

**A Response to the Request for Expressions of Interest
for Marijuana Licensing in the City of Longmont**



Submitted by Lightshade Labs LLC

Proposed Location:

***1533 Main St.
Longmont, Colorado
80501***

November 29, 2017



November 28, 2017

Judge Robert Frick
350 Kimbark St.
Longmont, Colorado 80501

Dear Judge Frick and the people of Longmont:

On behalf of Lightshade Labs, LLC ("Lightshade") I would like to express how honored we are to be considered for selection as one of the first marijuana establishments in Longmont. Lightshade has been in operation since 2009 and has grown to operate more than 20 licenses in the Denver Front Range. In that time we have built a brand we are proud of based on quality of product and individualized customer experience. Operating within a variety of locations Lightshade understands and appreciates the degree to which a business is defined by the community it serves. Lightshade seeks to introduce to the City of Longmont the benefits of cleanly cultivated, conscientiously extracted, pharmaceutical-grade boutique cannabis products provided in a nurturing and inclusive customer experience. We are a patient and customer driven cultivation and dispensary group, and we believe that we can positively enhance the downtown area of Longmont.

What makes Longmont so unique is the focus of the community on inclusion. While the City aims to ensure everyone feels like they belong in Longmont, Lightshade aims to ensure that the experience of the customer and employees in the dispensary should enhance that feeling of belonging and create an accepting and nurturing environment for all Lightshade customers. The City of Longmont has gone to great lengths to support and implement positive initiatives to guide the growth of the community such as Focus on Longmont, the Sustainability Plan, and Envision Longmont. Lightshade sees the value in and is aligned with the direction of community. The Longmont Sustainability Plan and Envision Longmont emphasize values of "social equity, environmental stewardship, and economic vitality," concepts that Lightshade has systemically championed throughout its operations and what makes Longmont an ideal location to grow into. As an organization Lightshade has focused on creating lifelines and opportunity for those experiencing hunger, extreme poverty or homelessness. Through its business operations Lightshade provides paths to employment for those groups that may struggle to achieve employment and assist groups such as veterans with their transition into the workplace. In addition to the opportunity and economic stimulation created by a Lightshade facility, the company supports various philanthropic and charitable organizations.



Lightshade has a unique vision for the proposed Longmont location. With a full-service medical and recreational dispensary conveniently located on Main St., Lightshade hopes to materially enhance Longmont's downtown retail market space. The Lightshade team has carefully selected the proposed store location keeping in mind consistency with the "Focus on Longmont" plan, as well as the Longmont Area Comprehensive Plan and Longmont Multi-Modal Transportation Plan (part of Envision Longmont). One of the key aims of the most recent "Focus on Longmont" report was the revitalization and improvement of the downtown area. Stocked with Lightshade's premium product selection, offering top of the line customer service with an aesthetically pleasing high-end design, this downtown location aims to be a positive addition to the downtown space. With decades of experience in high-end real estate development, Lightshade's team is well equipped to materially improve the property in a tasteful and effective way that best serves the community and surrounding businesses. Lightshade's presence will aim to make customers feel welcome and compliment other businesses in the area which will drive traffic to local businesses as well. Consistent with the Longmont Multi-Modal Transportation Plan, a part of Envision Longmont, the proposed location is centrally located, and easily accessible. The proposed store is located on a bus line operated through Ride Free Longmont, line 324. Only a few blocks from the Art in Public Places bike path, Lightshade plans to support the AIPP program, promote local art in the area and provide incentive programs and events to encourage traffic from the bike path down Main St.

We believe Longmont is a unique community that we welcome the opportunity to serve.


Steve Brooks

Founder



MARIJUANA STORE LICENSE APPLICATION CHECKLIST

Business Trade Name Lightshade Labs, LLC ("Lightshade")
Physical Address 1533 Main St. Longmont, Colorado 80501
State MED License Submittal Date _____ Longmont Application Submittal Date 11.29.17

All applicants responding to the City of Longmont's Request for Expression of Interest (RFEI) to open and operate a retail or retail/medical marijuana establishment in the City of Longmont, must submit a **complete** application package for consideration by the Selection Division as described below. Complete application packages will be accepted on or before 12:00 noon on 11/29/2017 in the Longmont City Manager's Office, Longmont Civic Center at 350 Kimbark St. Longmont, CO 80501. The following items are required:

- ☒ Completed application checklist (this form)
- ☒ Three (3) identical hard copies of the application package as described in the Application Format Standards document
- ☒ One (1) electronic version of the application in PDF format on a flash drive (identical to hard copies)
- ☒ One (1) electronic **public version** of the application in PDF format on a flash drive for posting on-line
 - ☐ Should redact only those portions of the application that the City is prohibited from releasing under the Colorado Open Records Act
 - ☐ Should redact all trade secret, privileged, or confidential information such as social security numbers and confidential financial information
 - ☐ Should redact all information regarding specialized details of security arrangements*
- ☒ Cover letter providing an overview of the proposed establishment and reasons the applicant has chosen to locate in Longmont (not to exceed 1,000 words)
- ☒ DR 8548 Retail Marijuana Application (provide Authority with an updated copy of form provided to the State)
- ☒ DR 8530 Medical Center (applicable only for co-located/dual license facilities; provide Authority with an updated copy of the form provided to State)
- ☒ DR 8520 Associated Person & Associated Key License Application for each owner of the applicant business, or any officer or director, who also acts as a Key executive, employee or agent while physically working in a licensed Medical or Retail Business (provide Authority with an updated copy of form provided to the State)
 - ☒ A copy of each person's Colorado ID or Driver's License for each Individual completing a DR 8520
 - ☒ Fingerprint card for each completing a DR 8520
 - ☒ A License Application Release and Acknowledgement Advisement (City of Longmont form) for each person, and one for the applicant if the applicant is a separate individual
- ☒ Statement of all violations and penalties for any infractions or offenses by the applicant or applicant's owners, principal officers, managers, or employees relating to any marijuana establishment in the state or a statement that no such violations or penalties have occurred
- ☒ Possessory documents demonstrating that the applicant has legal possession of the site (e.g. property ownership or lease, for at least one year's duration)
- ☒ Authorization to Use Property for Marijuana Business (City of Longmont form) – must be notarized
- ☒ Zoning verification from the Planning and Development Services Department (City of Longmont online form)

- ☒ A vicinity map and description showing the proposed locations relative to the nearest residentially zoned area and the nearest school serving students in any grade from kindergarten through 12th grade
- ☒ A site plan showing the entire vicinity in which the marijuana establishment is located, including buildings, street(s), parking lot(s), exterior lighting plan, landscaping plans, identification of other tenants on and surrounding the property
- ☒ A general description of site improvements proposed and the anticipated City of Longmont Land Development Code approvals required (not to exceed 2 pages, including attachments)
- ☒ A general business plan that includes the following (not to exceed 25 pages, including attachments):
 - ☒ Description of the business
 - ☒ Market analysis
 - ☒ Overall marketing plan
 - ☒ Details of overall management and operations including hours of operation
 - ☒ Curricula vitae/resumes of all principal officers and managers
 - ☒ Staffing plans, including any specific commitments of the licensee toward staffing the establishment with a diverse workforce of Longmont residents
 - ☒ Financial information demonstrating a formalized relationship with an established financial institution, demonstrated liquid assets of \$250,000 in the applicant's control, financial projections including assumptions used, and sources of funds (this should be either through the State's DR8522 form or other necessary documents)
 - ☒ A description of the applicant's experience operating licensed marijuana businesses in Colorado or elsewhere, including compliance with state and local laws or violations thereof
 - ☒ An indication of whether the marijuana store would sell retail or both retail and medical marijuana.
- ☒ A detailed security plan that includes the following:
 - ☒ A detailed floor plan:
 - ☒ Labeled with the name of business, type of facility, street address
 - ☒ Perimeter of the licensed facility outlined in **bold black**
 - ☒ All entrances and exits to the establishment,
 - ☒ The location of any windows, skylights, and roof hatches
 - ☒ The location of all cameras and their field of view
 - ☒ The location of all alarm inputs (door contacts, motion detectors, duress/hold up devices) and alarm sirens
 - ☒ The location of the digital video recorder and alarm control panel including the location of the off-site storage or network service provider for storage of the required copies of surveillance recording and evidence that the premises comply with all security and video surveillance requirements set forth by the State of Colorado
 - ☒ Restricted and public areas including sales counters
 - ☒ Loading zones
 - ☒ Areas where marijuana/products will be stored and dispensed or sold
 - ☒ A description of type of security training provided for, and completed by, establishment personnel, including conflict resolution training and procedures for handling violent incidents
 - ☒ A description of how the licensee intends to use and maintain an incident log
 - ☒ A description of the establishment's procedures for preventing the use of marijuana on the licensed premises
 - ☒ Security measures taken by the licensee to prevent individuals from entering the limited access area portion of the licensed premises
 - ☒ The licensee's closing procedures after the cessation of business each day
 - ☒ The licensee's plan to prevent theft or the diversion of marijuana, including maintaining all marijuana in a secure, locked room that is accessible only to authorized persons
 - ☒ The type of alarm system and outdoor lighting to be used by the licensee

- ☒ The licensee's procedures for accepting delivery of marijuana at the establishment, including procedures for how it is received, where it is stored, and how the transaction is recorded
- ☒ A copy of the licensee's security alarm system monitoring contract
- ☒ A plan for disposal of any marijuana that is not sold
- ☒ A plan for preventing underage persons from entering the premises
- ☒ Evidence that the premises will comply with all security and video surveillance requirements set forth in Rules 305 and 306 of the Code of Colorado Regulations 1 CCR 212-2 (Retail Marijuana Code), and Rules 305 and 306 of the Code of Colorado Regulations 1 CCR 212-1 (Medical Marijuana Code) if applicable
- ☒ Community Outreach Plan (not to exceed 10 pages including attachments)
 - ☒ Applicant's history of community and neighborhood involvement with other similar businesses
 - ☒ Written policies and procedures to address community concerns and complaints
 - ☒ A designated point of contact, with comprehensive contact information, for public questions and concerns
 - ☒ Measures and procedures for mitigating any impacts to the neighborhood
- ☒ Odor Management Plan
 - ☒ A description of what methods and measures the business intends to take for preventing any odors from emanating from the business
- ☒ City's Vision, Values, and Goals
 - ☒ A description of how the licensee and licensed establishment would contribute to and support the overall vision, values and goals identified by the city and specified in adopted city plans such as Envision Longmont and the Sustainability Plan (may be included in cover letter rather than separate document)
- ☒ Separate from the Application Package:
 - ☒ Annual operating fee (a cashier's check) due for the first year of operations. The city shall not retain, or shall refund, the annual operating fee if the application is not selected for approval.
 - ☐ Manager Registration Fee (\$300 per proposed manager), if applicable
- ☐ Any other items required by the Ordinance O-2017-61, any applicable State law/regulations or the Longmont Marijuana Licensing Authority

* As described in § 24-72-204(2)(a), Colorado Revised Statutes

Site Control Plan

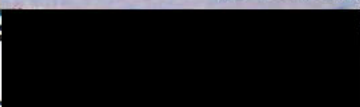



PLANNING & DEVELOPMENT SERVICES
385 Kimbark Street, Longmont, CO 80501
303-651-8330; Fax 303-651-8696
www.longmontcolorado.gov/planning

Zoning Verification

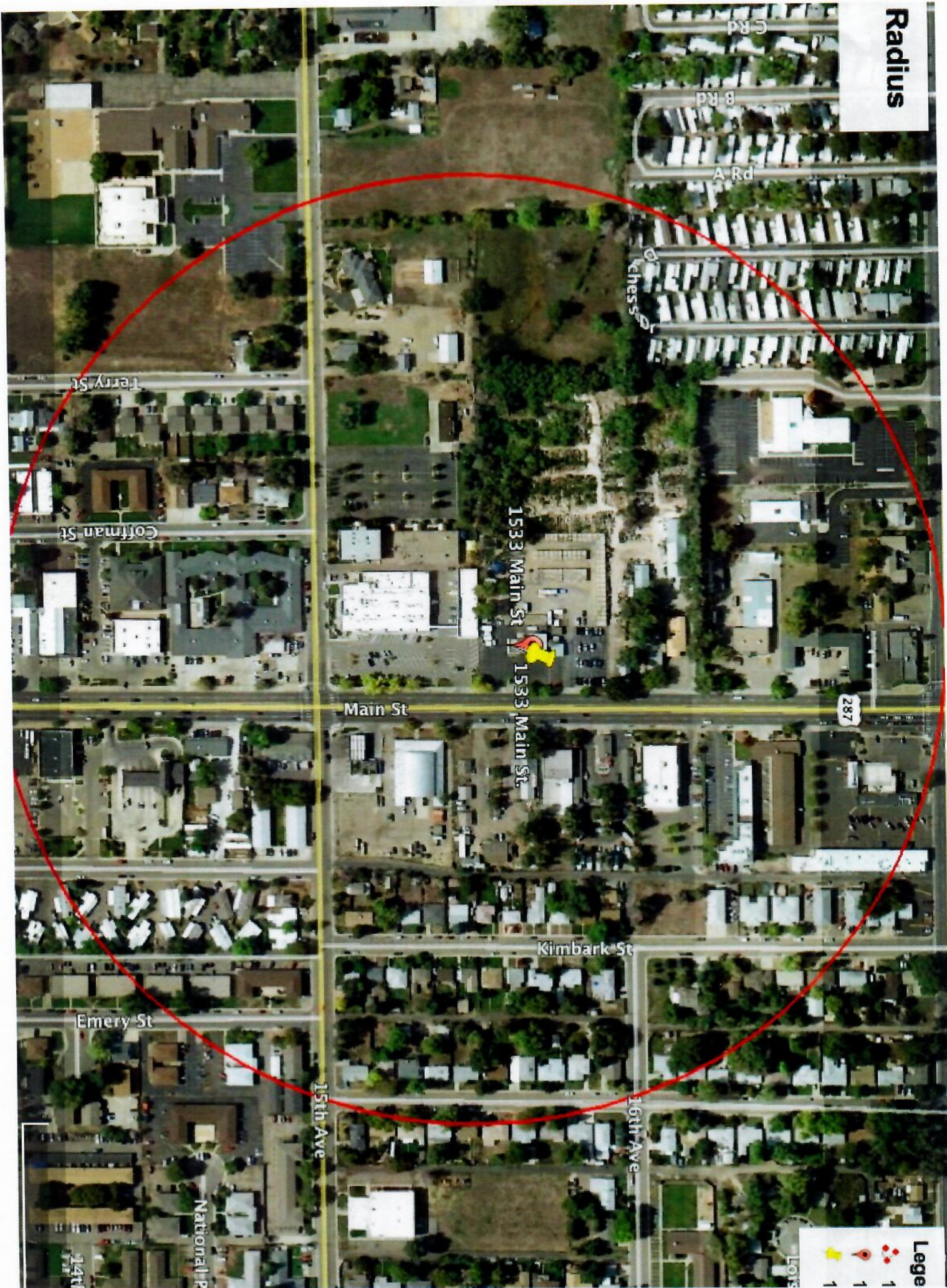
This form must be submitted to the Planning & Development Services Department to verify zoning for marijuana establishments. Once submitted, staff will review, complete, and return the form to the requestor. The completed form must be submitted to the Marijuana Licensing Authority as part of the response to the City's Request for Expression of Interest to obtain a marijuana license. The fee for zoning verification is \$50 and can be paid by check, credit card, or cash at the Development Services Center.

Site Plans, site plan waivers, change of use, or other development applications are a separate process.

Applicant Information	
Applicant Name: <u>Lightshade Labs</u>	E-Mail: <u>Steve@lightshade.com</u>
Address (Include City & State): <u>3461 Ringsby Ct, Denver, CO 80216</u>	
Phone: <u>303-709-2400</u>	Fax:
<small>* Applicant must be either the owner of the property or be a party with a purchase or lease agreement for the property.</small>	
New Business Information	
Property Address: <u>1533 Main St, Longmont</u>	
Name of Proposed Business: <u>Lightshade</u>	
Previous Business Use: <u>Auto Parts</u>	
Applicant Certification	
Applicant Signature: 	Date: <u>11/27/17</u>

Zoning Information To be completed by Planning & Development Services Staff	
Zoning District:	Other Information:
<input checked="" type="checkbox"/> Commercial (C)	<input checked="" type="checkbox"/> At least 250' from residential zoning district
<input type="checkbox"/> Commercial - Regional (CR)	<input checked="" type="checkbox"/> At least 1000' from K - 12 school
<input type="checkbox"/> Business Light Industrial (BLI)	
<input type="checkbox"/> Mixed Industrial (MI)	
<input type="checkbox"/> Other zoning district (not allowed)	
Staff Signature: 	Date: <u>28 November 2017</u>
Staff Name & Title: <u>Ian Colby Planning Technician</u>	

Radius



SUMMARY OF SITE IMPROVEMENTS

- The proposed location is in good condition and Lightshade does not anticipate significant site improvements. To enhance the customer experience Lightshade will be improving the interior to enhance the customer experience and maintain brand consistency.



REGULATORY SUMMARY

Lightshade takes compliance with all state and local laws very seriously. Even so, in a new and everchanging industry, some ambiguity on regulations or inadvertent violations can be unavoidable. In operation since 2009 Lightshade has only experienced a handful of infractions (a list is provided on the next page). In all cases Lightshade and the associated owners have taken every effort to rectify any issue with any regulator. Following is a brief explanation of some of the issues that have occurred:

- At the Boulder location in 2012 Lightshade had prohibited employees from purchasing product during their shift so they were purchasing product right after their shift. There was a resulting violation for after hours sales. Lightshade immediately implemented an appropriate policy.
- There have been several instances where a technician has assured Lightshade that ATM machines on the licensed premises were blocked from accepting EBT cards when the machines were not. In each instance Lightshade immediately resolved the issue.
- In 2017 the City of Denver required that Lightshade remove the sign on one facility that referenced another Lightshade facility and cited the facility for failing to obtain a modification of premise for changes to the property that occurred during an ownership transition.

Entity	Date	Jurisdiction	Explanation	Resolution Date	Resolution
Lightshade Labs, LLC	2012	Boulder	After hour sales	2012	Fine levied and paid
Lightshade Labs, LLC	2014	Boulder	Improper waste disposal	2014	Corrective actions taken and fine paid
Lightshade Labs, LLC	2014	Boulder	Failure to Disclose Financier	2014	Fine levied and paid
Lightshade Labs, LLC	2015	Denver	EBT Transaction- warning letter	2015	ATM corrected
Lightshade Labs, LLC	2016	Denver	EBT Transaction- warning letter	2016	ATM corrected
Lightshade Labs, LLC	2017	Denver	Advertising infraction and failure to receive Prior approval for a modification of premise	2017	resolved, fine paid
Entities with Common Owners					
TwoGYork	2014	MED	Surveillance- NOPD issued	2014	Issues corrected, NOPD withdrawn
TwoG Federal	2014	MED	Surveillance- NOPD issued	2014	Issues corrected, NOPD withdrawn
PotCo, LLC	2015	MED	Failure to reconcile product, surveillance	2015	Issues corrected
PotCo, LLC	2014	MED	Failure to Disclose Financier	2014	Fine levied and paid
John Fritzel	2017	Denver	Carbon Dioxide Monitoring Variance	Pending	