

The **lottery does not award the final adult-use cannabis store license**. It determines which qualified applicant receives the invitation to proceed with the final licensing process, with the remaining applicants placed on a waitlist.

## Adult-Use Cannabis Store Licensing Schedule

### City of Ellsworth

| Step                                                        | Timeframe                                                 | Responsible Party               | Action                                                                                                                                |
|-------------------------------------------------------------|-----------------------------------------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Application Period Opens</b>                          | <b>April 14, 2026</b>                                     | City                            | Begin 30-day application period for adult-use cannabis store local licenses.                                                          |
| <b>2. Application Period Closes</b>                         | <b>May 14, 2026</b>                                       | Applicants                      | All applications must be submitted by the deadline established by the City.                                                           |
| <b>3. Application Completeness &amp; Eligibility Review</b> | <b>June 2, 2026</b>                                       | Staff                           | Review applications for completeness, required materials, licensing qualifications, and compliance with applicable City requirements. |
| <b>4. Applicant Notice of Deficiencies</b>                  | Within <b>10 business days</b><br><br><b>(NONE FOUND)</b> | Staff                           | Notify applicants of any deficiencies and provide the opportunity to correct items if permitted under the City's licensing rules.     |
| <b>5. Final Staff Review</b>                                | Within <b>5 business days</b> after corrections           | Staff                           | Determine which applications satisfy the requirements to proceed to City Council.                                                     |
| <b>6. City Council Conditional Approval</b>                 | <b>June 15, 2026</b>                                      | City Council                    | Council considers qualified applications and conditionally approves applications eligible for the lottery.                            |
| <b>7. Assign Lottery Identification Numbers</b>             | <b>June 22, 2026 morning</b>                              | City                            | Assign each approved application a unique identification number. Notify applicant and post numbers on City website.                   |
| <b>8. Lottery Notice</b>                                    | Before lottery                                            | City                            | Publish/announce lottery date, time, location and procedures.                                                                         |
| <b>9. Lottery Ball Proving</b>                              | <b>12:30 PM on lottery day</b>                            | City Manager, designees & staff | Verify each numbered ball is present. Public may observe in person or by livestream.                                                  |
| <b>10. Balls Placed in Drum</b>                             | <b>June 22, 2026, 5:00 PM</b>                             | City                            | Place all verified numbered balls into raffle drum.                                                                                   |

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|-------------------------------------------------------------------|----------------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>11. Adult-Use Cannabis Lottery</b>                             | <b>June 22, 2026<br/>5:00 PM</b> | City Manager, designees | Conduct blind lottery in Council Chambers. First three numbers constitute the license invitation positions; remaining numbers establish waitlist order, consistent with the adopted rules. |
| <b>12. Lottery Results Posted</b>                                 | <b>June 23, 2026</b>             | City                    | Post signed lottery results showing identification-number order, without applicant names or locations.                                                                                     |
| <b>13. Written Invitation to Proceed</b>                          | <b>June 25, 2026</b>             | City                    | Notify lottery-selected applicant(s) in writing that they may proceed with the final licensing process.                                                                                    |
| <b>14. Acknowledgement of acceptance of Invitation to Proceed</b> | <b>September 30, 2026</b>        | Lottery winner          | Submit proof of right, title or interest of location of operation.                                                                                                                         |
| <b>15. Staff Completeness Review</b>                              | <b>October 8, 2026</b>           | Staff                   | Determine whether the final licensing package is complete.                                                                                                                                 |
| <b>16. Public Disclosure of Final Licensing Materials</b>         | <b>October 20, 2026</b>          | City                    | Make non-confidential application materials available for public review.                                                                                                                   |
| <b>17. Public Comment Period</b>                                  | <b>October 30, 2026</b>          | Public / Staff          | Accept written comments concerning the applicant's compliance with applicable licensing requirements.                                                                                      |
| <b>18. Applicant Response Period</b>                              | <b>November 9, 2026</b>          | Applicant               | Applicant may respond in writing to substantive public/staff comments.                                                                                                                     |
| <b>19. Staff Review &amp; Recommendation</b>                      | <b>November 19, 2026</b>         | Staff                   | Review application, comments, responses and applicable requirements; prepare written recommendation to City Council.                                                                       |
| <b>20. Council Agenda Placement</b>                               | <b>December 9, 2026</b>          | Staff / Clerk           | Place final licensing decision on City Council agenda with staff recommendation and supporting materials.                                                                                  |
| <b>21. Final City Council Decision</b>                            | <b>December 21, 2026</b>         | City Council            | Council approves, approves with conditions, or denies the final local adult-use cannabis store license.                                                                                    |
| <b>22. Final License Issued</b>                                   | <b>December 30, 2026</b>         | City                    | Issue the final local adult-use cannabis store license after all conditions and required                                                                                                   |

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|  |  |  | fees/documents have been satisfied. |
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