



Non-Storefront Retail Culver City Cannabis Business Permit Application Process: Additional Rules Regarding Deadlines for Applicants Who Submitted Applications Between April 9, 2018 and May 9, 2018

Authority: *Culver City Municipal Code § 11.17.185 Promulgation of Regulations, Standards and Other Legal Duties.*

“A. In addition to any regulations adopted by the City Council, the City Manager is authorized to establish any additional rules, regulations and standards related to the issuance, denial or renewal of Commercial Cannabis Business Permits, the ongoing operation and City’s oversight of commercial cannabis businesses, or any other subject determined to be necessary to carry out the purposes of this Chapter.”

Under the authority of Culver City Municipal Code § 11.17.185, the following are additional rules for non-storefront retail cannabis business permit applicants who applied between April 9, 2018 and May 9, 2018. The rules pertain to those applicants who are seeking a new location, applicants who have not yet filed a building permit application, applicants who have applied for a building permit application but are still in plan check, and applicants for whom a building permit has been issued:

I. Applicants Seeking A New Location

Applicants seeking a new location within Culver City, whether due to the inability to meet City parking requirements at the site original submitted with the application, loss of the applicant’s prior lease or option, or another reason, must submit the following documents by March 9, 2020 for the applicant’s new proposed business location:

1. Application Part 1. Fully completed and including the new proposed location.
2. The “Zoning & Parking Verification Form” completed for the applicant’s proposed location (to be verified by staff after submittal).
3. If the proposed business location is leased or optioned by the Primary Applicant: a “Property Owner Consent Form”, signed and notarized by the owner of the property, and a copy of the current, valid lease or option to lease/purchase with related lease or sale agreement.
4. If the proposed business location is owned by Primary Applicant: a copy of the title or deed as proof of ownership.
5. Safety Plan Additional Information: submitted as one searchable PDF document.
6. Revised Neighborhood Compatibility Plan: One searchable PDF document containing responses to each of the below requirements. Each Location & Neighborhood Compatibility Plan section labeled with a title indicating which of the below requirements that section is responding to:
 1. Photos of the site and building. (interior and exterior)

2. A signage plan. If no signage is proposed, applicant should state that no signage is proposed.
3. The name, title, phone, and email address of a 24/7 contact for neighborhood complaints, questions, and concerns.
4. Renderings of each side of the exterior of the building, and the interior.
5. Answers to the following questions:
 - a) How will your business fit within the context of the surrounding neighborhood?
 - b) What synergies will it create?
 - c) How might it detract from neighborhood and how will you prevent or mitigate those impacts?

If these documents are not submitted by March 9, 2020, the applicant will no longer be permitted to seek a new location. If the location submitted with the original application has been or is later determined to not meet the City's requirements (such as inability to meet parking requirements), and the applicant did not submit for a new location by March 9, 2020, the Permit Administrator will deny the cannabis business permit application. If the applicant submits for a new location and does not submit complete information, or the location is determined to not meet the City's requirements (such as inability to meet parking requirements), the Permit Administrator will deny the cannabis business permit application.

II. Applicants Who Have Not Yet Filed A Building Permit Application

If an applicant has not yet filed a building permit application, the applicant must file a building permit application (either for the applicant's current address or the new address submitted using the above described process) by April 7, 2020. If the applicant fails to submit a building permit application by April 7, 2020, the Permit Administrator will deny the cannabis business permit application.

III. Applicants Who Have Applied for A Building Permit Application but Are Still In Plan Check

Culver City building permit applications must be approved within 180 calendar days from their original filing date. If an applicant does not complete the plan check process within this time frame, the applicant's building permit application expires. If an applicant applied for a building permit more than 180 days prior to the issuance date of these rules, but has not completed plan check, the applicant's building permit application has expired. If the applicant's building permit application has expired prior to or on the issuance date of these rules, the City will grant a one-time 90-day extension for the applicant's permit application from the day it expired. The applicant must complete plan check before that date (in other words, 270 days from the date the applicant first filed for

plan check). If the applicant does not complete plan check within this timeframe, the applicant's building permit application will expire, and the Permit Administrator will deny the applicant's cannabis business permit application.

If the applicant has not yet applied for a building permit, or the applicant has applied but is still in plan check, the granting of any extension beyond the 180-day period during which the applicant must complete plan check is at the Permit Administrator's discretion. The Permit Administrator may deny an applicant's cannabis business permit application if the applicant does not complete plan check within 180 days.

IV. If the Applicant's Building Permit Has Been Issued

Once an applicant's building permit is issued, the applicant is allowed 6 months from the date of issuance to contact the City for the applicant's final cannabis inspection, or the Permit Administrator may reject the applicant's cannabis business permit application. Any extension to this timeline is at the discretion of the Permit Administrator.

Approved and adopted this date:



John Nachbar
City Manager

12/4/19

Date