



OFFICE OF THE CITY CLERK
MEDICAL MARIHUANA DIVISION

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July 2, 2020

Dear Applicant:

In light of the current pandemic, I hope this letter finds you well.

I am writing to inform you that the review process for medical marihuana permits has officially started. We are actively reviewing applications. Over the past few months, I have received a number of phone calls and/or emails from you inquiring about the status of the review process. Some of you have shared with me misinformation that you have received in writing or via Zoom about the application review process and timeline. In effort to clear up any confusion or misinformation that you may have received from anyone who is not a part of the Office of the City Clerk, I wanted to give you a status update on the application review process. Additionally, I want to assure you that we are actively reviewing applications.

The City of Pontiac has received a total of 108 applications for permits.

We received 5 non-provisioning center applications and 103 applications for provisioning centers. The following is a break-down of the applications.

- 3- Grower
- 1- Processor
- 1- Secure Transporter
- 17- Provisioning Center- Cesar Chavez Overlay District
- 23- Provisioning Center- Downtown Overlay District
- 48- Provisioning Center- Non Overlay District
- 15- Provisioning Center- Walton Blvd Overlay District
- 108 Total number of applications

Ordinance 2357 (B) "The City of Pontiac Medical Marihuana Facilities Ordinance" that was approved by the voters of Pontiac in August 2018 allows the City Clerk to award 20 provisioning center permits and unlimited number of grower, processor, secure transporter and safety compliance permits. In addition, the City of Pontiac adopted Ordinance 2363 a zoning ordinance for medical marihuana facilities in April 2019. This ordinance regulates where medical marihuana facilities can locate in the City. Ordinance 2363 allows the City to issue no more than 5 provisioning center permits in each one of the overlay districts and unlimited growers and processors permits provided that they locate in the Cesar Chavez or Walton Blvd Overlay Districts.

We began accepting applications for grower, processor, secure transporter and safety compliance in April 2019 and the 21 day application period for provisioning centers was January 6-27, 2020.

As you are aware in my position as City Clerk and pursuant to Ordinance 2357(B), there were a number of resources that I requested in order to ensure that each application receives a fair and impartial review. Despite what you may have heard, all of the Office of the City Clerk resources were not officially in place until May 26, 2020.

I understand that many applicants have spent endless hours in preparing your application and have made major philanthropic commitments and economic investments in our city. It has never been my intent to draw out the review process but it would be dereliction of my duties as the City Clerk to not ensure that each application receives an in-depth and through review.

This is why, I never committed to a 90 day review process. It was unreasonable to think that 108 applications could be reviewed thoroughly by so many entities in a short time frame in the midst of COVID-19. The City officially reopened on July 1, 2020.

With that being said, the Office of the City Clerk has done the following over the past month.

1. We have been reviewing each application to ensure that all the required documents have been submitted.
2. We have developed an internal tracking system so we will be able to communicate with each applicant about the status of their application
3. Established a requirement that all reviewers (internal city staff, contractors and professional experts) sign a confidentiality and non-disclosure form as well as a conflict of interest policy before reviewing any application
4. Worked with reviewers to establish review standards for the three scoring categories (satisfactory, somewhat deficient and very deficient) for the respective sections of the application that they will review.

My office will continue to work diligently in our review of medical marihuana applications.

If you have any questions about the application process, please feel free to give me a call at (248) 758-3200.

Sincerely,



Garland S. Doyle, M.P.A.
Interim City Clerk