adjustments are warranted, they will be recommended for City Council approval as part of a periodic update.

In reviewing other local jurisdictions and jurisdictions that SCI has assisted, the City of Goleta fees are less due to the conservative and lean approach of application review. The County's fee, which is the lowest fee of those in the table below, is approximately, \$930 more than Goleta's fee.

Table 1. Other Agency Cannabis Application (Renewal, and Monitoring and Compliance) Fees.

	City of Santa Barbara	County of Santa Barbara	Lompoc	Greenfield (& Dev Agreement)	Thousand Oaks	City of Merced	City of San Carlos	City of West Hollywood
Application	\$5,600	\$3,250	\$13,000	\$4,507	\$13,218	\$9,541	\$18,000	\$13,915 (Screen plus App)
Regulatory/yr. includes renewal	\$6,945- \$8,650	\$6,100	N/A	\$11,812- \$20,890	\$6,416	\$6,259- \$32,595	\$7,500- \$24,500	\$2,070
Cultivation	\$6,945	\$6,100	N/A	\$16,620	\$6,416	\$18,193	\$15,500	N/A
Retail	\$6,945	\$6,100	N/A	\$20,890	\$6,416	\$20,920	Not allowed	\$2,070
Distribution	\$6,945	\$6,100	N/A	\$14,679	\$6,416	\$12,556	\$7,500	N/A
Testing	\$6,945	\$6,100	N/A	\$11,812	\$6,416	\$6,259	\$7,500	N/A
Manufacturing	\$8,650	\$6,100	N/A	\$19,529	\$6,416	\$32,595	\$24,500	N/A
Fee/Deposit	Fee	Deposit	Deposit	FEE	Deposit	Fee	Deposit	Fee
CPI possible	NO	YES	NO	NO	YES	YES	YES	NO

Land Use Permit Deposit

Under the recently enacted land use regulations for cannabis businesses, a Land Use Permit (LUP) will be required to be secured as part of the land use entitlement for most cannabis businesses, except store front retail. (Store front retail business will be required to secure a Minor Conditional Use Permit instead a LUP). The City's current "User Fees and Charge Schedule" does not list a fee for a cannabis LUP. Staff believes that it is appropriate to include a cannabis LUP on the User Fees and Charges Schedule and to make it a deposit-based fee type. As a deposit-based application, the actual time spent on the cannabis LUP would be borne by the applicant. Staff is proposing a \$1,000 deposit, which is roughly equivalent to 6.5 hours of staff time at the current hourly rate, which was previously approved by Council in the User Fees and Charges for other deposit cases. The category of cannabis LUP is added as a category of deposit cases in the User Fees and Charges. The deposit would also be used to cover noticing costs. Having a designated fee type would eliminate any uncertainty as the appropriate review fee and would allow for full cost recovery.

Cash Handling Procedures

The cannabis industry is primarily a cash industry and the City expects that fees and taxes (pending voter approval) will be largely paid by cash, however in addition to cash, the City accepts and prefers certified checks, cashier's checks, money orders, personal checks and credit cards. City staff will implement strict cash handling and internal control procedures that secure the integrity of cash payments. Furthermore, staff is adding additional security measures when receiving cash payment to provide for safety of staff and the applicant. One of those requirements is that applicants will be required to make an appointment at least three business days in advance to submit an application and fee if the applicant is paying in cash. Two Finance staff members and an additional third staff member from another department will be present. Finance staff will respond at least two days prior to the scheduled appointment with confirmation and additional instructions. Dependent upon the cash activity levels, cash counting machines and armored transport services may be utilized.

Cannabis is still a controlled substance under federal law and because all banks are subject to federal law, staff continues to research the practice of other cities accounting and deposits related to cannabis revenue. Whether the City should maintain a separate bank account, or account for this general fund source separately from other general fund revenue, is still a question staff is pursuing.

Currently Licensed Legal Non-Conforming Medicinal Operators and Licensed Medicinal- Delivery Operators

The City has three legal non-conforming medicinal operators who can continue to operate without obtaining a land use permit if they continue only their medicinal operations. If any of these operators want to expand their operations to include recreational/adult uses, they will be required to apply for a land use permit. These businesses, however, are required to obtain a business license under the new regulations regardless of whether they expand their operations into recreational/adult uses. These three operators will be permitted to continue to operate their existing activity through December 31, 2018, only if they apply for and pay the business license fee and monitoring and compliance deposit for a 2019

business license by October 31, 2018. If the monitoring and compliance deposit has not been established by that time, it will be due upon City Council adoption of the deposit. The operator must cease its operation if it does not adhere to this requirement or risk any business license being revoked.

Medicinal Delivery Services have also been able to operate under the former Section 5.09 language of the Municipal Code, which required delivery services and their drivers to obtain a medical service delivery license. Previous to adopting the recent ordinances, the City banned all cannabis uses but allowed deliveries of cannabis to be made into the City so long as those delivery businesses obtained a license. There are still a number of these outstanding licenses and they will be required to obtain a Cannabis Business License. These service license holders will be allowed to continue operate so long as they submit a complete business license application and fee and the monitoring and compliance deposit by October 31, 2018. If the monitoring and compliance deposit has not been established by that time, it will be due upon City Council adoption of the deposit. The operator must cease its operation if it does not adhere to this requirement or risk any business license being revoked.

Adoption of New 2018 User Fees and Charges and Rescinding Prior Resolution

Staff recommends that Council adopt the business license fees and new category of land use permit deposit in the proposed resolution and rescind Resolution No. 18-23, which was approved by Council on May 15, 2018, and contained the former list of user fees and charges. Adopting one resolution ensures that all the 2018 user fees and charges are in one place.

Pending Cannabis Related Resolutions

Monitoring and Compliance

A major component of cannabis management is an M&C Program to ensure that the City's Municipal Code and state regulations are adhered to by operators to ensure the health, safety and welfare of the community. Similar to operators holding a Tobacco Retailing License that is subject to being inspected by the County, cannabis businesses, documentation, and business operations will be inspected by the City. Similar to the license application review process, M&C after a business has been allowed to operate is also crucial. This is a standard program, however program requirements and frequency of compliance inspections vary by local agency and can be attributed to the number and types of operations allowed in the City balanced with the health, safety and welfare of the community. This program does not prohibit the City from performing additional inspections due to emergency and safety situations and the Cannabis Business License Ordinance authorizes city officials to enter and inspect any commercial cannabis business during normal business hours to ensure compliance. Law enforcement may enter and inspect the location of any cannabis business and the records maintained. The Ordinance also authorizes entry by the Fire Inspector to conduct inspections of specific uses.

Staff plans on returning to City Council to discuss the process of an M&C program in the near future. Staff will conduct research about the types of activities involved and frequency of monitoring and compliance commonly used by neighboring jurisdictions and

others of similar size. Bringing this to the City Council at a later date allows cannabis businesses to apply for a business license without delay and also coincide with the City's administrative penalties and bail schedule for any violations that may occur.

Administrative Penalties and Bail Schedule and Other Pending Fees

Staff will also bring back an item to Council in the future on whether to impose a higher penalty than the default amounts for violation of the CBL Ordinance. Along with this item will also be any revisions to the Bail Schedule for criminal citations of violations of the CBL Ordinance.

The Cannabis Business License Ordinance 18-___, Section 19 describes the process for an appeal hearing of a denied, suspended or revoked business license application or renewal. Staff will provide a fee study and a recommendation regarding CBL Appeal Fee and a CBL Renewal Appeal Fee.

COMMITTEE REVIEW

Staff met with the Finance and Audit Standing Committee on July 10, 2018. Present were Councilmember Aceves, four staff members, two community members, and two operators. With the Committee's input, it was recommended City Council adopt the resolutions setting the program, processes, and rates.

Removing the M&C deposit was discussed further by legal and staff after the Committee reviewed the report, and therefore the M&C component has been removed from the resolution for the reasons set forth above.

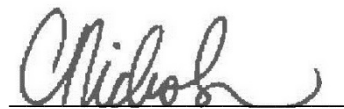
FISCAL IMPACTS

The proposed resolutions set the business license program and regulatory fees on a full cost recovery basis so the proposed action would not create a fiscal cost to the City and would have the impact of relieving the General Fund of the burden of the staff time necessary to process the licenses. The monitoring and compliance deposit fee is still under review, and will be brought back at a later date along with recommendations on administrative penalties, bail schedule, and other pending fees.

ALTERNATIVES:

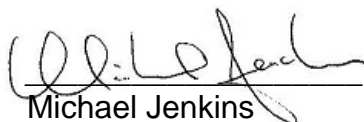
The Council can set the business license fees at an amount lower than that proposed by staff. The impact of reducing the fees could be that the General Fund would bear a burden of any costs not recouped by the fees.

Reviewed By:



Carmen Nichols
Deputy City Manager

Legal Review By:



Michael Jenkins
City Attorney

Approved By:



Michelle Greene
City Manager

ATTACHMENTS:

1. Resolution No. 18-__ entitled Resolution No. 18-__ entitled “A Resolution of the City Council of the City of Goleta, California, Establishing a Commercial Cannabis Business Application and Regulatory License Fee Program”
2. Resolution No. 18-__Entitled, A Resolution of the City Council of the City of Goleta, California, Establishing Procedures For Review of Commercial Cannabis Business License Applications;
3. Resolution No. 18-__Entitled, “A Resolution of the City Council of the City of Goleta, California Rescinding Resolution 18-23 and Approving and Adopting the 2018 User Fees and Charges”
4. Cannabis Business License Application (Draft)
5. Cannabis Business License Application Cover Letter (Draft)
6. Cannabis Business License Fee Rate Study Worksheets

Attachment 1

Resolution No. 18-__ entitled Resolution No. 18-__ entitled “A Resolution of the City Council of the City of Goleta, California, Establishing a Commercial Cannabis Business Application and Regulatory License Fee Program” with Exhibit A

RESOLUTION NO. 18-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GOLETA, CALIFORNIA ESTABLISHING A COMMERCIAL CANNABIS BUSINESS LICENSE APPLICATION AND REGULATORY LICENSE FEE PROGRAM

WHEREAS, Ordinance 18-__ amends Title 5, Business Taxes, Licenses, and Regulations of the Goleta Municipal Code, to add regulations on the establishment, operation, cultivation, manufacturing, sale, testing and distribution of commercial cannabis as licensed under the Medicinal and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA) and Proposition 64; and

WHEREAS, the City Council introduced and conducted the first reading of Ordinance 18-__ on June 19, 2018 and conducted the second reading on July 17, 2018 and Ordinance 18-__ will be effective on August 17, 2018; and

WHEREAS, pursuant to the provisions of the California Constitution and the laws of the State of California, the City is authorized to adopt and implement rates, fees, and charges for municipal services; provided, however, that such rates, fees, and/or charges do not exceed the estimated reasonable cost of providing such services; and

WHEREAS, Section 5.09.07 of Ordinance 18- authorizes the City Council to require Commercial Cannabis Businesses to operate in compliance with local and State law and all applicable State licensing requirements, such as operational standards and locational criteria; and

WHEREAS, Section 5.09.22 of Ordinance 18- authorizes the City Council to establish Commercial Cannabis Business License Application and Renewal Fees to cover the cost of processing applications, reviewing background checks and general review; and

WHEREAS, Section 5.09.22 of Ordinance 18- authorizes the City Council to establish an annual Commercial Cannabis Business License Fee to recover the City's costs of reviewing and processing applications and monitoring compliance related to cannabis operations; and

WHEREAS, the City Council desires to fully recover the review costs associated with Cannabis land use entitlement applications; and

WHEREAS, as such, the City Council desires to recover the costs that the City will incur in a manner authorized by law.

WHEREAS, pursuant to California Constitution, article XIII, §1(e)(3) (Proposition 26), the Commercial Cannabis Business License Application and Regulatory fees are not

a tax because they are for the reasonable regulatory costs incurred by a local government for issuing licenses; performing investigations, inspections, and audits; and ensuring compliance with local regulations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GOLETA AS FOLLOWS:

SECTION 1. Recitals.

Council finds each recital to be true and accurate and incorporates them by this reference.

SECTION 2. Findings.

The fees adopted by this Resolution pursuant to the City's adopted Commercial Cannabis Business License Application and Regulatory License Fee Program reflects the reasonable cost the City will incur in connection with accepting, processing, reviewing, investigating, and formally considering the merits of each Commercial Cannabis Business License Application and performing certain regulatory activities associated with the operation of each type of commercial cannabis business pursuant to the rules, regulations and procedures duly adopted by the City Council as set forth in Chapter 5 of the Goleta Municipal Code.

SECTION 3. Adoption of Fees.

- a) Pursuant to Ordinance 18-____, the following fees are hereby set and shall be collected by the City as follows:

Cannabis Business License Application Fee	\$2,320.00
Cannabis Business License Application Fee – Accessory Use (For Each Accessory Use)	\$ 185.00
Cannabis Business License Renewal Fee	\$ 559.00

- b) Fees paid at the time of application are estimates based on the typical amount of staff time and other costs required to process an application. In the event, the collected fee is not sufficient to reimburse the City for processing a specific application, the City will invoice the applicant for the additional time using the hourly rates in the fee summary used to calculate the fees above, which represent the fully burdened hourly rates at the time of adoption of this resolution established by the adopted budget, and must always reflect the fully burdened rate at the time such additional fee is imposed. The applicant shall provide the requested payment to the City before the City completes the processing of the application. The City shall not perform any further review of the application until the applicant submits the requested payment
- c) These fees shall be included in the City's User Fees and Charges Schedule, and updated at the same time and manner as all City User Fees and Charges.

SECTION 4. Severability.

If any section, subsection, sentence, clause, phrase or portion of this resolution is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed each and every section, subsection, phrase or clause of this resolution irrespective of the fact that any one or more sections, subsections, phrases or clauses be declared invalid or unconstitutional, whether on its face or as applied.

SECTION 5.

The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions

PASSED, APPROVED AND ADOPTED this 17th day of July 2018.

PAULA PEROTTE, MAYOR

ATTEST:

APPROVED AS TO FORM:

DEBORAH S. LOPEZ
CITY CLERK

MICHAEL JENKINS
CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF SANTA BARBARA) ss.
CITY OF GOLETA)

I, DEBORAH S. LOPEZ, City Clerk of the City of Goleta, California, DO HEREBY CERTIFY that the foregoing Resolution No. 18-__ was duly adopted by the City Council of the City of Goleta at a regular meeting held on the 17th day of July, 2018, by the following vote of the Council:

AYES:

NOES:

ABSENT:

(SEAL)

DEBORAH S. LOPEZ
CITY CLERK

EXHIBIT A

Annual Application and Regulatory Fees for All Commercial Cannabis Business Licenses

Commercial Cannabis Business License Application Fee	\$2,320.00
Commercial Cannabis Additional for Accessory Use Fee	\$ 185.00
Commercial Cannabis Business License Renewal Fee	\$ 559.00
Commercial Cannabis Land Use Permit Deposit (Planning)	\$1,000.00
Commercial Cannabis Business License Renewal Appeal Fee	\$TBD
Commercial Cannabis Business License Appeal Fee	\$TBD

Attachment 2

Resolution No. 18- Entitled, A Resolution of the City Council of the City of Goleta, California, Establishing Procedures For Review of Commercial Cannabis Business License Applications;

RESOLUTION NO 18-__

A RESOLUTION OF THE COUNCIL OF THE CITY OF GOLETA, CALIFORNIA ESTABLISHING PROCEDURES FOR REVIEW OF COMMERCIAL CANNABIS BUSINESSES LICENSE APPLICATIONS

WHEREAS, on July 17, 2018, the City Council adopted an ordinance amending Chapter 5.09 to the Goleta Municipal Code (“GMC”) to regulate commercial cannabis businesses within the City;

WHEREAS, on July 17, 2018, the City Council also adopted an ordinance amending sections of the Zoning Ordinance of the City of Goleta to allow commercial cannabis business uses within certain zones of the City;

WHEREAS, Section 5(l)(2)(e) of the Zoning Ordinance of the City of Goleta establishes a limit of fifteen Storefront Cannabis Retailer uses within the City;

WHEREAS, GMC Section 5.09.09 provides that the City Council will adopt by resolution the general procedures by which all applications will be reviewed and qualified regarding the issuance of any commercial cannabis business license(s); and

WHEREAS, GMC Section 5.09.09 establishes that a Cannabis Business License will only be issued for businesses granted the appropriate land use authorization; and

WHEREAS, GMC Section 5.09.07 authorizes the City Council to require Commercial Cannabis Businesses to operate in compliance with local and State law and all applicable State licensing requirements, such as operational standards and locational criteria; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
THE CITY OF GOLETA AS FOLLOWS:**

SECTION 1. General License Procedure.

- a) License Requirement. Each Commercial Cannabis Business seeking to operate within the City must first apply for an appropriate Business License, as defined below. Licenses are specific to the location where the Business will be operating. Multiple operating locations for the same Business will require separate Licenses.
- b) Accessory Uses. All proposed additional accessory commercial cannabis uses as granted by the required land use authorization are required to be identified with the Cannabis Business License application for the primary use. An additional accessory use fee will be charged. If an accessory use is not identified at time of the initial application for the Cannabis Business License, a separate Cannabis Business License and application fee is required.

- c) License Application. Applications shall be made to the Finance Department on the form and in the manner prescribed by the City. The City Manager, or her/his designee, shall consider and act upon complete applications, and shall deny any application that is not in full compliance with these procedures, Chapter 9 of the GMC, and the Zoning Ordinance.
- d) Application Review. Upon receipt of an application, the Finance Department shall receive the application and submit to the appropriate City Departments.

SECTION 2. Types of Licenses. The following types of Commercial Cannabis Business Licenses may be applied for:

- a) Retail License. A Retail License is required for all cannabis retail activities including non-medicinal retail, medicinal retail, and non-storefront (delivery) retail.
- b) Cultivation License.
- c) Nursery License.
- d) Manufacturing License.
- e) Distribution License.
- f) Testing License.

SECTION 3. Application Contents. An applicant shall submit to the Finance Department an application for a cannabis business license with all required documents, plus the required number of copies of the application and supporting documentation, and the required application fee. The Commercial Cannabis Business License Application shall contain the following as applicable to the proposed cannabis activity:

- a) Background and Contact information:
 - i. The printed full name, signature, date of birth, and present address and telephone number of the individual to whom the license would be issued, as well as for all persons who would have a 10% or more financial interest in that commercial cannabis business.
 - ii. 24-hour contact phone number.
 - iii. The names and telephone numbers for all managers, supervisors, and employees of the proposed commercial cannabis business.
 - iv. Copies of Live Scans including government-issued identification completed through the Sheriff's Office for all owners, interested parties, and employees of the proposed commercial cannabis business.
 - v. The names, addresses and license numbers of any and all other commercial cannabis operations currently being operated by the applicant, or that had previously

been operated by the applicant and a statement of whether the authorization for any such operation has been revoked or suspended and, if so, the reason therefore.

b) Information on the operation:

- i. A full description of the proposed activities and products of the commercial cannabis operation.
- ii. Proposed hours of operation.
- iii. Number of employees.
- iv. Location and Premises Diagram:
 - A. The physical address and assessor's parcel number(s) (APN) of the Tax Assessor's parcels that constitute the lot upon which the proposed commercial cannabis operation will be located.
 - B. A site plan and floor plan of the commercial cannabis business denoting the property lines and the layout of all areas of the commercial cannabis business including storage, cultivation, manufacturing, testing, distributing, reception/waiting, and all ancillary support spaces, and the relationship of the facility to adjacent properties.
- v. Authority to Operate. Proof of ownership of premises, or if the premises on which the commercial cannabis operation is to occur is rented or leased, written permission from the property owner authorizing the tenant or lessee to engage in commercial cannabis activities at the site.
- vi. State information:
 - A. A copy of the applicant's State cannabis licenses or applications.
 - B. The State cannabis license type, pursuant to Business and Professions Code Section 26050, as may be amended, for proposed commercial cannabis operation.
 - C. A State seller's permit number issued pursuant to Part 1 (commencing with Section 6001) of Division 2 of the California Revenue and Taxation Code, as may be amended, or indicate that the applicant is currently applying for a seller's permit, if applicable.
- vii. Land Use Authorization. A copy of the land use authorization for the proposed commercial cannabis business. When applying for a Cannabis Business License while land use authorization is yet to be granted, the land use authorization shall be provided once it is acquired.
- viii. Business-formation documents including articles of incorporation, articles of organization, certificates of stock, certificates of limited partnership, and statements of

- partnership authority, including all documents filed with the California Secretary of State.
- ix. Proof of general liability insurance policy naming the City as an additional insured with minimum coverage requirements of \$1 million per occurrence and \$2 million per aggregate.
- c) Inventory Control Plan. Applicant must demonstrate how the proposed cannabis business will comply with inventory procedures including track and trace requirements, as determined by the State Business and Professions Code, as amended.
 - d) Waste Disposal Plan. Applicant must demonstrate how the proposed cannabis business will comply with cannabis waste procedures as determined by the State Business and Professions Code, as amended.
 - e) Security Plan. Applicant must demonstrate how the proposed cannabis business will comply with security procedures as determined by the State Business and Professions Code, as amended.
 - f) Standard Operating Procedures. Applicant must demonstrate how the proposed cannabis business will comply with state regulations including quality control procedures and Delivery Procedures, as applicable to the proposed cannabis activity, as determined by the State Business and Professions Code, as amended.
 - g) Nuisance Response Plan. Applicant must provide procedures for responding to complaints, including contact person, mitigation and contingency plan.
 - h) Applicant acknowledgment:
 - i. A statement by the Applicant that the Applicant has the ability to comply with all laws regulating businesses in the State as well as all requirements of GMC and that it shall and will maintain compliance during the term of the license.
 - ii. Agreeing to indemnify, defend and hold harmless the City, its officers, official, agents and employees from any claim, action, or proceeding against the City, its officers, official, agents or employees arising from the operation or to attack, set aside, void or annul, in whole or in part, an approval of the application by the City or issuance of a license.
 - iii. Authorization for the City, its agents and employees to access all premises, during standard operating hours, upon which cannabis operations are occurring or intend to occur,

- including, but not limited to, initial site visits prior to issuance or renewal of a license, and compliance checks.
- iv. Certification, under penalty of perjury, that all the information contained in the application is true and correct.

- i) Other information: Any other information required by the City Manager or City Manager's Office.

SECTION 4. License Issuance. Before issuing a License, the City Manager or her/his designee shall determine that all of the following requirements have been met:

- a) The application is complete and satisfactorily demonstrates how the business will comply with local and state laws and regulations, and all fees and/or deposits have been paid:
- b) The Building Official has inspected all structures in which the use is located to determine that all applicable standards and requirements are met. If a building permit is required for site improvements, License issuance will be deferred until a certificate of occupancy or other building permit approval is issued. Additionally, the Building Official has determined that there are no notices of nuisance or other code compliance issues recorded or on the property.
- c) The appropriate land use authorization for the proposed cannabis business has been acquired and provided.

SECTION 5. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED this 17th day of July, 2018.

PAULA PEROTTE, MAYOR

ATTEST:

APPROVED AS TO FORM:

DEBORAH S. LOPEZ
CITY CLERK

MICHAEL JENKINS
CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF SANTA BARBARA) ss.
CITY OF GOLETA)

I, DEBORAH S. LOPEZ, City Clerk of the City of Goleta, California, DO
HEREBY CERTIFY that the foregoing Resolution No. 18-__ was duly adopted
by the City Council of the City of Goleta at a regular meeting held on the 17th
day of July, 2018, by the following vote of the Council:

AYES:

NOES:

ABSENT:

(SEAL)

DEBORAH S. LOPEZ
CITY CLERK

Attachment 3

Resolution No. 18-__Entitled, "A Resolution of the City Council of the City of Goleta, California Rescinding Resolution 18-23 and Approving and Adopting the 2018 User Fees and Charges" with Exhibit A

RESOLUTION NO 18-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GOLETA, CALIFORNIA RESCINDING RESOLUTION 18-23 AND APPROVING AND ADOPTING THE 2018 USER FEES AND CHARGES

WHEREAS, California Government Code Sections 66016 and 66018 authorize the imposition of various user fees for providing City services and reviewing entitlement applications; and

WHEREAS, the City Council on May 15, 2018 conducted a Public Hearing on the User Fees and Charges and approved Resolution 18-23 to adopt the new User Fees and Charges; and

WHEREAS, the City Council on July 17, 2018 conducted a Public Hearing on the proposed Cannabis-related User Fees, wherein the Council considered the fee study supporting the fees, and

WHEREAS, the City Council desires to rescind Resolution 18-23 and adopt a new resolution to adopt the User Fees and Charges schedule with the addition of the proposed Cannabis-related User Fees; and

WHEREAS, the User Fees and Charges attached as Exhibit A are justified and appropriate, not exceeding the value of the services provided therefore.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GOLETA AS FOLLOWS:

SECTION 1. Findings.

Council finds recitals to be true and accurate and incorporates them by this reference.

SECTION 2. Rescission.

Council rescinds Resolution 18-23.

SECTION 3. Adoption of User Fees.

User Fees and Charges, attached hereto as Exhibit A and incorporated herein by reference, are hereby adopted and are effective on July 17, 2018.

SECTION 4. Master Fee Resolution.

This resolution shall be known as the Master Fee Resolution.

SECTION 5.

The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED this 17th day of July, 2018.

PAULA PEROTTE, MAYOR

ATTEST:

APPROVED AS TO FORM:

DEBORAH S. LOPEZ
CITY CLERK

MICHAEL JENKINS
CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF SANTA BARBARA) ss.
CITY OF GOLETA)

I, DEBORAH S. LOPEZ, City Clerk of the City of Goleta, California, DO HEREBY CERTIFY that the foregoing Resolution No. 18-__ was duly adopted by the City Council of the City of Goleta at a regular meeting held on the 17th day of July, 2018, by the following vote of the Council:

AYES:

NOES:

ABSENT:

(SEAL)

DEBORAH S. LOPEZ
CITY CLERK

User Fees & Charges Schedule

	Adopted Effective 7/1/2018		Proposed 7/17/2018		
Service/Application	Fee/Deposit Amount	Notes	Fee/Deposit Amount	Notes	
FINANCE AND ADMINISTRATION FEES					
Process Returned Checks	\$29 1st / \$40 subsequent		\$29 1st / \$40 subsequent		1
Duplication of Public Records					2
DVD	\$7.00	Per DVD	\$7.00	Per DVD	3
General Business License	100.00 Annual/ 25.00 Qtrly		100.00 Annual/ 25.00 Qtrly		4
SB 1186 (State Mandate Fee - Business License and Equivalent)	\$4.00	State Mandated	\$4.00	State Mandated	5
Fire Arms Dealer Business License	\$100.00	Annual	\$100.00	Annual	6
Massage Establishment Business License	\$270.00	Annual	\$270.00	Annual	7
Massage Establishment Business License (State Certified)	\$5.00	Annual	\$5.00	Annual	8
Massage Technician Business License	\$230.00	Annual	\$230.00	Annual	9
Massage Technician Business License (State Certified)	\$5.00	Annual	\$5.00	Annual	10
Taxicab Operator License	\$100.00	Annual	\$100.00	Annual	11
Tobacco Retailing License	\$543.00		\$543.00		12
Tobacco Retailing License Renewal	\$534.00	Annual	\$534.00	Annual	13
Tobacco Retailing License Address Change	\$2.00		\$2.00		14
Short-Term Vacation Rental	\$75.00		\$75.00		15
Additional Business License-Same Owner & Location	\$5.00	Annual	\$5.00	Annual	16
Business License Renewal	\$16.00	Annual/Qtrly	\$16.00	Annual/Qtrly	17
Business License Setup	\$26.00		\$26.00		18
Business License Late Fee	50% of License Fee		50% of License Fee		19
Marijuana Delivery Service License	\$69.00	Annual			20
Renewal of Marijuana Delivery Service License	\$69.00	Annual			21
Marijuana Delivery Driver License	\$69.00	Annual			22
Renewal of Marijuana Delivery Driver License	\$69.00	Annual			23
Cannabis Business License			\$2,320.00		24
Cannabis Business License - Additional for Accessory Use			\$185.00		25
Cannabis Business License Renewal			\$559.00	Annual	26
Duplicate Copy of Business License Certificate	\$1.00		\$1.00		27
Business Property Address Change	\$2.00		\$2.00		28
Charitable Event - Business License Fee	\$5.00		\$5.00		29
Transfer to Add New Partners on Business License	\$2.00		\$2.00		30
Taxicab Sticker	\$5.00	Annual	\$5.00	Annual	31
Photocopy - Black and White	\$0.22	Per page	\$0.22	Per page	32
Photocopy - Color	\$0.28	Per page	\$0.28	Per page	33
Public Records Request	Actual Costs/no Employee Cost		Actual Costs/no Employee Cost		34
LEGAL FEES					
City Attorney - Hourly Billable Rate	\$202.00		\$202.00		36
Assistant City Attorney - Hourly Billable Rate	\$128.00		\$128.00		37
LIBRARY FEES					
					38
MICROPRINTS AND PHOTOCOPIES					
Photocopy - Black and White	\$0.15	Per page	\$0.15	Per page	41
Photocopy - Color	\$0.25	Per page	\$0.25	Per page	42
UNRETURNED OR LOST MATERIALS*					
*OR PRICE LISTED ON ITEM RECORD, WHICHEVER IS GREATER					
Unreturned or Lost Materials - Juvenile Books	\$20.00		\$20.00		45
Unreturned or Lost Materials - Adult Fiction	\$30.00		\$30.00		46
Unreturned or Lost Materials - Adult non-fiction	\$30.00		\$30.00		47
Unreturned or Lost Materials - Reference	\$60.00		\$60.00		48
Unreturned or Lost Materials - Periodicals	\$8.00		\$8.00		49
Unreturned or Lost Materials - Music CDs	\$20.00		\$20.00		50
Unreturned or Lost Materials - Books on CD	\$50.00		\$50.00		51
Unreturned or Lost Materials - Blu-ray	\$20.00		\$20.00		52
Unreturned or Lost Materials - DVDs	\$20.00		\$20.00		53
Unreturned or Lost Materials - Blu-ray/DVD Set (3+ disc surfaces)	\$30.00		\$30.00		54
Unreturned or Lost Materials - Laptop Computers	\$600.00		\$600.00		55
Hotspot Unit	\$100/unit		\$100/unit		56
Hotspot Cord	\$10.00		\$10.00		57

User Fees & Charges Schedule

	Adopted Effective 7/1/2018		Proposed 7/17/2018		
Service/Application	Fee/Deposit Amount	Notes	Fee/Deposit Amount	Notes	
Hotspot Charger	\$10.00		\$10.00		58
Hotspot Case	\$10.00		\$10.00		59
Hotspot SIM Card	\$10.00		\$10.00		60
Museum Pass	\$500.00		\$500.00		61
Library of Things	Actual Cost		Actual Cost		62
Patron replaced damaged or lost item with exact replica	\$5.00	TBD by Library Director. \$5 processing fee if accepted	\$5.00	TBD by Library Director. \$5 processing fee if accepted	63
Collection Agency Referral	\$10.00	Accounts with fees over \$40.00 due for 30 days or more	\$10.00	Accounts with fees over \$40.00 due for 30 days or more	64
Damaged Materials	TBD per case by Library Director		TBD per case by Library Director		65
Replacement of Library Card	\$2.00	Per card	\$2.00	Per card	66
Interlibrary Loan Materials	A minimum of \$15	Per item, for any materials or photocopies of Goleta Valley Library items	A minimum of \$15	Per item, for any materials or photocopies of Goleta Valley Library items	67
General Research	\$25.00	Per 30 minutes	\$25.00	Per 30 minutes	68
Headphones	\$3.00	Per unit	\$3.00	Per unit	69
USB Flash Drives	\$8.00	Per unit	\$8.00	Per unit	70
CHARGES FOR MEETING ROOM SPACE (NON-COMMERCIAL)					71
Goleta Valley Library Multipurpose Room (Non-Commercial)	\$50.00	\$50.00 per 3 hours. \$25.00 each additional hour	\$50.00	\$50.00 per 3 hours. \$25.00 each additional hour	72
Goleta Valley Library Conference Room (Non-Commercial)	\$20.00	\$20.00 per 3 hours. \$15.00 each additional hour	\$20.00	\$20.00 per 3 hours. \$15.00 each additional hour	73
CHARGES FOR MEETING ROOM SPACE (COMMERCIAL)					74
Goleta Valley Library Multipurpose Room (Commercial)	\$125.00	\$125.00 per 3 hours. \$60.00 each additional hour	\$125.00	\$125.00 per 3 hours. \$60.00 each additional hour	75
Goleta Valley Library Conference Room (Commercial)	\$50.00	\$50.00 per 3 hours. \$25.00 each additional hour	\$50.00	\$50.00 per 3 hours. \$25.00 each additional hour	76
Goleta Valley Library Multipurpose Room (Month)	\$250.00	Per month	\$250.00	Per month	77
ADDITIONAL CHARGES FOR USE OF LIBRARY MEETING ROOMS					78
Refreshments in Meeting Rooms (If cleanup required)	\$30.00	Per event	\$30.00	Per event	79
OVERDUE AND EXTENDED USE FEES					80
Adult Books	\$0.25/\$8.00 (Daily/Maximum)		\$0.25/\$8.00 (Daily/Maximum)		81
Audio and Books on CD	\$0.25/\$8.00 (Daily/Maximum)		\$0.25/\$8.00 (Daily/Maximum)		82
Blu-Ray & Blu-Ray Set	\$0.25/\$8.00 (Daily/Maximum)		\$0.25/\$8.00 (Daily/Maximum)		83
DVD/DVD Set	\$0.25/\$8.00 (Daily/Maximum)		\$0.25/\$8.00 (Daily/Maximum)		84
Book Club Kits	\$0.25/\$8.00 (Daily/Maximum)		\$0.25/\$8.00 (Daily/Maximum)		85
ILL (Interlibrary Loan) - Black Gold System	\$2.00/24.00 (Daily/Maximum)	or charges billed by lending institution, whichever is greater	\$2.00/24.00 (Daily/Maximum)	or charges billed by lending institution, whichever is greater	86
Hotspot	\$0.25/\$8.00 (Daily/Maximum)		\$0.25/\$8.00 (Daily/Maximum)		87
Juvenile Materials	\$0.25/\$8.00 (Daily/Maximum)		\$0.25/\$8.00 (Daily/Maximum)		88
Laptops	\$1.00/\$16.00 (Daily/Maximum)		\$1.00/\$16.00 (Daily/Maximum)		89
Periodicals	\$0.25/\$8.00 (Daily/Maximum)		\$0.25/\$8.00 (Daily/Maximum)		90
Reference/Special Loans	\$0.25/\$8.00 (Daily/Maximum)		\$0.25/\$8.00 (Daily/Maximum)		91
Video Games	\$1.00/\$8.00 (Daily/Maximum)		\$1.00/\$8.00 (Daily/Maximum)		92
Museum Pass	\$10.00/\$500.00 (Daily/Maximum)		\$10.00/\$500.00 (Daily/Maximum)		93
Library of Things	\$0.25/\$8.00 (Daily/Maximum)		\$0.25/\$8.00 (Daily/Maximum)		94
Fine Limits on Service	\$25.00		\$25.00		95
BLACK GOLD FEES AND CHARGES FOR GOLETA VALLEY LIBRARY PATRON SERVICES					96
Microfilm Requests	N/A		N/A		97
Replacing Cards	\$2.00		\$2.00		98

User Fees & Charges Schedule

	Adopted Effective 7/1/2018		Proposed 7/17/2018		
Service/Application	Fee/Deposit Amount	Notes	Fee/Deposit Amount	Notes	
Requests - Out of System	\$15.00		\$15.00		99
PLANNING FEES					100
BUILDING AND SAFETY					101
Appeal Hearing	\$341.00		\$341.00		102
Annexation Request	Actual Cost Deposit		Actual Cost Deposit		103
DMV License Sign Off (Wholesale, Retail)	Actual Cost Deposit		Actual Cost Deposit		104
Recurring Compliance Inspections (as per conditions of approval)	Actual Cost Per Hr.		Actual Cost Per Hr.		105
Recurring Maintenance Inspections (required by law; tanks, compressors)	Actual Cost Per Hr.		Actual Cost Per Hr.		106
Specific Plan Amendment	Actual Cost Deposit		Actual Cost Deposit		107
LAND USE PERMIT - RESIDENTIAL					108
New Residence	\$1,694.00		\$1,694.00		109
Accessory Structures	\$634.00		\$634.00		110
Addition to Buildings	\$1,694.00		\$1,694.00		111
Guest Houses/ Pool Houses/ Artist studios	\$1,270.00		\$1,270.00		112
Home Occupation Permit	\$176.00		\$176.00		113
Minor Alteration - e.g. fireplace, deck, balcony	\$353.00		\$353.00		114
Fences and Walls (Over Permitted Height)	\$423.00		\$423.00		115
Pools and Spas	\$563.00		\$563.00		116
Patio Cover	\$493.00		\$493.00		117
LAND USE PERMIT - COMMERCIAL					118
Minor Alterations	\$1,244.00		\$1,244.00		119
New or Addition to Existing Structure	\$1,710.00		\$1,710.00		120
LAND USE PERMIT - OTHER					121
Change of Use	\$467.00		\$467.00		122
Community Care Facility	\$2,332.00		\$2,332.00		123
Demolition	\$563.00		\$563.00		124
Grading	\$1,351.00		\$1,351.00		125
Stockpile Permit	\$1,351.00		\$1,351.00		126
Temporary Use Permit	\$634.00		\$634.00		127
Trailers	\$987.00		\$987.00		128
Tree Bush Removal / ESHA / Coastal Zone	\$1,079.00		\$1,079.00		129
Land Use Permit Extension	\$450.00		\$450.00		130
Land Use Permit Revision	\$450.00		\$450.00		131
Land Use Permit - Cannabis			\$1,000.00	Actual Cost Deposit	132
COASTAL DEVELOPMENT PERMIT (Local)	Same set fee as the Land Use Permit		Same set fee as the Land Use Permit		133
SUBSTANTIAL CONFORMITY DETERMINATION					134
Residential	\$705.00		\$705.00		135
Commercial/ Industrial	\$2,161.00		\$2,161.00		136
SIGNAGE					137
Sign Certificate of Conformance (sign permit)	\$634.00		\$634.00		138
Monument Sign Structure	\$493.00		\$493.00		139
Sign Plan - overall for shopping center or large developments	\$1,728.00		\$1,728.00		140
DESIGN REVIEW BOARD					141
New Projects	\$852.00		\$852.00		142
Revised Final Review	\$629.00		\$629.00		143
APPEALS					144
Appeals - Minor	\$496.00		\$496.00		145
Appeals - Major	\$827.00		\$827.00		146
PLANNER CONSULTATION					147
Planner Consult - Minor (2 hrs.)	\$284.00		\$284.00		148
Planner Consult - Major (see Deposit Fees)					149
OTHER					150
Emergency Permit - Major	\$1,363.00		\$1,363.00		151
Emergency Permit - Minor	\$284.00		\$284.00		152
					153
Road Naming - New Road	\$1,980.00		\$1,980.00		154
Road Naming - Naming or Renaming Existing Road	\$2,701.00		\$2,701.00		155

User Fees & Charges Schedule

	Adopted Effective 7/1/2018		Proposed 7/17/2018		
Service/Application	Fee/Deposit Amount	Notes	Fee/Deposit Amount	Notes	
					156
Zoning Conformity Determination	\$493.00		\$493.00		157
					158
Exemption Fee (if research required)	\$134.00		\$134.00		159
Alcoholic Beverage Control Affidavit	\$116.00		\$116.00		160
					161
TIME EXTENSION (Ministerial Permits)	50% of original set fee		50% of original set fee		162
WORK WITHOUT PERMIT	2 times the regular fee due to investigation and research		2 times the regular fee due to investigation and research		163
					164
DEPOSIT-BASED APPLICATIONS	City Hourly Rate: \$155		City Hourly Rate: \$155		165
DISCRETIONARY ENTITLEMENTS					166
Coastal Development Permit (Local) with Hearing	\$682.00		\$682.00		167
					168
Conditional Use Permit					169
Major	\$3,433.00		\$3,433.00		170
Minor	\$1,728.00		\$1,728.00		171
Amendment - Director Review	\$2,864.00		\$2,864.00		172
Compliance Review	\$2,864.00		\$2,864.00		173
					174
Development Plan					175
New	\$5,707.00		\$5,707.00		176
Revised	\$4,569.00		\$4,569.00		177
Amendment	\$2,864.00		\$2,864.00		178
As Built	\$2,864.00		\$2,864.00		179
Director	\$2,864.00		\$2,864.00		180
					181
Modification	\$2,297.00		\$2,297.00		182
					183
Fish and Game Filing Fees	Current fees, if any, as required by State and County.		Current fees, if any, as required by State and County.		184
					185
SUBDIVISIONS AND MAPS					186
Tentative Parcel Map	\$2,864.00	Actual Cost Deposit	\$2,864.00	Actual Cost Deposit	187
Tentative Tract Map	\$4,569.00	Actual Cost Deposit	\$4,569.00	Actual Cost Deposit	188
					189
Lot Line Adjustment	\$2,864.00	Actual Cost Deposit	\$2,864.00	Actual Cost Deposit	190
Lot Line Adjustment Clearance	\$1,728.00	Actual Cost Deposit	\$1,728.00	Actual Cost Deposit	191
					192
Map Clearance w/conditions (TPM)	\$1,728.00	Actual Cost Deposit	\$1,728.00	Actual Cost Deposit	193
Map Clearance w/conditions - (TM)	\$2,864.00	Actual Cost Deposit	\$2,864.00	Actual Cost Deposit	194
Map Clearance w/no conditions	\$290.00	Actual Cost Deposit	\$290.00	Actual Cost Deposit	195
					196
Certificate of Compliance	\$1,136.00	Actual Cost Deposit	\$1,136.00	Actual Cost Deposit	197
Conditional Certificate of Compliance	\$4,001.00	Actual Cost Deposit	\$4,001.00	Actual Cost Deposit	198
					199
Tentative Map Modification (prior to recordation)	\$1,728.00	Actual Cost Deposit	\$1,728.00	Actual Cost Deposit	200
Lot Line Adjustment Modification (Prior to recordation)	\$1,159.00	Actual Cost Deposit	\$1,159.00	Actual Cost Deposit	201
Recorded Map Modification	\$2,864.00	Actual Cost Deposit	\$2,864.00	Actual Cost Deposit	202
					203
Parcel Map Waiver	\$2,864.00	Actual Cost Deposit	\$2,864.00	Actual Cost Deposit	204
LEGISLATIVE ACTIONS					205
General Plan Amendment	\$11,367.00	Actual Cost Deposit	\$11,367.00	Actual Cost Deposit	206
Ordinance Text Amendment / Rezone	\$11,367.00	Actual Cost Deposit	\$11,367.00	Actual Cost Deposit	207
Zoning Ordinance Amendment	Actual Cost Deposit	Actual Cost Deposit	Actual Cost Deposit	Actual Cost Deposit	208
Specific Plan	\$5,707.00	Actual Cost Deposit	\$5,707.00	Actual Cost Deposit	209
Variance	\$2,864.00	Actual Cost Deposit	\$2,864.00	Actual Cost Deposit	210
Govt. Code Consistency Determination (65402)	\$2,864.00	Actual Cost Deposit	\$2,864.00	Actual Cost Deposit	211

User Fees & Charges Schedule

	Adopted Effective 7/1/2018		Proposed 7/17/2018		
Service/Application	Fee/Deposit Amount	Notes	Fee/Deposit Amount	Notes	
Annexation Request	Actual Cost		Actual Cost		212
OTHER					213
Planner Consultation - Major	\$1,136.00	Actual Cost Deposit	\$1,136.00	Actual Cost Deposit	214
Permit Compliance	\$2,274.00	Actual Cost Deposit	\$2,274.00	Actual Cost Deposit	215
Land Use Permit Clearance (following major discretionary permit)	\$1,728.00	Actual Cost Deposit	\$1,728.00	Actual Cost Deposit	216
					217
Determination of Similar Use	\$2,297.00	Actual Cost Deposit	\$2,297.00	Actual Cost Deposit	218
DMV License Sign Off (Wholesale, Retail)	Actual Cost Deposit		Actual Cost Deposit		219
					220
Oil and Gas Production/ Exploration Plans	\$2,842.00	Actual Cost Deposit	\$2,842.00	Actual Cost Deposit	221
	50% of original permit		50% of original permit		222
Time Extension (discretionary permit)	Actual Cost Deposit		Actual Cost Deposit		
Time Extension (ministerial permits)	50% of original permit set fee		50% of original permit set fee		223
					224
	Actual Costs Deposit TBD by Planning and Environmental Review		Actual Costs Deposit TBD by Planning and Environmental Review		225
Projects for which there is no appropriate category					
					226
					227
OTHER CHARGES					228
HEARING-RELATED/DECISION-MAKER CHARGES					229
Director Decision	\$227.00		\$227.00		230
Zoning Administrator	\$341.00	per hearing	\$341.00	per hearing	231
Permit Compliance / Revocation Hearing - Zoning Administrator	\$341.00	per hearing	\$341.00	per hearing	232
					233
Planning Commission - Consent	\$256.00	per hearing	\$256.00	per hearing	234
Planning Commission - Hearing	\$1,136.00	per hearing	\$1,136.00	per hearing	235
Permit Compliance/Revocation Hearing - Planning Commission	\$1,136.00	per hearing	\$1,136.00	per hearing	236
Special Planning Commission Hearing	\$1,136.00	per hearing	\$1,136.00	per hearing	237
					238
City Council - Consent	\$256.00	per hearing	\$256.00	per hearing	239
City Council - Hearing	\$1,136.00	per hearing	\$1,136.00	per hearing	240
Special City Council Hearing	\$1,136.00	per hearing	\$1,136.00	per hearing	241
					242
Continuance (Applicant Requested)	\$171.00	per hearing	\$171.00	per hearing	243
					244
Environmental Hearing	\$511.00	per hearing	\$511.00	per hearing	245
					246
Hearing Secretary	Actual Cost		Actual Cost		247
					248
NOTICING					249
Environmental Notice w/o Hearing (e.g., Draft MND; Addendum)	\$227.00		\$227.00		250
Display Ad in Newspaper	Actual Cost		Actual Cost		251
Legal Notices	Actual Cost		Actual Cost		252
Mailed Notice-Postage	Actual Cost		Actual Cost		253
Mailed Notice - Paper	Actual Cost		Actual Cost		254
CONTRACTOR SURCHARGE	15% on all Contractor Invoices		15% on all Contractor Invoices		255
MISCELLANEOUS					256
Photocopies - Black and White	\$0.22	per page	\$0.22	per page	257
Photocopies - Color	\$0.28	per page	\$0.28	per page	258
Public Records Request	Actual Cost		Actual Cost		259
APN Page	\$8.00		\$8.00		260
Microfiche Copies	Actual Cost		Actual Cost		261
Hearing Tapes	Actual Cost		Actual Cost		262

User Fees & Charges Schedule

	Adopted Effective 7/1/2018		Proposed 7/17/2018		
Service/Application	Fee/Deposit Amount	Notes	Fee/Deposit Amount	Notes	
Maps	Actual Cost		Actual Cost		263
PUBLIC WORKS DEPARTMENT FEES					264
BUILDING PERMIT OR LAND USE PERMIT					265
Building Plan Review					266
No Public Works permit issued	\$48.00		\$48.00		267
Minor Projects (1-4 lots or units)	\$132.00		\$132.00		268
Major Projects (4 or more lots or units)	\$244.00		\$244.00		269
DRC Review	\$356.00		\$356.00		270
DEPOSIT CASES - Hourly Rate	\$135.00		\$135.00		271
MINIMUM PERMIT FEES*					272
Residential Driveway	\$177.00		\$177.00		273
Commercial Driveway	\$200.00		\$200.00		274
Sidewalk (+ \$.50/ft. over 50 ft.)	\$200.00		\$200.00		275
Landscape Work	\$298.00		\$298.00		276
On Street Trash Bins/Rolloffs - 1st month	\$125.00	1st Month	\$125.00	1st Month	277
On Street Trash Bins/Rolloffs - subsequent months	\$63.00	Subsequent months	\$63.00	Subsequent months	278
Tree Removals/Plantings	\$466.00		\$466.00		279
Miscellaneous Minor Construction and or use of City Road right of way	\$177.00		\$177.00		280
*Permits requiring engineering review, materials testing, or extensive coordinating with other agencies will require an additional fee to equal the costs to the City for the service rendered (\$75 minimum for engineering review)					281
WORK WITHOUT A PERMIT	2 times original permit fees due to additional investigation work and research		2 times original permit fees due to additional investigation work and research		282
MINIMUM TRENCH FEE*					283
1. Within Paved Roadway - Cubic Yards of Excavation					284
0-10	\$201.00		\$201.00		285
10-50	\$224.00		\$224.00		286
50-250	\$261.00		\$261.00		287
250-500	\$306.00		\$306.00		288
500-750	\$344.00		\$344.00		289
Over 750	\$473.00		\$473.00		290
2. Outside the Paved Roadway - Cubic Yards of Excavation					291
0-15	\$177.00		\$177.00		292
15-50	\$200.00		\$200.00		293
50-250	\$246.00		\$246.00		294
250-500	\$246.00		\$246.00		295
500-750	\$328.00		\$328.00		296
Over 750	\$411.00		\$411.00		297
*Permits requiring engineering review, (e.g., drainage facilities, special soil considerations, structural analysis), material testing or extensive coordination with other agencies, will require an additional fee to equal the costs to the City for service					298
FEES FOR PUBLIC/PRIVATE ROAD IMPROVEMENT PLAN REVIEW AND CONSTRUCTION INSPECTION*					299
Based on a Percentage of the cost of construction					300
Minimum Fee	\$398.00		\$398.00		301
First \$20,000	8.00%		8.00%		302
Next \$30,000	7.00%		7.00%		303
Next \$50,000	5.00%		5.00%		304
Balance Over \$100,000	3.75%		3.75%		305

User Fees & Charges Schedule

	Adopted Effective 7/1/2018		Proposed 7/17/2018		
Service/Application	Fee/Deposit Amount	Notes	Fee/Deposit Amount	Notes	
*Permits requiring extensive engineering revisions during the plan review and construction process will require an additional fee to equal the costs to the City for services rendered. Additional fees (according to the adopted Material Testing Fee Schedule					307
PAVEMENT CUT RESTORATION FEE					308
This fee shall be charged in addition to the fees required above. This fee shall be deposited into a separate fund for restoring pavement cuts.					309
Pavement Cut Restoration Fee - Per Linear Foot, with a \$75 Minimum	\$0.85		\$0.85		310
Utility Companies and Special Districts are required to continually maintain in good condition the utility trenches constructed for their utilities, and therefore, shall be exempt from the Pavement Cut Restoration Fee.					311
STRIPING FEE SCHEDULE*					312
This fee shall be charged when striping by City forces is necessary as a result of work performed under a Road Excavation Permit. The Fee Schedule is based on actual City costs. This fee shall be deposited into a separate fund for Striping (\$50 minimum)					313
Dashed Stripe - Per Linear Foot	\$0.17		\$0.17		314
Solid Stripe - Per Linear Foot	\$0.17		\$0.17		315
Legend - Per Square Foot	\$6.25		\$6.25		316
*Replacement of these and other traffic control devices by the permitted may be required before City acceptance of the work performed under the permit.					317
TRAFFIC CONTROL PLAN REVIEW					318
Haul Routes	\$261.00		\$261.00		319
Major (Requires Traffic Engineer's review)	\$460.00		\$460.00		320
Minor (over the counter permit)	\$94.00		\$94.00		321
ROAD CLOSURE PERMIT FEE*					322
Road Closure are permitted only after all alternatives have been carefully reviewed					323
Road Closure Permit Fee	\$530.00		\$530.00		324
*Permits for closures that are particularly lengthy or complicated will require an additional fee to equal the costs to the City for services rendered.					325
MONITORING WELLS					326
Annual Monitoring	\$433.00		\$433.00		327
Installation/Abandonment	\$224.00		\$224.00		328
ANNUAL UTILITY PERMITS	\$265.00		\$265.00		329
ILLEGAL DISCHARGE MITIGATION	\$304.00		\$304.00		330
PRIVATE IMPROVEMENT ENCROACHMENTS					331
Existing improvements post 2/2/2008	\$5,683.00	Actual Cost Deposit	\$5,683.00	Actual Cost Deposit	332
Existing improvements pre 2/2/2008	\$1,136.00	Actual Cost Deposit	\$1,136.00	Actual Cost Deposit	333
Minor Encroachments	\$771.00		\$771.00		334
FILMING					335
Filming/Photography on City owned lands	\$227-\$454		\$227-\$454		336
Monitoring	Actual Cost		Actual Cost		337
Street use fee for filming and associated parking	\$232.00		\$232.00		338
TV Filming / Photography - Application & Processing - Motion	\$427.00		\$427.00		339
TV Filming / Photography - Application & Processing - Still	\$140.00		\$140.00		340
SPECIAL EVENT PERMITS*					341
Each Permit - General use	\$360.00		\$360.00		342
Each Permit - Non Profit & School use	\$114.00	Non Profit & School Use	\$114.00	Non Profit & School Use	343
*Check to be submitted with permit, except when special arrangement have been made.					344

User Fees & Charges Schedule

	Adopted Effective 7/1/2018		Proposed 7/17/2018		
Service/Application	Fee/Deposit Amount	Notes	Fee/Deposit Amount	Notes	
OTHER PUBLIC WORKS ASSISTANCE					345
PARK RESERVATION					346
Areas 1,2,& 3 - High Demand	\$154.00	plus cleaning deposit of \$150	\$154.00	plus cleaning deposit of \$150	347
Areas 1,2,&3 - Low Demand	\$91.00	plus cleaning deposit of \$150	\$91.00	plus cleaning deposit of \$150	348
Bouncer (area 2 and 3 only)	\$23.00	utilities and maintenance	\$23.00	utilities and maintenance	349

Attachment 4

Cannabis Business License Application (Draft)



City of Goleta
Cannabis Business License Application

Planning Case #: _____

Cannabis BL #: _____

Application Type:

- ☐ New Application ☐ Renewal Application⁺
Fee*: \$2,324 Fee*: \$563

Submitted applications must be complete, with all required attachments and fees. **Fees are nonrefundable.** Incomplete submitted applications will be denied. Permits must be approved first by Planning Department, before Cannabis Business License is issued.

*Fee includes \$4 State Fee (AB 1379)

License Type (If more than one license type is selected, specify primary license type below and include **\$185 per each additional type**):

Primary License Type: [Click here to enter text.](#)

- ☐ Cultivation ☐ Distribution ☐ Manufacturing ☐ Nurseries
☐ Retail ☐ Testing ☐ Transporting/Delivery (Non-Store Front Retail)

Total Fees Owed: \$ _____ Add application type fee and **\$185 per each** additional accessory use.

Required documents to be attached to application before submittal (For renewals, only items marked “+”):

Required for all license types:

- | | |
|--|---|
| <input type="checkbox"/> Proof of Fire Inspection (i.e., Fire Clearance Letter) | <input type="checkbox"/> Copy of Floor Plan/Site Plan ⁺ |
| <input type="checkbox"/> Non-Refundable New/Renewal Application Fee ⁺ | <input type="checkbox"/> Copy of Security Plan |
| <input type="checkbox"/> Copy of executed lease and ownership information. See Property Lease Ownership Information section below. | <input type="checkbox"/> Nuisance Response Plan (including, 24 hour emergency contact, procedures for complaints, mitigation and contingency plan) ⁺ |
| <input type="checkbox"/> Copy of Government-issued Identification for every Owner, Officer and employees (i.e., CA Driver's License, Passport) ⁺ | <input type="checkbox"/> Business Operating Plan (including, price list for all cannabis products, inventory plan, waste disposal and shipment operations) |
| <input type="checkbox"/> Copy of all required insurance documents ⁺ | <input type="checkbox"/> List of every individual that has a financial interest in the Cannabis Business. (See List of Owners and Non-Owners section below for more information) ⁺ |
| <input type="checkbox"/> List of all employees (must include name, date of birth, title) ⁺ | <input type="checkbox"/> Cannabis Business Tax Certificate Registration Application |
| <input type="checkbox"/> Receipts from Live Scan Fingerprinting for all persons listed on the Cannabis Business License application, including all employees. (See Live Scan Fingerprinting section below for more information) ⁺ | <input type="checkbox"/> Documents pertaining to business structure (i.e, copy of its formation and organizing documents – articles of incorporation, statement of information, partnership agreements - if applicable, including copy of fictitious business name statement) |

Additional for Manufacturing:

- | | |
|---|--|
| <input type="checkbox"/> Copy of registration with the Department of Pesticide Regulation if using any pesticides, including list of pesticides and fertilizers | <input type="checkbox"/> Chemical Storage Plan |
| <input type="checkbox"/> Copy of Standard Operating Procedures | |

Additional for Transporting/Delivery:

- ☐ List of Transporters/Delivery Drivers (name, phone number, copy of CA Driver's License), vehicle information (make, model and year, license plate number and vehicle identification number, and copy of insurance)

Additional for Distribution:

- ☐ Proof of bond of at least \$5,000 (see Cannabis Business License Ordinance)

Additional for Cannabis Cultivation:

- ☐ Copy of registration with the Department of Pesticide Regulation if using any pesticides

Additional for Testing:

- ☐ Copy of certifications required by the State of CA

Additional for Retail:

- ☐ Copy of valid and current security guard registration card

If additional information is requested, applicant has 30 days to respond or application will be denied. Fees are nonrefundable.

Property Lease/Ownership Information (Licensees must have legal possession of the premises for duration of license issuance):

Property Address:	
Assessor's Parcel Number (APN):	
Does this location currently have a City of Goleta issued land use permit, coastal zone permit or conditional use permit, allowing the type of use you are requesting? <input type="checkbox"/> Yes, Type: _____ Permit #: _____ <input type="checkbox"/> No	
Property Owner Name:	Property Owner Phone Number:
Property Owner Mailing Address:	Property Owner Email Address:
Do you own the property where the business is or will be located? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you are NOT the property owner, fill out the information below. The applicant must provide a true and complete copy of the executed lease, and proof that the property owner has authorized the use as a Cannabis Business as provided in the affirmation section further below.	
Lease Start Date:	Lease End Date:

Applicant Information:

Name (if corporation, list names, addresses of directors, and date of birth and provide as an additional attachment):	
Mailing Address:	City, State, Zip Code:
Driver's License Number:	Date of Birth:
Phone Number:	Email Address:

Business Information:

Legal Business Name:	Doing Business As (if applicable):
Storefront Business Name (if applicable and different than above):	
Business Location Address (Do not use P.O. Box):	City, State, Zip Code:
Business Mailing Address (If different from above):	City, State, Zip Code:
Business Telephone:	Business Email Address:
Business Website:	
Description of Business:	

Business Information – continued:

Projected Annual Gross Receipts:	
Max Employees:	Hours of Operation/Day(s):
Bureau of Cannabis Control License Number:	Date Licensed Issued:
Business Organization Structure (Check one): <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Limited Liability Company (LLC) <i>(attached a certified copy of Articles of Organization filed with Secretary of State)</i> <input type="checkbox"/> Corporation <i>(attach a certified copy of the Articles of Incorporation filed with the Secretary of State)</i> <input type="checkbox"/> Partnership <i>(attach a certified copy of the Certificate of Limited Partnership filed with Secretary of State)</i> <input type="checkbox"/> Nonprofit <i>(attach a copy of your 501(c)(3)) determination letter)</i> <input type="checkbox"/> Other	
Social Security Number (SSN) or Taxpayer Identification Number (ITIN); or Federal Employer Identification Number (FEIN):	

Primary Contact Person *(This will be the contact person for any questions regarding the application):*

Name:	Title:
Mailing Address:	City, State, Zip Code:
CA Driver's License Number:	Date of Birth:
Primary Phone Number:	Email Address:

List of Owners *(An owner is identified as a person with an aggregate ownership interest of 10 percent or more, chief executive officer, member of the board of directors of a nonprofit, an individual who will be participating in the direction, control or management of the person applying for a license, a partner of a commercial cannabis business that is organized as a partnership, a member of a limited liability company, or an officer or director of a commercial cannabis business that is organized as a corporation – attach additional pages if more owners):*

Owner #1 Name:		Title:
Ownership %:	Email Address:	Date of Birth:
Mailing Address:		City, State, Zip Code:

Owner #2 Name:		Title:
Ownership %:	Email Address:	Date of Birth:
Mailing Address:		City, State, Zip Code:

List of Owners - continued

Owner #3 Name:		Title:	
Ownership %:	Email Address:	Date of Birth:	
Mailing Address:		City, State, Zip Code:	

Non-Owners with a Financial Interest in the Business: *(A financial interest means an investment into a cannabis business, a loan provided to a cannabis business, or any other equity in a cannabis business but not qualified as an owner. The applicant must provide the following information for all non-owners with a financial interest; their name, date of birth, and ownership of at least 10%– Attach additional pages if more non-owners)*

Non- Owner #1 Name:		Type of Interest (i.e., loan, investment, equity):	
Ownership %:	Email Address:	Date of Birth:	
Mailing Address:		City, State, Zip Code:	

Non- Owner #2 Name:		Type of Interest (i.e., loan, investment, equity):	
Ownership %:	Email Address:	Date of Birth:	
Mailing Address:		City, State, Zip Code:	

Non- Owner #3 Name:		Type of Interest (i.e., loan, investment, equity):	
Ownership %:	Email Address:	Date of Birth:	
Mailing Address:		City, State, Zip Code:	

24 Hour Emergency Contact *(This will be the emergency contact person for operations. 24 Hour Emergency Contact must be made available to the City, Fire Chief and Police Chief, and shall be updated with the agencies when such contact changes. Attach additional pages if more than one):*

Name:	Title:
Mailing Address:	City, State, Zip Code:
CA Driver's License Number:	Date of Birth:
Primary Phone Number:	Email Address:

Cannabis Business License or Land Use Permit Revocations:

Have any of the persons directly or indirectly interested in the Cannabis Business License sought ever had a Cannabis Business License or Land Use Permit revoked?

☐ Yes ☐ No

If yes, please describe below the circumstance of such revocation:

Live Scan Fingerprinting:

City of Goleta Municipal Code section 5.09 requires that every owner, manager, supervisor or employee of the cannabis business must undergo a Department of Justice "Live Scan" by the Sheriff's Department to verify that person's criminal history.

The screening process requires each person to submit a Live Scan intake-form, show valid ID, and submit a fingerprint scan at the County of Santa Barbara Sheriff's Office. To start this process **applicants will need to obtain a Department of Justice Live Scan intake-form for each individual being screened** from Neighborhood Services and Public Safety. To learn more about obtaining a Live Scan intake-form, please contact Neighborhood Services & Public Safety Department, at (805) 961-7558.

The Live Scan fingerprinting must be performed at the County of Sheriff's Office **BY APPOINTMENT ONLY**. For fee information and to schedule an appointment, please call (805) 681-4100.

Sheriff's Office Headquarters
4434 Calle Real
Santa Barbara, CA 93110
(805) 681-4100

County of Santa Barbara's Sheriff's Office will issue a receipt (required attachment) and notify the Neighborhood Services and Public Safety Department of the Live Scan results.

Indemnity and Waiver of Liability

Pursuant to Goleta Municipal Code section 20, the Applicant, as consideration for making application with the City of Goleta and as consideration in the grant of a license pursuant to Chapter 5.09 of the Goleta Municipal Code, agrees as follows:

That the applicant hereby releases the City of Goleta, its agents, officers, elected officials and employees from any and all claims, injuries, damages or liabilities of any kind arising from a repeal or amendment of Chapter 5.09 of the Goleta Municipal Code, including any section therein, as well as the repeal or amendment of any other provision of the Goleta Municipal Code.

Applicant further waives any right to claim damages, liability or to file suit, whether in equity or law, against the City of Goleta, its agents, officers, elected officials and employees for any harm or liability alleged to have resulted from the arrest, prosecution or institution of civil proceedings against the Applicant, its managers, agents, employees, members or volunteers by the State of California or the United States of America. Applicant agrees that issuance of a license to Applicant shall not be deemed as an agreement to contribute to Applicant or indemnify it for any such arrest, prosecution or civil action undertaken by state or federal governmental authority.

Applicant further agrees to defend, indemnify and hold harmless the City of Goleta, and its agents, officers, elected officials and employees from and against any and all claims, suit liability, or actions brought by adjacent or nearby property owners or any other third parties, whether civil or governmental, for any damages, injuries or other liability of any kind arising from operations at its cannabis business.

By signature below, the Applicant hereby affirms that it has authority to bind Applicant, its partners, shareholders or any other legal entity claiming a financial interest in the cannabis business to be licensed under Chapter 5.09 of the Goleta Municipal Code and that this Indemnity and Waiver shall be binding on the Applicant's beneficiaries, transferees, devisees and assignees.

APPLICANT

Date: [Click here to enter text.](#)

By: [Click here to enter text.](#)

Affirmation:

Please read carefully:

I understand that as defined by Title #, section ### of the Goleta Municipal Code (GMC). I am deemed the responsible party for any violation(s) of the GMC that may arise at the proposed facility location.

I understand and acknowledge that the operation of this Cannabis Business must adhere to all the requirements of [insert code reference] and all other applicable state and local laws and all regulations promulgated thereunder and affirm that this business will be operated in compliance with applicable state and local law and all regulations promulgated thereunder. I understand and acknowledge that any permit issued based on false or misleading statements provided in this application will be deemed invalid and subject to revocation.

I declare under penalty of perjury under the laws of the State of California that the foregoing statements are true and correct.

Signatures – Property owner and Applicant must provide signatures.

Applicant:

Print Name: _____

Signature: _____ Date: _____

Property Owner:

Print Name: _____

Signature: _____ Date: _____

For City Use Only:

Date Application Received: Click here to enter text.

By: Click here to enter text.

Date Application Determined Complete: Click here to enter text.

By: Click here to enter text.

Planning Case #: Click here to enter text.

Business License #: Click here to enter text.

Fee amount Paid: Click here to enter text.

Method of Payment: Click here to enter text.

Department Review:

	Approved	Denied	Date	Signature
Finance	<input type="checkbox"/>	<input type="checkbox"/>		
Planning	<input type="checkbox"/>	<input type="checkbox"/>		
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>		
Neighborhood Services	<input type="checkbox"/>	<input type="checkbox"/>		

Attachment 5

Cannabis Business License Application Cover Letter (Draft)



City of Goleta Cannabis Business License Application Information

The purpose of this information is to inform the Applicant of certain requirements or licensing-related information at the initial implementation of the Cannabis Business License Ordinance. None of the information provided is intended to exempt, replace, repeal, and/or omit, any of the requirements in the adopted regulations.

Before You Apply

1. Please determine if you will require a land use permit and if you wish to begin the business license process now, or once the permit has been issued. Refunds are not issued after the business license application review process has begun, even if the land use permit or business license application is rejected.
2. Review the information to learn about the application process and which documents you will need.
3. Review the application in its entirety to ensure that it is complete and accurate
4. Review the local regulations governing cannabis businesses which include, Cannabis Land Use Ordinance, Goleta Municipal Code ("GMC"), Chapters #####, Cannabis Business License Ordinance, GMC Chapter 5.09, and Cannabis Business Tax, GMC Chapter 3.08.
5. Schedule an appointment with Finance staff to accept the application and fee in at least three (3) days in advance.

Initial Application

1. A hard copy of the business license and required documents is required, along with an electronic copy in PDF format on a thumb drive.
Hard Copy – all documents shall be printed on two-sided 8.5" x 11" size paper, compiled in three ring binder, tabbed and labeled for each document or plan.
Electronic Copy – shall be an exact copy in PDF format of documents submitted in hard copy, individually saved and titled by document or plan.
2. The business license fee is due at the time of submittal. The M&C program and user fee study is under development. Fees are based on the time spent and direct costs of the program requirements to ensure operations are within compliance of local and state regulations. Field inspections will also be conducted. This fee is a cost recovery fee based on costs of the program and will vary by type of operation. A deposit will be required and is estimated to be at least \$6,500. Once determined and adopted by City Council the deposit will be charged to the Operator either at the initial application or at renewal, based on whether you apply in 2018 and renew for 2019 or you are initially applying for a 2019 license.
3. A Business License is valid during a calendar year (January 1-December 31). Proration is not allowed. The initial Application Review Process may take 6-8 weeks from submittal for complete applications that do not require corrections which means an operator may not be able to receive an approved license until October 2018 or later. A renewal process and fee will be required by January 1.

Please be aware of the shortened period for which the initial application is valid should wish to apply for the 2018 calendar year period.

4. One Application can be submitted per site for one Primary Use with or without an Accessory Use. As long as the application lists both, one base fee will be charged with a lesser fee for additional review work required on the accessory use. If an Operator decides on adding an Accessory user after the fact, the applicant must apply for a new business license and pay a new application fee. An Accessory use will be consolidated to the Primary use license at the time of renewal and only pay one renewal fee with a lesser fee for additional review for the Accessory use. An Accessory use cannot be initially added to a Primary use at the time of renewal.
5. An application that is incomplete or requires corrections may incur additional fees for resubmittal.
6. A business license will not be issued until all regulatory requirements are satisfied including approval of a required land use permit and/or occupancy permits.

Ongoing and Recurring Reminders

1. Copy of Bureau of Cannabis Control Issued Licensed and Application to the State of California must be remitted to the City within 30 days of State approval, including copy of Seller's Permit from State Board of Equalization or its successor agency.
2. Any new employees are subject to Live Scan Fingerprinting and require submittal of an updated employees list, including a copy of Government-issued Identification (i.e., CA Driver's License, Passport).
3. Any new transporters/delivery drivers, require submittal of ongoing information, which includes name, phone number, and driver's license number, vehicle information (make, model, year, license plate number, vehicle identification number, and copy of valid insurance). Live Scan Fingerprinting and copies of driver's license are also required.
4. 24 Hour Emergency Contact information must be valid at all times, and made available to the City, Fire Chief and Police Chief, and shall be updated with the agencies when such contact changes. A 24 Hour Emergency Contact Update form is required to be submitted. Copy of driver's license and Live Scan receipt will also be required if information is not on file.
5. All Cannabis Business License operators are required to submit quarterly tax returns and fees (pending November 6, 2018 voter approval) on a timely basis (see Cannabis Business Tax Ordinance for more information). Quarterly Tax Returns reporting gross receipts will still be required for those currently exempt from tax, if voter approval fails or no activity for the quarter. Note that if total tax amount to be remitted for any given month exceeds \$3,000 cash, you must contact the Finance Department to make an appointment to remit your payment.

Attachment 6

Cannabis Business License Fee Rate Study Worksheets

Cannabis Business License Application Fee Summary

NEW APPLICATION

All Business License Types (Base Fee):

Total Labor Costs	\$2,317.33
Total Direct Costs	\$3.00
Total Total Costs	\$2,320.33

Rounded:

\$ 2,320

RENEWAL

All Business License Types

Rounded:

Total Labor Costs	\$556.40
Total Direct Costs	\$3.00
Total Total Costs	\$559.40

\$ 559

Additional for Accessory Uses:

Total Labor Costs	\$184.61
Total Direct Costs	
Total Total Costs	\$184.61

\$ 185

Total Base Fee + Accessory Uses:	\$ 2,505
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Monitoring and Compliance Fee Deposit	TBD
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*Rounded to nearest whole number to maintain consistency with City User Fees and Charges Schedule
Monitoring and Compliance Fee Deposit to be further refined.*

Cannabis Business License													
City of Goleta Cannabis Application Fee													
Classification:	Cannabis Consultant	Accounting Specialist (Finance)	Permit Technician (Planning)	Finance Director (Finance)	Risk Manager (CMO)	Neighborhood Services Director (NSPS)	Code Compliance (?)	Current Planning Manager	Assistant City Attorney				
Fully Loaded Hourly Cost:	\$175.00	\$44.22	\$44.22	\$112.83	\$77.72	\$129.00	\$59.39	\$103.50	\$110.22				
All Business License Types													
TASKS		TASK HOURS ASSIGNED TO STAFF										Total Hours	Total Task Costs
	Pre-Submittal Review (Reconcile against checklist, reject application and payment if necessary) + usb drive review of electronic documents	0	0.75	0	0	0	0	0	0	0	0	0.8	\$33.17
	Review application for completeness, data entry and process payment for receipt	0	0.25	0	0	0	0	0	0	0	0	0.3	\$11.06
	Finance review of required Finance related forms (business operations plan, price list, financial interest, business tax certificate registration application, business structure documentation)	0	0	0	1	0	0	0	0	0	0	1.0	\$112.83
	Review and check of application items	2	0	0	0	0	0	0	0	0	0	2.0	\$350.00
	Zoning/license type verifications (case number)	0	0	0.25	0	0	0	0.5	0	0	0	0.8	\$62.81
	Review insurance documents and surety bond	0	0	0	0	1	0	0	0	0	0	1.0	\$77.72
	Confirm LiveScan receipts	0	0	0	0	0.25	0	0	0	0	0	0.3	\$32.25
	Review site plan, operational plan, security plan, fire clearance letter etc.	3	0	0	0	0.5	0	0.5	0	0	0	4.0	\$641.25
	Review LiveScan results	0	0	0	0	1	0	0	0	0	0	1.0	\$129.00
	Application development	0	0	0	0	0	0	0	0	0	0	0.0	\$0.00
	General administration	2.5	1	0	0	1	0	0	0.5	0	0	5.0	\$665.83
	Final Application determination and notification	0	0	0	0	1	0	0	0	0	0	1.0	\$129.00
	Issue license, tax certificate, and welcome packet	0	1	0	0.25	0	0	0	0	0	0	1.3	\$72.43
	Attending Council and other meetings	0	0	0	0	0	0	0	0	0	0	0.0	\$0.00
	TOTAL DIRECT HOURS	7.5	3	0.25	1.25	1	3.75	0	1.00	0.5	0	18.3	\$2,317.33
Additional for Manufacturing:													
	Review Chemical Storage Plan	0.5	0	0	0	0.25	0	0	0	0	0	0.8	\$119.75
	Review copy of registration with Department of Pesticide Regulation, including list of pesticides and fertilizers	0.5	0	0	0	0.25	0	0	0	0	0	0.8	\$119.75
	Review Standard Operating Procedures	0	0	0	0.5	0.50	0	0	0	0	0	1.0	\$120.92
	TOTAL DIRECT HOURS	1	0	0	0.5	0	1	0	0	0	0	2.5	\$360.42
Additional for Transporting/Delivery:													
	Review list of transports/delivery drivers, vehicle information, drivers license information and live scan	1	0	0	0	1	0	0	0	0	0	2.0	\$304.00
	Review insurance	0	0	0	0	1	0	0	0	0	0	1.0	\$77.72
	TOTAL DIRECT HOURS	1	0	0	0	1	1	0	0	0	0	3.0	\$381.72
Additional for Distribution:													
	Review proof of bond	0	0	0	0	0.5	0	0	0	0	0	0.5	\$38.86
	TOTAL DIRECT HOURS	0	0	0	0	0.5	0	0	0	0	0	0.5	\$38.86

Classification:		Cannabis Consultant	Accounting Specialist (Finance)	Permit Technician (Planning)	Finance Director (Finance)	Risk Manager (CMO)	Neighborhood Services Director (NSPS)	Code Compliance (?)	Current Planning Manager	Assistant City Attorney							
Fully Loaded Hourly Cost:		\$175.00	\$44.22	\$44.22	\$112.83	\$77.72	\$129.00	\$59.39	\$103.50	\$110.22							
Additional for Cannabis Cultivation:																	
	Review documentation and registration with Department of Pesticide Regulation.	0.5	0	0	0	0	0.25	0	0	0	0	0	0.8	\$119.75			
TOTAL DIRECT HOURS		0.5	0	0	0	0	0.25	0	0	0	0	0	0.8	\$119.75			
Additional for Testing:																	
	Review certifications required by State of CA	0.5	0	0	0	0	0.25	0	0	0	0	0	0.8	\$119.75			
TOTAL DIRECT HOURS		0.5	0	0	0	0	0.25	0	0	0	0	0	0.8	\$119.75			
Additional for Retail:																	
	Review security guard registration card	0.5	0	0	0	0	0.25	0	0	0	0	0	0.8	\$119.75			
	Review LiveScan of Security Guards	0	0	0	0	0	0.25	0	0	0	0	0	0.3	\$32.25			
TOTAL DIRECT HOURS		0.5	0	0	0	0	0.5	0	0	0	0	0	1.0	\$152.00			
Additional for Primary Caregiver:																	
	Review proof of status of	0.5	0	0	0	0	0.25	0	0	0	0	0	0.8	\$119.75			
TOTAL DIRECT HOURS		0.5	0	0	0	0	0.25	0	0	0	0	0	0.8	\$119.75			
	TOTAL ADDITIONAL ACCESSORY USES		4.00	0.00	0.00	0.50	1.50	3.25	0.00	0.00	0.00	0.00	0.00	9.25	\$1,292.25		
	TOTAL OF TOTAL DIRECT HOURS		11.50	3.00	0.25	1.75	2.50	7.00	0.00	1.00	0.50	0.00	0.00	27.50	\$3,609.58		
	AVG ADDITIONAL ACCESSORY USES		0.57	0.00	0.00	0.07	0.21	0.46	0.00	0.00	0.00	0.00	0.00	1.32	\$184.61		
	TOTAL DIRECT HOURS - BASE COSTS		7.50	3.00	0.25	1.25	1.00	3.75	0.00	1.00	0.50	0.00	0.00	18.25	\$2,317.33		
	TOTAL DIRECT HOURS - BASE COSTS + AVG. ADDITIONAL ACCESSORY USES		8.07	3.00	0.25	1.32	1.21	4.21	0.00	1.00	0.50	0.00	0.00	19.57	\$2,501.94		
Direct Costs, Equipment and Services		All Business License Types					#units unit price cost										
Issue License	at cost									1.00	\$	1.00	\$	1.00			
Issue Tax Certificate	at cost									1.00	\$	1.00	\$	1.00			
Mailing	at cost									2.00	\$	0.50	\$	1.00			
							Subtotal			\$					3.00	\$	3.00

Classification: Fully Loaded Hourly Cost:		Cannabis Business License (Renewal)												
		City of Goleta Cannabis Application Fee												
		Cannabis Consultant	Accounting Specialist (Finance)	Permit Technician (Planning)	Finance Director (Finance)	Risk Manager (CMO)	Neighborhood Services Director (NSPS)	Code Compliance (?)	Current Planning Manager	Assistant City Attorney				
		\$175.00	\$44.22	\$44.22	\$112.83	\$77.72	\$129.00	\$59.39	\$103.50	\$110.22				
All Business License Types														
TASKS		TASK HOURS ASSIGNED TO STAFF											Prime Consultant Total Hours	Total Task Costs
	Pre-Submittal Review (Reconcile against checklist, reject application and payment if necessary) + usb drive review of electronic documents	0	0.25	0	0	0	0	0	0	0	0	0	0.3	\$11.06
	Review application for completeness, data entry and process payment for receipt	0	0.25	0	0	0	0	0	0	0	0	0	0.3	\$11.06
	Finance review of required Finance related forms (business operations plan, price list, financial interest, business tax certificate registration application, business structure documentation)	0	0	0	0	0	0	0	0	0	0	0	0.0	\$0.00
	Review and check of application items	0	0	0	0	0	0	0	0	0	0	0	0.0	\$0.00
	Zoning/license type verifications (case number)	0	0	0.25	0	0	0	0	0.25	0	0	0	0.5	\$36.93
	Review insurance documents and surety bond	0	0	0	0	0.5	0	0	0	0	0	0	0.5	\$38.86
	Confirm LiveScan receipts	0	0	0	0	0	1	0	0	0	0	0	1.0	\$129.00
	Review site plan, operational plan, security plan, fire clearance letter etc.	0	0	0	0	0	0.25	0	0.25	0	0	0	0.5	\$58.13
	Review LiveScan results	0	0	0	0	0	1	0	0	0	0	0	1.0	\$129.00
	Application development	0	0	0	0	0	0	0	0	0	0	0	0.0	\$0.00
	General administration	0	0.25	0	0.25	0	0.25	0	0	0.25	0	0	1.0	\$99.07
	Renewal Application determination and notification	0	0	0	0	0	0.25	0	0	0	0	0	0.3	\$32.25
	Issue renewal license	0	0.25	0	0	0	0	0	0	0	0	0	0.3	\$11.06
	Attending Council and other meetings	0	0	0	0	0	0	0	0	0	0	0	0.0	\$0.00
TOTAL DIRECT HOURS		0	1	0.25	0.25	0.5	2.75	0	0.50	0.25	0	0	5.5	\$556.40
Additional for Manufacturing:														
	Review Chemical Storage Plan	0	0	0	0	0	0	0	0	0	0	0	0.0	\$0.00
	Review copy of registration with Department of Pesticide Regulation, including list of pesticides and fertilizers	0	0	0	0	0	0	0	0	0	0	0	0.0	\$0.00
	Review Standard Operating Procedures	0	0	0	0	0	0.00	0	0	0	0	0	0.0	\$0.00
TOTAL DIRECT HOURS		0	0	0	0	0	0	0	0	0	0	0	0.0	\$0.00
Additional for Transporting/Delivery:														
	Review list of transports/delivery drivers, vehicle information, drivers license information and live scan	0	0	0	0	0	0	0	0	0	0	0	0.0	\$0.00
	Review insurance	0	0	0	0	0	0	0	0	0	0	0	0.0	\$0.00
TOTAL DIRECT HOURS		0	0	0	0	0	0	0	0	0	0	0	0.0	\$0.00
Additional for Distribution:														
	Review proof of bond	0	0	0	0	0	0	0	0	0	0	0	0.0	\$0.00
TOTAL DIRECT HOURS		0	0	0	0	0	0	0	0	0	0	0	0.0	\$0.00

Classification:			Cannabis Consultant	Accounting Specialist (Finance)	Permit Technician (Planning)	Finance Director (Finance)	Risk Manager (CMO)	Neighborhood Services Director (NSPS)	Code Compliance (?)	Current Planning Manager	Assistant City Attorney					
Fully Loaded Hourly Cost:			\$175.00	\$44.22	\$44.22	\$112.83	\$77.72	\$129.00	\$59.39	\$103.50	\$110.22					
Additional for Cannabis Cultivation:																
	Review documentation and registration with Department of Pesticide Regulation.		0	0	0	0	0	0	0	0	0	0	0.0	\$0.00		
TOTAL DIRECT HOURS			0	0	0	0	0	0	0	0	0	0	0.0	\$0.00		
Additional for Testing:																
	Review certifications required by State of CA		0	0	0	0	0	0	0	0	0	0	0.0	\$0.00		
TOTAL DIRECT HOURS			0	0	0	0	0	0	0	0	0	0	0.0	\$0.00		
Additional for Retail:																
	Review security guard registration card		0	0	0	0	0	0	0	0	0	0	0.0	\$0.00		
	Review LiveScan of Security Guards		0	0	0	0	0	0	0	0	0	0	0.0	\$0.00		
TOTAL DIRECT HOURS			0	0	0	0	0	0	0	0	0	0	0.0	\$0.00		
Additional for Primary Caregiver:																
	Review proof of status of		0	0	0	0	0	0	0	0	0	0	0.0	\$0.00		
TOTAL DIRECT HOURS			0	0	0	0	0	0	0	0	0	0	0.0	\$0.00		
			0.00	1.00	0.25	0.25	0.50	2.75	0.00	0.50	0.25	0.00	0.00	5.50	556.40	
	TOTAL OF TOTAL DIRECT HOURS		0.00	1.00	0.25	0.25	0.50	2.75	0.00	0.50	0.25	0.00	0.00	5.50	\$556.40	
Direct Costs and Equipment			All Business License Types					#units		unit price		cost				
Issue License		at cost							1.00			\$	1.00	\$	1.00	
Issue Tax Certificate		at cost							1.00			\$	1.00	\$	1.00	
Mailing		at cost							2.00			\$	0.50	\$	1.00	
							Subtotal				\$		3.00	\$	3.00	