

## Ebron, Eugene

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**From:** Nunez, Guille  
**Sent:** Thursday, June 13, 2019 10:35 AM  
**To:** marijuanaregulations  
**Subject:** RE: Instructions for Preliminary Submission of CUP for Cannabis Retailer

Additional questions have been asked:

7. I called a few licensed surveyor to start the "location map" section, and they said they do not do these types of work. They asked me to call mapping companies to do this job. I will like to confirm with you if we should have a mapping companies to work on this or should I continue to look for a licensed surveyor to work on the "location map" section.

**ANSWER:** As indicated on the Conditional Use Permit submittal checklist (page 1, Location Map), the radius map must be prepared by a licensed surveyor. The addresses and identification of uses can be prepared by a mapping service company.

8. Does the CUP run with the land? If not, is the property owners TPA information required?

**ANSWER:** This CUP does not run with the land. The property owner does not need to complete the TPA form.

9. Today in the meeting I was under the impression that live scan submissions would not be necessary at this point, only an authorization form to be signed by Owners/Directors stating they are aware they will need to do fingerprints. But the Request for Live Scan Service document that was sent this afternoon is actually the form that you take when you get your prints done for the DOJ submission.

Could you confirm that prints do need to be done prior to the CUP submission via One Drive? Or are the Owners/Directors just filling in the highlighted information and signing the Live Scan Service Document and uploading that for right now?

**ANSWER:** Correct. Only the form needs to be completed. The actual fingerprinting will be done at a later date.

10. If the owners/directors are only filling out the highlighted portion (no fingerprints yet), there is nowhere for them to sign on this form.

**ANSWER:** Correct. There is no signature line on the Live Scan Authorization form.

**Guille Nuñez** | Management Analyst IV (Concierge)  
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**From:** Nunez, Guille  
**Sent:** Thursday, June 13, 2019 7:45 AM  
**To:** marijuanaregulations <marijuanaregulations@cityofpasadena.net>  
**Subject:** RE: Instructions for Preliminary Submission of CUP for Cannabis Retailer

Good morning,

This email is to confirm that three applications have been submitted for completeness review:

|    | Applicant           | Date of Submission | Time Last File Submitted | Proposed Location   | Council District |
|----|---------------------|--------------------|--------------------------|---------------------|------------------|
| 1. | SweetFlower         | June 12, 2019      | 5:34 p.m.                | 827 E Colorado Blvd | 3                |
| 2. | Harvest of Pasadena | June 12, 2019      | 10:20 p.m.               | 169 W Colorado Blvd | 3                |
| 3. | Atrium              | June 12, 2019      | 10:56 p.m.               | 70 W Union          | 3                |
| 4. |                     |                    |                          |                     |                  |
| 5. |                     |                    |                          |                     |                  |
| 6. |                     |                    |                          |                     |                  |

The applications will be reviewed for completeness in the order received and appointments for formal submission will be issued in the order received and only to those who have been determined to have a complete application.

Review for completeness will be done as expeditiously as possible but may take a few days given the size of the applications. As a reminder, only one application will be accepted per Council District. Our offices are closed tomorrow. We thank you in advance for your patience.

Regards,

**Guille Nuñez** | Management Analyst IV (Concierge)  
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**From:** Nunez, Guille  
**Sent:** Wednesday, June 12, 2019 3:16 PM  
**To:** marijuanaregulations <[marijuanaregulations@cityofpasadena.net](mailto:marijuanaregulations@cityofpasadena.net)>  
**Subject:** Re: Instructions for Preliminary Submission of CUP for Cannabis Retailer

Another question has been asked:

6. A sensitive use is located within the required 600' distance separation but is located in unincorporated Pasadena, does this disqualify our proposed location?

Answer: No, the distance separation requirements do not apply to sensitive uses located on parcels in neighboring jurisdictions or in unincorporated properties.

Sent from my iPhone

On Jun 12, 2019, at 2:46 PM, Nunez, Guille <[gnunez@cityofpasadena.net](mailto:gnunez@cityofpasadena.net)> wrote:

Emails have been sent to each individual in this group to access OneDrive for preliminary submission of your applications. If you or your colleague did not receive the email, please notify me immediately.

A few additional questions have been received:

3. Where can I find the forms for Environmental Assessment & Tree Inventory, Taxpayer Protection Act Disclosure Form and the Public Hearing Notification Packet.
  - a. **ANSWER:** The forms are attached. Note that the Environmental Assessment packet contains the Tree Inventory forms.
4. Is the Lease required if we provide owner's consent, i.e., is it either or both required?
  - a. **ANSWER:** Yes, the lease is always required. IF the lease contains the owner's signature, then a separate document showing the owner's consent is not required.
5. Do you need the notification packet with the initial submittal for completeness review?

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  - a. **ANSWER:** Yes, the notification packet is required for completeness review.

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**From:** Nunez, Guille  
**Sent:** Wednesday, June 12, 2019 2:20 PM  
**To:** marijuanaregulations <[marijuanaregulations@cityofpasadena.net](mailto:marijuanaregulations@cityofpasadena.net)>  
**Subject:** Instructions for Preliminary Submission of CUP for Cannabis Retailer

Good afternoon,

Thank you for attending this morning's cannabis application meeting. As discussed, attached is the:

- Master Application
- Conditional Use Permit Application for Cannabis Retailer
- Live Scan Authorization form for the Cannabis Permit

A sample of the location map will be sent to this group by tomorrow.

**Instructions for Submitting your Appointment Request**

As stated in today's meeting, applications will be accepted via appointment only. To request your appointment, you will first need to have a fully completed application that is sent electronically to me. We will be using OneDrive, a file-sharing service, for submission of the applications. OneDrive issues a date and time stamp when the file is uploaded.

1. The applications will be reviewed in the order that they are uploaded onto OneDrive. You will receive an email confirming receipt of your submission. The email will tell you where your application stands in the queue. For example, if you are the 3<sup>rd</sup> applicant to submit you will receive an email indicating that your application is 3<sup>rd</sup> in line for review. Do not make any changes to the file after it is uploaded as this will void your application and you will be required to re-submit. Submission of an incomplete application will not 'hold your place' in line. If your application is incomplete, an appointment will not be issued and your application will be taken out of the queue. As indicated in today's meeting, we expect all applicants to submit their best application at the time that the appointment is requested with the full body of information you want included for the CUP.

A secured, private folder has been created for each applicant on OneDrive. You will be receiving a link to the folder within the next 10 minutes. Access to this folder is restricted only to the specific email addresses that receive the invitation. We are limiting access to only two email addresses per applicant. There is no limit to the file size that can be uploaded onto OneDrive.

Once your appointment is set, you will need to bring your completed application, including required duplications, along with a check or credit card for payment of the CUP application fee. The fee is \$13,654.

**Responses to Some of the Questions Asked Today:**

1. Can I send my application for review to make sure that it is complete before I upload it onto OneDrive? **ANSWER:** No
2. What is the parking requirement for commercial cannabis retailers? **ANSWER:** 3 spaces per 1,000 sq. ft.

**Additional Questions:**

Please send all questions to Guille Nunez at [gnunez@cityofpasadena.net](mailto:gnunez@cityofpasadena.net). Responses from the City will be sent only to the 12 individuals that attended today's meeting.

Respectfully,

**Guille Nuñez** | Management Analyst IV (Concierge)  
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<Environmental-Assessment.pdf>

<Notification-Packet.pdf>

<Taxpayer-Protection-Disclosure-Form.pdf>