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HULBURD, JULIE  
[COMPANY NAME]  
[Company address]



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## Notifying the Board of an affirmative opt-in vote

When a municipality votes to opt-in to cannabis retail sales, the municipality should send a copy of the results to the Cannabis Control Board at [ccb.info@vermont.gov](mailto:ccb.info@vermont.gov). This can be accomplished by attaching a copy of the same document in which official results are recorded in the town and posted for residents to view. This may also be accomplished by sending a copy of the Official Return of Election Results (the same document provided to the Secretary of State's Office) as long as that document includes the results of the opt-in vote.

The Cannabis Control Board also requests that the email to the Board include the contact information of the person in the municipality who is the primary contact to receive information about local control as it relates to cannabis establishments.

If a municipality holds an election or convenes a meeting for an opt-in vote and the vote fails, no notice to the CCB is required.

## Forming a Local Commission

If a municipality forms a local commission, it should do so by resolution of the legislative body of the municipality; this is the Selectboard, City Council or similar body. The town may choose to have the local legislative body serve as the Local Control Commission or may decide to have a separate body of appointees. These details should be included in the resolution. A sample resolution is attached. The key elements of a resolution forming a local commission are: 1) stating that the purpose of the resolution is to form a local control commission and 2) how the commission will be formed.

If a municipality adopts a resolution to form a Local Control Commission, the town should send a copy of the resolution, signed by the legislative body, to the Cannabis Control Board at [ccb.info@vermont.gov](mailto:ccb.info@vermont.gov). It is important that this information is communicated to the Cannabis Control Board as soon as possible. The Cannabis Control Board licensing team will only seek local licensing information from towns that have formed a local commission. If a town does not form a local commission, the Cannabis Control Board will rely on an attestation of the applicant or licensee to confirm that they are in compliance with all local permitting, zoning and applicable ordinances.

The Cannabis Control Board requests that the email to the Board include the contact information of the person in the municipality who is the primary contact to receive information about local control as it relates to cannabis establishments. This would be the person to receive licensing information for review by the Local Control Commission.

As a reminder, a town is not required to form a local commission. A town may form a local commission even if it has no cannabis establishments currently in the town and the town has not opted-in to host a retail cannabis establishment.

## Local Licensing

When a completed application for any type of Cannabis Establishment License is received, the Cannabis Control Board will send a report to the Local Control Commission of the town, if one exists. If no Local Control Commission exists, the Board will not send a report to the town. The report will include the name of the cannabis establishment, the principal(s) of the cannabis establishment, and the SPAN number of the property at which the Cannabis Establishment is located. The report is provided for the

review of the Local Control Commission. The role of the Local Control Commission is to review and approve or deny the local license. Approval or denial of a local license may be based on the following:

- (For new applications) If the Cannabis Establishment has met all of the local permitting, zoning and other applicable ordinances.
- (For annual renewals) If the Cannabis Establishment has complied with conditions placed on its local license by the local commission in the previous licensing year.

If the Local Control Commission approves the local license, it should return the report with details to effect and include any conditions placed on the license.

If the Local Control Commission denies the local license, it should return the report with details describing the reason the application was denied. For example, if the Cannabis Establishment has not applied for the proper permits or followed applicable zoning laws.

### **Sample Resolution for A Local Cannabis Control Commission**

Whereas, Title 7, Chapter 33 of Vermont State Statutes was Amended in 2020 to provide for the safe, equitable and effective regulation of Adult-Use Cannabis; and

Whereas, 7 VSA § 863(b) provides that a municipality that hosts any cannabis establishment may choose to establish a cannabis control commission; and

Whereas, a Local Control Commission may issue and administer local control license for cannabis establishment within the municipality; and

Whereas, the commissioner may condition the issuance of a local control license upon compliance with any bylaw adopted pursuant to 24 VSA §4414 or ordinance regulating signs or public nuisances adopted pursuant to 24 VSA §2291; and

Whereas, the Local Control Commission may suspect or revoke a local control license for a violation of any condition placed upon the license pursuant to 7 VSA §863(b); and

Whereas, prior to issuing a cannabis establishment license the State Cannabis Control Board must ensure that an applicant has obtained a local control license;

Now Therefore Be It Resolved, that (the legislative body of the town) has voted affirmatively to form a Local Cannabis Control Commission effective as of the date of this resolution (*date*)

Be it further resolved that, the Local Commission will be comprised of (*members of the legislative body of the town or members of the community, if not members of the legislative body this section may also include any applicable details about how the commissioners are appointed*)

Be it further resolved, the Local Cannabis Control Commission of (the town) will review information provided by the State Cannabis Control Board, information provided for the approval or denial of a local control license will communicate approval, denial, or conditions placed on the local control license as appropriate and communicate with the State Cannabi

Signatures:

*The resolution should be signed by the members of the town's legislative body upon passage.*