



Alaska Marijuana Control Board

Alcohol & Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
marijuana.licensing@alaska.gov  
<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

## Cover Sheet for Marijuana Establishment Applications

### What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

**Items that are submitted without this page will be returned in the manner in which they were received.**

### Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Michelle Jay Jones	License Number:	41345	
License Type:	Retail Marijuana Store			
Doing Business As:	The Joint			
Physical Address:	327 Seward St., Suite #7			
City:	Sitka	State:	AK	Zip Code:
Designated Licensee:	Michelle Jay Jones			
Email Address:				

### Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	mj-00		
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## Form MJ-00: Application Certifications

### Why is this form needed?

This application certifications form is required for all marijuana establishment license applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306.

**This form must be completed and submitted to AMCO's Anchorage office by each proposed licensee (as defined in 3 AAC 306.020(b)(2)) before any license application will be considered complete.**

### Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Michelle Jay Jones	License Number:	41345
License Type:	Retail Marijuana Store		
Doing Business As:	The Joint		
Premises Address:	327 Seward St. Suite #7		
City:	Sitka	State:	AK
		ZIP:	99835

### Section 2 – Individual Information

Enter information for the individual licensee.

Name:	Michelle Jones
Title:	Owner

### Section 3 – Other Licenses

Ownership and financial interest in other licenses:

Yes      No

Do you currently have or plan to have an ownership interest in, or a direct or indirect financial interest in another marijuana establishment license?

If "Yes", which license numbers (for existing licenses) and license types do you own or plan to own?



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## Form MJ-00: Application Certifications

### Section 4 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that I have not been convicted of a felony in any state or the United States, including a suspended imposition of sentence, for which less than five years have elapsed from the time of the conviction to the date of this application.

I certify that I am not currently on felony probation or felony parole.

I certify that I have not been found guilty of selling alcohol without a license in violation of AS 04.11.010.

I certify that I have not been found guilty of selling alcohol to an individual under 21 years of age in violation of 04.16.051 or AS 04.16.052.

I certify that I have not been convicted of a misdemeanor crime involving a controlled substance, violence against a person, use of a weapon, or dishonesty within the five years preceding this application.

I certify that I have not been convicted of a class A misdemeanor relating to selling, furnishing, or distributing marijuana or operating an establishment where marijuana is consumed within the two years preceding this application.

I certify that my proposed premises is not within 500 feet of a school ground, recreation or youth center, a building in which religious services are regularly conducted, or a correctional facility, as set forth in 3 AAC 306.010(a).

I certify that my proposed premises is not located in a liquor licensed premises.

I certify that I meet the residency requirement under AS 43.23 for a permanent fund dividend in the calendar year in which I am initiating this application.

I certify that all proposed licensees (as defined in 3 AAC 306.020(b)(2)) have been listed on my online marijuana establishment license application. Additionally, if applicable, all proposed licensees have been listed on my application with the Division of Corporations.

I certify that I understand that providing a false statement on this form, the online application, or any other form provided by AMCO is grounds for denial of my application.



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## Form MJ-00: Application Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify and understand that I must operate in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees.

I certify and understand that I must operate in compliance with each applicable public health, fire, safety, and tax code and ordinance of this state and the local government in which my premises is located.

Read each line below, and then sign your initials in the box to the right of only the applicable statement:

Initials

**Only initial next to the following statement if this form is accompanying an application for a marijuana testing facility license:**

I certify that I do not have an ownership in, or a direct or indirect financial interest in a retail marijuana store, a marijuana cultivation facility, or a marijuana products manufacturing facility.

**Only initial next to the following statement if this form is accompanying an application for a retail marijuana store, a marijuana cultivation facility, or a marijuana products manufacturing facility license:**

I certify that I do not have an ownership in, or a direct or indirect financial interest in a marijuana testing facility license.

All marijuana establishment license applicants:

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Michelle Jones

Printed name of licensee

Signature of licensee



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License Type:	Retail Marijuana Store		
Doing Business As:	The Joint		
Physical Address:	327 Seward St., Suite #7		
City:	Sitka	State:	AK
Designated Licensee:	Michelle Jay Jones	Zip Code:	99835
Email Address:			

### Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	<p>fingerprint cards</p>
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Designated Licensee:	Michelle Jay Jones		
Email Address:			

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Attached Items:	<p>mj - 08</p>
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## Form MJ-08: Local Government Notice

### Why is this form needed?

A local government notice is required for all marijuana establishment license applications with a proposed premises that is located within a local government, per 3 AAC 306.025(b)(3). As soon as practical after initiating a marijuana establishment license application, an applicant must give notice of the application to the public by submitting a copy of the application to each local government and any community council in the area of the proposed licensed premises. For an establishment located inside the boundaries of city that is within a borough, both the city and the borough must be notified.

This form must be completed and submitted to AMCO's Anchorage office before any new or transfer license application will be considered complete.

### Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Michelle Jay Jones	License Number:	41345
License Type:	Retail Marijuana Store		
Doing Business As:	The Joint		
Premises Address:	327 Seward St. Suite #7		
City:	Sitka	State:	AK
		ZIP:	99835

### Section 2 – Certification

I certify that I have met the local government notice requirement set forth under 3 AAC 306.025(b)(3) by submitting a copy of my application to the following local government (LG) official(s) and community council (if applicable):

Local Government(s): \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Name/Title of LG Official 1: \_\_\_\_\_ Name/Title of LG Official 2: \_\_\_\_\_

Community Council: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
(Municipality of Anchorage and Matanuska-Susitna Borough only)

**You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials**

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

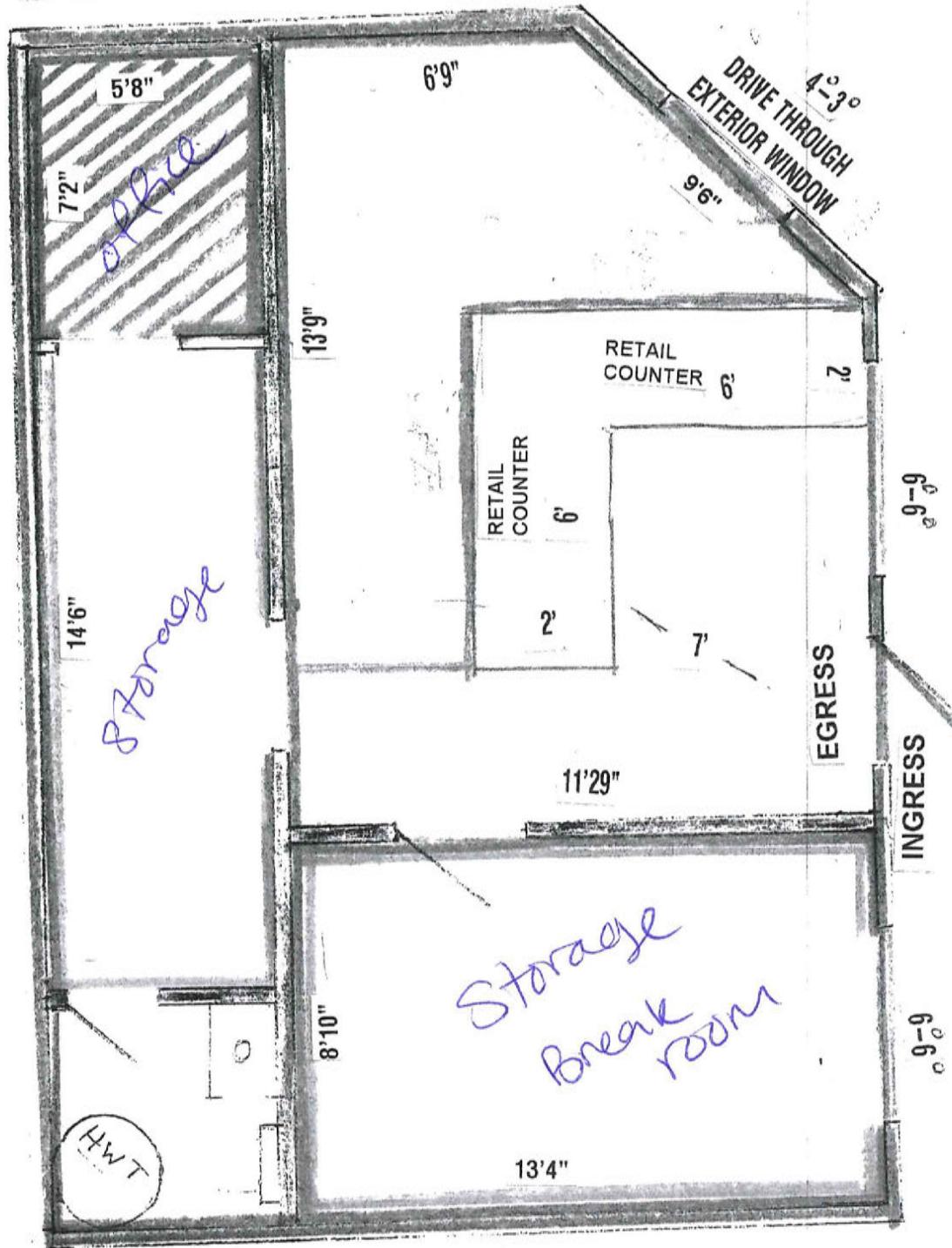


Printed name of licensee

Signature of licensee

LICENSED PREMISES  
SURVEILLANCE ROOM  
RESTRICTED ACCESS AREA  
STORAGE AREA  
ENTRANCE, EXIT, WINDOW  
WALLS AND PARTITIONS

3A-41345  
DBA: THE JOINT





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License Type:	Retail Marijuana Store		
Doing Business As:	The Joint		
Physical Address:	327 Seward St., Suite #7		
City:	Sitka	State:	AK
Designated Licensee:	Michelle Jay Jones		
Email Address:			

### Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	MJ-01		
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Alaska Marijuana Control Board

## Form MJ-01: Marijuana Establishment Operating Plan

### Why is this form needed?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38 of Alaska Statutes** and **Chapter 306 of the Alaska Administrative Code**. This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

### What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03**, **Form MJ-04**, **Form MJ-05**, or **Form MJ-06**) to meet the additional operating plan requirements for each license type.

### Section 1 – Establishment & Contact Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Michelle Jay Jones	MJ License #:	41345
License Type:	Marijuana Retail Store		
Doing Business As:	The Joint		
Premises Address:	327 Seward St. Suite #7		
City:	Sitka	State:	Alaska
ZIP:	99835		

Mailing Address:	Po Box 1774		
City:	Sitka	State:	Alaska
ZIP:	99835		

Designated Licensee:	Michelle Jones		
Main Phone:		Cell Phone:	
Email:			



## Form MJ-01: Marijuana Establishment Operating Plan

### Section 2 – Control Plan for Persons Under the Age of 21

**2.1. Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:**

Required signs that are posted will be positioned at eye level immediately adjacent to the public entrance. This includes posting two entrance signs, each at least 11 inches by 14 inches, with lettering no smaller than one-half inch in height, stating "NO ONE UNDER 21 ALLOWED ON PREMISES." A duplicate sign will be posted inside the building along with video surveillance in place. Valid identification will be verified by the budtender as customers enter through the entrance/exit. Once inside the premises at eye level, on the back wall in the restricted access area adjacent to the doors will be signs stating "RESTRICTED ACCESS AREA." And "NO ONE UNDER THE AGE OF 21 ALLOWED." All violators will be escorted off the licensed premises immediately.

### Section 3 – Security

#### Restricted Access Areas (3 AAC 306.710):

**3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:**

The exterior entry point to the licensed premises will have a commercial grade, non-residential door lock. All restricted areas will be marked with a sign that reads. "RESTRICTED ACCESS AREA." And "VISITORS MUST BE ESCORTED." Doors will be blocking 2 restricted access areas while the restricted area behind the counter will have an employee present when unescorted members of the public enter the licensed premises. All visitors will be signed in and out and issued a visitors' badge while on premises. A licensee, employee or agent of the establishment will always escort visitors during visit.

**3.2. Describe your recordkeeping and processes for admitting visitors into and escorting them through restricted access areas:**

There can only be 5 visitors in the building at a time. After visitors' identifications are checked, they will sign into a log book with date, arrival, departure time, and type of identification. They will be issued a visitors badge to wear. They will always be escorted throughout the facility by an employee or licensee during the visit. On exit they must sign out of the visitors' log book and give back the visitors' badge. All records will be stored in lock proof cabinet in a restricted area. Video surveillance will be on at all times.



Alaska Marijuana Control Board

## Form MJ-01: Marijuana Establishment Operating Plan

3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:



### Security Alarm Systems and Lock Standards (3 AAC 306.715):

3.4. Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

By local building codes, all exterior lighting will be above the windows, entrance/exit. Lights and surveillance cameras will be placed a minimum of 8 feet from the ground on the exterior of the building and will pick up 20 feet of entrance to the licensed premises.



## Form MJ-01: Marijuana Establishment Operating Plan

**3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:**

Utilizing a Ring Wireless Security System to monitor and protect the licensed premises, the system will include door and window sensors. The alarm system will be armed whenever the premises is closed for business and will provide immediate notifications to designated management personnel and a 24/7 professional monitoring center in the event of an unauthorized breach. Upon receiving an alert, the designated licensee, employee or agent will first confirm the nature of the alert via the Ring monitoring app and surveillance cameras, then promptly notify law enforcement if a break-in or unauthorized access is suspected. A manager will respond to the premises as quickly as possible to secure the location, document the incident, and then inspect all marijuana inventory and funds for any signs of tampering or theft. A written incident report will be completed, stored with records, and the licensee shall notify the Department of Commerce, Community, and Economic Development, Alcohol and Marijuana Control Office as soon as reasonably practical and in any case not more than 24 hours after any unauthorized access to the premises or the establishment's knowledge of evidence or circumstances that reasonably indicate theft, diversion, or unexplained disappearance of marijuana, marijuana products, or money from the licensed premises.. The alarm system will be tested monthly to ensure it is functioning properly.

**3.6. Describe your policies and procedures for preventing diversion of marijuana or marijuana product, including by employees:**

The facility will maintain strict inventory control measures utilizing both the state mandated Metrc system and our POS system, WEAVE. All product intake, transfers, sales and disposal will be recorded in real time in both systems, with daily reconciliation performed by management to verify accuracy. Any discrepancies will be investigated immediately, documented and if required, reported to AMCO. Diversion of marijuana will also be prevented with use of continuous video monitoring (located throughout the facility). All personal items (bags, purses, phones and coats), will be kept in a designated employee room, away from marijuana and marijuana products. All employees will work under management with daily checks, formal monthly audits, comparing physical inventory against METRC and WEAVE to insure there is no loss, theft or diversion of product. Creating multiple safeguards against unauthorized activity and reinforce our commitment to compliance.

**3.7. Describe your policies and procedures for preventing loitering:**

Any loiters will be recorded on surveillance cameras that will have a 20 foot range of the building, there will be signs at least 11 inches by 14 inches, with lettering no smaller than one-half inch in height, stating "NO LOITERING." And "NO ONE UNDER 21 ALLOWED." Signs placed on all sides of the exterior of the premises. Anyone who refuses to leave the premises will be escorted off by law enforcement.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right:

Initials

**3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use.**





## Form MJ-01: Marijuana Establishment Operating Plan

### Video Surveillance (3 AAC 306.720):

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

**3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility.**

**3.10. Each video surveillance recording: is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing (consistent with the Alcohol & Marijuana Control Office's approved format list); clearly and accurately displays the time and date; and is archived in a format that does not permit alteration of the recorded image.**

**3.11. The surveillance room or area is clearly defined on the Form MJ-02: Premises Diagram that is submitted with this application.**

**3.12. Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board).**

**3.13. Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:**

There will be exterior video surveillance cameras placed over the entrance/exit which will provide a clear 20-foot view of the perimeter, there will be a camera above the drive-through window exterior area and the interior point-of-sale drive-through window area. There will be interior surveillance cameras covering the entrance/exit, capturing every individual who enters/exits the licensed premises. Cameras will be placed in all areas where marijuana is handled, displayed or sold, including entire restricted access areas, point-of-sale areas including drive-through window point-of-sale.

**3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:**

All video surveillance recording equipment will be housed in a locked safe cabinet in a restricted access area. A surveillance camera will be placed to record the cabinet. All video surveillance will be stored for 90 days; authorized personnel will have the key to the lock safe cabinet. Any law enforcement or agent of the Marijuana Control Board will have access to the key from authorized personnel.



# Form MJ-01: Marijuana Establishment Operating Plan

## Section 4 – Business Records

Review the requirements under 3 AAC 306.755. All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records.

**4.1. I certify that the following business records will be maintained and kept on the licensed premises:**

Initials

- a. all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years (records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises);
- b. a current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment;
- c. the business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises;
- d. records related to advertising and marketing;
- e. a current diagram of the licensed premises, including each restricted access area;
- f. a log recording the name, and date and time of entry of each visitor permitted into a restricted access area;
- g. all records normally retained for tax purposes;
- h. accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed;
- i. transportation records for marijuana and marijuana product, as required by 3 AAC 306.750(f); and
- j. registration and inspection reports of scales registered under the Weights and Measures Act, as required by 3 AAC 306.745.

**4.2. A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:**

Electronic records, including METRC data, POS sales records, surveillance logs, and employee training files will be backed up daily to a secure, encrypted cloud service as well as a password-protected local hard drive, ensuring redundancy in case of system failure. Access to electronic records will be restricted to authorized management personnel. Physical records such as signed transfer manifests, inventory logs, employee documents, and visitor logs will be organized, filed and stored in a locked, fire-resistant filing cabinet located within a restricted access area of the premises. In accordance with Alaska regulations, all records will be retained for a minimum of three years from the date of creation and will be made readily available for inspection by AMCO or law enforcement upon request. Ensuring that no required records will be lost, destroyed or altered and that all operational documentation remains secure and verifiable.



## Form MJ-01: Marijuana Establishment Operating Plan

### Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc. 

5.2. All marijuana delivered to a marijuana establishment will be weighed on a scale registered in compliance with 3 AAC 306.745. 

5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745. 

### Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. All licensees, and every employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

6.1. All licensees, and each employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment. 

6.2. Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the licensed premises) when on the licensed premises. 

6.3. Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired. 

**6.4. Describe any in-house training that will be provided to employees and agents (apart from a marijuana handler course):**

Apart from the required state marijuana course, all employees will be trained in intake, processing, special equipment and products. Training will be an ongoing process, along with updated state requirements.



# Form MJ-01: Marijuana Establishment Operating Plan

## Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present. WJ

7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded. WJ

7.3. I have policies to ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace. WJ

7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with 3 AAC 306.735(d). WJ

Answer "Yes" or "No" to each of the following questions:

Yes No

7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram.

7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.

7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):

## Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

8.1. Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment. Include a description of the type of locked, safe, and secure storage compartments to be used in vehicles transporting marijuana or marijuana product:

When marijuana products are prepared for transfer, they will be verified against the transfer manifest in METRC, packaged in compliant, tamper-evident, smell-proof containers and placed in locked, rigid totes. During transportation, locked totes will be secured in the vehicle's cargo area, inaccessible to the driver and passengers. Only trained, authorized personnel will handle product transport, and all transfers will be recorded in METRC to ensure a complete chain of custody from origin to destination. Upon delivery, the receiving licensee will reconcile the shipment with the manifest before acceptance.



# Form MJ-01: Marijuana Establishment Operating Plan

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

8.2. The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700.

8.3. The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle.

8.4. The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport.

8.5. During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport.

8.6. Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment.

8.7. When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received.

8.8. The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest.

## Section 9 – Signage and Advertising

Review the requirements under 3 AAC 306.770.

9.1. Describe any signs that you intend to post on your establishment, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

Planned signage will include a professionally designed metal hanging exterior sign above the entrance displaying only the business name and logo. Required signs that are posted will be positioned at eye level immediately adjacent to the entrance/exit. This includes posting two entrance signs, each at least 11 inches by 14 inches, with lettering no smaller than one-half inch in height, stating "NO ONE UNDER 21 ALLOWED ON PREMISES." And "NO CONSUMPTIONS OF MARIJUANA ON PREMISES." No signage visible from outside the premises will depict marijuana consumption or appeal to individuals under 21, in full compliance with Alaska regulations.



Alaska Marijuana Control Board

## Form MJ-01: Marijuana Establishment Operating Plan

9.2. Describe any advertising you intend to distribute for your establishment. Include medium types and business logos (photos or drawings may be attached):

Planned advertising will include a professionally designed exterior sign on the licensed premises displaying only the business name and logo, without images or language appealing to minors. Additional marketing will include print advertisements in local newspapers and publications whose readership is primarily 21 years or older, and the creation of social media accounts to provide updates, promote specials, and share educational content. All digital and print advertising will include the required marijuana warning statement in legible font size. Social media platforms will be monitored by staff to ensure posts remain compliant, comments are moderated, and no content encourages overconsumption or illegal activity.



I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Michelle Jones  
Printed name of licensee

Michelle Jones  
Signature of licensee



Alaska Marijuana Control Board

## Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):



Alaska Marijuana Control Board

Alcohol & Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

## Cover Sheet for Marijuana Establishment Applications

### What is this form?

This cover sheet must be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

### Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Michelle Jay Jones	License Number:	41345
License Type:	Retail Marijuana Store		
Doing Business As:	The Joint		
Physical Address:	327 Seward St., Suite #7		
City:	Sitka	State:	AK
Designated Licensee:	Michelle Jay Jones		
Email Address:			

### Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	MJ-02
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### OFFICE USE ONLY

Received Date:	Payment Submitted Y/N:	Transaction #:
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Alaska Marijuana Control Board  
**Form MJ-02: Premises Diagram**

**Why is this form needed?**

A detailed diagram of the proposed licensed premises is required for all marijuana establishment license applications, per 3 AAC 306.020(b)(8). **All areas designated as the licensed premises of a single license must be contiguous. All diagrams must have the licensed premises area labeled, and outlined or shaded as appropriate.**

**What must be submitted with this form?**

Applicants must attach multiple diagrams to this form, including (as applicable):

- **Diagram 1:** A diagram showing only the licensed premises areas that will be ready to be **operational at the time of your preliminary inspection** and license issuance;
- **Diagram 2:** If different than Diagram 1, a diagram outlining **all areas for which the licensee has legal right of possession** (a valid lease or deed), and clearly showing those areas' relationship to the current proposed licensed premises (*details of any planned expansion areas do not need to be included; a complete copy of Form MJ-14: Licensed Premises Diagram Change or Form MJ-31: Walk-Up or Drive-Through Exterior Window Pick-Up Diagram and Operating Plan must be submitted and approved before any planned expansion area may be added to the licensed premises*);
- **Diagram 3:** A **site plan or as-built of the entire lot**, showing all structures on the property and clearly indicating which area(s) will be part of the licensed premises;
- **Diagram 4:** An **aerial photo of the entire lot and surrounding lots**, showing a view of the entire property and surrounding properties, and clearly indicating which area(s) will be part of the licensed premises (*this can be obtained from sources like Google Earth*); and
- **Diagram 5:** A diagram of the **entire building in which the licensed premises is located**, clearly distinguishing the licensed premises from unlicensed areas and/or premises of other licenses within the building. If your proposed licensed premises is located within a building or building complex that contains multiple business and/or tenants, please provide the addresses and/or suite numbers of the other businesses and/or tenants (*a separate diagram is not required for an establishment that is designating the entire building as a single licensed premises*).

This form, and all necessary diagrams that meet the requirements on Page 2 of this form, must be completed and submitted to AMCO's Anchorage office before any new or transfer license application will be considered complete.

**Section 1 – Establishment Information**

Enter information for the business seeking to be licensed, as identified on the license application.

<b>Licensee:</b>	Michelle Jay Jones	<b>MJ License #:</b>	41345
<b>License Type:</b>	Retail Marijuana Store		
<b>Doing Business As:</b>	The Joint		
<b>Premises Address:</b>	327 Seward St. Suite #7		
<b>City:</b>	Sitka	<b>State:</b>	Alaska
		<b>ZIP:</b>	99835



## Form MJ-02: Premises Diagram

### Section 2 – Required Information

For your security, do not include locations of security cameras, motion detectors, panic buttons, and other security devices. However, AMCO will require full coverage of the walk-up or drive-through exterior window area as required by 3 AAC 306.380(b) and (g) for marijuana retail establishments. Items marked with a double asterisks (\*\*) are only required for those retail marijuana establishments that are also applying for an onsite consumption endorsement.

The following details must be included in all diagrams:

- License number and DBA
- Legend or key
- Color coding
- Licensed Premises Area Labeled and Shaded, or Outlined as appropriate
- Dimensions
- Labels
- True north arrow

The following additional details must be included in Diagram 1:

- Surveillance room
- Restricted access areas
- Storage areas
- Entrances, exits, and windows, including walk-up or drive-through exterior window for marijuana retail establishments
- Walls, partitions, and counters
- Any other areas that must be labeled for specific license or endorsement types
- \*\* Serving area(s)
- \*\*Employee monitoring area(s)
- \*\*Ventilation exhaust points, if applicable

The following additional details must be included in Diagram 2:

- Areas of ingress and egress
- Entrances and exits
- Walls and partitions

The following additional details must be included in Diagrams 3 and 4:

- Areas of ingress and egress
- Cross streets and points of reference

The following additional details must be included in Diagram 5:

- Areas of ingress and egress
- Entrances and exits
- Walls and partitions
- Cross streets and points of reference

Initial:

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

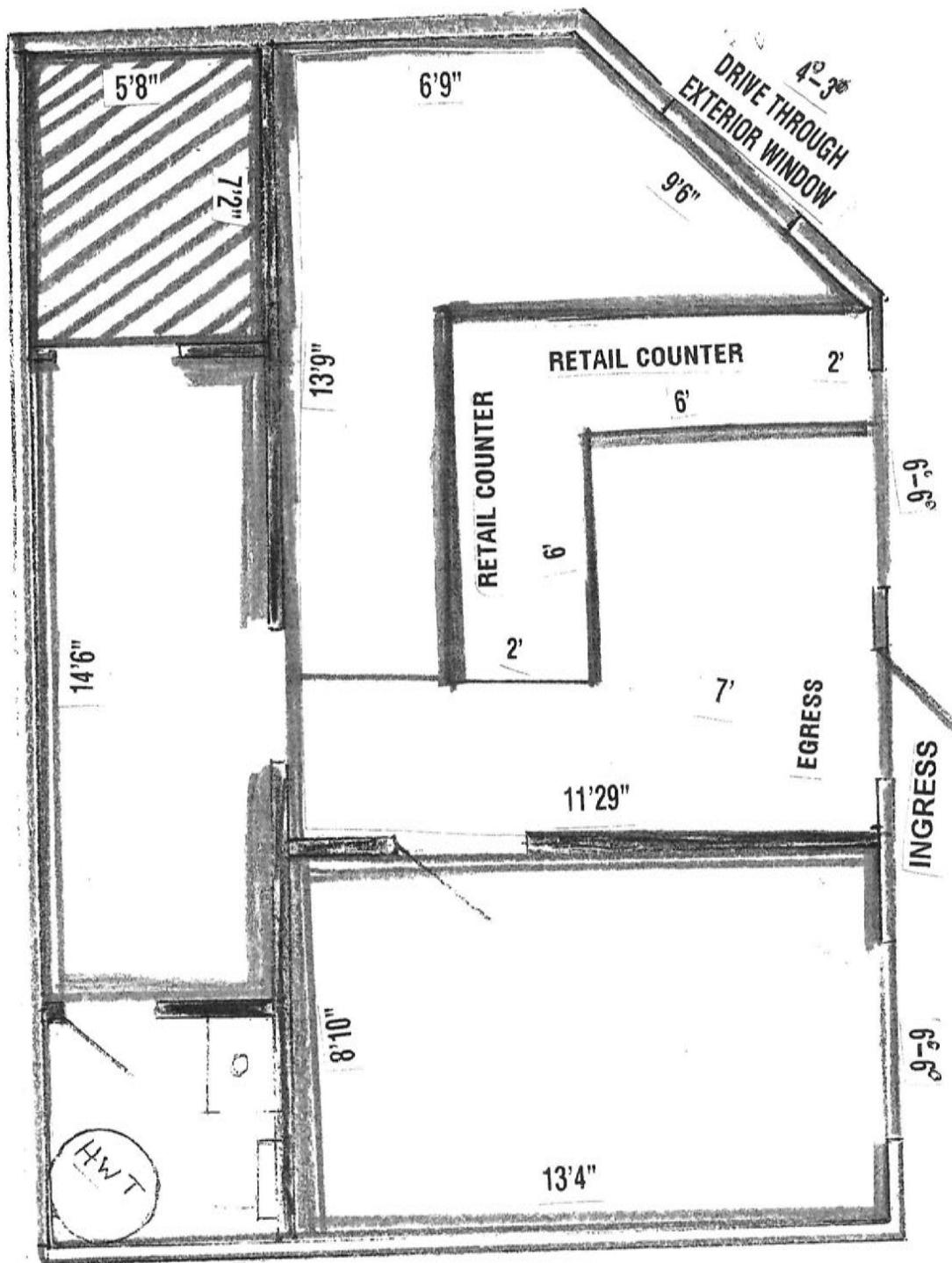
michelle jones  
Printed name of licensee

M. Jones  
Signature of licensee

LICENSED PREMISES  
SURVEILLANCE ROOM  
RESTRICTED-ACCESS AREA  
STORAGE AREA  
ENTRANCE, EXIT, WINDOW  
WALLS AND PARTITIONS

3A-41345  
DBA: THE JOINT

1,2



OJA WAY

3A-41345  
DBA - THE JOINT

N

LICENSED PREMISES  
PROPERTY LINE

3,4

310

LAKE STREET

203

FIRST  
BANK

107'

WGRESS  
EGRESS  
67'2"

34'

32'

42'9"

22'4"

60'

24'

SEWARD ST

WESTMARK  
HOTEL

33

209

32'

319

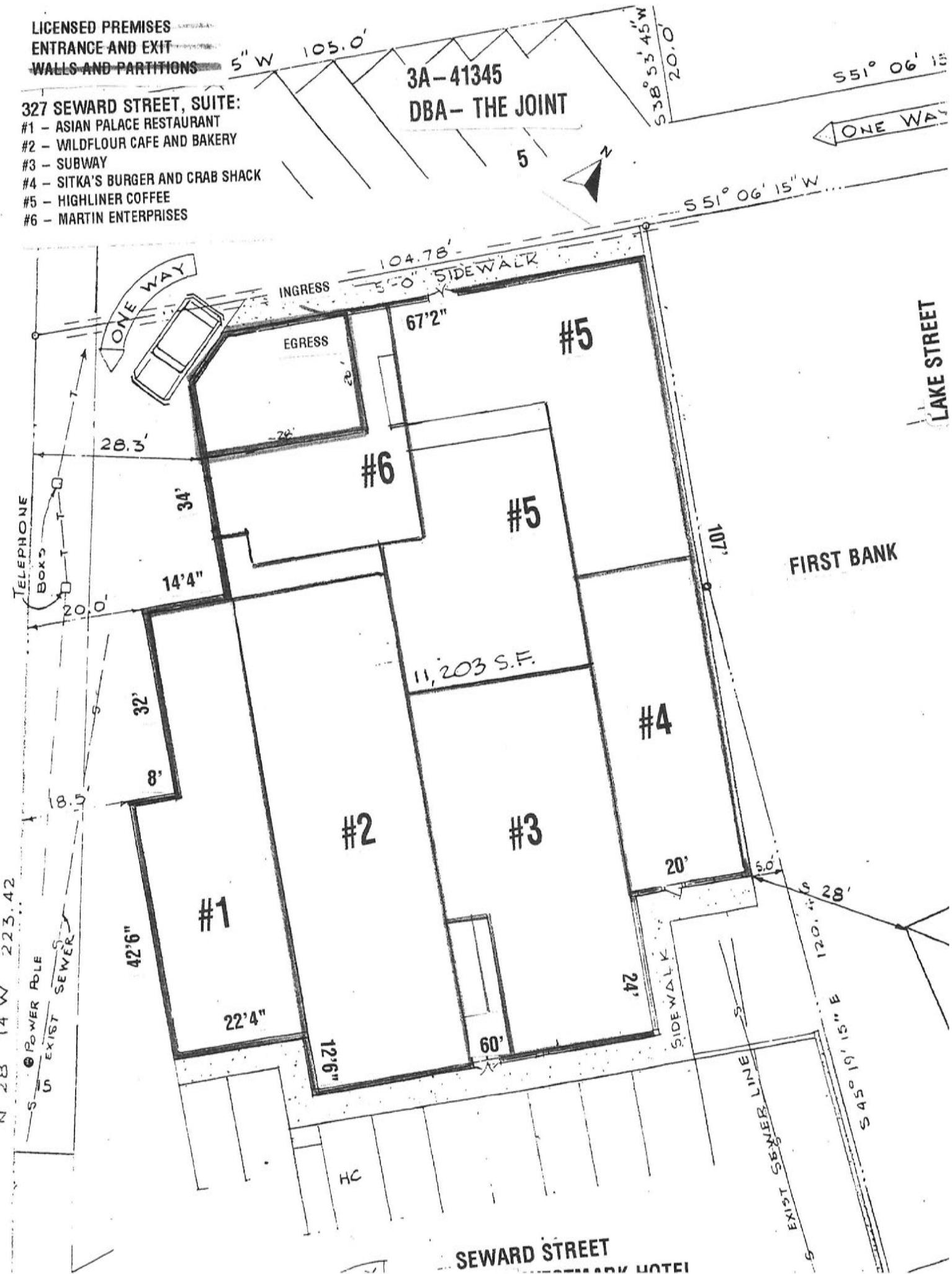
323

337

LICENSED PREMISES  
ENTRANCE AND EXIT  
WALLS AND PARTITIONS

327 SEWARD STREET, SUITE:  
#1 - ASIAN PALACE RESTAURANT  
#2 - WILDFLOUR CAFE AND BAKERY  
#3 - SUBWAY  
#4 - SITKA'S BURGER AND CRAB SHACK  
#5 - HIGHLINER COFFEE  
#6 - MARTIN ENTERPRISES

3A-41345  
DBA - THE JOINT



LICENSED PREMISES

ENTRANCE AND EXIT

WALLS AND PARTITIONS

327 SEWARD STREET, SUITE:

- #1 - ASIAN PALACE RESTAURANT
- #2 - WILDFLOUR CAFE AND BAKERY
- #3 - SUBWAY
- #4 - SITKA'S BURGER AND CRAB SHACK
- #5 - HIGHLINER COFFEE
- #6 - MARTIN ENTERPRISES

3A-41345

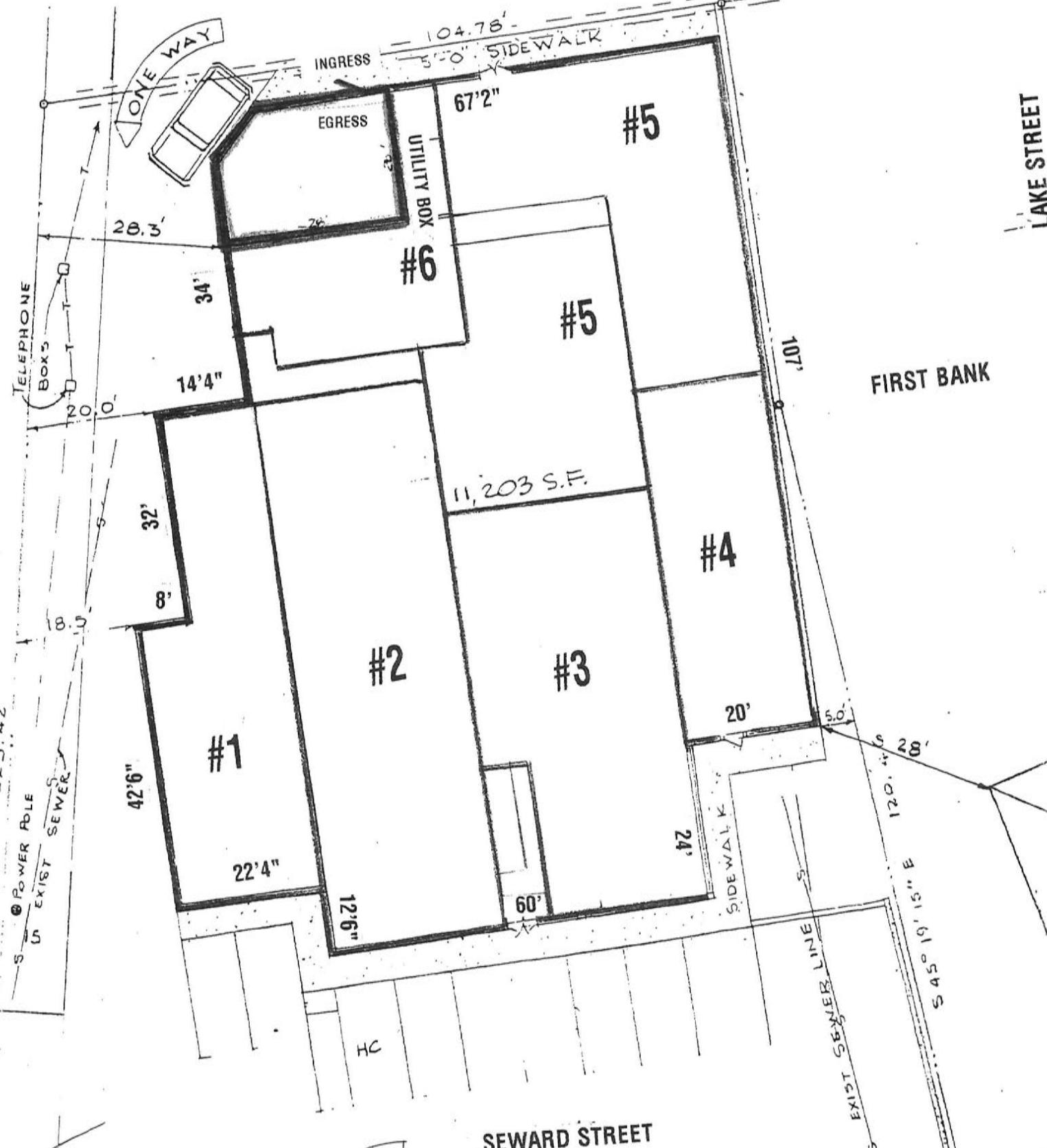
DBA - THE JOINT

5" W 105.0'

53' 45" W  
20.0'

55° 06' 11"

ONE WAY





Alaska Marijuana Control Board

Alcohol & Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
marijuana.licensing@alaska.gov  
<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

## Cover Sheet for Marijuana Establishment Applications

### What is this form?

This cover sheet must be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

### Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Michelle Jay Jones	License Number:	41345
License Type:	Retail Marijuana Store		
Doing Business As:	The Joint		
Physical Address:	327 Seward St., Suite #7		
City:	Sitka	State:	AK
Designated Licensee:	Michelle Jay Jones		
Email Address:			

### Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	proof of possession for proposed premises
-----------------	----------------------------------------------

### OFFICE USE ONLY

Received Date:	Payment Submitted Y/N:	Transaction #:
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## COMMERCIAL LEASE

THIS LEASE, entered into on this 1ST day of SEPTEMBER, 2025 by and between THE EDWARD AND JOYCE MARTIN JOINT LIVING TRUST, of 830 Frankton Road, Hood River, Oregon 97031, ("Lessor"), and MICHELLE J JONES, of THE JOINT ("Lessee").

### RECITALS

1. The Lessors are the owners of a building located at 327 SEWARD Street, Sitka, Alaska, 99835 and desire to lease the retail space more specifically identified as Unit 7, and highlighted on EXHIBIT A, attached ("the Premises") to a suitable Lessee for business purposes.
2. The Lessee desires to lease the Premises for business purposes.
3. The parties desire to enter into a lease agreement defining their rights, duties and liabilities relating to the premises.

IN CONSIDERATION of the mutual covenants contained herein, the parties agree as follows:

1. Acceptable Uses: The premises shall be used for commercial retail or restaurant space and for no other purpose.
3. Term. The lease shall last for 2 year(s), to commence no later than the 1<sup>st</sup> day of SEPTEMBER, 2025, and terminating on the 1<sup>st</sup> day of SEPTEMBER 2027.
4. Rental. Monthly rental for the first year of this lease shall be [REDACTED] payable on the first day of each month. The rental amount includes sales tax at the current rate of 5 and 6% for the winter and summer months respectively, with such sales tax amount subject to change as mandated by the City and Borough of Sitka. Lessor shall be responsible for the payment of any applicable sales tax. Lessor shall also be responsible for the preparation and filing of sales tax returns when such come due and shall timely file such returns with the City and Borough of Sitka during the term of this Lease. A late fee will be charged in the amount of Fifty Dollars (\$50.00) if rent is not received by the 10<sup>th</sup> day of the month.
5. Utilities. Tenant is responsible and shall pay the following utilities during the lease term: garbage, landfill, water, sewer, electric baseboard heat. Tenant shall be responsible for internet, cable phone and any other utilities or services required to operate their business.

6. Maintenance.

(a) Lessee shall maintain and keep in good condition all special plumbing, lighting, appliances, installations, fixtures, machinery or appurtenances peculiar to Lessee's tenancy and shall do so in a manner so as not to cause loss or damage to the leased premises; and

(b) Lessor shall make any major maintenance and repairs required to the heating and plumbing systems, electrical wiring, roof, foundation, interior and exterior as may be required to keep same in good, safe maintenance and repair, unless the damage is caused solely by Lessee's or Lessee's agents' negligent or non-negligent acts. Lessee shall permit Lessors and Lessors' agents to enter the leased premises at all reasonable hours for the purpose of carrying out such duties.

7. Delivery Accepted; Surrender of Premises. Lessors represent that the premises are in fit condition for use by Lessees. Acceptance of the premises by Lessee shall be construed as a recognition that the premises are in a good state of repair and in sanitary condition. Lessees shall surrender the premises at the end of the lease term, or any renewal thereof, in the same condition as when Lessee took possession, allowing for reasonable wear and damage by Acts of God, including fires and stores. Before delivery, Lessees shall, to the greatest extent possible, restore the portion of the premises on which they were placed in the same condition as when received.

8. Partial Destruction of Leased Premises. Partial destruction of the leased premises shall not render this lease void or voidable nor terminable except as herein provided. If the premises are partially destroyed during the term of the lease, Lessors shall repair them when such repairs can be made in conformity with governmental laws and regulations within thirty (30) days of partial destruction. Written notice of intention of the Lessors to repair shall be given to Lessee within ten (10) days after any partial destruction. Rent shall be reduced proportionately due to the extent to which the repair operations interfere with the business conducted on the premises by Lessee, unless such partial destruction is caused by Lessee's activities. If the repairs cannot be made in the time specified above, Lessors shall have the option to make them within a reasonable time and continue this lease in effect with proportional rebate to Lessee as provided herein, unless partial destruction is caused by Lessee's activities. If the repairs cannot be made within thirty (30) days and if Lessors do not elect to make them within a reasonable time, either party shall have the option to terminate the lease.

9. Entry on Premises by Lessors. Lessors reserve the right to enter on the premises at reasonable times to inspect them and perform required maintenance and repairs to any part of the building in which the premises are located and Lessee shall permit Lessors to do so.

10. Improvements, Alterations and Repairs. Lessee may make improvements, alterations and repairs at Lessee's expense, with prior written authorization from Lessor, so long as work is performed by a licensed, bonded and insured contractor, and in a manner that is consistent with all local, state and federal law. Plans shall be provided to Lessor for approval prior to any work being performed. Lessee may not allow any liens to be recorded against the property.

11. Tenant Insurance Obligations. Lessee shall procure and maintain in force at its expense during the term of this Lease, and any extension, Comprehensive General Liability Insurance in the amount of \$1,000,000 for each occurrence, \$2,000,000 general aggregate, \$100,000 for coverage of rented premises for each occurrence, and \$5,000 medical expense limit for any one person, from brokers and underwriters approved by the State of Alaska. Such coverage shall be adequate to protect against liability for damage claims through public and private use of or arising out of accidents occurring in or around the Premises.

12. Indemnification. Lessee shall indemnify, defend, and hold harmless the Lessor from all claims, demands, causes of action, damages, and any incidental expenses, arising out of any damage to any person or property incurring in, on, or about the Premises, that are not caused by Lessor's gross negligence.

13. Casualty Insurance and Property Taxes. Lessors shall, during the term of this lease, keep the demised premises and all fixtures, improvements and appurtenances associated with the premises insured against fire and all other casualties (excluding floods) in an amount at least equal to the replacement value of the Premises, fixtures, improvements and appurtenances. Lessors shall also pay all real property taxes levied upon the demised premises by the authorized taxing authority (presently the City and Borough of Sitka) that fall due during the term of this lease.

14. Assignment, Sublease or License. Lessees shall not assign or sublease the premises or any right or privilege connected therewith or allow any other person except agents and employees of Lessee to occupy the premises or any part thereof, without first obtaining the consent of Lessors. A consent by Lessors shall not be consent to a subsequent assignment, sublease or occupation by other persons. Any unauthorized assignment, sublease or license to occupy by Lessees shall void and shall terminate the lease at the option of Lessors. The interest of Lessee in this lease is not assignable by operation of law without written consent of Lessors.

15. Default or Breach. Each of the following event shall constitute a default or breach of this lease by Lessee:

(a) If Lessee or any successor or assignee of Lessee while in possession shall file a petition in bankruptcy or insolvency or file for reorganization under any bankruptcy act, or shall voluntarily take advantage of any such act by answer or otherwise or make an assignment

for the benefit of creditors;

(b) If involuntary proceedings under any bankruptcy law or insolvency act shall be initiated against Lessee, or if any receiver or trustee shall be appointed for all, or substantially all of the property of Lessee, and such proceedings shall not be dismissed or the receivership or trusteeship vacated within thirty (30) days after institution or appointment;

(c) If Lessee shall fail to pay Lessors any rent or additional rent when the rent shall become due and shall not make the payment within thirty (30) days after notice thereof by Lessors to Lessee;

(d) If Lessee shall fail to perform or comply with any of the conditions of this lease or if the non-performance shall continue for a period of thirty (30) days after notice thereof by Lessors to Lessee. Unless performance cannot reasonably be had within the thirty (30) day period;

(e) If Lessee shall vacate or abandon the demised premises;

(f) If the lease or the estate of Lessees hereunder shall be transferred to or shall pass or divulge to any other person or party except in the manner permitted; or

(g) If Lessee shall fail to take possession of the demised premises on the term commencement date or within fifteen (15) days after notice that the demised premises are available for occupancy, if the term commencement date is not fixed herein, or shall be deferred as herein provided.

16. Remedies of Lessors for Breach by Lessee. Lessors shall have remedies, in addition to their other rights and remedies in event Lessees breach this lease and fail to make corrections as set forth in Section 15 herein, as follow:

(a) Lessors may re-enter the premises immediately and remove the property and personnel of Lessee and store the property in a public warehouse or at a place selected by Lessors at the expense of Lessees or sell said property to pay off all or a portion of Lessee's indebtedness. Lessee shall be liable for rent for three (3) months or until the property is rented, whichever comes first; and

(b) After re-entry, Lessors may terminate this lease on giving ten (10) days notice of termination to Lessee.

17. Attorney's Fees. The prevailing party is entitled to their full reasonable attorney fees and costs in any action required to enforce this agreement or in post judgment proceedings to collect on any judgment or attorney fee.

18. Personal Guarantee. For any Lessee that signs as a business entity, an individual personal guarantee shall be provided as additional security for the payment obligations under this Lease, unless expressly waived, in writing by the Lessor.

19. Condemnation. Eminent domain proceedings resulting in the taking of part of the leased premises herein, but leaving the remaining premises usable by Lessee for the purposes of its business, will not terminate this lease unless Lessors, at their option, terminate this lease by giving written notice of termination to Lessee. The effect exercised will be to terminate the lease as to the portion of the premises condemned and the lease of the remainder of the demised premises shall remain intact. The rental amount for the remainder of the lease shall be reduced by the amount that the usefulness of the premises shall be reduced for the business purpose of the Lessee. Lessee hereby assigns and transfers to Lessors, any claim it may have for compensation for damages as a result of condemnation.

20. Total Agreement Applicable to Successors. This lease contains the entire agreement between the parties and cannot be changed or terminated except by written instrument subsequently executed by the parties. This lease applies in all respects to and is binding upon the heirs, legal representatives, successors and assigns of all parties to this lease agreement. The undersigned acknowledge they each are duly authorized to sign on behalf of the entities they sign for.

21. Manager. The parties agree that Marty Martin, as president of Martin Enterprises, Inc. shall serve as the property manager for the Premises and shall serve as the point of contact for issues that arise and for written notice served upon Landlord / Lessor pursuant to a POA that he has for his parents in order to represent their business / property rental interests in Sitka, Alaska.

22. Notice. Any notice required under this Lease shall be provided to the parties by US MAIL at the following addresses with a courtesy copy sent by email. Notice is deemed to be served two (2) days after the postmark:

To Lessee: C/o the joint  
Michelle Jones, owner  
PO Box 1774  
Sitka, AK  
99835

To Lessor: Martin Enterprises, Inc.  
c/o Marty Martin, Property Manager  
PO Box 437

Sitka, Alaska 99835



IN WITNESS WHEREOF, the parties have executed this lease at Sitka, Alaska, the day and year first above written.

LESSOR:

A handwritten signature of "Marty Martin" in black ink.

MARTY MARTIN as POA for JOYCE MARTIN, the  
Trustee of THE EDWARD AND JOYCE MARTIN JOINT  
LIVING TRUST

LESSEE:

ENTITY NAME: The Joint

By: Michelle Jones  
Its: owner

INDIVIDUAL GUARANTEE

Michelle Jones, po box 1774, sitka, ak  
[PRINT NAME] 99835  
[PRINT ADDRESS]  
Personal Guarantor



Alaska Marijuana Control Board

## Cover Sheet for Marijuana Establishment Applications

Alcohol & Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
marijuana.licensing@alaska.gov  
<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

### What is this form?

This cover sheet must be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

### Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Michelle Jay Jones	License Number:	41345
License Type:	Retail Marijuana Store		
Doing Business As:	The Joint		
Physical Address:	327 Seward St., Suite #7		
City:	Sitka	State:	AK
Designated Licensee:	Michelle Jay Jones		
Email Address:			

### Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	<p>MJ-07</p>
-----------------	--------------

### OFFICE USE ONLY

Received Date:	Payment Submitted Y/N:	Transaction #:
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Alaska Marijuana Control Board

## Form MJ-07: Public Notice Posting Affidavit

Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

### Why is this form needed?

A public notice posting affidavit is required for all marijuana establishment license applications, per 3 AAC 306.020(b)(10). As soon as practical after initiating a marijuana establishment license application, an applicant must give notice of the application to the public by posting a true copy of the application for ten (10) days at the location of the proposed licensed premises and one other conspicuous location in the area of the proposed premises, per 3 AAC 306.025(b)(1).

This form must be completed and submitted to AMCO's Anchorage office before any new or transfer license application will be considered complete.

### Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Michelle Jay Jones	License Number:	41345
License Type:	Retail Marijuana Store		
Doing Business As:	The Joint		
Premises Address:	327 Seward St. Suite #7		
City:	Sitka	State:	AK
		ZIP:	99835

### Section 2 – Certification

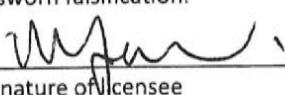
I certify that I have met the public notice requirement set forth under 3 AAC 306.025(b)(1) by posting a copy of my application for the following 10-day period at the location of the proposed licensed premises and at the following conspicuous location in the area of the proposed premises:

Start Date: 12/4/2025

End Date: 12/14/2025

Other conspicuous location: 1207 Sawmill Creek Rd, Sitka, AK 99835. Local Post Office

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

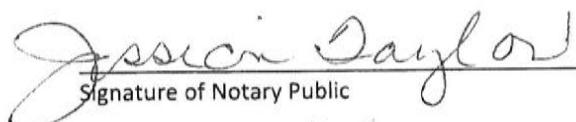
  
Signature of licensee

Michelle Jones

Printed name of licensee



Subscribed and sworn to before me this 14<sup>th</sup> day of December, 2025.

  
Signature of Notary Public

Alaska

My commission expires: 8/16/28



Alaska Marijuana Control Board

Alcohol & Marijuana Control Office

550 W 7<sup>th</sup> Avenue, Suite 1600

Anchorage, AK 99501

marijuana.licensing@alaska.gov

<https://www.commerce.alaska.gov/web/amco>

Phone: 907.269.0350

## Cover Sheet for Marijuana Establishment Applications

### What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

**Items that are submitted without this page will be returned in the manner in which they were received.**

### Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

<b>Licensee:</b>	Michelle Jay Jones	<b>License Number:</b>	41345		
<b>License Type:</b>	Retail Marijuana Store				
<b>Doing Business As:</b>	The Joint				
<b>Physical Address:</b>	327 Seward St., Suite #7				
<b>City:</b>	Sitka	<b>State:</b>	AK	<b>Zip Code:</b>	99835
<b>Designated Licensee:</b>	Michelle Jay Jones				
<b>Email Address:</b>					

### Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

<b>Attached Items:</b>	publishers Affidavit		
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### OFFICE USE ONLY

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# Affidavit of Publication

STATE OF ALASKA  
FIRST JUDICIAL DISTRICT ) ss.  
AT SITKA, ALASKA

Sarah Smith, being first sworn, says she or he  
is the publisher, managing editor or business manager of the DAILY SITKA  
SENTINEL, a newspaper printed and published in Sitka, Alaska, and le-  
gally qualified as a medium of official and legal publications, and that the  
Legal Notice a copy of  
which is hereto annexed, was published in the Daily Sitka Sentinel on:

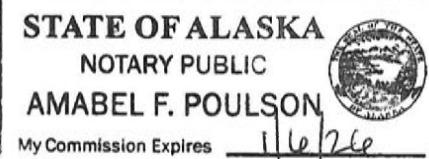
12/3 . 12/10 . 12/17 .

Signature Sarah Smith

Sworn and subscribed to

before me this \_\_\_\_\_ day of December, 20 25

Notary Public for Alaska Amabel F. Pouls



## LEGAL NOTICE

Michelle Jay Jones is applying under 3 AAC 306.300 for a new  
Retail Marijuana Store license, license #41345, doing business  
as The Joint, located at 327 Seward St., Suite #7, Sitka, AK,  
99835, UNITED STATES.

Interested persons may object to the application by submitting  
a written statement of reasons for the objection to their local  
government, the applicant, and the Alcohol & Marijuana Con-  
trol Office (AMCO) not later than 30 days after the director has  
determined the application to be complete and has given written  
notice to the local government. Once an application is deter-  
mined to be complete, the objection deadline and application  
information will be posted on AMCO's website at <https://www.commerce.alaska.gov/web/amco>. Objections should be sent to  
AMCO at [marijuana/licensing@alaska.gov](mailto:marijuana/licensing@alaska.gov) or to 550 W 7th  
Ave., Suite 1600, Anchorage, AK 99501.

**PUBLISH: December 3, 10, 17, 2025**



Alaska Marijuana Control Board

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License Type:	Retail Marijuana Store		
Doing Business As:	The Joint		
Physical Address:	327 Seward St., Suite #7		
City:	Sitka	State:	AK
Designated Licensee:	Michelle Jay Jones		
Email Address:			

### Section 2 – Attached Items

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Attached Items:	MJ-03
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Alaska Marijuana Control Board  
Operating Plan Supplemental  
**Form MJ-03: Retail Marijuana Store**

Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

**Why is this form needed?**

This operating plan supplemental form is required for all applicants seeking a retail marijuana store license and must accompany **Form MJ-01: Marijuana Establishment Operating Plan**, per 3 AAC 306.020(b)(11). Applicants should review **Chapter 306: Article 3** of the **Alaska Administrative Code**. This form will be used to document how an applicant intends to meet the requirements of the statutes and regulations.

If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020 and 3 AAC 306.315(2).

**What additional information is required for retail stores?**

Applicants must identify how the proposed establishment will comply with applicable regulations regarding the following:

- Prohibitions
- Signage and advertising
- Displays and sales
- Exit packaging and labeling
- Security
- Waste disposal
- Walk-up or drive-through exterior window pick-up service

**This form must be completed and submitted to AMCO's Anchorage office before any new or transfer application for a retail marijuana store license will be considered complete.**

**Section 1 – Establishment Information**

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Michelle Jay Jones	MJ License #:	41345
License Type:	Retail Marijuana Store		
Doing Business As:	The Joint		

**Section 2 – Overview of Operations**

**2.1. Provide an overview of your proposed facility's operations. Include information regarding the intake and flow of marijuana and marijuana product at your premises, and a description of what a standard customer visit to your establishment would entail:**

The Joint will maintain strict protocols for the intake, storage, sale and transfer of marijuana and marijuana products. All product deliveries will arrive through the secure entrance and will be verified against the METRC transfer manifest. Upon receipt, each package will be inspected for compliance with labeling and packaging requirements, entered into the METRC seed-to-sale tracking system, and logged into our POS system for redundancy. Products will then be stored in a locked, restricted-access storage area until they are ready to be displayed or sold. At no time will marijuana or marijuana products be left unsecured, and all inventory will remain subject to daily reconciliation and routine audits to ensure accuracy and prevent diversion.

A standard customer visit begins with age verification upon entry; only individuals 21 years of age or older with valid government-issued photo identification may enter. Once admitted, customers may browse the retail sales floor, where products are displayed in a locked case or behind counters to prevent unauthorized access. Trained budtenders will provide product information, answer questions, and assist with selection while ensuring all sales remain within the purchase limits. Once a purchase is made, staff will retrieve the product from secure storage, record the transaction in the POS system which will update METRC after every transaction, and complete the sale in compliance with state regulations. Customers then exit the facility. No consumption is permitted on premises, and staff will monitor both the interior and exterior areas of the establishment to discourage loitering or unlawful activity.

The Joint will conduct pre-rolling of marijuana joints in a designated restricted access area of the facility, separate from the retail sales floor and inaccessible to customers. Only trained and authorized employees who have been entered into METRC will be permitted to handle bulk flower and rolling materials. Marijuana will be weighed, portioned, and rolled using clean, rolling papers and compliant packaging, with all activity monitored under the facility's video surveillance system. Each finished joint will be immediately packaged, labeled and logged into METRC for tracking, ensuring accurate inventory management and preventing diversion. No marijuana will be left unsecured or outside of locked storage when not actively being rolled or packaged.



# Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

## Section 3 – Exterior Window Service Operating Plan

**3.1. Describe how you will comply with the requirements set forth in 3 AAC 306.380 and 3 AAC 306.715. Your response must include policies and procedures regarding video surveillance, ID verification, display of marijuana or marijuana products, security features including alarm systems and locks, measures to prevent consumers from unlawfully accessing marijuana and funds through the exterior window and licensee control of the area outside of the exterior window.**

A 24/7 digital video surveillance system will record all areas where marijuana is handled, displayed or sold as well as entrances, exits, and the exterior perimeter of the premises. Cameras will capture footage continuously with recordings securely retained for a minimum of 40 days. Surveillance access will be restricted to authorized personnel, and footage will be made available to AMCO or law enforcement upon request.

All marijuana and marijuana products will be displayed only within the retail sales area and secured in locked display cases or behind service counters. Customers will not have direct access to any product until a purchase decision is made, at which point an employee will retrieve the item from secured storage. The exterior door will be secured with commercial grade locks, and restricted areas will only be accessible to authorized employees.

We will utilize a Ring Security System to monitor and protect the licensed premises. This system includes door and window sensors on all exterior points of ingress and egress, motion sensors in management and the 24/7 monitoring service of any unauthorized breach using the Ring app and surveillance cameras, notify law enforcement if necessary and respond promptly to secure the premises, inspect inventory, and complete a written incident report. The alarm system will be tested monthly to ensure reliability, with all inspection and incident records maintained for compliance.

To prevent unlawful access through the exterior window, all marijuana or marijuana products, and funds will be secured away from window areas, with one exception: a designated drive-through transaction window. This window will be constructed to meet safety requirements, equipped with reinforced glass, exterior lighting, and continuous video surveillance. The point-of-sale system will be located far enough inside the premises to ensure customers cannot reach the restricted area or access funds or marijuana directly. Employees will complete transactions by retrieving product from secure storage only after purchase has been finalized, then passing it through the drive-through window using tamper-evident, compliant packaging. No marijuana or funds will be left or stored near the window at any time, and the window will remain locked and inaccessible outside of business hours. In addition, staff will monitor the exterior of the premises, including the drive-through area, to discourage loitering and ensure compliance with licensee control of the exterior space.

**Read each statement below, and then sign your initials in the corresponding box to the right [if applicable]:**

Initials

I have included a title, lease or other documentation showing sole right of possession to the additional area(s), including the exterior window area, if the additional area(s) are not already part of my approved licensed premises.

I certify the area immediately outside the walk-up or drive-through exterior window does not include any public property including public streets, public sidewalks, or public parking lots.

I certify I have read, understood and will comply with all requirements set forth in 3 AAC 306.380, 3 AAC 306.715 and 3 AAC 306.720.

## Section 4 – Prohibitions

Review the requirements under 3 AAC 306.310.

**4.1. Describe how you will ensure that the retail marijuana store will not sell, give, distribute, or deliver marijuana or marijuana product to a person who is under the influence of an alcoholic beverage, inhalant, or controlled substance:**

Signs will be posted on the premises reserving the right to refuse service to persons who are under the influence of alcohol or drugs. When a customer enters the facility, the budtender will ask for proper identification. At that time the budtender will determine if the person is under the influence of alcohol or drugs. If they appear at all to be under the influence they will be asked to leave. Once out of the building, staff will monitor the exterior of the premises, including the drive-through area, to discourage loitering.

**4.2. I certify that the retail marijuana store will not:**

Initials

- Sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product in a quantity exceeding the limit set out in 3 AAC 306.355; or in violation of 3 AAC 306.380.
- Sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product over the internet; other than as permitted under 3 AAC 306.380.
- Offer or deliver to a consumer, as a marketing promotion or for any other reason, free marijuana or marijuana product, including a sample;
- Offer or deliver to a consumer, as a marketing promotion or for any other reason, alcoholic beverages, free or for compensation; or
- Allow a person to consume marijuana or a marijuana product on the licensed premises, except as allowed under 3 AAC 306.370.



# Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

## Section 5 – Signage and Advertising

Review the requirements under 3 AAC 306.365 and 306.770. All licensed retail marijuana stores must meet minimum standards for signage and advertising.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

**5.1. I understand and agree to post, in a conspicuous location visible to customers, the notification signs required under 3 AAC 306.365.**

**5.2. I certify that no advertisement for marijuana or marijuana product will contain any statement or illustration that:**

- a. Is false or misleading;
- b. Promotes excessive consumption;
- c. Represents that the use of marijuana has curative or therapeutic effects;
- d. Depicts a person under the age of 21 consuming marijuana; or
- e. Includes an object or character, including a toy, a cartoon character, or any other depiction designed to appeal to a child or other person under the age of 21, that promotes consumption of marijuana.

**5.6. I certify that no advertisement for marijuana or marijuana product will be placed:**

- a. Within 1,000 feet of the perimeter of any child-centered facility, including a school, childcare facility, or other facility providing services to children, a playground or recreation center, a public park, a library, or a game arcade that is open to persons under the age of 21;
- b. On or in a publicly owned or operated property;
- c. Within 1,000 feet of a substance abuse or treatment facility.

## Section 6 – Displays and Sales

### 6.1. Describe how marijuana and marijuana products at the retail marijuana store will be displayed and sold:

Marijuana and marijuana products will be displayed in compliance with 3 AAC 306.715. Products will be placed in locked, transparent display cases mounted on the wall or positioned within the retail area, visible to customers but inaccessible for direct handling. Displays will include either fully packaged product or representative sample containers with tamper-proof seals to ensure content cannot be consumed, tampered with, or removed by customers. All sales will be completed by employees retrieving product from secure storage at the time of purchase, and no marijuana or marijuana product will ever be left unattended or openly accessible in the public retail area. Deli-style service of marijuana flower will be offered, bulk flower will be stored securely in sealed containers within a restricted access area and will be handled by trained employees. When a customer selects a strain, an employee will measure the requested amount on a calibrated scale in full view of the customer, ensuring accuracy and transparency. The flower will then be placed into compliant, child-resistant, tamper-evident packaging, labeled according to Alaska regulations, and logged into Metrc and the POS system before provided to the customer. At no time will customers have access to bulk marijuana or unsealed product. Flower will also be on display in special, locked jars that will be housed in the glass display case where trained budtenders can pull to show to customers for them to examine. There will be 2 point-of-sale registers, one for the drive-through window and one for the main ingress area. Once marijuana and marijuana products are sold, staff will retrieve the product from secure storage, record the transaction and complete the sale in compliance with state regulations. Product will then be put in an opaque bag, and customers will exit the facility.



# Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

## Section 7 – Exit Packaging and Labeling

Review the requirements under 3 AAC 306.345.

### 7.1. Describe how the retail marijuana store will ensure that marijuana and marijuana products sold on its licensed premises will meet the packaging and labeling requirements set forth in 3 AAC 306.345(a):

All marijuana products will be packaged and labeled in compliance with 3 AAC 306.345. All marijuana products will have the required labels providing all mandated identification and product test result information. All products will be received and accepted in the METRC inventory control system from a licensed marijuana manufacturing facility or marijuana cultivation. No product will be accepted that doesn't meet all requirements. All marijuana products sold on premises will be labeled with our company name, logo, and license number along with laboratory testing results and consumer warning statements.

### 7.2. Provide a sample label that the retail marijuana store will use to meet the labeling requirements set forth in 3 AAC 306.345(b):

**BLUE BANANA ROSIN**  
Processor: AKO FARMS LLC 16767  
Batch#: BB7726  
1Gram Marijuana Concentrate:Cured Rosin  
THC%:73.53 CBD%:0.00 Total Cannabinoid%:66.72  
Residual Solvents:PASS Terpenes%:8.29  
Retailer: THE JOINT 3A-41345

**BLUE BANANA JOINT**  
Cultivator: AKO FARMS LLC #12253  
Batch#: BB5525 IMB  
THC%:22.10 CBD%:0.00 TERP%:2.71  
Retailer: THE JOINT 3A-41345

Marijuana has intoxicating effects and may be habit forming and addictive.  
Marijuana impairs concentration, coordination and judgement. Do not operate a vehicle or machinery under the influence. There are health risks associated with consumption of Marijuana. For the use only by adults 21 and older.  
Keep out of reach of children and Marijuana should not be used by women who are pregnant or breastfeeding.



## Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

### Section 8 – Security

Review the requirements under 3 AAC 306.350 and 3 AAC 306.720.

**8.1. Describe the retail marijuana store's procedures for ensuring a form of valid photographic identification has been produced before selling marijuana or marijuana product to a person, as required by 3 AAC 306.350(a):**

We will refuse to sell marijuana products to a person who does not produce a form of valid identification showing that a person is 21 years of age or older. Identification includes an unexpired passport, an unexpired, unaltered driver's license, instructor permit, or identification card of a state or territory of the United States, the District of Columbia, or a province or territory of Canada. People can also use an identification card issued by a federal state agency authorized to issue a drivers license or identification card. All identification will be checked by a budtender when a customer enters the premises. There will also be a sign on the door stating, "NO ONE UNDER THE AGE OF 21 YEARS OLD."

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right:

Initials

**8.2. The video surveillance and camera recording system for the licensed premises covers each point-of-sale area.**



### Section 9 – Waste Disposal

Review the requirements under 3 AAC 306.740.

**9.1. Describe how you will store, manage, and dispose of any marijuana waste, including expired marijuana or marijuana products, in compliance with any applicable laws. Include details about the material(s) you will mix with ground marijuana waste and the processes that you will use to make the marijuana waste unusable for any purpose for which it was grown or produced:**

All marijuana waste, including expired marijuana and marijuana products, will be kept in a designated, locked and secured waste container located in a restricted access area until disposal. Marijuana waste will never be stored with usable inventory and will be clearly labeled "Marijuana Waste" to prevent accidental handling or sale. Marijuana and Marijuana products will be made unusable by grinding waste and mixing it with at least an equal amount of sawdust.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right:

Initials

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.



Michelle Jones

Printed name of licensee



Signature of licensee



Alaska Marijuana Control Board

## Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

(Additional Space as Needed):

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Alaska Marijuana Control Board

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License Type:	Retail Marijuana Store		
Doing Business As:	The Joint		
Physical Address:	327 Seward St., Suite #7		
City:	Sitka	State:	AK
Designated Licensee:	Michelle Jay Jones		
Email Address:			

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Attached Items:	mj - 09		
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Alaska Marijuana Control Board

## Form MJ-09: Statement of Financial Interest

Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

### Why is this form needed?

A statement of financial interest completed by each proposed licensee (as defined in 3 AAC 306.020(b)(2)) is required for all marijuana establishment license applications, per 3 AAC 306.020(b)(4). A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be completed and submitted to AMCO's Anchorage office by each proposed licensee before any license application will be considered complete.

### Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Michelle Jay Jones	License Number:	41345
License Type:	Retail Marijuana Store		
Doing Business As:	The Joint		
Premises Address:	327 Seward St. Suite #7		
City:	Sitka	State:	AK
		ZIP:	9985

### Section 2 – Individual Information

Enter information for the individual licensee.

Name:	Michelle Jay Jones		
Title:	Owner		
SSN:		Date of Birth:	



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Phone: 907.269.0350

Alaska Marijuana Control Board

## Form MJ-09: Statement of Financial Interest

### Section 3 – Certifications

You must be able to certify the statements below. Read the following and then sign your initials in the boxes to the right: Initials

I certify that no person other than a proposed licensee listed on my marijuana establishment license application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e)(1), in the business for which a marijuana establishment license is being applied for.

I further certify that any ownership change shall be reported to the board as required under 3 AAC 306.040.

I understand that my fingerprints will be used to check the criminal history records of the Federal Bureau of Investigation (FBI), and that I have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record.

*The procedures for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34.*

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Michelle Jones  
Printed name of licensee

  
Signature of licensee





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License Type:	Retail Marijuana Store				
Doing Business As:	The Joint				
Physical Address:	327 Seward St., Suite #7				
City:	Sitka	State:	AK	Zip Code:	99835
Designated Licensee:	Michelle Jay Jones				
Email Address:					

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Attached Items:	MJ-31		
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## Form MJ-31: Walk-Up or Drive-Through Exterior Window Pick-Up Diagram and Operating Plan

### Why is this form needed?

This form and your attached diagram is required for all marijuana retail establishment licensees seeking to alter the functional floor plan to include a walk-up or drive-through exterior window at the establishment's existing licensed premises.

There is a \$250 application fee which may be made online or by check, cashier's check, or money order.

**This form must be completed, submitted to AMCO's Anchorage office, approved by the MCB Board and inspected prior to altering the existing floor plan and/or operating an exterior window.**

### Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Michelle Jay Jones	MJ License #:	41345
License Type:	Retail Marijuana Store		
Doing Business As:	The Joint		

### Section 2 – Required Diagram Information

A new diagram is required with this form. For your security, do not include locations of security cameras, motion detectors, panic buttons, and other security devices. However, AMCO will require full coverage of the walk-up or drive-through exterior window area as required by 3 AAC 306.380(b) and (g).

The following details must be included:

- License number and DBA
- Legend or key
- Color coding
- Dimensions
- Labels
- True north arrow
- Surveillance room
- Licensed premises boundary
- Restricted access areas
- Storage areas
- Entrances, exits, and windows, including walk-up or drive-through exterior window
- Walls, partitions, and counters

Any other areas that must be labeled for specific license types

- Serving area\*\*
- Employee monitoring area\*\*
- Ventilation exhaust points, if applicable\*\*

*Items marked with a double asterisks (\*\*) are only required for those retail marijuana establishments that are submitting the MJ-14 form in conjunction with an onsite consumption endorsement application.*



## Alaska Marijuana Control Board

# Form MJ-31: Walk-Up or Drive Through Exterior Window Pick-Up Diagram and Operating Plan

### Section 3 – Exterior Window Service Operating Plan

Describe how you will comply with the requirements set forth in 3 AAC 306.380 and 3 AAC 306.715. Your response must include policies and procedures regarding video surveillance, ID verification, display of marijuana or marijuana products, security features including alarm systems and locks, measures to prevent consumers from unlawfully accessing marijuana and funds through the exterior window and licensee control of the area outside of the exterior window.

The Joint will operate in full compliance with Alaska's security and retail operating requirements to ensure the safety of marijuana, funds, employees, and customers. 24/7 digital video surveillance system will continuously monitor all interior areas where marijuana is handled, displayed, or sold, as well as the entrance/exit and the exterior perimeter of the premises, including the designated drive-through lane. Cameras will capture activity at the required resolution and frame rate, with footage retained for at least 40 days and made available to AMCO or law enforcement upon request.

All customers will be required to present valid government-issued photo identification at the point of entry or the drive-through window. No one under 21 years of age will be permitted on the premises or served. Inside the retail area, marijuana and marijuana products will only be displayed in locked cases or behind service counters, preventing unauthorized customer access. At the drive-through window, the point-of-sale station will be positioned far enough inside the building to prevent customers from reaching inside the restricted access area or accessing funds or products unlawfully. Products will only be retrieved from secure storage after the sale has been completed in the POS system and METRC, and all product will be passed through in compliant, tamper-evident packaging.

The facility will be equipped with a Ring Security System, including monitored door and window sensors, motion detectors, glass-break sensors, and exterior cameras. The alarm will be armed whenever the business is closed and will immediately alert management and monitoring services of any unauthorized breach. Exterior doors will be secured with commercial-grade locks, and restricted access areas will require key access for employees. The drive-through window will remain locked and inaccessible outside of business hours.

To prevent unlawful access or diversion, no marijuana or funds will be stored adjacent to exterior windows. Windows will be reinforced with security bars if necessary. Exterior lighting and video monitoring will cover all window areas and the surrounding premises. Employees will be trained and required to monitor and document the area around the exterior of the building, including the drive-through lane, to deter loitering and maintain licensee control of the property at all times.

### Section 4 – Declarations

Read each statement below, and then sign your initials in the corresponding box to the right [if applicable]:

Initials

If a local building permit is required, attach a copy of the license, permit, application to this form.

The proposed changes conform to all applicable public health, fire, and safety laws.

I have included a title, lease or other documentation showing sole right of possession to the additional area(s), including the exterior window area, if the additional area(s) are not already part of my approved licensed premises.

I certify the area immediately outside the walk-up or drive-through exterior window does not include any public property including public streets, public sidewalks, or public parking lots.

I certify I have read, understood and will comply with all requirements set forth in 3 AAC 306.380, 3 AAC 306.715 and 3 AAC 306.720.

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Printed Name of licensee

Signature of licensee



Alaska Marijuana Control Board

## Form MJ-31: Walk-Up or Drive Through Exterior Window Pick-Up Diagram and Operating Plan

### Section 5 – Approvals

Local Government Review is required to be completed before submission to the Alcohol and Marijuana Control Office.

**Local Government Review** (to be completed by an appropriate local government official): Yes    No    Pending

The proposed changes shown on this form conform to all local restrictions and laws.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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A local building permit is required for the proposed changes.

<input type="checkbox"/>	<input type="checkbox"/>
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Signature of local government official

Building Permit #

Date

Printed name of local government official

Title

### Section 6 – AMCO Review

**AMCO Review:** Approved    Disapproved

<input type="checkbox"/>	<input type="checkbox"/>
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Signature of Director

Printed Name of Director

Date

**Final Inspection:** Approved    Disapproved

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

Signature of Enforcement Investigator

Printed Name of Enforcement Investigator

Date

**AMCO Comments:**