



# CANNABIS REGULATION COMMISSION

*September 16, 2021, 2:00 p.m.*  
*(877) 853 - 5257 | Meeting ID: 860-838-7310 #*



**CANNABIS**  
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COMMISSION

# Roll Call



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# General Public Comment & Single / Multiple Agenda Item Comment



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# Agenda Item #1: Commission Business

# Agenda Item 2: DCR Communications Update



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# August 19, 2021, Commission Recap

At the August 19, 2021, Cannabis Regulation Commission Meeting, in addition to providing a summary of DCR activities since the last meeting of the Cannabis Regulation Commission, DCR shared new information including but not limited to:

- Licensing Program to include updates regarding Application and Licensing Processes
- Amendments to Articles 4 and 5 of Chapter X of the Los Angeles Municipal Code related to licensing and land use restrictions, effective July 1, 2021.



# Summary of Activities to Date:

## General Administration



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The Department of Cannabis Regulation is taking every precaution possible to prevent the spread of COVID-19. To help protect the health of our customers and staff, and in line with Mayor Garcetti's directives, DCR has implemented the following:

- Cannabis Regulation Commission meetings will be conducted virtually and telephonically until further notice.
- DCR's Public In Person Service Counter is currently closed.
- DCR is conducting virtual inspections.
- DCR Licensing and Information Services are still available online at [cannabis.lacity.org](https://cannabis.lacity.org) or by phone at 213-978-0738.

Visit [corona-virus.la](https://corona-virus.la) for information and resources regarding COVID-19 from the City of Los Angeles.

**BEGINNING APRIL 5, 2021**

**DCR VIRTUAL PUBLIC COUNTER  
SERVICE HOURS WILL CHANGE TO:**

**MONDAY - THURSDAY  
10AM - 4PM  
CLOSED ON FRIDAY**

# Summary of Activities to Date:

## Communications



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### Stakeholder Meetings and Community Listening Sessions

On Tuesday, April 20, DCR launched SPARK, an initiative that seeks to engage a diverse group of stakeholders via the collection of stakeholder comments, administration of stakeholder surveys, and administration of one-on-one stakeholder interviews and facilitated discussions.



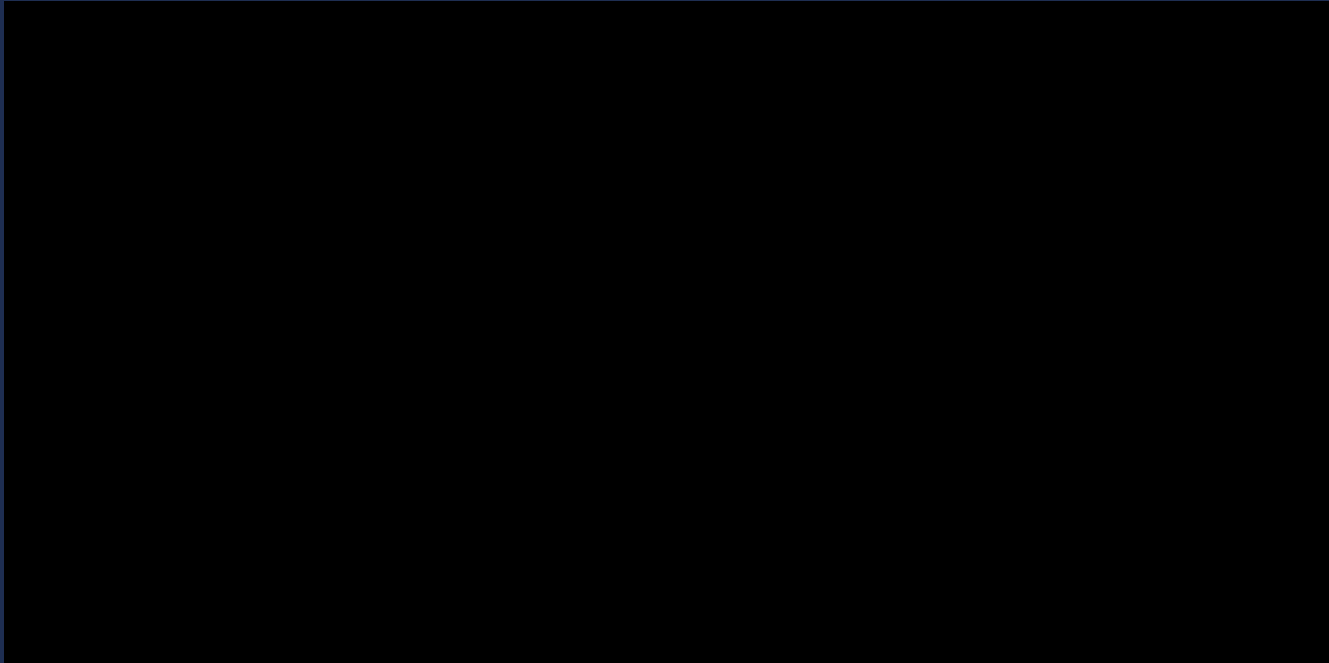
# SPARK



# SPARK VIDEO



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# Program Updates: SPARK Analytics



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**545**

SPARK Session Attendees

**55,836**

Stakeholders Reached Through Media Engagements

**31,233**

Stakeholder Engaged through Email Outreach

**230**

Comments Collected

**200**

SPARK Surveys Taken



# SPARK Phases and Implementation



# Staying Connected to SPARK!



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SPARK Virtual Meeting Room

DCR Website

DCR Email List

SPARK Email List

Cannabis Regulation Commission  
Meetings



**SPARK**





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Agenda Item 2:  
END.

# Agenda Item #3: DCR Licensing Report



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# Licensing Policy Updates



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# Summary of Activities to Date: Policy



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## Local, State, and/or Federal

On June 28, 2021, the Governor signed the state budget which included provisions to consolidate the three state cannabis licensing agencies into the one Department of Cannabis Control and included funding intended to aid local agencies to move applicants through the state Annual Licensing process.



## New Deadlines regarding Provisional Licenses

# Summary of Activities to Date:



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Amendments to Articles 4 and 5 of Chapter X of the Los Angeles Municipal Code related to licensing and land use restrictions.

## Local, State, and/or Federal

On July 4, 2021, ordinance amendments to the document requirement for temporary approval related to proof of deposit for Phase 3 Retail Round 1 Applicants became effective. Those amendments also extended the cannabis application renewal fee payment deadline for all applicants for years 2019, 2020, and 2021 until July 31, 2021.

On June 22, the City Council adopted additional Amendments to Articles 4 and 5 of Chapter X of the Los Angeles Municipal Code related to licensing and land use restrictions. These amendments became effective on July 1, 2021.

# Summary of Activities to Date:



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Amendments to Articles 4 and 5 of Chapter X of the Los Angeles Municipal Code related to licensing and land use restrictions.

Highlights of Amendments to Article 4, Chapter X, [Ordinance 187,095](#)  
(Adopted June 22, 2021; Effective July 1, 2021)

104.03	<ul style="list-style-type: none"><li>• Added a <u>civil judgment concerning illegal Commercial Cannabis Activity</u> as a reason to disqualify Primary Personnel from applying for, or holding a License.</li><li>• Added <u>padlocking at a site</u> as a reason to make a Business Premises ineligible for Licensure.</li><li>• PCN process requires that the applicant submit a Pre-Application to determine compliance of the location.</li><li>• Relocation modification language was clarified to allow P3RR1 Applicants to submit one request to relocate prior to December 31, 2021 and not be subject to the relocation fee and establishes the Application Date.</li><li>• Applicants with TA are required to cancel their current TA before DCR may issue a new one when relocating.</li><li>• Allowable physical modification to a Business Premises increased to 50% of the existing floor area or 2,500 sf.</li></ul>
104.06	<ul style="list-style-type: none"><li>• Changes to the Temporary Approval requirements.</li><li>• Penalties added if an Applicant is in violation of operational or permitting requirements.</li></ul>
104.06.1	Minor clarification to the procedure related to Phase 3 Retail Round 2 provided.
104.20	Reorganized portions of the Equity Share requirements.

# Summary of Activities to Date:



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Amendments to Articles 4 and 5 of Chapter X of the Los Angeles Municipal Code related to licensing and land use restrictions.

## Highlights of Amendments to **Article 5**, Chapter X, Ordinance [187,094](#) (Adopted June 22, 2021; Effective July 1, 2021)

105.01	Clarified the definitions for the various sensitive uses and established how to identify a sensitive use.
105.02	<ul style="list-style-type: none"><li>• Clarified <b><u>when</u></b> another retailer or microbusiness commercial cannabis activity has “planted its flag” at a location which would impact a new retailer or microbusiness commercial cannabis activity business seeking a license within 700 feet.</li><li>• Clarified how to measure the distance between a commercial cannabis activity business and a sensitive use or between two commercial cannabis activity businesses.</li><li>• It establishes that an proposed location is deemed compliant with the required distances in Sec 105.02 from a Sensitive Use when that Sensitive Use is “Publicly Available” to DCR on the “Verification Date”.</li></ul>
105.03	<ul style="list-style-type: none"><li>• Extended the date for EMMDs with a City License for Commercial Cannabis Activity to comply with zone, distance and Sensitive Use restrictions until <b><u>December 31, 2025</u></b>, provided they remain at the same location and in compliance with Proposition D distance and Sensitive Use restrictions.</li><li>• After December 31, 2025, these EMMDs must comply with current zoning requirements and Prop D distancing to Sensitive Uses unless the business is relocated. If the business relocates it must comply with zoning and sensitive use restrictions per LAMC 105.</li></ul>



# Overview of Licensing Updates for Today's Commission Meeting

- Recent Ordinance Amendments
  - Recommended by DCR to streamline application process and reduce timelines associated with application processes
  - Adopted by City Council
  - Effective on July 1, 2021
  - Highlights of Ordinance Amendments
    - LAMC 104 - Cannabis Procedures
    - LAMC 105 - Cannabis Location Restrictions





# Overview of Licensing Updates for Today's Commission Meeting

DCR Licensing Portal Update: Submission of Pre-Applications May Be Unavailable Until October 1, 2021

Due to Ordinance Nos. 187094 and 187095, the Department of Cannabis Regulation (DCR) Licensing Portal may be unavailable and/or have limited functionality from July 6 to October 1, 2021 so the system may be updated to reflect the ordinance amendments to the LAMC. During this time, applicants will be unable to submit new Pre-Applications for any license types, including Delivery, Manufacturing, Distribution and Testing.

During this time, DCR will also update processes, workflows and related information regarding requests for findings of public convenience and necessity (PCN), the Pre-Application, Temporary Approval, and modification processes, and update related forms and Information and Procedure Bulletins to comply with the ordinance amendments.



# Overview of Licensing Updates for Today's Commission Meeting

- Recent Ordinance Amendments Adopted By City Council
  - The Following Application Processes Have Been Amended:
    - Public Convenience or Necessity (PCN) Requests
    - Pre-Application
    - Temporary Approval Application
    - Modification Requests
  - According, DCR Must Update the Following:
    - Licensing Portal
    - Internal Procedures
    - Public Information
      - Website
      - Workflows
      - Information and Procedure Bulletins
      - Video Tutorials and Other Resources

# New Pre-Application Requirements, Process and Anticipated Timelines



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## **Phase 1 (LAMC 104.07):**

Verification of Location Compliance when issuing Temporary Approval (TA) and Before Licensure

## **Before July 1, 2021**

Created a TA Application process

Initial Verification of Location Compliance **during** TA Application process and Final Verification & Compliance Determination **Immediately Before** Temporary Approval/ Licensure

## **Effective July 1, 2021**

### **Existing Applicants**

without Temporary Approval compliance based on July 1, 2021 data.

### **NEW Applicants**

Verification of Location Compliance during Pre-Application Review and **Before** Applicant submits Temporary Approval Application

# New Pre-Application Requirements, Process and Anticipated Timelines



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Los Angeles Municipal Code (LAMC) Section 104.03(a) requires that an Applicant undergo a Pre-Application Review process prior to filing an application to engage in Commercial Cannabis Activity so that the Department of Cannabis Regulation (DCR) can determine location compliance and eligibility. During the Pre-Application Review, DCR verifies that the proposed Business Premises location is eligible under LAMC Section 104.03(a)(3) and compliant under LAMC 105 *et seq.*

Pre-Application Review is about determining **Business Premises Location Compliance** and Eligibility before applying for Temporary Approval

# New Pre-Application Requirements, Process and Anticipated Timelines



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## **There are four major land use considerations for commercial cannabis activity:**

- (1) eligibility requirements under LAMC Section 104.03(a)(3);
- (2) distancing from Sensitive Uses under LAMC Section 105 *et seq.*;
- (3) zoning under LAMC Section 105 *et seq.*; and,
- (4) if applicable, distancing from other commercial cannabis businesses with onsite retail sales LAMC Section 105 *et seq.*

# New Pre-Application Requirements, Process and Anticipated Timelines



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**Location Eligibility Requirements.** In addition to the distancing and zoning restrictions above, a proposed Business Premises must comply with the eligibility requirements in LAMC Section 104.03(a)(3). Under LAMC Section 104.03(a)(3), a Business Premises is ineligible if:

- The Business Premises is owned or managed by a Person who holds office in any agency of the State of California and any of its political subdivisions, including the City and any of its agencies, departments, commissions or boards of the State of California or its political subdivisions when the individual's duties include the enforcement or regulation of Commercial Cannabis Activity or any other penal provisions of law of the State of California prohibiting or regulating Commercial Cannabis Activity.
- The Business Premises was the site of illegal volatile Cannabis manufacturing under Health and Safety Code Section 11379.6 as evidenced by a conviction, for a period of five years from the date of conviction



# New Pre-Application Requirements, Process and Anticipated Timelines



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## **Location Eligibility Requirements cont.**

- The Business Premises was the site of distribution of Cannabis to minors as evidenced by a conviction, for a period of five years from the date of conviction.
- The Business Premises was the site of any illegal Commercial Cannabis Activity after April 1, 2018, as evidenced by a conviction, for a period of five years from the date of conviction.
- The Business Premises was the site of a disconnection of utilities under Section 104.15(e) for a period of five years from the date of the disconnection.
- The Business Premises was the site of padlocking under Section 104.15.1 for a period of five years from the date of the padlocking.

# New Pre-Application Requirements, Process and Anticipated Timelines



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A proposed Business Premises must meet the following distancing restrictions:

- A licensed retail storefront must be outside of a 700-foot radius of a School, Public Park, Public Library, Alcoholism or Drug Abuse Recovery or Treatment Facility, Day Care Center, and Permanent Supportive Housing, and any other licensed storefront retailer.
- A licensed non-storefront retailer (delivery), distributor, cultivator, non-volatile manufacturer or testing lab must be outside of a 600-foot radius of any School.
- A volatile manufacturer must be outside of a 600-foot radius of any School and a 200-foot radius of any Residentially Zoned Property.

# New Pre-Application Requirements, Process and Anticipated Timelines



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**Distancing from Sensitive Uses:** The City of Los Angeles uses publicly available data, which is maintained by both state and local agencies, to determine the existence of “Sensitive Uses,” as defined in LAMC 105 *et seq.* This includes databases maintained by specified third party licensing agencies such as the following:

- California Department of Health Care Services’ website for Alcoholism or Drug Abuse Recovery or Treatment Facilities;
- California Department of Social Services’ website for Day Care Centers;
- City of Los Angeles Public Library website for Public Libraries;
- City of Los Angeles Department of Recreation and Parks’ website for Public Parks, Aquatic Centers, and Recreation Centers;
- California Department of Education’s website for Schools; and,
- City of Los Angeles’s Open Data Portal list titled “HCIDLA Affordable Housing Projects List (2003 to Present),” or as may be amended, provides a list of potential Permanent Supportive Housing locations and the Affordable and Accessible Housing Registry identifies the on-site services associated with each location.

# New Pre-Application Requirements, Process and Anticipated Timelines



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- DCR is required to retrieve data from these identified state and local government-maintained, publicly available sources quarterly on February 1, May 1, August 1, and November 1. The data retrieved in the quarter immediately preceding the date of the Applicant's payment of either the Pre-Application Review Fee(s) or Modification Request Form Review Fee(s), whichever is applicable, is the data that will be used by DCR to make its determination of compliance\*.
- For any pending applications that paid Temporary Approval Application Fees prior to July 1, 2021 and had not received Temporary Approval, DCR is required to use data retrieved on July 1, 2021 to determine compliance. Prior to the July 2021 code amendment, DCR did not determine land-use compliance until a license was issued.

# New Pre-Application Requirements, Process and Anticipated Timelines



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**General Zoning Restrictions:** Commercial cannabis activity can occur only in certain zones of the City. The table below provides a summary of the general zoning restrictions for individual commercial cannabis activities. For information related to the zoning restrictions for Specific Plan Areas please refer to LAMC Section 105.02 *et al.*

# New Pre-Application Requirements, Process and Anticipated Timelines



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**Distancing from other commercial cannabis businesses with onsite retail sales. This requirement applies only to commercial cannabis businesses with onsite retail sales.** Under LAMC Section 105.02, retail commercial cannabis businesses must locate outside of a 700-foot radius of any other Retailer or Microbusiness Commercial Cannabis Activity, having on-site retail sales, which is licensed by the City to engage in the Commercial Cannabis Activity or for which Temporary Approval Application or Business Premises Relocation fees, whichever is applicable, are paid pursuant to Los Angeles Municipal Code Section 104.19. The distance specified in this section between Commercial Cannabis Activity businesses shall be the horizontal distance measured in a straight line, without regard to intervening structures, from the closest exterior wall of each business.



# New Pre-Application Requirements, Process and Anticipated Timelines



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Pre-Application Review is about determining **Business Premises Location Compliance** and Eligibility before applying for Temporary Approval

What factors will DCR consider when making its determination?

- Location Eligibility
- Distancing from Sensitive Uses
- General Zoning Restrictions
- Distancing from other commercial cannabis businesses with onsite retail sales (if applicable)

# New Pre-Application Requirements, Process and Anticipated Timelines



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## Original Pre-Application Requirements

1. Create a Pre-Application Review Record
2. Pay Fee(s)
3. Proposed Commercial Cannabis Activity/Type
4. Proposed Business Premises Address
5. List of Primary Personnel and Owners
6. Primary Personnel and Owner Attestation
7. Ownership and Financial Interest Disclosure
8. Radius Map Attestation
9. Business Premises Diagram
10. Dated Radius Map
11. Site Plan

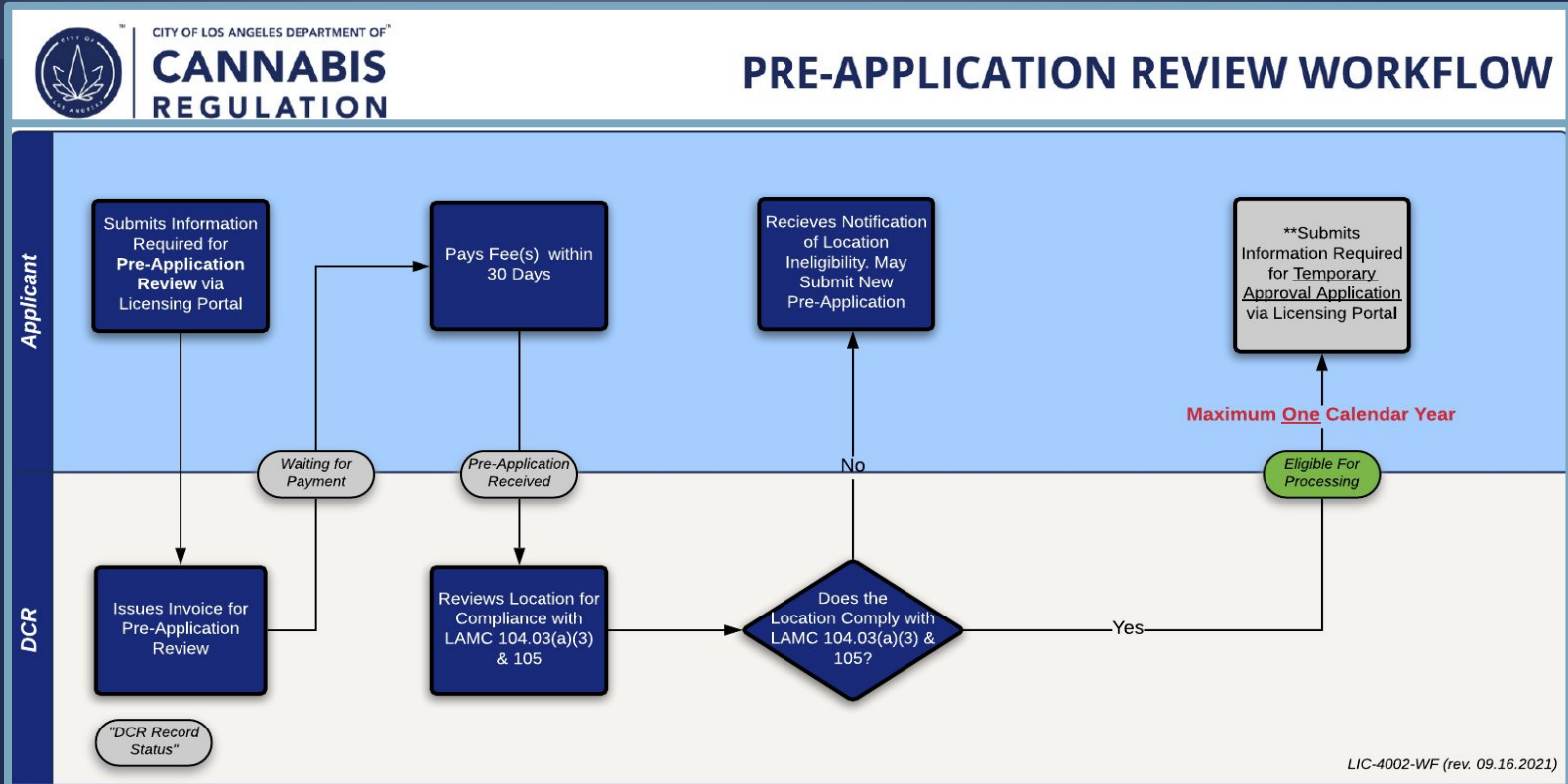
## New Pre-Application Requirements

1. Create a Pre-Application Review Record
2. Pay Fee(s)
3. Proposed Commercial Cannabis Activity/Type
4. Proposed Business Premises Address
5. Landowner Attestation: Location Eligibility

# New Pre-Application Requirements, Process and Anticipated Timelines



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# New Pre-Application Requirements, Process and Anticipated Timelines



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## **DCR will the Proposed Business Premises Location for Eligibility & Compliance**

- If the proposed Business Premises location is not compliant or ineligible, DCR will notify the Applicant via email. If any of the proposed commercial cannabis activities or license types do not comply or are ineligible, the entire Pre-Application Review record will be deemed ineligible. An Applicant may submit a new Pre-Application Review request for another location or without the non-compliant/ineligible activities via the DCR Licensing Portal, subject to payment of a new Pre-Application Review Fee.
- If the proposed Business Premises location is both compliant and eligible based on the requirements and restrictions in LAMC 104.03(a)(3) and LAMC 105 *et seq.*, the Pre-Application Review record status will be updated in the DCR Licensing Portal to “Eligible for Processing” and the Applicant will receive a notification of this status update via email.
- **Once a Pre-Application’s record status is “Eligible for Further Processing”, the applicant has completed the Pre-Application Review process and may proceed in the Temporary Approval Application process.**

# New Temporary Approval Application Requirements, Process and Anticipated Timelines.



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## Temporary Approval Application Requirements

- ☐ Submit Required Application Information
- ☐ Pay Fee
- ☐ Initial Inspection
- ☐ Equity Share Review (If applicable)

# New Temporary Approval Application Requirements, Process and Anticipated Timelines.

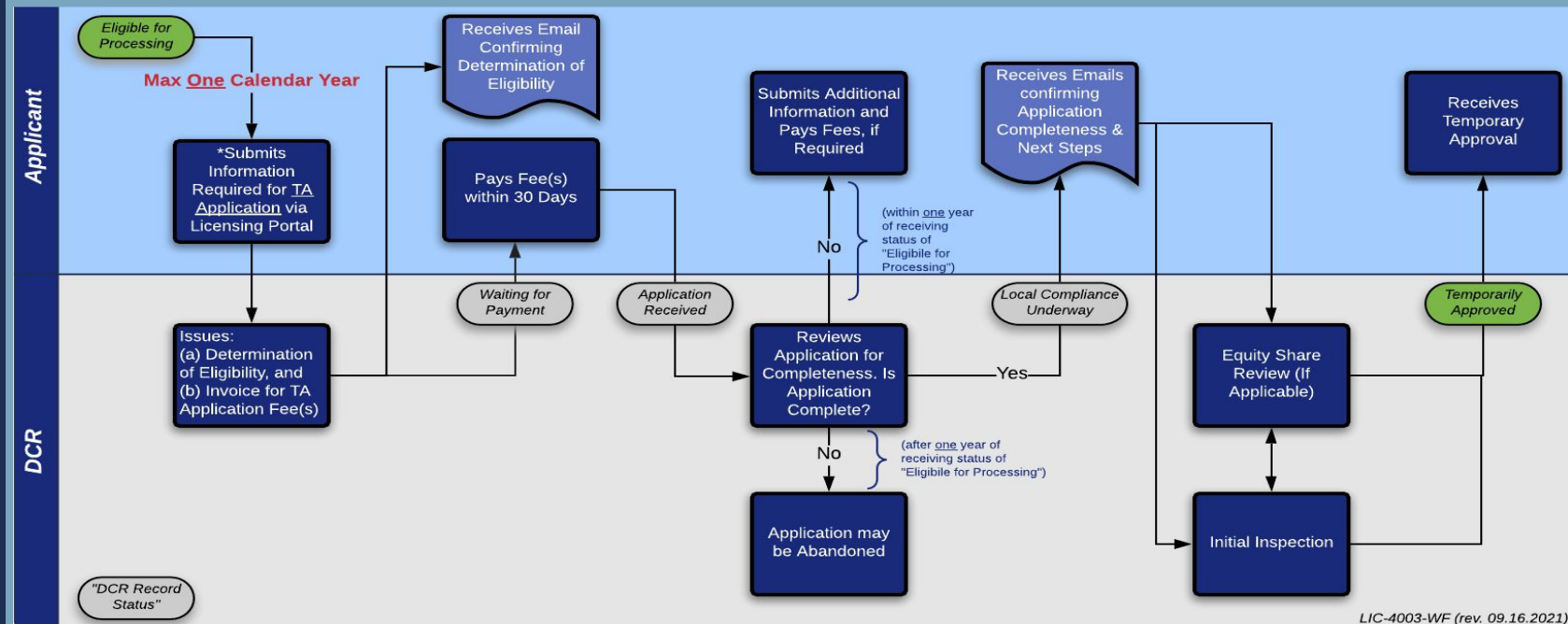


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**CANNABIS  
REGULATION**

## TEMPORARY APPROVAL WORKFLOW



# New Temporary Approval Application requirements, process and anticipated timelines.



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## Required Form(s):

- Landowner Attestation: Commercial Cannabis Activity (LIC-4007-FORM)
- Business Premises Diagram (DCC Form)
- List of Primary Personnel and Owner(s) (LIC-4003-FORM)
- Primary Personnel and Owner Attestation (LIC-4004-FORM)
- Ownership and Financial Interest Holder Form (LIC-4008-FORM)
- Financial Information Form (DCC Form)
- Indemnification Agreement (LIC-4005-FORM)
- Labor Peace Agreement Attestation (LIC-4006-FORM)
- No Alcohol or Tobacco Applicant Attestation (LIC-4020-FORM)
- Temporary Approval Attestation (LIC-4010-FORM)
- (SEP ONLY) Social Equity Program - Owner Compliance Attestation (SEP-6001-FORM)

## Required Document(s):

- Executed Lease Agreement or Property Deed, or Other Evidence of Legal Right to Occupy
- Business Formation and Organization Documents
- (SEP ONLY) Equity Share Documents. Applicants and Licensees subject to LAMC Section 104.20 shall provide Equity Share Documents, including but not limited to, all information, business records and agreements necessary to demonstrate that the Social Equity Individual Applicant owns the minimum Equity Share required under LAMC Section 104.20(a)(2).

**STEP 1**

**SUBMIT A  
COMPLETE  
TEMPORARY  
APPROVAL  
APPLICATION**

# New Temporary Approval Application Requirements, Process and Anticipated Timelines.



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## Initial Inspection

- Once DCR has determined that an applicant has submitted a complete Temporary Approval application, DCR will email the applicant to notify them that they are eligible to request an inspection and DCR will provide instructions on how to request an inspection.
- Inspection Checklist
- DCR is conducting virtual inspections until further notice.

STEP 2

SCHEDULE  
& **PASS**  
INITIAL  
INSPECTION



# New Temporary Approval Application Requirements, Process and Anticipated Timelines.



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## Social Equity Program - Entity Verification - Compliance with Equity Share Requirements

Once DCR has determined that an applicant has submitted a complete Temporary Approval application, DCR will email the applicant to notify them that their application is now in DCR's queue for Equity Share Review. DCR will not review application information to determine compliance with the Social Equity Program's Equity Share requirements until DCR has determined that the applicant has submitted a complete Temporary Approval Application.

**STEP 3**

**Equity  
Share  
Review**

# New Temporary Approval Application Requirements, Process and Anticipated Timelines.



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## Social Equity Program - Entity Verification - Compliance with Equity Share Requirements

If DCR identifies provisions that may violate the Equity Share requirements in Los Angeles Municipal Code (LAMC) Section 104.20, DCR will identify and document those provisions using the Equity Share Review Correction Sheet. If applicable, the Equity Share Correction Sheet will be returned to the applicant with instructions asking the applicant to demonstrate compliance with requirements.

An applicant may be required to submit additional information to the department or provide an explanation or example demonstrating compliance.

 **CITY OF LOS ANGELES DEPARTMENT OF**  
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SEP-6001-CS

**EQUITY SHARE REVIEW  
CORRECTION SHEET**

Analyst: \_\_\_\_\_  
Email: \_\_\_\_\_

Application No. \_\_\_\_\_  
Business Premises Location: \_\_\_\_\_  
Entity Name: \_\_\_\_\_  
Verified Social Equity Individual Applicant (SEIA) Name: \_\_\_\_\_  
SEIA Equity Share Percentage: \_\_\_\_ %

**Instructions:** This form is intended to provide feedback from the Department of Cannabis Regulation (DCR) regarding the Equity Share requirements in Los Angeles Municipal Code (LAMC) Section 104.20. **Applicant's submitted business records have been preliminarily reviewed for compliance with LAMC Section 104.20; provisions that may violate the Equity Share requirements are summarized below and explained in the corresponding section(s).** The Social Equity Individual Applicant (SEIA) may need to provide further information or documentation to DCR to address these concerns.

Any forms or documents that are subsequently supplemented or corrected must be uploaded into the DCR Licensing Portal Record (Accela). If the SEIA contends that any of the provisions identified in this correction sheet comply with the Equity Share requirements in LAMC Section 104.20, please provide an explanation or example demonstrating compliance.

**Section Summary**

☐ Section A - Unconditional Ownership of Equity Share  
☐ Section B - Profits, Dividends and Distributions  
☐ Section C - Voting Rights and Control  
☐ Section D - Successors  
☐ Section E - Additional Equity Share Requirements and Miscellaneous

**Please note:** Please note: Equity Share documents or provisions may violate LAMC Section 104.20 even if not identified by DCR. Applicants must comply with all Equity Share requirements at all times. DCR reserves the right to reconsider Equity Share provisions or documents for compliance at any point and enforce compliance as required in LAMC Section 104.20.

**Department of Cannabis Regulation**  
221 N. Figueroa Ave., Suite 1240, Los Angeles, CA 90012  
(213) 978-0738 cannabisfactory.org  
www.cannabisfactory.org

**STEP 3**

**Equity  
Share  
Review**

# New Temporary Approval Application Requirements, Process and Anticipated Timelines.

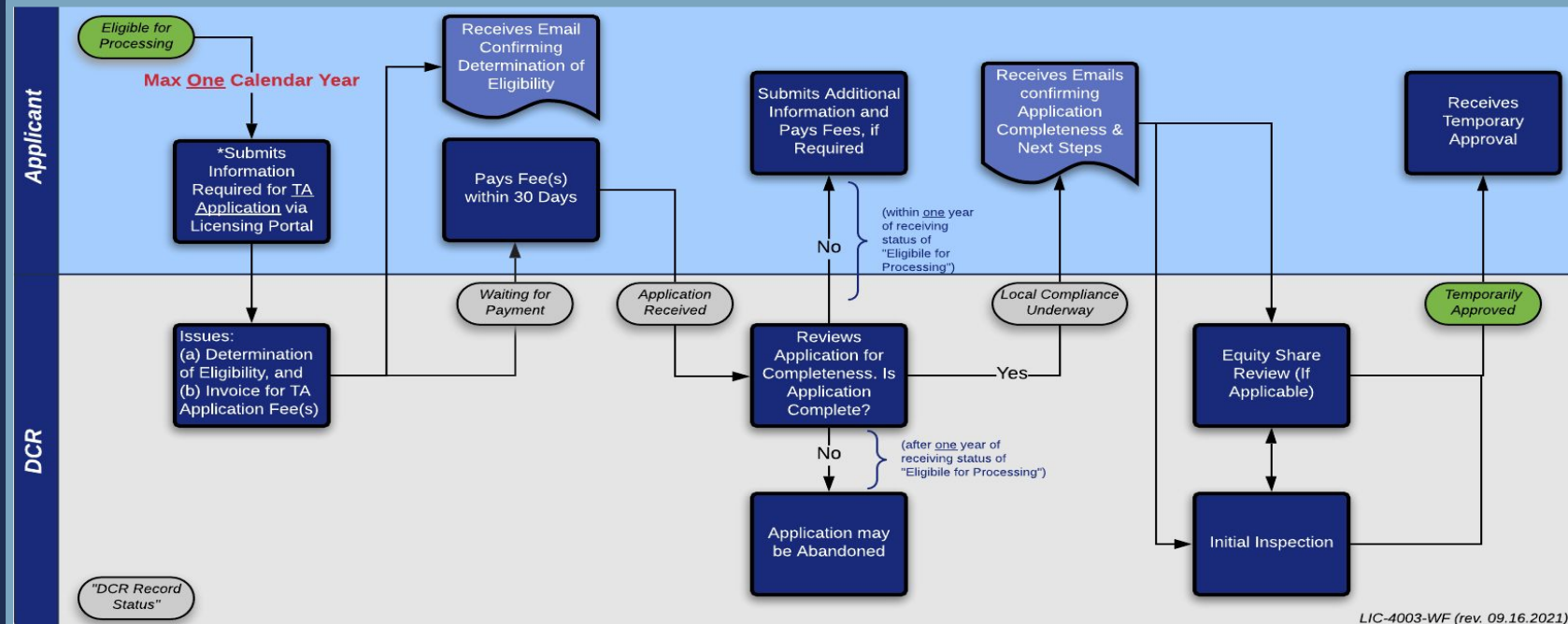


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REGULATION**

## TEMPORARY APPROVAL WORKFLOW





Los Angeles Municipal Code (“LAMC”) Section 104.01(a)(47) defines Temporary Approval as a DCR-issued temporary license that authorizes an Applicant to engage for a limited period of time in Commercial Cannabis Activity as would be permitted under the privileges of a non-temporary license of the same type.

Temporary Approval does not waive or otherwise circumvent other City or State requirements or necessary permits from the City, State, or other public agencies, including, but not limited, to, a Certificate of Occupancy, permit or authorization from the State.

DCR may immediately suspend a Temporary Approval if the Applicant is conducting Commercial Cannabis Activity without all necessary permits, inspections or similar clearances to operate from another City, State or other public agency, or if the Applicant is conducting Commercial Cannabis Activity without an active State license for that Commercial Cannabis Activity. (LAMC Section 104.06(d).)

**TEMPORARY  
APPROVAL**



# New Application and License Modification Requirements, Process and Anticipated Timelines



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Effective September 1, 2021:


- A simpler and quicker way to modify your application or license record.
- Applicants and Licensees are no longer required to register an intent to submit a modification request prior to the submission of modification request
- Certain modifications are limited to licensees based on the revised workflows.
- DCR has created a table to help applicants and licensees understand which types of modifications can be made during different stages of the application process.



Modification Type	Pre-App	Pending Temporary Approval Application	Temporary Approval	Annual License
Legal Name Change	N/A	Yes	Yes	Yes
Remove/Add Owners	N/A	No, file a New Pre-App	Yes	Yes
Entity Substitution	N/A	No, file a New Pre-App	Yes	Yes
Entity Substitution (Phase 3 Retail Round 1)	N/A	Yes, until 12/31/21	Yes	Yes
Relocation - All Activities	N/A	No, file a New Pre-App	Yes	Yes
Relocation - Some Activities	N/A	No, file a New Pre-App	Yes	Yes
Relocation - All Activities (Phase 3 Retail Round 1)	N/A	Yes, until 12/31/21	Yes	Yes
Add Cannabis Activity	N/A	No, file a New Pre-App	No, file a New Pre-App	No, file a New Pre-App
Remove Cannabis Activity	N/A	Yes	Yes	Yes
Business Premises Diagram	N/A	Yes	Yes	Yes
Fictitious Business Name	N/A	Yes	Yes	Yes
Ownership Structure	N/A	No, file a New Pre-App	Yes	Yes
Withdrawal or Cancellation	N/A	Yes	Yes	Yes

# Submit a Modification Request in the DCR Licensing Portal



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 **LOS ANGELES**

311  


**Los Angeles Department of Cannabis Regulation**

Announcements ☐ Accessibility Support Register to Apply for a License Login

Home Activities

Submit a Modification Request


Advanced Search



User Name or E-mail:

Password:

Login »

☐ I'm not a robot  
 reCAPTCHA  
[Privacy](#) - [Terms](#)

☒ Remember me on this computer [I've forgotten my password](#) **New Users:** [Register to Apply for a License](#)

**Welcome to the Department of Cannabis Regulation Portal "DCR" Portal**  
We are pleased to offer our residents, customers, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

# Submit a Modification Request in the DCR Licensing Portal



LOS ANGELES 311

Los Angeles Department of Cannabis Regulation

Announcements Logged in as: DCR Staff Account Management Logout

Search...

Home Activities

Dashboard My Records My Account **Submit a Modification Request** Advanced Search

Hello, DCR Staff

My Collection (2) View Collections

1 Records	DCR Example Records for Training Last Updated 09/14/2021
7 Records	DCR Test MOD Records Last Updated 09/14/2021

# Submit a Modification Request in the DCR Licensing Portal



**CANNABIS**  
**REGULATION**  
COMMISSION

[Home](#) **Activities**

[Apply for a License](#) [Search for a License](#)

---

### Application Modification Request

1 Modification Request

2 Contacts/Location

3 Documents

4 Review

5 Pay Fees


6

Please input your Business Application Record ID. Modification Request submittals are allowed under certain conditions.

\* indicates a required field.

**Business Application Record Number**

\* Application ID:



LA-P-19-310898-DCR-APP

[Save and resume later](#) [Continue »](#)



# Submit a Modification Request in the DCR Licensing Portal



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---

### Application Modification Request

1 Modification Request

2 Contacts/Location

3 Documents

4 Review

5 Pay Fees

6

The purpose of this record is to request a modification to a previously submitted application to the Department of Cannabis Regulation (DCR) for a License to conduct Commercial Cannabis Activities. The applicable modification fees must be paid prior to DCR's review of the requested modifications. DCR must review and approve any modifications before the changes become effective and may request supporting documentation to complete the request. Please note: a majority owner or a sufficient number of Owners to constitute a majority ownership of the business is necessary to request an Application or License modification. This cover page must be submitted along with applicable forms the modification(s) requested. Please check the box or boxes for the requested Application modification(s):

\* indicates a required field.

### Modification Requests

Legal Business Name or Fictitious Business Name(DBA):	<input type="checkbox"/>
Primary Personnel Changes:	<input type="checkbox"/>
Other Contact Changes:	<input type="checkbox"/>
Ownership Structure Change (Less than 100%):	<input type="checkbox"/>
Social Equity Application Ownership Structure Change (Less than 100%):	<input type="checkbox"/>
Business Premises Diagram:	<input type="checkbox"/>
Remove Cannabis Activity:	<input type="checkbox"/>
Remove Owner (Equity transferred to other Owners on the record):	<input type="checkbox"/>
Remove Social Equity Individual Applicant (SEIA) Owner (Equity transferred to other Owners on the record):	<input type="checkbox"/>
Withdrawal or Cancellation:	<input type="checkbox"/>

# Submit a Modification Request in the DCR Licensing Portal



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## Modification Requests - Creates New Record

- Business Premises Relocation - All Activities: ☐
- Business Premises Relocation - Some Activities: ☐
- Business Premises Relocation - All Activities (Phase 3 Retail Round 1): ☐
- Entity Substitution (Phase 3 Retail Round 1): ☐
- Entity Substitution: ☐
- Ownership Structure Change (100%): ☐
- Social Equity Application Ownership Structure Change (100%) : ☐

Save and resume later

Continue »

# Submit a Modification Request in the DCR Licensing Portal



- A modification request must be submitted for each type of change requested.
  - If all required documentation and forms are not uploaded at the time of submission, the record may be deemed incomplete and abandoned.
  - If all applicable fees are not paid within 30 days, the modification record will be deemed abandoned.
  - If the requested modification cannot be processed as submitted or if any part of the modification request is ineligible for further processing, the entire modification request is deemed ineligible for further processing.
    - A new modification request may be submitted for eligible changes.
- For modification requests applied to an existing Temporary Approval Application, the requester must submit all required documentation and forms at the time the modification record is created and an invoice for all applicable fees will be generated within minutes of submission.
- For modification requests that generate a new Temporary Approval Application, the requester must submit all basic documentation and forms at the time the modification record is created and pay the initial review fee of \$542. If the request is eligible for further processing, an invoice for all applicable fees will be generated when the new record is created.

# Record Milestone/Modification Options



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Record Milestone	Modification Options
"Blank"	None
Pre-Application	None
Eligibility Determination	None
Temporary Approval Application	Limited
P3RR1 Temporary Approval Application	Full until 12/31/21
Temporary Approval	Full
Environmental Review	Limited
Annual License Application	Full
Annual License	Full
Eligible for Renewal	None
Renewal Application	Full

# Modification Requests Applied to an Existing Temporary Approval Application Record



Modification Type	Limited	Full
<b>Changes to Existing Temporary Approval Record</b>		
Legal Name Change/Fictitious Business Name (DBA)	X	X
Other Contact Changes	X	X
Business Premises Diagram	X	X
Remove Cannabis Activity	X	X
Withdrawal or Cancellation	X	X
Ownership Structure (less than 100%)		X
SEA Ownership Structure (less than 100%)		X
Primary Personnel Changes		X
Remove Owner		X
Remove SEIA Owner		X

# Modification Requests that will Create a New Temporary Approval Application Record



Modification Type	Limited	Full
<b>Creates a New Temporary Approval Record</b>		
Ownership Structure (100%)		X
SEA Ownership Structure (100%)* <small>*P3RR1 SEIAs may not be removed until Temporary Approval is granted</small>		X
Entity Substitution - All Activities		X
Entity Substitution - Some Activities		X
Entity Substitution (Phase 3 Retail Round 1)		X
Relocation - All Activities		X
Relocation - Some Activities		X
Relocation - All Activities (Phase 3 Retail Round 1)		X



# General Licensing

## DCR Record No. Updates

- Updated DCR Record No. ID Masking Rules: LA-X-YY-PRnnnn-LL-DD-Suffix
  - LA – City of Los Angeles
  - X – Record Type
    - C – General / Non-Social Equity
    - P – Records requiring a Public Convenience or Necessity (PCN) Finding
    - S – Social Equity – Subject to LAMC 104.20 Requirements
    - T – Testing
  - YY – last 2 digits of the year to which the record applies
  - PRnnn– Phase and Round (if applicable)/Record sequence number
  - L – Location code (0-9, sequential for each time location moved)
  - D – Deprecation (reflects changes in business entity)
  - Suffix – PREAPP, APP, TMP, LIC, REN, MOD





# Overview of Licensing Updates for Today's Commission Meeting

- Amended Pre-Application Process
  - DCR is not currently accepting new Pre-Applications.
  - On October 1, 2021 DCR will accept new Pre-Applications for Delivery, Distribution, Manufacturing, and Testing.
  - Anticipated Average Processing Time: **30 Days**
- DCR provides services after records are deemed filed. A record is deemed filed after the record has been created in the DCR Licensing Portal, applicable fees have been timely paid, and all required forms/documents/information have been submitted.



# Overview of Commercial Cannabis Activity: Retail Types



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- **Non-Storefront Retailer (Delivery Only) or Microbusiness (Delivery Only)**

A non-storefront retailer sells cannabis goods to customers only through delivery.

- **Retail/Storefront Retailer or Microbusiness**

A storefront retailer has a physical location where cannabis goods are sold. Storefront retailers can also deliver cannabis goods.



# Overview of Commercial Cannabis Activity: Cultivation Types

- Cultivation Specialty Indoor – 501 to 5,000 square feet of canopy
- Cultivation Small Indoor – 5,001 to 10,000 square feet of canopy
- Cultivation Medium Indoor – 10,001 to 22,000 square feet of canopy
- Nursery – for cultivators that only grow clones, immature plants, seeds or other types of cannabis used for propagation
- Processor – for cultivators that only trim, cure, dry, grade, package or label cannabis

# Overview of Commercial Cannabis Activity: Non-Volatile Manufacturing Types



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- **Manufacturer Level 1/Non-Volatile Manufacturing (Type 6) can:**
  - **Use non-volatile solvents for extraction or post processing**
  - **Use mechanical methods for extraction**
  - **Make cannabis products through infusion; infusion mixes cannabis extract or plant material with other ingredients to make a cannabis product.**
  - **Package and label cannabis products**
- **Type N ( Infusion of Products) Manufacturers can make cannabis products through infusion plus package and label cannabis products.**
- **Type P (Packaging and Labeling) can only package and label cannabis products.**
- **Type S (Shared-Use Facility) Manufacturers can extract cannabis using butter or cooking oils; make cannabis products through infusion; and Package and label cannabis.**

# Overview of Commercial Cannabis Activity: Distribution and Testing Types



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- **Distributors can:**
  - Move cannabis and cannabis products between cultivation, manufacturing or distribution premises
  - Move finished cannabis goods to retail premises
  - Provide storage services to other licensees
  - Arrange for testing of cannabis goods
- **Distributor (Transport-Only) can:**
  - Move cannabis and cannabis products between cultivation, manufacturing or distribution premises.
- **Testing laboratories can test cannabis goods prior to sale at a retailer.**
  - Testing laboratories must obtain and maintain ISO/IEC 17025 accreditation. A Temporary Approval license may be used while you work on your accreditation.

# Licensing Program Updates:

## No. of Business Premises By Phase and Record Status



Data Updated: SEPTEMBER 5, 2021

	Licensed Businesses		Businesses in the Application Process			Total Number of Businesses by Phase
	Annual Licenses Issued	Temporary Approvals Issued	Pending Temporary Approval Applications	Pending Pre-Applications	Pending Public Convenience or Necessity (PCN) Requests	
	LIC	TMP	APP	PREAPP	PCN	
LAMC 104.07 (Phase 1)	0	186	N/A	N/A	N/A	186
LAMC 104.08 (Phase 2)	0	303	124	N/A	N/A	427
LAMC 104.06.1(b) (Phase 3 Retail Round 1)	0	19	186	0	N/A	205
LAMC 104.06.1(d) (PCN)	0	0	5	0	1	6
LAMC 104.06.1(e)/(f) (Delivery/Non-Retail)	0	0	154	72	N/A	226
General Application Processing	0	9	41	35	N/A	85
LAMC 104.09 (Testing Labs)	0	5	10	4	N/A	19
Total Number of Businesses by Stage	0	522	520	111	1	1154



# Licensing Program Updates:

## Phase 3 Retail Round 1 Application Processing Update

To date:

**84** businesses have uploaded one or more Temporary Approval documents.

**61** of the **84** businesses have uploaded the minimum number of completed Temporary Approval documents and are eligible for a status of "Local Compliance Underway".

**28** of the **61** businesses have scheduled an Initial DCR Inspection.

**26** of the **28** have passed an Initial DCR Inspection.

**19** Phase 3 Retail Round 1 Applicants have received Temporary Approval.

# 2022 Renewal Requirements and Deadlines



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- On **September 2, 2021**, eligible 2021 Temporary Approval (TA) Records were updated to “Eligible for Renewal”
  - 2021 TA Records expire after 11:59PM on December 31, 2021 and will automatically be updated to “Expired License”.
  - DCR Records updated to a status of Temporarily Approved will also need to complete a renewal application record and pay applicable 2022 licensing fees.
- To file a 2022 TA Renewal Application, a Licensee must:
  - Create a 2022 TA Renewal Application in the DCR Licensing Portal
  - Submit all required Pre-Application and Temporary Approval Application documents in the current document format.
  - Pay all applicable renewal fees.

# Phase 2 Requirements and Deadlines



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- Phase 2 Applicants cannot assert limited immunity by operation of law under LAMC Section 104.08(c).
- Phase 2 applicants that fail to obtain Temporary Approval by September 30, 2021 may have their Application deemed abandoned.
- All Applicants that have not been granted Temporary Approval by September 30, 2021 shall:  
(1) upload all Temporary Approval documents to their DCR record by September 30, 2021;  
(2) have a modification request that was approved between January 1, 2021 and September 30, 2021; or (3) have a pending modification request submitted by September 30, 2021.
- Phase 2 records that do not comply with one of these requirements by September 30, 2021, shall be deemed abandoned under LAMC section 104.03(h).
- All applicable payment, filing, and/or document submission requirement deadlines still apply.





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Agenda Item #3:  
END.

# Agenda Item #4: Social Equity Program Report



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# Summary of Activities to Date: Social Equity Program



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The Mission of the Social Equity Program is “to promote equitable ownership and employment opportunities in the cannabis industry in order to decrease disparities in life outcomes for marginalized communities, and to address the disproportionate impacts of the War on Drugs in those communities.”



# Summary of Activities to Date:

## Social Equity Program



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### Social Equity Program Benefits and Resources

- Application Processing
- Business, Licensing, and Compliance Assistance
- SEED Grant Program
- Pro Bono Legal Services



# Application Processing



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License Type	License CAP	Are Applications Currently Being Accepted?	Application Processing Restrictions	Comments
Testing	No	Yes	No	Submission of Pre-Applications May Be Unavailable Until October 1, 2021
Distribution	No	Yes	No	Submission of Pre-Applications May Be Unavailable Until October 1, 2021
Non-Volatile Manufacturing	No	Yes	No	Submission of Pre-Applications May Be Unavailable Until October 1, 2021
Volatile Manufacturing	Yes	No	No	
Cultivation	Yes	No	Yes. Limited to Social Equity Applicants until January 1, 2025.	
Delivery	No	Yes	Yes. Limited to Social Equity Applicants until January 1, 2025 (Phase 3)	SEAs must be verified. SEAs may be verified under the original eligibility criteria or the expanded eligibility criteria. Submission of Pre-Applications May Be Unavailable Until October 1, 2021.
Retail	Yes	No	Yes. Limited to Social Equity Applicants until January 1, 2025 (Phase 3 Round 2)	Licenses are limited per CPA. To apply in a CPA that has reached Undue Concentration, eligibility must be verified pursuant to LAMC Sections 104.20(b) and 104.06.1(c)(3) before submitting a PCN Request. A lottery will be administered to determine which eligible SEAs are selected to apply for a License in a CPA that has not reached Undue Concentration. SEAs must be verified pursuant to LAMC Sections 104.20(b) and 104.06.1(c)(3) before being determined eligible to participate in the lottery.

# Business, Licensing, and Compliance



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# BLC





# BUSINESS LICENSING COMPLIANCE

## History

January 2019 - DCR allocated \$3 million for Business, Licensing, and Compliance (BLC) Assistance.

### RFQ-First Bench:

June 5, 2019 - First Business, Licensing & Compliance RFQ released .

July 12, 2019- 21 Proposals received.

### RFQ-Second Bench:

November 20, 2019 - Second Business, Licensing & Compliance RFQ released.

January 6, 2020 - 7 Proposals received

June 24, 2020- City of Los Angeles institutes cost containment measures, including contracting freeze.

September 20, 2020 - Mayor signs attested Contracts for 5 vendors for the BLC Program initiative

April, 2021 -Work began and has continued throughout the summer to deliver & launch our BLC program



# BUSINESS LICENSING COMPLIANCE



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## VENDORS

North Star Alliances  
Oaksterdam University  
Los Angeles Metropolitan Churches  
Wadeco Business Center  
High Demand Development





# General Business Development Services



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## General Business Development Services

- Pre-recorded videos, digital assets and curricula regarding inventory management, marketing and branding, accounting & sales forecasting, payroll practices, insurance, financial planning.

## Public Outreach Services

- Developed Communications, Outreach & Engagement Plans





# Deliverables Plan Completed

- We have developed a virtual toolkit of digital assets that builds the brand and reputation of the BLC program.
- Virtual event manager for all upcoming DCR events, coordinating event logistics, promotion, and day-of run-of-show.

➡ The **GROW 2021 Career Fair** took place on August 21, 2021 from 10 am - 4 pm, with over 600 registrants!

➡ 3-night LA Cannabis Tech Week (August 24, 25, 26)

➡ September's Webinar Series -Seven Live Webinars through out the month





# Cannabis Technology Business Development Services

- Cultivation Technology Integration
- Testing Lab Technology Integration
- Blockchain – Crypto Technology Integration
- App and Business Technology Integration
- Standard Operating Procedures Technology Integration



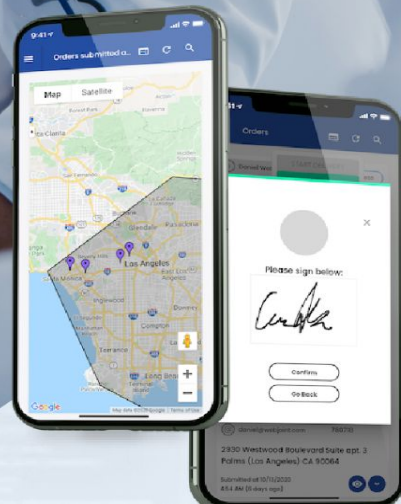


CITY OF LOS ANGELES  
DEPARTMENT OF CANNABIS PRESENTS

# LOS ANGELES CANNABIS TECH WEEK

## AUGUST 24TH — 26TH 2021

Learn about the latest and greatest tech  
for your cannabis business



# Workforce Development, Job Outreach And Job Placement Services



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This Scope of Work Provides:

- Vocational training, work experiences, internships and apprenticeships in the Cannabis industry
- Career guidance and strategies, job development and job placement.
- Provides alternative opportunities as it relates to the production of Cannabis
- Hemp uses: Creating plastics, fabrics and building materials.

# ANNOUNCEMENT! **GROW 2021**

<https://cannabis.lacity.org/grow>



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CITY OF LOS ANGELES DEPARTMENT OF  
**CANNABIS  
REGULATION**



**GROW 2021**  
REIMAGINE A CAREER IN A BUDDING INDUSTRY  
WHERE EQUITY MATTERS

**CANNABIS VIRTUAL CAREER FAIR**

Event Date:  
**August 21, 2021**

Time:  
**Saturday 10 am - 4pm**

Location:  
**Virtual**

**WHAT TO EXPECT:**

- + Expert Panelists  
(Cultivation, Retail, Manufacturing, Distribution)
- + Career opportunities and networking
- + Exhibition Sessions with industry providers and professionals

**KEYNOTE SPEAKER**  
**WHITNEY BEATTY**  
Cannabis Entrepreneur



**FREE  
TO ALL  
PARTICIPANTS**

Register at:  
[cannabis.lacity.org/GROW](https://cannabis.lacity.org/GROW)





# Workforce Development, Job Outreach And Job Placement Services (Continued)

- Develop employer and employee job board
  - <https://cannabis.lacity.org/job-board>
- Onboard industry leaders and experts
- Develop participant and operator surveys
- Develop networking solutions





# Data Collection and Reporting

## Participant List

- Goal - Design & Manage Customer Relationship Management System (CRM)
- SEP Data and Reporting
- Goal – to analyze, track, advise and standardize reporting on areas of success and/or opportunities for improvement of our program

## Targeted Surveys

- Goal – to increase demographic data to address programming assistance needs
- Identifying Funds and Raising Capital
- Goal is Twofold:
  - (1) Education and training
  - (2) Strategic planning and implementation support





# September Webinar Series



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## SCHEDULE

Thursday, September 9 (6 pm)  
**INVENTORY MANAGEMENT, PART I**

Tuesday, September 14 (6 pm)  
**SECURITY REQUIREMENTS, PART I**

Thursday, September 16 (6 pm)  
**ACCOUNTING**

Tuesday, September 21 (6 pm)  
**BRANDING AND MARKETING, PART I**

Thursday, September 23 (6 pm)  
**PAYROLL**

Tuesday, September 28 (6 pm)  
**RECORDS RETENTION**

Thursday, September 30 (6 pm)  
**INSURANCE**

Hosted by the City of Los Angeles Department of Cannabis Regulation's Business, Licensing and Compliance Assistance Program, this 90-minute webinar series will provide you with the **knowledge and skills to open your own cannabis business in the City of Los Angeles.**

**Join us on Tuesdays & Thursdays in September to learn more about each webinar topic listed here.**

[tinyurl.com/Fall2021CannabisWebinars](https://tinyurl.com/Fall2021CannabisWebinars)  
Questions about this event?  
Contact [DCR.SEP@lacity.org](mailto:DCR.SEP@lacity.org)



# Summary of Activities to Date: SEED Grant Program



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# SEED

**ELEVATEIMPACTLA.COM**

# SEED: Background



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- In April 2021, the City of Los Angeles established the Social Equity Entrepreneur Development Grant Program (SEED) Grant Program formerly known as the Financial Grant Program.
- To date, the City of Los Angeles has dedicated **\$ 6 million** to the SEED Grant Program.
  - **\$5 million available via SEED 1.0**
  - **\$1 million available via SEED 2.0**
- **Application period opened - April 20, 2021**
- **Application period closed - August 18, 2021**



# SEED 1.0



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- Total amount available: **\$5 million**
- Grant Eligibility: Phase 3 Retail Round 1 Social Equity  
Individual Applicants deemed eligible pursuant to Los Angeles  
Municipal Code 104.06.1(b)
- Grant Amount: **\$25,000**



# SEED 2.0



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- Total Amount Available: **\$1 million**
- Grant Eligibility: verified Social Equity Individual Applicants
- Grant Amount: a total of **\$10,000** available in two disbursements:
  - (1) **\$5,000** when DCR deems the Pre-Application eligible for further processing; and
  - (2) **\$5,000** when the Applicant is eligible for a Notice of Local Compliance Underway



# SEED Outreach



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27	E-Blasts
4	Lunch and Learn Webinars to assist Applicants with completing an Application
4	Rounds of Email invitations to Cannabis Trade Organizations (Lunch & Learns)

3	Text Campaigns
3	Application Tutorials with instructions on how to complete a successful Application
2	Rounds of Phone calls to Individual Applicants

# SEED Program Update - SEED 1.0



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<u>Application Status</u>	<u>Number of Applicants</u>
Total Applications	211
Completed Applications	149
Approved Applicants	81
Grant Recipients	58
Total Amount Disbursed	\$1,450,000.



# SEED Program Update - SEED 2.0



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<u>Application Status</u>	<u>Number of Applicants</u>
Total Applications	97
Completed Applications	68
Approved Applicants	28
Grant Recipients	18
Total Amount Disbursed	\$130,000







# SEED Pro Rata Distribution

DCR will be disbursing any remaining funds not awarded 90 days prior to the end of the City's Agreement with the California Governor's Office of Business and Economic Development, on a pro rata basis to Applicants who applied by the deadline ( August 18, 2021 )and who are eligible for grant funds.

Any remaining 1.0 funds will be divided amongst eligible SEED 1.0 Applicants.

Any remaining 2.0 funds will be divided amongst eligible SEED 2.0 Applicants.



# SEED Pro Rata Distribution-Continued



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## DEADLINE -OCTOBER 14th, 2021,

- Is the last day for applicants to complete their application and achieve Approved Applicant Status. Anyone who has not completed and have their application deemed Approved will not be permitted to move forward with the Pro Rata application process.
- Pro Rata distributions will only apply to those that are Approved Applicants.
- Eligible applicants will be notified and must agree to accept Pro Rata funds
- Pro Rata distributions will be made no later than November 19th, 2021.

# Summary of Activities to Date:

## Social Equity Program



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### Pro Bono Legal Assistance

LACBA is continuing to matching qualified SEAs with the pro-bono legal panel.

Additional attorneys now have capacity to take on new Applicants.

If you are interested PLEASE sign up on our website:

<https://cannabis.lacity.org/social-equity-program/program-benefit-and-resources/pro-bono-legal-services>



# Pro Bono Legal Services

**SIGN UP HERE**



Home > Social Equity Program > Program Benefit And Resources > Pro Bono Legal Services

The Los Angeles County Bar Association's Cannabis Section, in partnership with DCM, has created a Pro Bono Legal Assistance program which will operate through the Bar Association's Smart Law Referral Service for Social Equity Applicants.

The goals of this referral resource are to promote fair and equitable participation in the licensed commercial cannabis industry, and to foster a level playing field as it relates to access to legal counsel, and help deter predatory practices targeting the social equity community.

This referral service is available **ONLY** to Social Equity Applicants who applied in Phase 3 Retain Round 1 and were determined eligible for further processing under Los Angeles Municipal Code Section 104.06.1(b). Depending on demand and availability, these services may be expanded to other applicants in the future.

If you are a Phase 3 Social Equity Individual Applicant with an application deemed eligible for further processing and interested in receiving limited pro bono legal services, please complete the online survey titled "[Pro Bono Legal Services Survey](#)." You must complete the required information in the Pro Bono Legal Services Survey and upload the [Authorization Agreement](#) to the survey to complete the survey process.



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Agenda Item #4:  
End.

Thank You



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