

**City Commission**

**Newsletter**

**February 08, 2019**



# City Commission Newsletter

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February 8, 2019

## Agenda Items

Pretty light agenda this week.

## Informational

- [Tour of Water and Wastewater Plants](#)

I would like to set the tours of the Water and Wastewater facilities for February 20<sup>th</sup> at 11:30 am. Brett will have a transit bus for us all here at the Municipal Building. We would probably spend about 45 minutes per location. Please let me know if you will not be able to make it for the tour. Staff looks forward to having you see what they do every day.

- [Medical Marihuana Licensing Pre-Meeting](#)

On February 6<sup>th</sup> we held the Medical Marihuana Informational Meeting here at the Municipal Building. Weather again was a factor we believe. There were only 12 people in attendance, but we discovered there were a couple of attorneys who represented as many as 5 separate entities each. We believe there may have been as many as 15-20 possible applications represented. Aeric did a great job of presenting our process and there was good conversation between staff and potential applicants. It was apparent that those that attended appreciated the time and detail we put into this process. None of the potential applicants has been involved with a municipality that took the time to have a pre-meeting to explain their process.

I have attached [Aeric's PowerPoint](#) and the final issuance of [license policy](#). In the final policy we made notification that Applications would be available for those who were zoning qualified on February 8<sup>th</sup>. Full applications are now due on March 29<sup>th</sup> with a lottery date (if necessary) to be determined by the City after the number of applicants is known.

For reference, Mt. Pleasant received 57 applications for their licenses and Aeric, Aaron and I will be attending their lottery on February 13<sup>th</sup> to see the process.

- [Kudos to Staff – Winter Storm Jayden](#)

I understand that while I was in not so sunny or warm Florida over the past week that Alma went through quite a stretch of cold weather. I haven't found anyone who has been very sympathetic towards me, so I will quit whining about the mid-50s temps. I am so proud of how the staff responded during this crazy weather. I have heard from numerous people about how well our crews did in keeping the roads passable and clear. I understand there was a water main

break that needed attention for a full day in sub zero weather. Not just anyone can do the jobs our people do. Thanks again to everyone for putting forth great effort under adverse conditions.

- [Utility Billing](#)

When the City changed utility billing to a once a month process there are a number of concerns that became evident in the operation of the Finance department utility billing. One of the significant items was the volume of delinquent utility bills the City carried on the books as receivable. While there are several causes the fact is we needed a remedy. The finance department led by Jeff Thompkins took on the task of contacting utility customers and collecting accounts. Jeff developed and implemented a plan to reach out to each delinquent customer and offer a way to catch up their account. They started with 434 delinquency letters totaling \$68,422.09 outstanding. The letter included the parameters of the collection plan and information and forms for customers to react to. At the end of two weeks all but 5 active accounts had responded to the letters. The city collected \$93,364.98 on the accounts which received letters.

Jeff will be here to present how this all was accomplished. Great job of problem solving by all involved!

- [Karl Hagen Announces His Retirement](#)

After 38 ½ years, Karl Hagen has announced his intention to retire from the City of Alma on March 17, 2019. Karl has been a valuable member of the City for such a long time. Karl started working for the City of Alma on September 17, 1980. Where were you in 1980? His dedication and commitment to the citizens of this community is second to none. Karl has spent the majority of his time working behind the scenes making things operate from the IT perspective. He stepped up and took on the Treasurer's role in October of 2017. Of course, we will be doing something a little more formal for his retirement and those plans will be announced soon.

- [Joint Session of Alma School Board and Alma City Commission](#)

Last month Aerick and I met with Alma Public Schools Superintendent Donnalynn Ingersoll to discuss the old Alma Middle School site and the potential for future sale and development. We thought it would be best if we held a joint meeting between the school board and the City Commission, along with zoning consultant Don Wortman. We believe it would be in the best interest of both the City and Schools to have an open discussion on ideas and concerns for the property. We have scheduled the meeting for March 19<sup>th</sup> at 5:30 pm at Alma High School. Please let me know if there are any issues with this date as soon as possible.

- [2019 Goal Setting Session](#)

A personal thank you from me to all that participated or attended the goal setting session on January 23<sup>rd</sup>. The admin staff was proud to be able to tell the Commission about their accomplishments in 2018, and to give you an idea of what is in store for 2019. I am very proud of what we have been able to accomplish in a relatively short period of time. We look forward to making this an even better year ahead. We fully understand that we are just getting started working as a complete organization with one voice, following our Core Values of TRIPLE, and making Alma a better place to live and work.

# Alma Medical Marijuana Facilities License Process

Pre-Application Meeting  
February 6, 2019

# Purpose of Process & Information Meeting

- ▶ First meeting to review the procedure to implement the ordinance approved by the City Commission #801 and permitted locations of facilities under #802.
- ▶ The process requires a pre-meeting with staff to discuss the process, if other meetings are needed staff will make accommodations. All entities must meet with staff prior to submitting paperwork.
- ▶ Please make sure you have signed in, this is your verification that the entity you represent has met with staff.
- ▶ Before you leave you be provided a Zoning Pre-Qualification form to take and fill out.
- ▶ You will be given the current timeline for availability of the applications, review, additional feedback requests, and recommendations.

# Zoning Pre-Qualification Form and Fee

- ▶ The Zoning Pre-Qualification form will verify the proposed location is in a zoning district which allows for the facility type the Medical Marihuana entity is applying.
- ▶ As a pre-requisite for filing an application, each entity must be pre-qualified by the State of Michigan. The City will only accept one (1) application from any one entity for each type of medical marihuana facility license. The purpose of this provision is to encourage competition among applicants and to eliminate the possibility of any one entity potentially owning more than one (1) license for any one type of medical marihuana facility.
- ▶ Along with the Zoning Pre - Qualification form the entity must provide documentation of future control of the location being requested. i.e. conditional purchase agreement, lease agreement, or ownership over the property.
- ▶ At the time of the submission and approval of the Zoning Pre-Approval Form a non-refundable fee of \$1,000 is required. The full application is then given to the entity. This fee does not guarantee approval of a license.

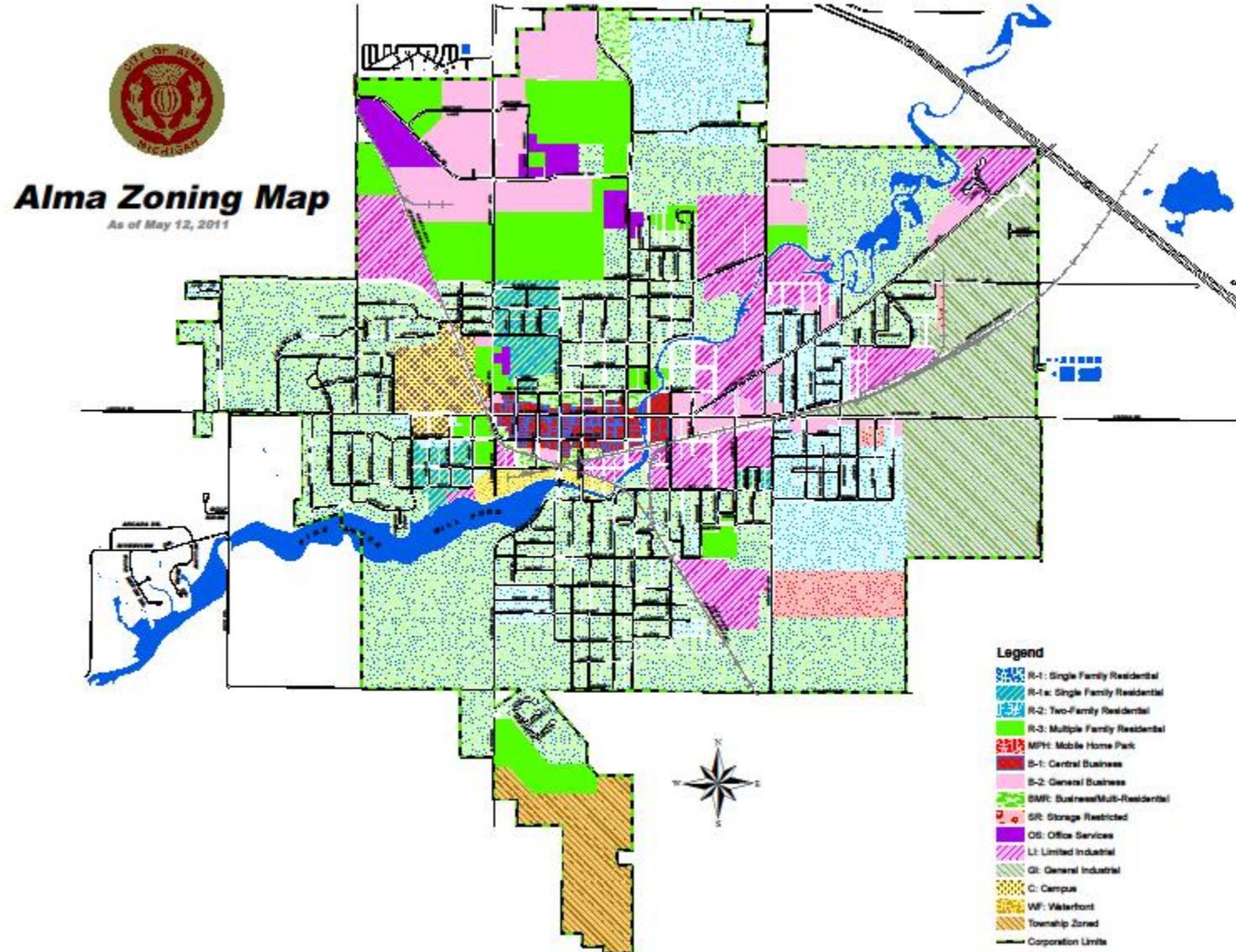
# Zoning District Definitions

- ▶ **B-1: Central Business District;** This district has the intent of providing areas wherein retail trade and service outlets can be located in order to satisfy the goods and services needs of the residents in the city and the surrounding trading area. It is the further purpose of this district to retain the present general scale of the variety of buildings, structures and general landscape or site development features in order to continue to retain the overall historical and present city character.
- ▶ **B-2: General Business District;** The intent here is to provide a district in which the community's overall commercial and business facilities can be centralized to most efficiently and effectively serve the general community and adjacent areas. Other uses are permitted which are generally compatible with the character and requirements of these commercial and business uses. These regulations are designed to reduce possible conflicts with adjacent land uses and to provide conditions which encourage proper development within the district.
- ▶ **OS: Office Services District;** This district is intended to provide the necessary professional, administrative, personal, technical and scientific offices and related services as the principal uses. Office uses in part are intended to function as transition areas between retail commercial uses and residential uses.

# Zoning District Definitions (continued)

- ▶ **LI: Limited Industrial District;** The intent here is to provide the resources and services available and essential to good industrial development, while also guarding against the encroachment of these uses into districts where they would be considered incompatible.
- ▶ **GI: General Industrial District;** The intent here is to provide a district whose location will permit heavy manufacturing types of use to best utilize essential public and private facilities and utilities.
- ▶ **R-1 and R-1A: Single-Family Residential Districts (low and medium density);** The intent here is to provide districts in which the main use is single-family residential, plus its normal accessory and compatible supportive uses. A reasonable range of lot sizes is envisioned which will provide a choice of desirable and economically feasible development opportunities for all members of the general public. Certain other private and public uses are permitted but subject to conditions which will insure their compatibility with the main use and character of these districts.

# City of Alma Zoning District Map



# Marijuana Facilities Zoning Restrictions

- ▶ Facilities provided for:
  - ▶ Secure Transporter - OS, B-2, LI, GI
  - ▶ Dispensaries/Provisioning Centers - B-1, B-2, LI, GI
  - ▶ Grower - LI, GI
  - ▶ Processor - LI, GI
  - ▶ Safety Compliance - OS, B-1, B-2, LI, GI
  - ▶ All Facilities setbacks will be 300' from any R-1, single family residential zoning districts, City Park, or K-12 school.

# Marihuana Facilities License Application

- ▶ Once the Pre-Zoning Qualification form is approved and the \$1,000 fee is received a Marihuana Facilities License Application will be provided. All applicates will have until March 29, 2019 to submitted a completed application for the facility the entity is applying.
- ▶ Entity applying must have verification of the State of Michigan pre-qualification approval, to be considered.
- ▶ The areas of review by staff will include waste disposal plan, security plan, emergency response plan. Staff may reach out to applicates to verify information or make clerical corrections without penalty to the applicant.
  - ▶ Information must be complete on application when turned in, the purpose of the follow-up is to verify only.

# Marijuana Facilities License Application Form

Staff Use Only			
<u>Submission Information</u>	Time:	Date:	Application #: -



## CITY OF ALMA

### Marihuana Facilities License Application

This Application is a:  New License Application  License Renewal  Change of Information

#### Applicant Information

Name of Company: \_\_\_\_\_

Is this a:  Partnership  LLC  Corporation

Address: \_\_\_\_\_  
Apartment/Unit #

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Application License Type(s):  Grower Class A  
 Grower Class B  
 Grower Class C  
 Processor  
 Provisioning Center  
 Secure Transporter  
 Safety Compliance Facility

Have you been approved for a license in another jurisdiction?  Yes  No

Location: \_\_\_\_\_

Address of Proposed Facility: \_\_\_\_\_  
Street Address

# Marihuana Facilities License Application

- ▶ The City of Alma is looking for competition within the licenses. An entity, may submit only one application in each of the facility types.
- ▶ The City of Alma will respond to each applicant within a reasonable time, it is the City's intent to respond to each applicant within thirty (30) days of the filing of the application, subject to the possibility of a later response, depending on the volume of applications received.
- ▶ Applications deemed complete and meet the application standards and guidelines for licensure shall be eligible for recommendation to the City Commission.
- ▶ If the number of applications ultimately deemed complete exceeds the number of facility permits allowed under ordinance #801, the City shall select applicants for recommendation through a lottery. The City will publish the date and time set for said lottery, the city has provided for the following:

# Marihuana Facilities License Application

## Ordinance Provides For:

Provisioning Center-3

Secure Transporter-2

Grower - 2

Safety Compliance Facility - 2

Processor - 2

- ▶ Applicants subject to the lottery will be ranked, numerically according to the lottery results. Those applicants, who because of the lottery results, are not eligible for consideration, given the limitation of the number of facilities allowed under ORD. #801, need not submit another application for a period of one year after submittal of their first application. In the case an opening occurs within that year, due to a failure of a selected applicant to obtain a license, or the revocation of a license during that time period, the next qualifying applicant in line will be selected for a license.

# Development - Occupancy

- ▶ Upon receipt of licensure from State of Michigan, the applicant must apply for, and pass all inspections and approvals for occupancy including: site plan, fire, building, plumbing, electrical, and mechanical.
- ▶ Once occupancy approvals are secured, the applicant shall pay the remaining \$4,000 to the City of Alma for the Annual license fee and will receive a Certificate of Occupancy.

# Inspections, Changes, Renewals

- ▶ Licensee is responsible for conducting operations according to the plans and information provided in the application.
- ▶ If Licensee wishes to change the method of operations, ownership, management or any other part of the business, the information must be provided to the City at the earliest possible time.
- ▶ Licensee will accommodate inspections by the Fire Inspector, Building Inspector, Zoning Official, Public Safety or Public Works Departments at any reasonable time. Facilities will be inspected no less frequently than twice per calendar year. Refusing or failing an inspection may be grounds for revocation of the license.
- ▶ License facilities must renew their licenses annually, including a \$5,000 licensing fee not later than the anniversary of the date of initial approval for operation.



# CITY OF ALMA, MICHIGAN

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Administration  
989-463-8336

## City of Alma Policy

### Issuance of Medical Marihuana Facilities Licenses

#### PURPOSE

It is the intent of this Policy to establish the procedure to be used for the application process for a Marihuana Facilities License authorized under City of Alma ordinances #801 – Establishment of Medical Marihuana Facilities and #802 – Amendment to the Zoning Ordinance to Regulate the Location of Marihuana Facilities within the City of Alma.

#### INFORMATIONAL MEETING

All parties interested in applying for a Marihuana Facilities License under Ordinance #801 shall attend an informational meeting to inform all interested parties of the process and timeline for the application process. Representatives of interested parties shall sign in and out of the required meeting, stating they understand the process. The first meeting for this process is to take place on January 30, 2019. Subsequent meetings shall be noticed in accordance with City of Alma policy.

#### ZONING PRE-QUALIFICATION FORM AND FEE

At the end of the informational meetings, interested parties shall receive a City of Alma Marihuana Facilities Pre-Approval form. The Zoning Pre-Approval Form will be distributed at the end of the informational meeting. The purpose of this form is to ensure that any interested party meets all zoning requirements as per Ordinance #802.

A **non-refundable** fee of \$1000.00 is due to the City of Alma when the Zoning Pre-Approval Form is submitted. The \$1000.00 fee shall be applied to the annual license fee should the applicant be selected. Zoning staff shall confirm that the proposed business meets the zoning criteria of Ordinance #802. Upon approval of the Zoning Pre-Approval form the interested party shall receive the Marihuana License Facility Application.

#### MARIHUANA FACILITIES LICENSE APPLICATION

Subject to the above referenced requirement of zoning pre-approval, all interested applicants may pick up Marihuana Facilities License Applications beginning: February 8, 2019 at the City of Alma Municipal Building.

The complete application, **including verification of State of Michigan pre-qualification approval**, waste disposal plan, security plan, and emergency response plan shall be made on the City of Alma forms and must be submitted, in person to the City Clerk, no later than the close of business on March 29, 2019. No applications will be received by the City of Alma prior to the above referenced published date and time of the application opening, or after the above referenced published closing date and time for applications. Once the clerk receives a completed application, the application shall be forwarded to the City of Alma zoning officials for the start of review. Applications shall then be forwarded to zoning, wastewater, and law enforcement staff for review to determine if the plan is complete and meets the application guidelines and standards. City of Alma staff reserves the right to contact applicants to verify information or make clerical corrections without penalty to the applicant. Only applications deemed complete by staff on the closing date of application shall be considered for licensure.

As a pre-requisite for filing an application, each entity must be pre-qualified by the State of Michigan. The City will only accept one (1) application from any one entity for each type of medical marijuana facility license. The purpose of this provision is to encourage competition among applicants and to eliminate the possibility of any one entity potentially owning more than one (1) license for any one type of medical marijuana facility.

Applications that are deemed complete and that meet the application standards and guidelines for licensure shall be eligible for recommendation to the City Commission for approval. The City of Alma will respond to each applicant within a reasonable time, depending on the number of applications received. It is the City's intent to, if possible, respond to each applicant within thirty (30) days of the filing of the application, subject to the possibility of a later response, depending on the volume of applications received.

If the number of applications ultimately deemed complete exceeds the number of facilities allowed under Ordinance #801, the City shall select applicants for recommended approval to the City Commission through a lottery. To the extent that a lottery is necessary, the City of Alma will publish the date and time set for said lottery. Applicants subject to the lottery will be ranked, numerically according to the lottery results. Those applicants, who because of the lottery results, are not eligible for consideration, given the limitation of the number of facilities allowed under Ordinance #801, need not submit another application for a period of one (1) year after submittal of their first application, in case an opening occurs within that year, due to the failure of a selected applicant to obtain a license, or the revocation of a license during that time period.

Upon approval of the City Commission the applicant shall contact the State of Michigan for licensure.

Upon receipt of licensure from the State of Michigan, the applicant must apply for, and pass all inspections and approvals for occupancy, including plumbing, electrical, and mechanical.

Once the occupancy approvals are secured, the applicant shall pay the remaining \$4,000.00 to the City of Alma for the annual license fee. Once the City of Alma is in receipt of the licensure fee, the approval for operation shall be granted.

### **License Changes, Inspections, Renewals**

Upon gaining a license the owner/operator is responsible for conducting operations according to the plans and information provided in the application.

An owner/operator who wishes to change the method of operations, ownership, management or any other information must submit a change of information form updating their file at the earliest possible juncture.

Inspections may be conducted by the Fire Inspector, Building Inspector, Zoning Official, Public Safety or Public Works Departments at any reasonable time. Facilities will be inspected no less frequently than twice per calendar year. Refusing or failing a conducted inspection may be grounds for the revocation of the license. The purpose of these inspections is to verify that the facility is operating in compliance with state and local regulations in addition to the description of operations submitted on their license application.

Licensed facilities must renew their licenses annually, including a \$5000 licensing fee no later than the anniversary of the date of initial approval for operation. Licenses not renewed by the anniversary date shall be deemed expired and nullified to become available for new applicants.