

## **City of Amesbury - Request for Information**

### **Adult Use Marijuana Retail Establishments in Downtown Amesbury**

The City of Amesbury (the “City”) invites interested parties (“Respondents”) to submit an application in response to this Request for Information (“RFI”) for individuals/companies seeking to operate an Adult Use Marijuana Retail Establishment in Downtown Amesbury. Selected Respondent(s) may be invited to negotiate a Host Community Agreement with the Mayor and move forward with the local permitting and licensing processes.

This is not a binding Request for Proposals (RFP), but an invitation for interested parties to submit an “Adult Use Marijuana Retail Establishment Plan” to the City. The City will use the RFI submittals to gauge interest and determine suitability of Respondents. Following analysis of the RFI submittals, the City reserves the right to enter into negotiations with Respondents to the RFI for a Host Community Agreement. Respondents interested in any available licenses issued by the Cannabis Control Commission (“CCC”) should follow this process.

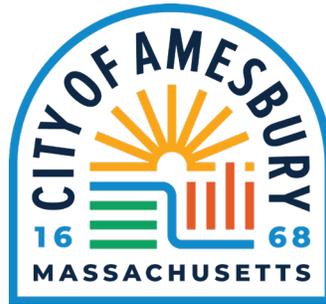
The RFI is available at <https://www.amesburyma.gov/248/Cannabis-Related-Uses>

The City voted on September 24, 2024 to amend the Amesbury Zoning Ordinance and Zoning Overlay Map to extend the Retail Marijuana Overlay District (RMOD) to include certain parcels and land area in the Central Business (CBD) and Central Industrial (IC) zoning districts within the City and is now accepting responses for individuals/companies seeking to operate an Adult Use Marijuana Retail Establishment in Downtown Amesbury. See Appendix A for the ordinance. The deadline for submission of the RFI is May 2, 2025.

### **Overview of Application Process**

The information provided will be evaluated independently by the Mayor’s Host Community Agreement Advisory Board (the “Board”) and ranked based on the criteria in Appendix B Host Community Agreement Evaluation Form to determine which respondents have presented proposals deemed to be in the best interests of the City. The Board may independently confer with other departments and experts in their evaluations.

The Board reserves the right to reject any application it deems to be incomplete, however it may, at its discretion, request that the omitted information or further clarifications be provided by the Respondent. Respondents may be asked to appear before the Board to present their information in person and respond to questions. Further consideration by the Board may include, but is not limited to, negotiation of a Host Community Agreement with the recommended Respondent(s).



The Board shall prioritize negotiations with Equity Parties, which is required in accordance with 935 CMR 500.181(4)(a).

Following the review, the Board members' independent rankings will be publicly available.

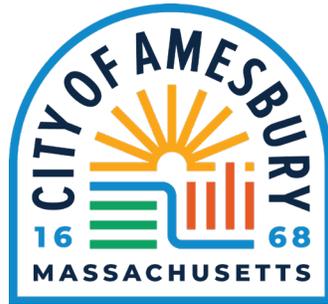
### **Submission Requirements**

Respondents shall submit one (1) electronic copy of RFI proposal and six (6) hard copies of RFI proposals in an envelope clearly marked "Adult Use Marijuana Retail Establishment RFI." One (1) hard copy of information regarding security and any other information considered proprietary shall be sealed in an inner envelope marked "Confidential." All hard copy submittals shall be delivered to:

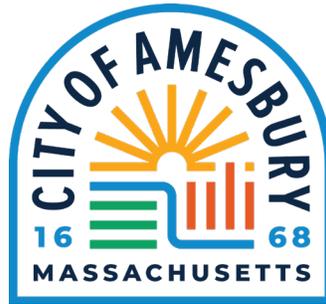
Ann Marie Casey, Chief of Staff  
Office of the Mayor  
62 Friend Street  
Amesbury, MA 01913  
And, electronically to [caseya@amesburyma.gov](mailto:caseya@amesburyma.gov)

Each RFI submission shall include the following information:

1. Cover Letter - A letter summarizing the Respondent's proposal, including the type of marijuana establishment to be operated, the proposed location (if known), the names of all principals, their employment history, experience and qualifications, principals' knowledge and history with the City, the main contact information for negotiations, and the Respondent's indications as to why it should be given a host community agreement to operate in the City of Amesbury over others.
2. Application of Intent –
  - a. Documentation that the entity applying for the Marijuana Establishment license with the CCC is an entity registered to do business in Massachusetts.
  - b. Certificate of Good Standing, issued within the previous ninety (90) days from submission of RFI from the Corporations Division of the Secretary of the Commonwealth.
  - c. A list of all Persons or Entities having Direct or Indirect Control of the Marijuana Establishment, as defined in 935 CMR 500.002, and include percentage of ownership interest of each party.



- d. Documentation detailing the amounts and sources of capital resources available to the Respondent from any individual or entity that will be contributing capital resources for purposes of establishing or operating the Marijuana Establishment. (Refer to 935 CMR 500.101 (1)(a)4 and (1)(a)(5)).
  - e. Documentation of the proposed address for the Marijuana Establishment and evidence of property interest or site control in the form of clear title, an option to purchase, a legally enforceable agreement to give title, or documentation evidencing legal authorization to use the premises, such as a lease or option to lease. If space is rented or leased, we require a letter from the landlord authorizing this type of retail in the space.
  - f. Evidence that the proposed location complies with applicable buffer zones and zoning requirements in the form of a survey plan or GIS mapping showing the location and all properties and uses within applicable buffers as set forth in the City's Zoning Ordinances.
3. Management and Operations Profile –
- a. Timeline for achieving operation of the Marijuana Establishment and evidence the Marijuana Establishment will be ready to operate within the timeline. (Refer to 935 CMR500.101 (1)(c)(5))
  - b. Demonstration of Marijuana Establishment's plan to obtain liability insurance policy.
  - c. Detailed operating policies and procedures for the Marijuana Establishment, including, but not limited to the following (to the extent applicable) to the proposed operations:
    - i. Security
    - ii. Personnel policies
    - iii. Prevention of diversion of marijuana to minors or the illicit market
    - iv. Marijuana storage
    - v. Transportation and onsite deliveries both to and from the Marijuana Establishment
    - vi. Delivery to customers
  - d. Qualifications of all Close Associates with managerial or operational control, excluding principals/owners, including experience in other Marijuana Establishments.
  - e. Disclosure of ownership interest of any Person Having Direct or Indirect Control of the proposed Marijuana Establishment in any other licensed Marijuana Establishments within the Commonwealth or elsewhere (license pending or otherwise approved).
  - f. Training plans for employees.

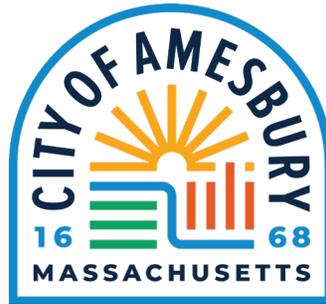


- g. If applicable, disclosure and full details of any plans to expand operations of other types of Marijuana Establishment in the City at a future date.
  - h. Financial summary of proposed acquisition and build and/or remodel, and major startup costs anticipated. (Refer to 935 CMR 500.101(1)(c)(7))
  - i. Business plan and 3-year financial forecast, including revenues, product costs, number of employees each year (excluding officers/owners) salaries and benefits, taxes, marketing and all other expenses. Include description of basis for any estimates. (Refer to 935 CMR 500.101(2)(e)(2))
  - j. Description and demonstration of securing all necessary funding sources for startup and ongoing operations. (Refer to 935 CMR 500.101 (1)(a)(4) and (1)(a)(5))
4. Plan for Positive Community Impacts -
- a. Proposed hours of operation.
  - b. Proposal for ensuring the protection of public health.
  - c. Proposal for full and part-time employment, compensation, and anticipated benefits packages for employees.
  - d. A proposal demonstrating municipal benefits the Marijuana Establishment will provide to the City, financial or otherwise.
  - e. Diversity plan to promote equity among minorities, women, veterans, people with disabilities, people of all gender identities and sexual orientation.
  - f. Plan for environmental sustainability in cultivation, manufacturing, and sourcing of retail products and within the overall operation of the marijuana establishment, including local sourcing wherever possible.
  - g. Status as Economic Empowerment or Social Equity Applicant.

### **Application Review**

Applications will be subject to detailed reviewed by the Mayor's Host Community Agreement Advisory Board as to whether a Respondent has met the minimum criteria to move forward for negotiation of a Host Community Agreement. In the case of Marijuana Retailers for which there are a limited number of licenses, the evaluation will include a ranking of Respondents based on the review criteria in Appendix B. The Mayor's Host Community Agreement Advisory Board will assign numeric rankings and weight to the various review criteria in Appendix B to determine which Respondents have presented proposals deemed to be in the best interest of the City.

The City does not discriminate on the basis of race, sex, age, color, national origin, religion, genetic identity, disability, gender identity or expression, marital or parental status, sexual orientation, transgender status, veteran status, or any other protected status.



## **Selection Process**

Respondents deemed qualified by the Board may be invited to enter into Host Community Agreement negotiations with the Mayor. To augment the information provided in the submittal, additional information, interviews and/or presentations may be required by the Board. The Board reserves the right to reject any and all applications deemed not to be in the City's best interest.

Neither the City, employees or any of its agents, attorneys, consultants or officials will be liable for any costs incurred by the Respondent for preparation of their response to this RFI or their participation in subsequent interviews or presentations.

## **Compliance with RFI Requirements**

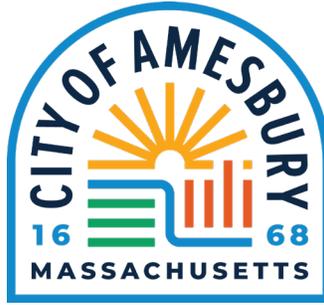
Respondents providing submissions to this RFI are expected to follow its requirements. Failure to comply with the requirements of any portion of this RFI may result in disqualification from the review process.

## **Ownership of Documents**

Any material submitted by Respondents shall become the property of the City.

## **Public Record**

Any personal or financial identifiers (e.g. SSNs, bank account numbers, etc.) contained in submittal documents **shall be redacted by the Respondent prior to submittal**. All information contained in submittals and redacted as above may be open for public inspection. All security-related information furnished will be treated as confidential by the City to the extent permitted by Massachusetts public records law and must be submitted to the City in a separate sealed envelope marked as such.



**City of Amesbury - Request for Information**

**Retail Marijuana Overlay District in Downtown Amesbury**

**Appendix A**



**CITY OF AMESBURY  
IN THE YEAR TWO THOUSAND TWENTY-FOUR**

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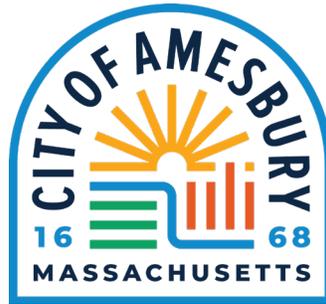
**SPONSORED BY:** \_\_\_\_\_ **BILL No. 2024- 087**  
**Kassandra Gove, Mayor**

\_\_\_\_\_  
**Steven Stanganelli, Councilor-at-Large**

\_\_\_\_\_  
**Anthony Rinaldi, Councilor, District 2**

\_\_\_\_\_  
**Michael Hogg, Councilor, District 6**

**An Ordinance** to amend the Amesbury Zoning Ordinance and Zoning Overlay Map to renumber the Adult Use Marijuana Establishments section and extend the Retail Marijuana Overlay District(RMOD) to include certain parcels and land area in the Central Business (CBD) and Central Industrial (IC) zoning districts within the City as shown on attached Exhibit -01.



**Summary:** This amendment to the Zoning Ordinance modifies the boundaries of the Retail Marijuana Overlay District and allows retail cannabis licensees to operate within the Central Business and Central Industrial zoning districts within the City.

**Be it Ordained by the City Council of the City of Amesbury assembled and by the authority of the same, as follows:**

That the Zoning Ordinance and the Amesbury Zoning Overlay Map are hereby amended to renumber the Adult Use Marijuana Establishments section and modify the boundaries of the Retail Marijuana Overlay District (RMOD) to include certain parcels and land area in the Central Business and Central Industrial zoning districts with language shown in strikethrough to be deleted and language shown in italics to be inserted as follows:

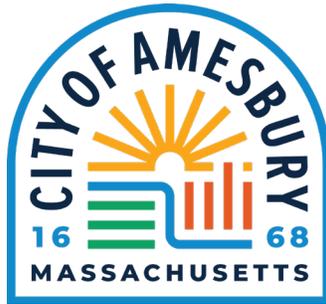
**1. To re-number section in the Zoning Ordinance pertaining to Adult Use Marijuana Establishment as follows:**

“Section ~~XI-02~~ *“XI.01.2”* Adult Use Marijuana Establishments.

**2. To Amend Sub-Section 2.01 (Establishment) to expand the Retail Marijuana Overlay District to include certain parcels and land area within the Central Business (CBD) and the Central Industrial (IC) zoning districts by amending Section 2.01 as follows:**

Section 2.01 – Establishment

The Retail Marijuana Overlay District, hereinafter referred to as “RMOD” is hereby established as an overlay district. *“The RMOD shall extend”* over a segment of Massachusetts Route 110 from the boundary line with the Town of Merrimac easterly to the boundary line with the Town of Salisbury along Haverhill Road and Macy Street, Amesbury, superimposed over such parcels that are included only in the Commercial (C) Zoning District ~~dated 1/31/2018. This map is hereby made part of the Zoning Ordinance and the Overlay District Zoning Map and is on file in the Office of the City Clerk.~~ *“as shown on the maps titled Retail Marijuana Overlay District -Zoning Map Amendments and is further superimposed over such parcels and land area within the Central Business District (CBD) and the Industrial Central (IC) District as set forth on the map entitled Exhibit -01, Retail Marijuana Overlay District in Downtown Amesbury, and such maps are hereby made part of the Zoning Overlay Map and Ordinance.”* As further outlined in Section 4.01 ~~of this Bylaw~~ and *“Section V of the Zoning Ordinance, in”* the Table of Use Regulations, Adult Use Marijuana Establishments shall be permitted in the Medical



Marijuana Overlay District (MMOD) and the Retail Marijuana Overlay District (RMOD) as such districts have been designated on the City's Zoning Map.

**3. To Amend Sub-Section 6.01(Eligibility), as follows:**

6.01.2 Location (Buffer Zone)

6.01.2 a) The site of an AME permitted under this section shall, at the time the license application is received by the CCC, not be located within 500 feet of a pre-existing public or private school providing education in kindergarten or any of grades 1 through 12, ***“or another AME.”***

6.01.2 b) ~~The distance shall be measured in a straight line from the nearest point of the property line in question to the nearest point of the property line where the Marijuana Establishment is or will be located~~ ***“The buffer zone distance of 500 feet shall be measured in a straight line from the geometric center of the AME Entrance to the geometric center of the nearest school entrance and/or other AME, unless there is an impassable barrier within those 500 feet; in these cases, the buffer zone distance shall be measured along the center of the shortest publicly-accessible pedestrian travel path from the geometric center of the AME to the geometric center of the nearest school entrance and/or other AME.”***

**4. To Amend Sub-Section 7.01.3 (Materials for Review), as follows:**

7.01.3.F. Building Elevations and Signage: For all new buildings, architectural drawings of all exterior building facades and all proposed signage, specifying materials and colors to be used, shall be submitted by the applicant. Perspective drawings and illustrations of the site from public ways and abutting properties are recommended but not required. For existing buildings and structures, any changes to the exterior of the building shall be shown along with location of proposed entrances, loading areas and signage. ***“All street-level storefront windows and glazed doors shall remain clear glass and be used as part of a display area, no less than 5 feet in depth, located directly behind the glass storefront. The display area(s) for street-level windows located less than ten (10) feet above a pedestrian sidewalk shall remain clear glass and have a display area no less than six (6) inches deep behind the glass. Such display area(s) shall be used for display purposes to activate the sidewalk, enhance the pedestrian experience, and support the viability and interest in the abutting commercial storefronts. In compliance with state regulations, such display area(s) shall not include the display of marijuana or marijuana products, signage, or other printed material or***



*advertising any brand or any kind of marijuana or marijuana products on the exterior of any AME.”*

- 5. To Amend the boundaries of the Retail Marijuana Overlay District on the Amesbury Overlay Zoning Map as follows:** To include certain parcels and land area within the Central Business District (CBD) and the Industrial Central (IC) zoning districts as set forth on attached map “Exhibit 01” and entitled “Retail Marijuana Overlay District in Downtown Amesbury.”

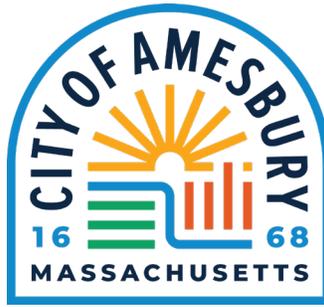
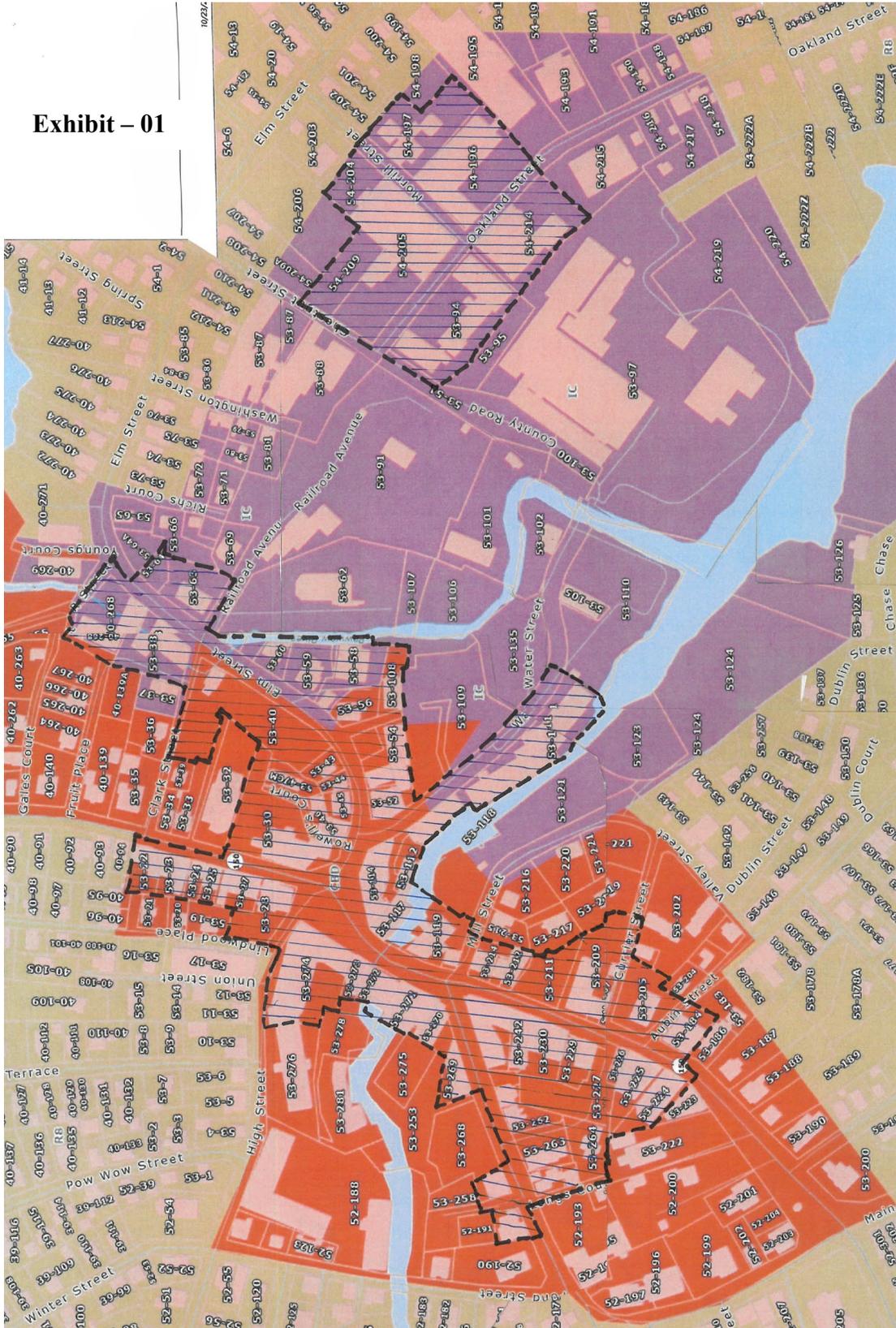
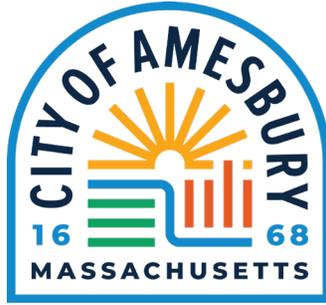


Exhibit - 01





**City of Amesbury - Request for Information**

**Appendix B  
Host Community Agreement Evaluation Form**

**REVIEW CRITERIA**

The responses to the Adult Use Marijuana Retail Establishment RFI shall be reviewed to determine if the Respondent has submitted the requisite information needed to proceed with negotiation of a host community agreement. A scoring system of 0-7.5 (0 being unacceptable and 7.5 being highly advantageous) will be applied to all evaluation metrics, except for the equity metric, which is worth 25 points. Respondents who score a 75 and higher on this Form, may be invited to enter into negotiations for a host community agreement.

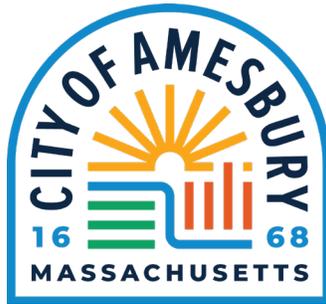
Respondents may be asked to meet with the Mayor’s Host Community Agreement Advisory Board to present their information and respond to questions. The City reserves the right to reject any application deemed to be incomplete; however, the City may, at its discretion, request that the omitted information or further clarifications be provided by the Applicant.

In the event of a ranked tie between Respondents, additional consideration shall be granted to Respondents qualified as Economic Empowerment/Social Equity Applicants.

The City does not discriminate on the basis of race, sex, age, color, national origin, religion, gender identity, disability, gender identity or expression, marital or parental status, sexual orientation, transgender status, veteran status, or any other protected status.

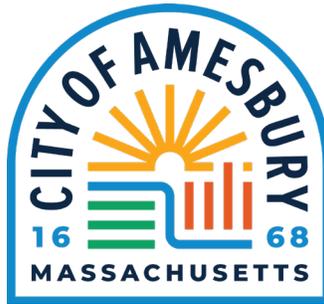
**I. Applicant Information**

1. Name of Applicant: \_\_\_\_\_
2. Name of Business Entity: \_\_\_\_\_



3. License Type(s) Sought (select all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Craft Marijuana Cooperative                         | <input type="checkbox"/> Marijuana Retailer               |
| <input type="checkbox"/> Independent Testing Laboratory                      | <input type="checkbox"/> Marijuana Microbusiness:         |
| <input type="checkbox"/> Marijuana Courier                                   | <input type="checkbox"/> Product Manufacturing            |
| <input type="checkbox"/> Marijuana Cultivator                                | <input type="checkbox"/> Cultivation                      |
| <input type="checkbox"/> Marijuana Delivery Operator                         | <input type="checkbox"/> Marijuana Research Facility      |
| <input type="checkbox"/> Marijuana Establishment with a Delivery Endorsement | <input type="checkbox"/> Marijuana Transporter            |
| <input type="checkbox"/> Marijuana Product Manufacturer                      | <input type="checkbox"/> Third-party Transporter          |
|  | <input type="checkbox"/> Existing Licensee Transporter    |
|  | <input type="checkbox"/> Social Consumption Establishment |

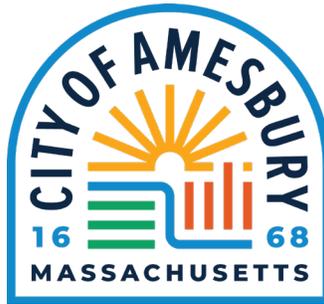


## II. Evaluation Metrics

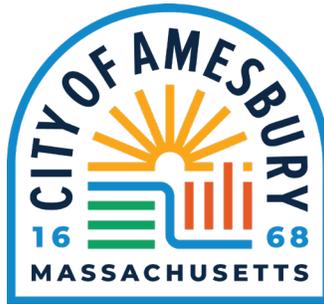
EVALUATION METRICS	TOTAL POINTS AVAILABLE	POINTS AWARDED	REASONING
<p><b>Cannabis Business</b> The Applicant has a complete business plan, and the management and operations team(s) demonstrate prior experience in commercial cannabis ventures or other relevant experience in relevant fields.</p>	7.5		
<p><b>Diversion Prevention</b> The Applicant has a plan for preventing diversion and prohibiting access to individuals under the age of 21, or under the age of 18 for medical patients.</p>	7.5		
<p><b>Energy and Environmental</b> The Applicant has a plan to be energy efficient and recycle where possible. The Applicant will meet or exceed the Cannabis Control Commission’s (the “Commission”) energy regulations and standards.</p>	7.5		
<p><b>Consumer Education</b> The Applicant has provided adequate consumer education materials or a plan to develop the materials, before commencing operations.</p>	7.5		
<p><b>Security</b> The Applicant’s security plan clearly demonstrates that it meets professional standards, was prepared by a qualified professional, and has been reviewed by the local police and local fire departments. The plan includes an operational security plan including but not limited to general security for visitor access and inventory control, employee training, and general security policies.</p>	7.5		

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<p><b>Local Involvement and Nuisance Mitigation</b></p> <p>The Applicant has demonstrated a plan to positively impact the local community, to implement nuisance control measures, and to be a good business neighbor. The Applicant has a plan, consistent with applicable laws and regulations, to make good faith efforts to hire municipal residents for employment, supplier services, and/or vendor services. The Applicant has received letters and testimony of support from community members, abutters, community organizations, and/or other stakeholders. The Applicant has provided mechanisms for responding to future feedback from community members.</p>	7.5		
<p><b>Location and Traffic Management</b></p> <p>The Applicant has a proposed location that is appropriately zoned or can obtain a special permit. Proposed location of establishment has acceptable parking and/or public transportation options for customers and employees. The Applicant’s proposed location has business hours in line with local ordinances and a nuisance abatement plan. The Applicant has a plan to keep the parking area, exterior and interior well maintained.</p>	7.5		
<p><b>Timeline</b></p> <p>The Applicant shows a reasonable proposed timeline for commencing operations including but not limited to permitting, licensing from the Commission, inspections, construction, etc.</p>	7.5		
<p><b>Compliance</b></p> <p>The Applicant demonstrates an understanding of local laws, state laws and federal laws concerning cannabis. The Applicant demonstrates a willingness to work with local law enforcement when necessary. The Applicant demonstrates ability to comply with Commission regulations.</p>	7.5		



<p><b>Labor and Employment</b></p> <p>The Applicant has a described plan for recruiting employees. The Applicant will provide benefits to employees such as health care, vacation, and medical leave, to the degree they are offered as part of employment. The Applicant has a plan that embraces a rich and diverse work force with a diverse set of perspectives, work and life experiences, as well as religious and cultural differences that provide equal opportunities for employee development.</p>	7.5		
<p><b>Equity Applicants meeting one or more of the criteria listed below will be awarded full points for this section:</b></p> <p>a. the Applicant is pre-verified or verified as a Social Equity Business pursuant to 935 CMR 500.101(7) or 935 CMR 501.101(4);</p> <p>b. the Applicant is a Social Equity Program Participant;</p> <p>c. the Applicant is an Economic Empowerment Priority Applicant;</p> <p>d. the Applicant or pre-verified individual or entity has a prior Marijuana- related criminal offense or conviction;</p> <p>e. the Applicant or pre-verified individual or entity is part of an Area of Disproportionate Impact, as identified by the Commission; or</p> <p>f. the Applicant is of Black, African American, Hispanic, Latino, Native American, or indigenous descent, or a majority of a pre-verified entity or Applicant entity is comprised of individuals that are of Black, African American, Hispanic, Latino, Native American or indigenous descent.</p>	25		
<b>TOTAL</b>	<b>100</b>		

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