

Part 3: Questions and Responses

City of Pasadena Commercial Cannabis Application Process

QUESTION	RESPONSE
1 If an applicant wanted to attached about 500 pages of retailer SOPs as an appendix to the application is that ok? Where would we attach it – after the business plan 100 pages?	The total page limit is 100 pages, 75 pages of text and 25 pages of images. Anything over 100 pages will not be reviewed.
2 Pasadena Municipal Code Section 5.78.170.C regarding Reporting and Tracking. What is meant by, “The commercial cannabis business shall ensure that such information i~ compatible with the city's record-keeping systems.” Can you please provide the name or format of such record keeping system?	The City of Pasadena Finance Department would prefer a system than can export financial data in a comma delimited or Excel document format. If not available, then whatever system is proposed must meet the requirements of the rest of that section and the ability to report on at least a monthly basis the required information for the payment of the Cannabis Tax.
3 Subsection G(1) of PMC 5.78.170, it clearly states that persons between 18 and 21 can enter the premises if they have a valid physician’s recommendation for medicinal cannabis, which is in line with state law and good public policy of providing safe and clean access to patients. However, in Subsection G(3) it states that there must be signage restricting entrance to only those over the age of 21. This is contradictory and will discourage medicinal patients between 18 and 21 from entering a licensed facility, instead sending them back to the black market even though state law and G(1) both permit them to enter the premises.	Both code sections are correct. The referenced sign can state that patients between the ages of 18 to 20 years old with valid prescription may enter.
4 I was wondering what titles within a corporation would fall under the following definition for "owner": (4) An individual who will be participating in the direction, control, or management of the person applying for a license. Ultimately, I would like to know if anyone who is not included within the LLC applying for the permit needs to be listed as an owner if they will not have any influence over business decisions, such as a director of security or chief compliance officer?	As stated in the Owner/Applicant Information Form: "Pursuant to 16 CCR § 5023, an owner is defined as a person with an aggregate ownership interest of 20% or more, chief executive officer, member of the board of directors of a nonprofit, or an individual participating in the direction, control, or management of the applicant. All business owners must be listed, including the applicant."
5 Is it permissible to use larger fonts sizes - specifically, 16-point and 12-point - in document headings?	The minimum font size is 11 pt font. You may use larger sized fonts for headings, if desired.
6 I read in the app packet that securing a location is the first step in the applicaiton process, but when I'm reviewing the most current criteria (EX A), I do not see this listed. Would you please clarify this detail for me?	As stated in the Screening Application information packet, page 1, it is not necessary to secure a location in this stage of the application process.
7 Section 8.11.040 - G: being prohibited from "giving away any amount of cannabis or cannabis products..." My marketing plan would like to include a plan where qualified patients could receive a weekly or bi-weekly credit. Essentially, the retailer is offering to cover a portion of said purchase total. Is this considered "giving away" cannabis?	PMC § 8.11.040(G) is intended to prohibit the distribution of samples and tastings and also prohibits the use of physical coupons. Offering a discount or credit is allowed.
8 Are the following considered text or images for purposes of the page limit? - Financial Tables - Corporate Documents - Proof of Funds (Bank Statements) - Letters of Support	We are of the opinion that a spreadsheet, table, or matrix is much like a figure in a document, which is to say that it is an image. Proof of funds, letters of support and corporate documents are also considered an image. Such documents will be counted against the 25 page image limit.
9 Are captions allowed in the images pages? If o, how long can the captions be?	Yes, brief captions are permitted in the images pages.

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10	Is the selection process still a 2-phase process? Did phase 2 go away? If not, what is the fee for Phase 2 and which applicants will move on to ?	The Commercial Cannabis application process is a 2-phase process. We are currently in the initial phase which is the submission of screening applications. Once the top-scoring candidates are identified, those applicants will be able move forward with submission of a use permit application, for which the fee is \$10,639.
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