



POLICY NUMBER

2025-XXX

COUNCIL ADOPTED

Enter date XX-XX-XXXX

**CANNABIS RETAIL BUSINESS REGISTRATION MULTIPLE
APPLICATION SELECTION PROCESS**

I. General Policy Statement

If multiple valid applications for retail registration exceeding the number of registered Cannabis Retail Businesses permitted under Anoka City Code Chapter 22, Article XIV, Section 22-805(a) are received by the City on the same business day, the issuance of retail registrations shall be in accordance with a criteria selection policy stated below.

II. Process

Four-Phase Multiple Application Process

The application process would consist of four phases described in detail below:

- Phase I: Initial Review by City Staff Review Team
- Phase II: Evaluation and Scoring by City Staff Review Team
- Phase III: Eligibility List generated by City Staff Review Team
- Phase IV: Final Section by Anoka City Council

(City Staff Review Team: City Manager, Police Chief, City Attorney, & Community Development Director)

1. ***Phase I (Initial Review)*** is an initial review of the application to determine whether it is complete and meets all of the minimum requirements described in the application. During the initial review, City staff would ensure that the application also includes the required criteria.

Complete submissions would move forward to Phase II. Applications that fail to provide all of the additional submittal requirements would be deemed incomplete and would not move forward to Phase II. There would be no appeal as scoring is based solely on objective criteria.

2. ***Phase II (Evaluation and Scoring)*** would include the evaluation and scoring of the criteria. Applications would be reviewed and scored, using a merit-based system based on the following weighted-point scale of up to 10 MAXIMUM POINTS:

CATEGORIES	SCALE 1-10 POINTS RANGE	MAXIMUM POINTS ASSIGNED
CATEGORY 1= 40% OF SCORE	10 X 40%	4.0
CATEGORY 2 =25% OF SCORE	10 X 25%	2.5
CATEGORY 3=25% OF SCORE	10 X 25%	2.5
CATEGORY 4 =10% OF SCORE	10 X 10%	1.0
TOTAL MAXIMUM POSSIBLE SCORE		10

- A. **CATEGORY 1- Business Plan** equals 40% (up to 4 Points) of total score: Owner experience, qualifications, budget, capitalization, pro forma, and daily operation procedures.
- B. **CATEGORY 2 - Neighborhood Compatibility Plan** equals 25% (up to 2.5 Points): How the Applicant addresses proactively and responds to complaints to neighborhood nuisances related to noise, light, odor, litter, vehicle, and pedestrian traffic.
- C. **CATEGORY 3 - Preliminary Safety and Security Plan** equals 25% (up to 2.5 Points): Description of planned safety and security measures.
- D. **CATEGORY 4 - Odor Control Plan** equals 10% (up to 1 Points procedures detailing how odor impacts will be mitigated.

3. **In Phase III (Eligibility List)**, after being evaluated and scored through Phase II, Applicants would be ranked from highest to lowest within each license type, in order to establish an eligibility list. This list would be forwarded to the City Manager or designee, who would prepare a Staff Report for the City Council.

4. **In Phase IV (Final Selection)**, the eligibility list and applications for Cannabis Retail Business Registration would be forwarded to the City Council for review and final selection to determine which Applicants are eligible to receive a City of Anoka Cannabis Retail Business Registration. This final selection would occur at a public meeting where Applicants would have the opportunity to address the City Council and answer any additional questions prior to the City Council making a final decision. It is anticipated that these interviews may need to be scheduled for a Special City Council meeting if necessary, in order to provide adequate time for consideration of the final selection. The City Council has the authority to choose from any of the Applicants on the eligibility list.

The City reserves the right to request and obtain additional information from any Applicant who advances to Phase IV.

Policy History

Initially Adopted: enter date XX-XX-XXXX