

Part 2: Questions and Responses

City of Pasadena Commercial Cannabis Application Process

QUESTION	RESPONSE
1 Does PMC § 17.50.066(D)(6c) require a cannabis retailer to have a buzz-in system AND a lobby or waiting room which is separate from the main sales floor ?	PMC § 17.50.066(D)(6c) is intended to require a clearly defined area, separated from the main sales floor, where age and medical card verification are conducted. Age and medical card verification cannot be conducted outdoors or in the public right-of-way.
2 Does the requirement for a buzz-in system and a separation between the lobby and the retail area mean that the retail sales area shall be hidden?	The retail sales floor is not required or encouraged to be discrete or screened from public view. A high-scoring applicant will incorporate a quality showroom or boutique-type retail floorplan which incorporates high-level security.
3 Our business model typically includes providing a discount to Veterans and to Locals with financial difficulties. We see this practice as a “community benefit” as opposed to a business promotion, but we want to be careful about compliance. Please advise.	PMC § 8.11.040(G) prohibits the distribution of samples and tastings and also prohibits the use of physical coupons. While offering discounts to certain populations is allowed, it is not considered a 'community benefit' in this application process. Refer to items 1 -3 in Sub-Section 2B of the Review Criteria for clarification on what is considered a 'community benefit'.
4 Are retailers required to have bullet-proof glass in the lobby or storefront areas?	Bullet-proof glass is not a requirement.
5 How many points may be awarded out of the 450 possible for an applicant seeking Retailer and Cultivation Licenses in Pasadena that currently posses Cultivation & Distribution/Transportation Licenses in Santa Ana and through the State of California?	Refer to the review criteria.
6 Are cannabis applicants required to have a registered entity for the application? Can an applicant register a new entity for the cannabis license (with the same owners) after selection as a top applicant?	The ownership group does not need to form an entity prior to submission of this commercial cannabis application. However, if the owners plan to form an entity upon selection as a top applicant, all individuals which will be members of the entity must be listed in the application and an 'Applicant/Owner Information Form' shall be completed for each individual.
7 The page limit for the business plan is specified as 75 pages of text (single-sided) and 25 pages of images for a total of 100 pages. If we have less than 25 pages of images, can we substitute some of those pages for text as long as we do not exceed 100 pages total?	No, the page limit is strictly as stated: 75 pages of text and 25 pages of images, single-sided.
8 Are there limits to the font-size and margins?	11-point font size shall be used with 1" margins on 8.5" x 11" sized paper.
9 Who can I speak with to verify if my property is within the 'green zone'?	There is no 'green zone'. It is the responsibility of the owner/applicant to verify that their proposed location meets the zoning and separation requirements of the ordinance. The City has not developed a map for this purpose and cannot confirm whether a property qualifies for commercial cannabis use.
10 Regarding the odor control ventilation system section of the application. Is the city asking for the specific type of machine that will be used or more of a plan ? I have noticed through research the only cultivator need this really, dispensaries won't need because growing will not be happening in my case and products are now all packaged eliminating Odor	Per PMC § 5.78.170 (H), odor control devices and techniques shall be incorporated in all commercial cannabis businesses. The type of ventilation and exhaust system shall vary depending on the amount of odors emitted through the proposed operations.
11 Is there an error in the scoring calculation for the Neighborhood Compatibility section (points add up to 190 whereas the potential number states 150)?	The value of Section 3: Neighborhood Compatibility Section for Retailers is correct at 150 points, but the potential points for two of the subsections have been modified so that the total calculates to 150. Refer to the revised Review Criteria dated January 16, 2019.