



CITY AND BOROUGH OF SITKA

Meeting Agenda

Planning Commission

Chris Spivey, Chair
Darrell Windsor, Vice Chair
Randy Hughey
Richard Parmelee
Taylor Colvin

Tuesday, September 19, 2017

7:00 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

II. CONSIDERATION OF THE AGENDA

III. CONSIDERATION OF THE MINUTES

- A** [PM-31](#) Approval of the September 5, 2017 meeting minutes.

Attachments: [9.5.17 draft](#)

IV. PERSONS TO BE HEARD

(Public participation on any item off the agenda. All public testimony is not to exceed 3 minutes for any individual, unless the Chair imposes other time constraints at the beginning of the agenda item.)

V. PLANNING DIRECTOR'S REPORT

- B** [MISC 17-28](#) Director's Report - September 19.

Attachments: [MISC17-28.STRQuarterlyReport.14Sept2017.sip](#)

VI. THE EVENING BUSINESS

- C** [ZA 17-02](#) PULLED - Public hearing and consideration of a zoning map amendment request for 215 Marine Street and 207 Princess Way, currently zoned R-1 single-family and duplex residential district. The properties are also known as Lot 1A Russian Orthodox Cemetery - Mathews Lot Line Adjustment and Lot 1 Lutheran Cemetery Lot Line Adjustment. The request is filed by City and Borough of Sitka Community Affairs Department. The owners of record are Diocese of Sitka and Alaska, Orthodox Church in America and Lutheran Church Corporation of Sitka, Alaska.

- D** [CUP 17-20](#) Public hearing and consideration of a conditional use permit request for a marijuana cultivation facility at 120 C Jarvis Street, zoned Industrial. The property is also known as Lot 2A Sitka Projects Subdivision Lot 1 and Lot 2 Lot Line Adjustment. The request is filed by Darren Phillips for Fiberflite. The owner of record is Baranof Investments LLC.

Attachments: [CUP17-20.packet.120CJarvis.DarrenPhillips.15Sept2017.sip](#)

VII. ADJOURNMENT

NOTE: More information on these agenda items can be found at <https://sitka.legistar.com/Calendar.aspx> or by contacting the Planning Office at 100 Lincoln Street. Individuals having concerns or comments on any item are encouraged to provide written comments to the Planning Office or make comments at the Planning Commission meeting. Written comments may be dropped off at the Planning Office in City Hall, emailed to planning@cityofsitka.org, or faxed to (907) 747-6138. Those with questions may call (907) 747-1814.

Publish: September 11 and 13



CITY AND BOROUGH OF SITKA

Legislation Details

File #: PM-31 **Version:** 1 **Name:**
Type: Planning Minutes **Status:** AGENDA READY
File created: 9/6/2017 **In control:** Planning Commission
On agenda: 9/19/2017 **Final action:**
Title: Approval of the September 5, 2017 meeting minutes.
Sponsors:
Indexes:
Code sections:
Attachments: [9.5.17 draft](#)

Date	Ver.	Action By	Action	Result
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CITY AND BOROUGH OF SITKA

Minutes - Draft

Planning Commission

Chris Spivey, Chair
Darrell Windsor, Vice Chair
Randy Hughey
Richard Parmelee
Taylor Colvin

Tuesday, September 5, 2017

7:00 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

Chair Spivey called the meeting to order at 7:00 PM.

Present: Spivey, Windsor, Colvin, Knox (Assembly liaison)

Absent: Parmelee (excused), Hughey

II. CONSIDERATION OF THE AGENDA

III. CONSIDERATION OF THE MINUTES

- A [PM-30](#) Approval of the August 15, 2017 meeting minutes.

Windsor/Colvin moved to APPROVE the August 15, 2017 meeting minutes.
Motion PASSED 3-0.

IV. PERSONS TO BE HEARD

V. PLANNING DIRECTOR'S REPORT

Planning and Community Development Department Director Michael Scarcelli stated that today was Keith Brady's first official day as Municipal Administrator.

VI. THE EVENING BUSINESS

- B [MISC 17-27](#) Comprehensive Plan public participation process evaluation.

Community Affairs Director Maegan Bosak gave an overview of the Comprehensive Plan process and stated that the process has been underway for 21 months. Bosak reviewed the tentative schedule. An open house will be held October 4th and final plan approval will be considered by the Planning Commission on November 7th. Spivey requested that the draft plan be made available more than a week prior to the meeting to approve the plan. Bosak stated that the draft will be out more than a month before the November 7th

meeting.

Bosak went through a public process presentation. At the beginning of the Comprehensive Plan process, a public participation plan was developed with eleven goals. Bosak outlined the manner in which these goals have been met. Public feedback was received through open houses, meetings in a box, and Planning Commission hearings. Facilitated activities have included build-a-park, land management dot voting, and spend 100 city dollars. At least one month or more was spent on each topic. Meetings have been held in various locations to attract a diversity of citizens. Internet-based interaction has been enabled as well as in-person public meetings. Windsor requested that Bosak find out how many people have visited the project website. Bosak highlighted the pedestrian and bicyclist count as well as the haiku contest. Bosak stated that all of the public participation goals have been met, but requested Planning Commissioner feedback.

Windsor stated that the process has been “just fine” and doesn’t think that it could have been done better. Colvin stated appreciation for the “accessible” website, and stated that he found it helpful. Knox asked if any of the public participation components were more helpful than others. Bosak stated that the open houses and focus groups were strong components, and Scarcelli agreed. Planner I Samantha Pierson stated appreciation for the meetings in a box making participation easy for individuals who are already involved in other commissions and social groups. Scarcelli stated that informal conversations through development reviews, such as variances, have provided opportunity to discuss the Comprehensive Plan process and goals. Knox pointed to social media as a good way to gather community opinion. Spivey stated that staff did a great job and we could not have done better. Spivey stated that he likes the website and sMap and would like to see those continue after the Plan is approved. Bosak has stated that the process has made staff more approachable to the public. Knox asked about inclusion of financial matters, and Bosak stated that the implementation matrix and prioritization will address financial feasibility. Windsor asked about the project budget, and Bosak stated that approximately \$10,000 remains and staff are watching the budget. Bosak handed out a survey, and the group completed it individually.

BREAK 7:35-7:45

Chair Spivey opened the floor for public comment. Charles Bingham stated that the public process has been positive overall, but he wonders if Filipino and Latino immigrant communities have been missed. Bingham stated that he appreciated email blasts and shared them online. Bingham stated that it can be hard to get constructive feedback from the online community. Bingham stated that he would like to see more climate change information in the plan, considering sealevel rise and the previous weekend’s landslide. Bingham stated that he participated in the traffic count.

Sherry Aitken, Visit Sitka’s Marketing Director, complemented the multimodal

marketing and the presentations.

Scarcelli stated that the survey will be put on the website.

Scarcelli asked if commissioners had any strengths or weaknesses to share, or final comments on the plan. Spivey advised staff to keep it the plan simple and readable. Colvin encouraged simple and easy to read visuals. Knox stated that the document should provide clear direction.

Bosak asked about weaknesses. Spivey stated that he struggled to identify a weakness. Spivey stated you can always have more time, but the commission has to move forward. Windsor stated that he could not think of a weakness. Bosak encouraged commissioners to call staff if they think of any weaknesses. Knox stated that it is important to tie in financial information to solidify the document. Scarcelli summarized that the commission would like clear, concise, and detailed language and would like financial information addressed. Scarcelli stated that some bridges have been built in the community throughout the Comprehensive Plan process, resulting in improved working relationships.

VII. ADJOURNMENT

Chair Spivey adjourned at 7:57 PM.

ATTEST: _____
Samantha Pierson, Planner I



CITY AND BOROUGH OF SITKA

Legislation Details

File #: MISC 17-28 **Version:** 1 **Name:**
Type: P&Z Miscellaneous **Status:** AGENDA READY
File created: 9/6/2017 **In control:** Planning Commission
On agenda: 9/19/2017 **Final action:**
Title: Director's Report - September 19.
Sponsors:
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City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

MEMORANDUM

To: Planning Commission
From: Staff
Subject: Quarterly Report – Short-Term Rentals
Date: September 14, 2017

At the November 16, 2016 Planning Commission meeting, the Commission directed staff to submit quarterly reports for short-term rentals. This report provides information on conditional use permits historically granted, rentals advertised online, and hotel accommodations.

Rentals Advertised Online Airbnb, VRBO/Home Away, Sitka Travel, Trip Advisor		
	March 13, 2017	September 14, 2017
No CUP required	42	58
Requires CUP Has a CUP	26	27
Requires CUP Does not have a CUP	5	4
Unknown Location	-	4
Total units	73	93

Several 2016 and 2017 conditional use permits have been activated since the March report, and several such listings have been pulled. Figures for listings with conditional use permits and known violations are relatively steady. Increased figures can be attributed to new listings with unknown locations and increased listings in permitted zones. Staff will continue to research rentals in unknown locations. New permitted rentals include several units in the downtown area, several units out Halibut Point Road, three units on a single boat in Eliason Harbor, an island rental, and a float house rental.

Conditional Use Permits Granted (As of September 12, 2017)		
Year	STR	B&B
2017	9	1
2016	13	1
2015	7	2
2014	2	1
2013	1	0
2012	7	1
2011	2	1
Total	41	7

- Of these 48 granted permits, 7 have expired.
- Of the 10 permits granted in 2017, 4 units were owner occupied. Another 4 units were intended to be operated as a combination of short-term and long-term rentals. 2 rentals were intended as full-time short-term rentals.

Hotel Accommodations (As of September 12, 2017)	
Aspen Hotel	72
Sitka Hotel	11
Totem Square Hotel	75
Super 8	35
Westmark	105
Cascade Creek Inn	10
Longliner Lodge	14
Eagle Bay Inn	16
Total units	338



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ZA 17-02 **Version:** 1 **Name:**

Type: Zoning Amendments **Status:** AGENDA READY

File created: 9/6/2017 **In control:** Planning Commission

On agenda: 9/19/2017 **Final action:**

Title: PULLED - Public hearing and consideration of a zoning map amendment request for 215 Marine Street and 207 Princess Way, currently zoned R-1 single-family and duplex residential district. The properties are also known as Lot 1A Russian Orthodox Cemetery - Mathews Lot Line Adjustment and Lot 1 Lutheran Cemetery Lot Line Adjustment. The request is filed by City and Borough of Sitka Community Affairs Department. The owners of record are Diocese of Sitka and Alaska, Orthodox Church in America and Lutheran Church Corporation of Sitka, Alaska.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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CITY AND BOROUGH OF SITKA

Legislation Details

File #: CUP 17-20 **Version:** 1 **Name:**

Type: Conditional Use Permits **Status:** AGENDA READY

File created: 9/6/2017 **In control:** Planning Commission

On agenda: 9/19/2017 **Final action:**

Title: Public hearing and consideration of a conditional use permit request for a marijuana cultivation facility at 120 C Jarvis Street, zoned Industrial. The property is also known as Lot 2A Sitka Projects Subdivision Lot 1 and Lot 2 Lot Line Adjustment. The request is filed by Darren Phillips for Fiberflite. The owner of record is Baranof Investments LLC.

Sponsors:

Indexes:

Code sections:

Attachments: [CUP17-20.packet.120CJarvis.DarrenPhillips.15Sept2017.sip](#)

Date	Ver.	Action By	Action	Result
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City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Planning and Community Development Department

Case No: CU 17-20
Proposal: Marijuana Cultivation
Applicant: Darren Phillips for Fiberflite
Owner: Baranof Investments, LLC
Location: 120 C Jarvis Street
Legal Desc.: Lot 2A Sitka Projects Subdivision Lot 1 and Lot 2 Lot Line Adjustment
Zone: Industrial
Size: 34,458 square feet
Parcel ID: 3-0407-002
Existing Use: New Construction – Industrial/Commercial
Adjacent Use: Industrial, Commercial, Public Facilities, and Residential
Utilities: Existing via easement
Access: Easement to Jarvis Street and Smith St.

KEY POINTS AND CONCERNS:

- Odor: Applicant has provided operation plan that includes filtration in application for state license. City conditions will also mandate odor control and amended plan for odor control plan details.
- Security: Applicant has provided a security plan as required by state license. City conditions will also mandate the maintenance of a security plan and SPD review.
- Waste management: State regulations and conditions of approval require a waste management plan. It is conditioned that disposal plan of waste water, fertilizers, and chemicals be amended.
- Cultivation has low traffic and parking demand. Site is more than sufficient for such use. However, applicant needs to provide amended parking plan.
- No known sensitive uses within 500 feet. Applicant shall note what a sensitive use is.
- Annual report required.

RECOMMENDATION: Approve the conditional use permit, **as amended by staff**, subject to the attached conditions of approval.

ATTACHMENTS

- A. Vicinity Map
- B. Aerial Map
- C. Zoning and Flood Map
- D. Parking Plan
- E. As-built
- F. Floor 1 & 2
- G. Perspective
- H. 2 Plats
- I. Photos
- J. Application
- K. Narrative and Responses
- L. Operational Plan
- M. HVAC Plan
- N. Notice and Affidavit
- O. Mailing List
- P. Proof of Payment
- Q. Quit Claim Deed
- R. Correspondence
- S. Wiring Diagram

BACKGROUND/PROJECT DESCRIPTION

The proposal is for a conditional use permit for a marijuana cultivation facility located at 120 Jarvis Street Unit C, which is zoned Industrial. A conditional use permit (CUP)¹ pursuant to SGC 22.24.026 for a marijuana cultivation facility in an Industrial zone.²

The proposal includes a cultivation operation within Unit C. These are two level units. The applicants have presented various numbers for the operation, but the variation is minimal. Important to note is that unit C is a two level unit and has a footprint of 1500 square feet. The applicant proposed an interior self-contained structure within Unit C. The proposed interior structure is about 1350 to 1371 s.f. in size with additional support areas. Staff estimates the operation will occupy about 1,872 square feet of space on all levels within the unit.

All review shall include standard application requirements as other conditional use permits. Review shall use specific criteria that are applicable to determine impact analysis, whether conditions of approval can mitigate negative impacts, and if there are no remaining impacts that have not been mitigated by the proposed conditions and therefore justifies approval. The criteria for analysis shall include all criteria in SGC 22.24.010(E)(1) and any impact or criteria that surfaces through public comment, planning staff review, or planning commission review.³

Findings of fact shall also be made in compliance with SGC. If approved, standard conditions as well as any additional conditions required to mitigate adverse impacts shall be required.

¹ SGC Table 22.16.015-5 CUP required for Industrial zone for Marijuana cultivation facility.

² SGC 22.08.587(C): "Marijuana cultivation facility" means an entity registered to cultivate, prepare, and package marijuana and to sell marijuana to retail marijuana stores, to marijuana product manufacturing facilities, and to other marijuana cultivation facilities, but not to consumers."

³ SGC 22.24.026(D)[staff note: Criteria for Review].

Applicant's Proposal

The applicant stated in a brief description of request: "I would like to establish a cannabis cultivation facility" and provided their contact information. The applicant included the AMCO application, a wiring diagram, and upper and lower floor plan/cameras, a perspective view, and summary of total electric consumption, and amended narrative, and a parking plan showing three substandard spaces.

Staff met with the applicant several times and also communicated via phone and email for some items that needed to be addressed, amended, and/or corrected. Several areas of the application were incomplete, there were small errors in square footage, probably due to rounding numbers to close approximates. And there were several areas of concern regarding knowledge of state regulations (e.g. state buffers and sensitive uses), detail of HVAC and odor control plan, and the plan to dispose of waste water and fertilizer through "landscaping projects." Applicant will have to amend the parking plan, odor control plan, and waste and wastewater plans.

ANALYSIS

1. CRITERIA TO BE USED IN DETERMINING THE IMPACT OF CONDITIONAL USES.

a. Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:

Using observation and modeling, the average trip rate for cultivation was about 6.97 trips per 1,000 square feet per day. Average peak parking was about 6 spaces in the highest hour and day. There was correlation between square footage and trip rates for cultivation. The proposed space is approximately 1,872 square feet.

In addition, cultivation does not appear to create high traffic peak demand per hour nor per day that exceeds the existing road system and layout.

Applicant will have to provide 1 parking space per employee. For size, applicant provided substandard parking spaces and shall amend his plans. For each required space, 9' x 18' spaces are required, but 10'x20' are recommended per SGC 22.20.100(C).⁴ In addition, applicant shall provide one (1) off-street loading area that is the following size: 25' x 10' x 14' (height).

b. Amount of noise to be generated and its impacts on surrounding land use:

There is no objective analysis regarding noise. Subjectively, cultivation use would not appear to create any noise impacts any more than other industrial or commercial uses. Moreover, cultivation is not a

⁴ SGC 22.20.100(G)(13).

major noise generator. The proposed interior self-contained unit will eliminate much of the noise related to fans and exhaust. Applicant shall note that fans, exhausts, pumps, and other equipment may generate noise. Please be considerate of southerly residential neighbors and remember that according to note 3 of Table 22.16.015-5, “no industrial use shall be of a nature, which is noxious or injurious to nearby properties by reason of smoke, emission, of dust, refuse matter, odor, gases, fumes, noise, vibration or similar conditions.” Any complaints about noise could result in termination of the permit, objection to the state license, or additional conditions added to a prospective conditional use permit to mitigate negative adverse impacts.

c. Odors to be generated by the use and their impacts: Odors are a potential concern. State regulations and City conditions of approval require odor mitigation via high-grade commercial filtration such as inline carbon filtration within any HVAC and inline carbon filters for any heat and air exhaust systems. Additional HEPA filtration systems may be required. Some odors may be expected in an industrial zone. However, according to note 3 of Table 22.16.015-5, “no industrial use shall be of a nature, which is noxious or injurious to nearby properties by reason of smoke, emission, of dust, refuse matter, odor, gases, fumes, noise, vibration or similar conditions.” There are residents just south of the property adjacent to BIBCO. Odor impacts could result in termination of the CUP or additional mitigation requirements. Applicant shall provide an amended odor control plan.

Applicant proposes to use a designed HVAC system with dampers and 12 inline carbon charcoal filters. Applicant shall provide specific details of odor control measures, and schedule for changing filters. In addition, some cultivators use ozone or masking agents. Please be aware about the potential harms of ozone for human health.

d. Hours of operation: Shall be allowed to fullest extent allowable by zoning. AMCO application indicates potential operation 24 hours a day and with some decline. However, even if the lights are off staff would like to note that it is more of a quiet nonstop type of operation. Due to the character of the industrial zone, staff does not see hours of operation generating an adverse impact.

e. Location along a major or collector street: Located along state highway, Sawmill Creek Road. No anticipated adverse impacts due to low trip volumes of proposed use and adequacy of surrounding road, driveway, bilateral access easements, and parking features. (Applicant will have to upgrade parking plan to meet code).

f. Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario: Proposed use is in an existing building. The use itself will not

create or alter any access. Some access to the industrial park is via access easements; however, such access was anticipated when the park was platted. The use could encourage or create an opportunity to cut through from Jarvis to Smith and vice-versa. The zone allows permitted and conditional industrial uses, as well as accessory uses such as caretaker/watchman dwelling (SGC 22.16.016-1). Cut through impacts could occur. However, those are not anticipated. Applicant shall note this potential impact and take precautions to prevent it.

g. Effects on vehicular and pedestrian safety: Use and existing roads and access appear adequate; however, an amended parking plan is required to make sure parking traffic and loading do not impact nearby traffic or pedestrians.

h. Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: The site is located off of Jarvis and Smith Streets, approximately 1.16 miles away from the fire department and police department. Part of the operating plan will include emergency access. Due to operating plan and regulations, emergency access may be better than average use. In addition, attached security and electronic monitoring system will reduce emergency notification time for emergencies. Positive impact only.

i. Logic of the internal traffic layout: Property has extensive space and traffic areas. Parking area will need to be detailed. Applicant shall amend parking plan. However, due to site space, parking and traffic are not concerns.

j. Effects of signage on nearby uses: Any signs will need to comply with Sitka General Code and State of Alaska requirements.

k. Presence of existing or proposed buffers on the site or immediately adjacent the site: Site is north of some residential uses. The building will be approximately 77.5 feet from the residential building and is separated by vegetative buffers and screening, which would mitigate light, noise, smell, dust, and odor impacts. The rest of the surrounding uses are commercial, heavy commercial, or industrial in nature with appropriate spacing.

l. Relationship of the proposed conditional use to the goals, policies, and objectives of the comprehensive plan: There are many goals, policies, and objectives that this proposal could fall under, including but not limited to: 2.1.2 economic growth, 2.1.3 foster quality family life (condition to protect these), 2.1.10 diverse and vital local job base, 2.1.13 diversified industry and utilizing Sitka's resources for best return on investment (renewable electricity), 2.2.1 economic base, 2.2.3 produce

high quality goods, 2.2.5 protect health and welfare of community (through conditions), 2.2.10 respect social and community values (70% support recreational marijuana), 2.3.6 focus on waste water and watershed protection (through conditions and operating plan), 2.4.1 orderly use, 2.4.4 resolve conflicts of use through public process, and 2.6.2 commercial development without substantial negative impacts (through conditions and regulations). Overall, the conditional approval with appropriate conditions and default state regulations appears to offer the best economic development by providing jobs, tax revenue, utilizations of electricity that has extra supply, comports with existing community values, and creates harmony of use for the area.

Some of the positive impacts include increasing jobs directly and indirectly through on-site employees, contractors for building and business design, sale tax revenue, tourism incentives, and sale of electricity. Potential negative impacts are adequately mitigated through stringent state regulations incorporated into the municipal conditional use permit via security protocols, tracking system, diversion protocols, camera and security features, odor control, other means.

m. Other criteria that surface through public comments or planning commission review

1. Any impact or criteria that surfaces through public comment, planning staff review, or planning commission review.

Safety: Building Safety is being reviewed by the Building Department and shall be governed by Conditions of Approval:

1. All licensed facilities shall comply with all life and safety regulations as promulgated by the municipal Building Official.
2. All licensed manufacturing and cultivation uses shall provide a fire safety plan, material handling plan, and comply with all fire safety regulations that satisfies the Fire Marshal or their designee and the Building Official.

Planning staff would suggest the Sitka Police Department opine whether they feel the security features and final building improvements adequately present reasonable security for the intended use as a condition of approval.

In addition, protection of public, health and safety has been adequately addressed, as conditioned, with the operating plan and proposed conditions regarding parking plan compliance, improved waste and waste water disposal plan, and detailed odor control plan. Emergency access, security, and diversion programs have all addressed any other potential safety concerns.

Parking: Per section 22.20.100(G)(13), the applicant shall provide parking in compliance with code of one space per every 3 employees. In addition, a specific loading area shall be designated and marked. Though applicant can meet parking requirements, a condition will require the applicant to provide a parking plan. Due to the changing nature of employees and business it is suggested the applicant provide 4 individual parking spaces and one large loading zone to allow for future growth.

Waste Water: Applicant has provided an operational plan that addresses this topic to use excess hydroponic solutions and wastewater for landscaping. Staff have concerns about runoff, buildup and impacts to environment including fish streams and ocean nearby. Staff have proposed additional condition to mitigate this impact.

Marijuana 500 Foot Buffers

The state requires a 500 foot buffer from sensitive uses that include educational facilities, recreational centers, youth centers, churches, or correctional facilities. This is measured in different ways. Educational, recreation center, and youth center type uses are measured from the public entrance of the marijuana establishment to the outer boundary of the sensitive use by the shortest pedestrian route (determined by State AMCO Board); or 2) from the public entrance of the marijuana establishment to the main public entrance of the religious or correctional facility measured by the shortest pedestrian route (determined by State AMCO Board). There are no state regulated sensitive uses that staff is aware of per site visit; however, the permit would include a condition that operations comply with state buffer requirements. The burden is upon the applicant.

Notice

The applicant provided notice to the public and also the local government. This occurred at least on June 21st, June 28th, and July 5th according to applicant's affidavit (See Public Notice Affidavit and Local Govt. affidavit) In addition, planning staff also provided notice to the public for this agenda item.

Findings of Fact for Marijuana Uses⁵

Findings of Fact: Upon review and considerations of the required criteria, the Planning Commission shall determine whether the proposed use(s) at the proposed project location are found to not present a negative impact to the public's health, safety, and welfare.

⁵ SGC 22.24.026(E) Findings of Fact.

1. If such a finding can be made, then the proposed use shall be approved with standard regulations, dimensions, and setbacks.
2. In the alternative, where the Planning Commission finds negative impacts are present, the Planning Commission shall only approve conditional use permits where the negative impacts can be adequately mitigated by conditions of approval that preserve the public's health, safety, and welfare. These conditions of approval shall be case by case specific and in addition to the standard regulations.
3. If negative impacts to the public's health, safety, and welfare cannot be mitigated through conditions of approval than the Planning Commission shall so find and deny the proposed conditional use permit.

Staff's Suggested Findings

Staff did find the potential for adverse impacts from parking/traffic, odor, and wastewater disposal. However, the standard conditions of approval coupled with the additional suggested conditions of approval adequately mitigate any potential negative impacts. Specifically, with an approved parking plan and loading area, potential impacts to passing by industrial workers, traffic cut-through, and impacts to onsite employees will be mitigated. Odor impacts could be reasonably mitigated through requirements for best means of filtration including inline carbon filters and the ability to further regulate odor control; however, applicant needs to provide odor control mitigation measures in specific detail. Public safety and security impacts will be mitigated through the proposed security plan and the additional review by the SPD. Therefore, it can be found that the zoning code has been followed, that the comprehensive plan has consulted, and that there are no negative impacts present that have not been adequately mitigated by the attached conditions of approval for the proposed marijuana cultivation conditional use permit.

RECOMMENDATION

It is recommended that the Planning Commission adopt the staff analysis and findings as found in the staff report. And move to the approve the proposal subject to the attached conditions of approval, so long as an adequate parking plan, Odor Control Plan, and Waste and Waste Water Disposal Plan as determined by the Planning Director.

Recommended Motions: (two motions - read and voted upon separately)

1) I move to find that the zoning code has been followed, that the comprehensive plan has consulted, and that there are no negative impacts present that have not been adequately mitigated by the attached conditions of approval for the proposed marijuana cultivation conditional use.

2) I move to approve the conditional use permit request for a marijuana cultivation facility at 120 Jarvis Street Unit C in an Industrial zone subject to the attached conditions of approval. The property is also known as Lot 2A Sitka Projects Subdivision Lot 1 and Lot 2 Lot Line Adjustment. The request is filed by Darren Phillips. The owner of record is Baranof Investments.

Required Standard Conditions of Approval:⁶

1. Owners, operators, and staff of conditional uses shall comply with all state and municipal licensing regulations.
2. All licensed facilities shall comply with all life and safety regulations as promulgated by the municipal Building Official.
3. All licensed manufacturing and cultivation uses shall provide a fire safety plan, material handling plan, and comply with all fire safety regulations that satisfies the Fire Marshal or their designee and the Building Official.
4. All licensed facilities and/or uses shall provide screening from public view of any marijuana related commercial, retail, cultivation, or manufacturing use.
5. All licensed facilities and/or uses shall establish an active sales account and business registration with the Municipality and shall comply with all standard & required accounting practices.
6. It shall be a standard regulation that all conditional uses comply with all applicable state regulations and licensing laws or it shall be deemed to abandon and extinguish and associated municipal license or conditional use permit.
7. All approved conditional use permits shall comply with all Sitka General Code or shall be deemed to abandon and extinguish any associated municipal license or conditional use permit.

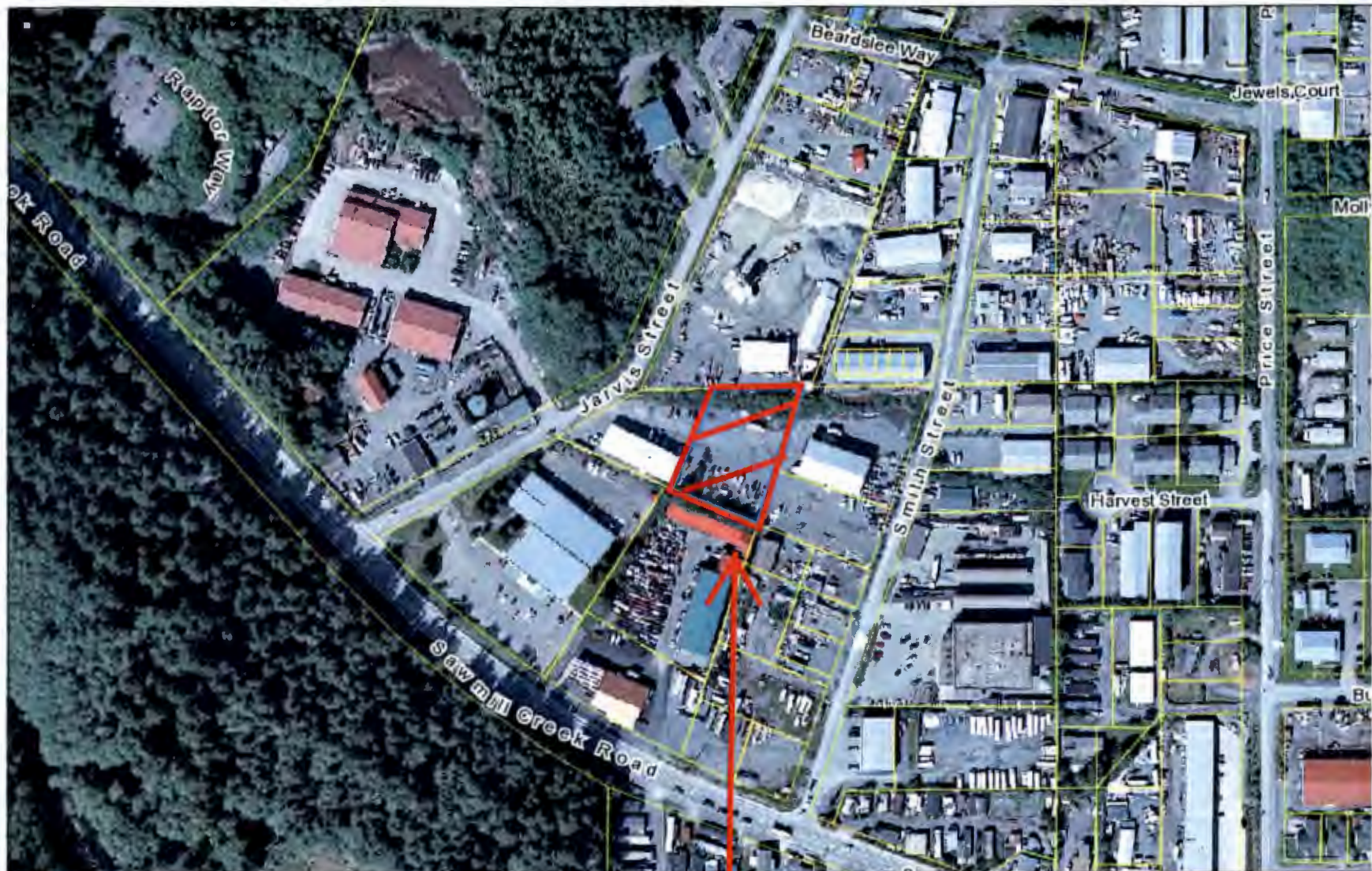
Additional Recommended Conditions

⁶ §22.24.026(C)

- 8. Applicant shall provide a revised Parking Plan that complies with Section 22.20.100 for all uses present and proposed at the current property including number of required parking and loading spaces to be approved by the Planning Director.**
- 9. Odor Control shall include reasonable best means that include, but are not limited to inline carbon filters within HVAC, inline carbon filters any heat and odor exhaust systems, to limit and mitigate odor impacts to surrounding uses and industrial park employees. Should a meritorious odor complaint be received, the Planning Commission may require additional odor control measures to mitigate any actual negative impacts, such as additional advanced odor filtration systems. Applicant shall provide an amended and detailed odor mitigation plan that includes, but is not limited to type of filters, plan for detecting and mitigating odors, plan for identifying impacts to residents and mitigations measures, location, schedule or maintenance, and other odor control measures.**
- 10. The proposed cultivation site shall not be located within 500 feet of any school grounds, recreation or youth center, religious service building, or correctional facility that was legally established prior to approval of this conditional use permit as intended by licensing restriction and regulations of the state in 3 AAC Chapter 306.**
- 11. The permittee shall report, annually, to the planning commission on gross sales, sales tax amounts, electrical consumption, number of employees, hours of operation, complaints, police or other law or regulation enforcement activity, and summary of operations.**
- 12. The permit is subject to review should there be a meritorious complaint, impact to public health safety or welfare, or violation of a condition of approval. The review may occur at the discretion of the Planning Director or by motion of the Planning Commission to address meritorious issues or complaints that may arise. During this review, based on the evidence provided, existing code and conditions of approval, the permit may be amended or revoked to address impacts to public health, safety, and welfare.**
- 13. Prior to operation, the Sitka Police Department shall approve the security features as being reasonable security measures as outlined in the proposed operating plan submitted by applicant.**
- 14. The applicant shall provide a revised plan for the disposal of waste and wastewater, excess solution, and chemical fertilizers, and other chemicals used.**



8/28/2017



City & Borough of Sitka, Alaska

Selected Parcel: 120 Jarvis St ID: 30407002

Printed 8/28/2017 from <http://www.mainstreetmaps.com/ak/sitka/internal.asp>

100 m
200 ft



MainStreetGIS
MainStreetGIS, LLC
www.mainstreetgis.com

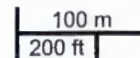
This map is for informational purposes only. It is not for appraisal of, description of, or conveyance of land. The City & Borough of Sitka, Alaska and MainStreetGIS, LLC assume no legal responsibility for the information contained herein.



City & Borough of Sitka, Alaska

Selected Parcel: 120 Jarvis St ID: 30407002

Printed 8/28/2017 from <http://www.mainstreetmaps.com/ak/sitka/internal.asp>



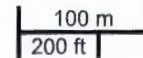
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City & Borough of Sitka, Alaska

Selected Parcel: 120 Jarvis St ID: 30407002

Printed 8/28/2017 from <http://www.mainstreetmaps.com/ak/sitka/internal.asp>



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UNIT-A

UNIT-B

60'-0"

25'-0"

UNIT-C

8'-4"

8'-4"

8'-4"

parking

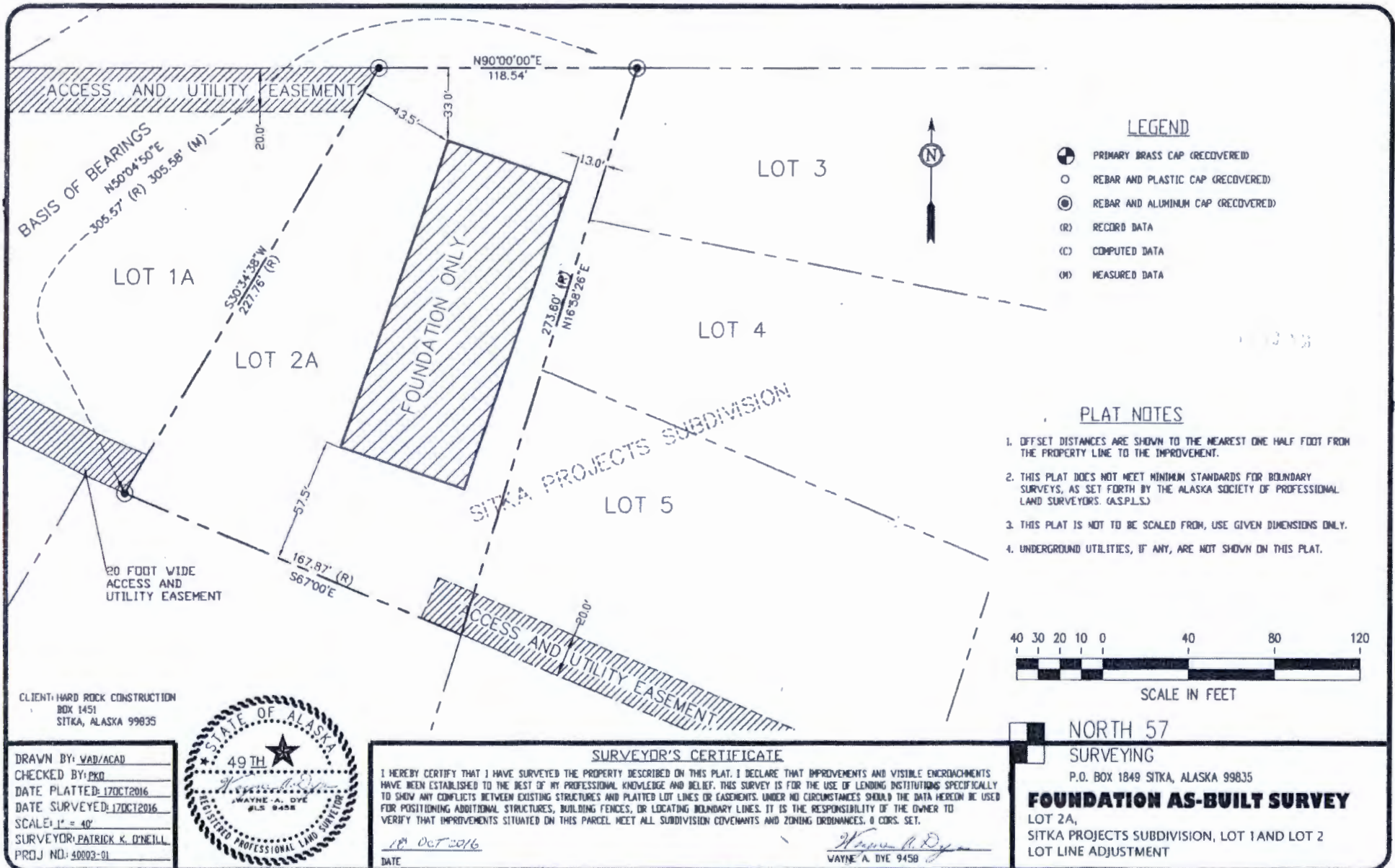
UNIT-D

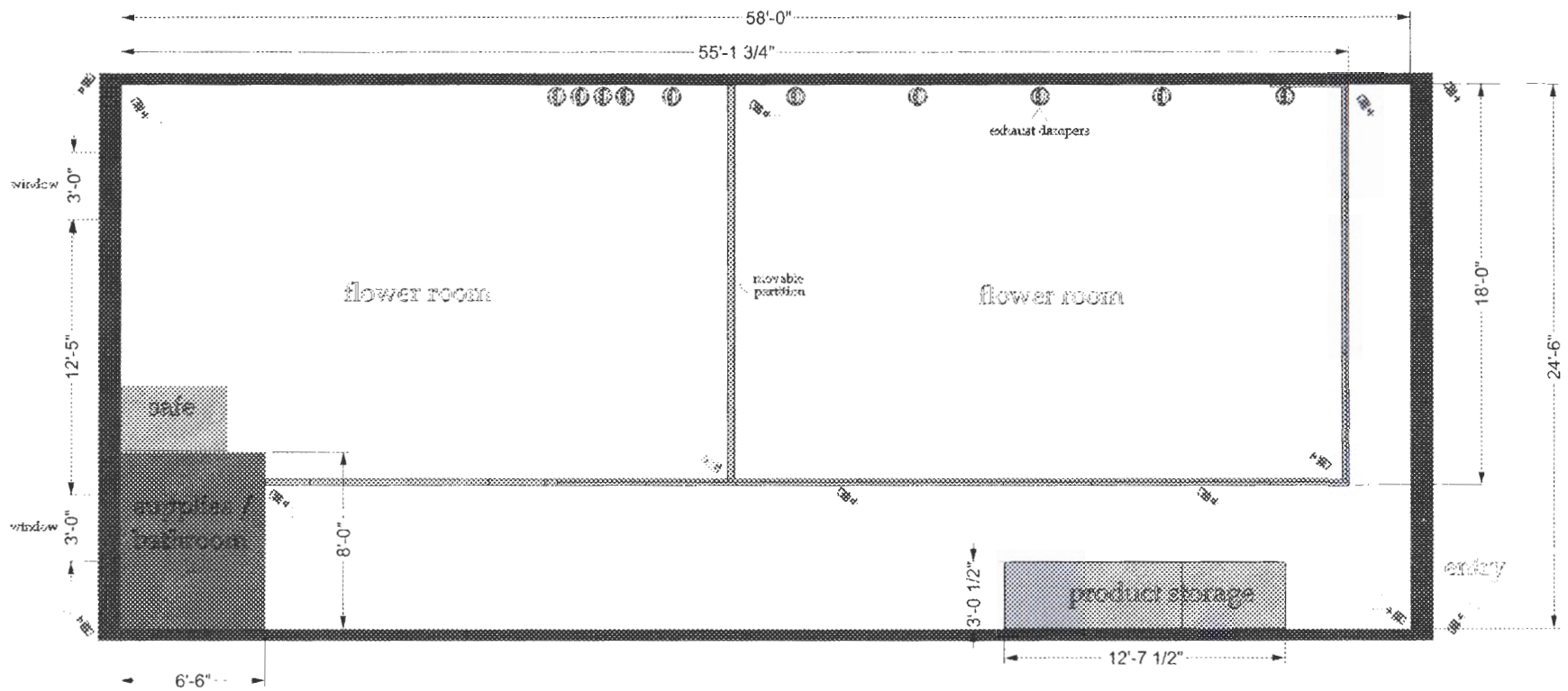
FRONT

UNIT-E

UNIT-F

Attachment E

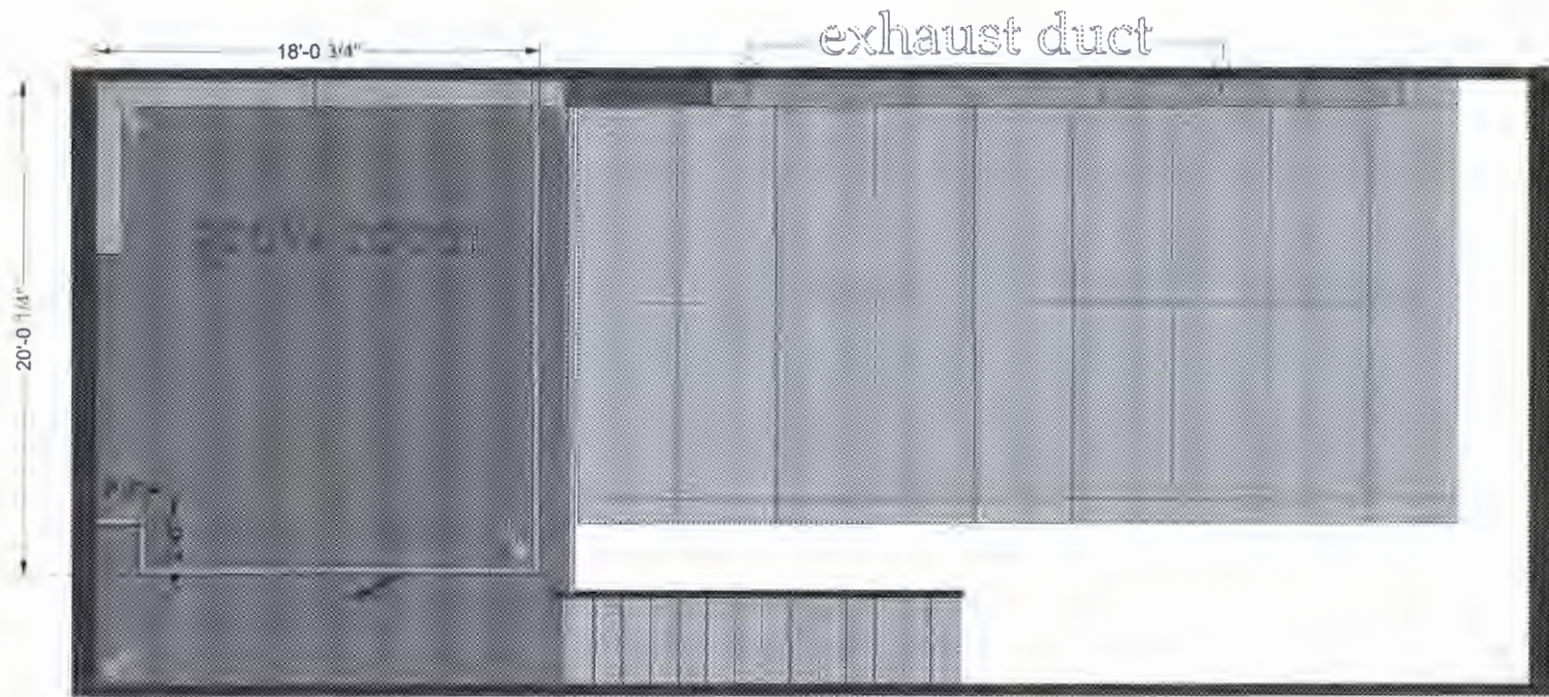




WIBERFLITE
 Lic # 13577
 120 Jarvis St Unit C
 GRt. AK 99835
 209-698-5600

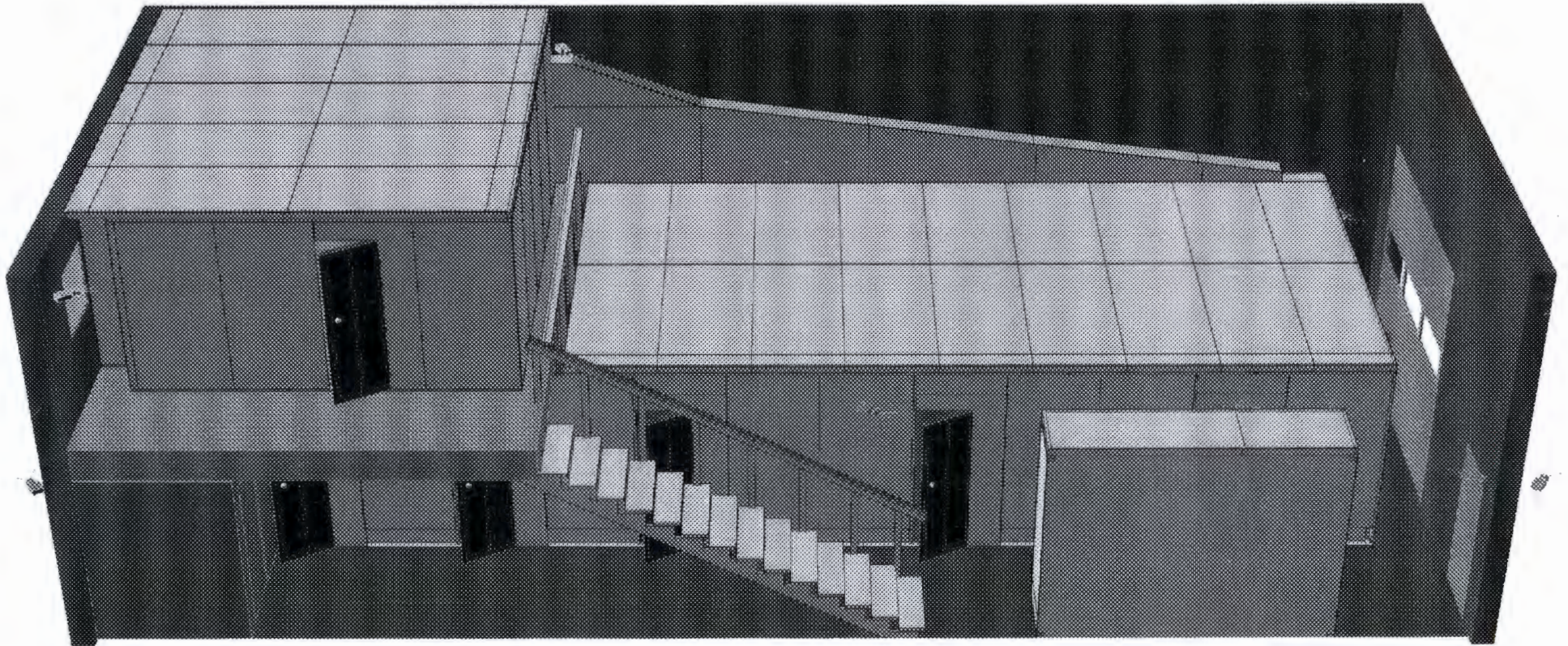
lower floor plan / cameras

veg room 360 sqft
 flower room 990 sqft



FIBERFLITE
inc # 13877
120 Jarvis st. unit C
Sitka AK 99835
209-608-5500

upper floor plan / cameras



FIBERFLITE
Lic # 13577
120 Jarvis st. unit C
Sitka AK 99835
209-608-5500

perspective view

Attachment H

CERTIFICATE OF OWNERSHIP AND DEDICATION

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

5-12-99
DATE

Baranof Forest Products, Inc.
By: *Don J. Pearson*
OWNER (SIGNATURE)

NA
DATE

NA
OWNER (SIGNATURE)

NOTARY'S ACKNOWLEDGMENT

US OF AMERICA
STATE OF ALASKA
CITY AND BOROUGH OF SITKA

THIS IS TO CERTIFY THAT ON THIS 12 DAY OF MAY, 1999, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED *Don J. Pearson*, Attorney in Fact for Baranof Forest Products, Inc., TO ME, KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND HE ACKNOWLEDGED TO ME THAT HE SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE-FIRST HEREIN WRITTEN.

MY COMMISSION EXPIRES Nov. 18, 2001

STATE OF ALASKA
NOTARY PUBLIC
EDWINA BARRETT SIMMONS
My Commission Expires Nov. 18, 2001

Edwina Barrett Simmons
NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

CERTIFICATE STATE OF ALASKA (FIRST JUDICIAL DISTRICT)

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ASSESSOR FOR THE CITY & BOROUGH OF SITKA, HEREBY CERTIFY THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY & BOROUGH OF SITKA, IN THE NAME OF *Baranof Forest Products, Inc.* AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL; THAT CURRENT TAXES FOR THE YEAR 1999 WILL BE DUE ON OR BEFORE AUGUST 31, 1999, DATED THIS 12 DAY OF MAY, 1999.

Don J. Pearson
ASSESSOR, CITY AND BOROUGH OF SITKA

CERTIFICATE OF APPROVAL BY THE BOARD

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA PLATTING BOARD, AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. *PLA 99-3* DATED *May 12, 1999*, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, SITKA, ALASKA.

5-12-99
DATE
Edwina Barrett Simmons
CHAIRMAN, PLATTING BOARD
SECRETARY

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA ASSEMBLY AS RECORDED IN MINUTE BOOK *NA* PAGE *NA* DATED *NA* 19 *NA* AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX-OFFICIO RECORDER, SITKA, ALASKA.

5-14-99
DATE
Edwina Barrett Simmons
CITY AND BOROUGH CLERK

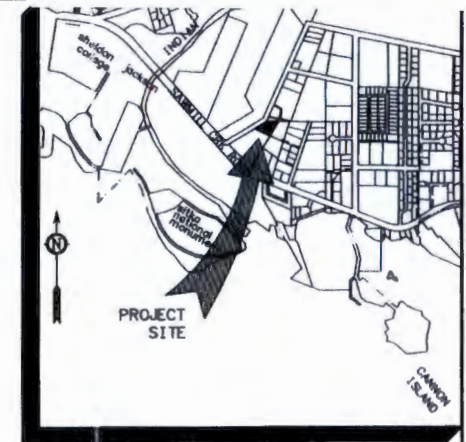


CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT

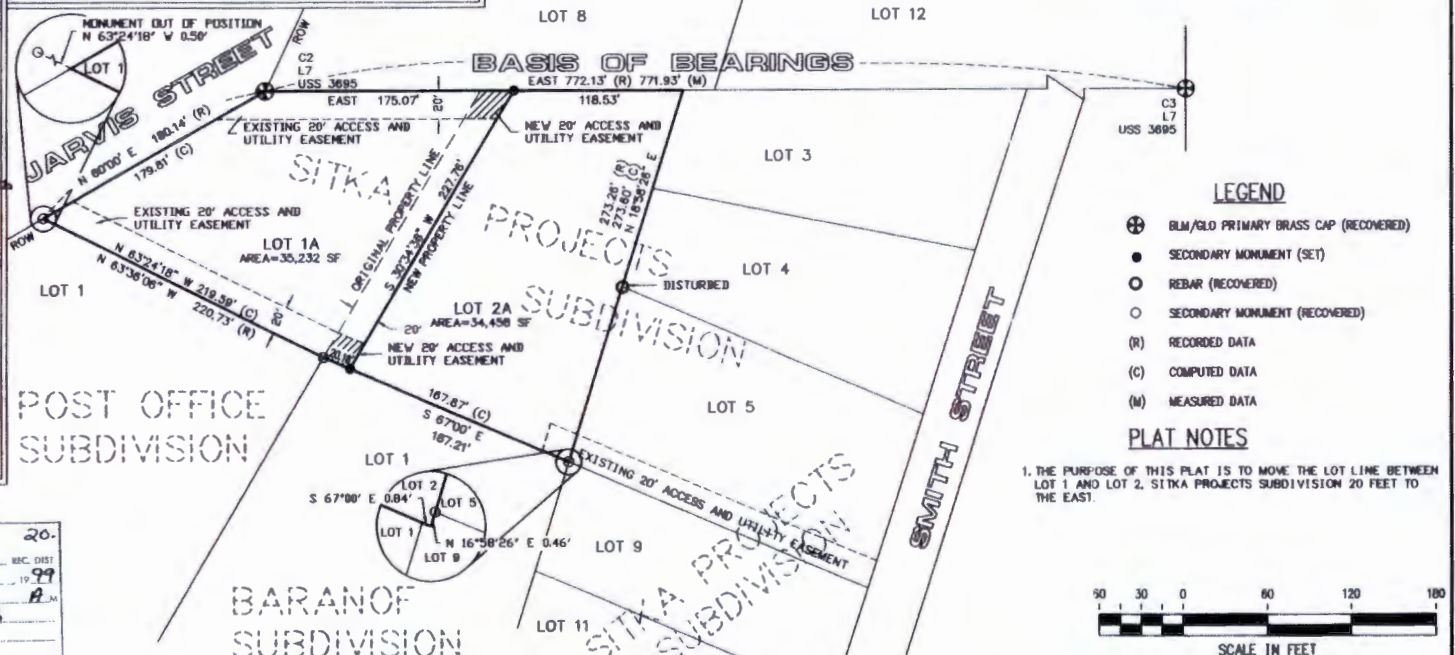
I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND FINANCE DIRECTOR FOR THE CITY & BOROUGH OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY & BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE RECORDS IN THE NAME OF *Baranof Forest Products, Inc.* (ALL OWNERS OF RECORD), AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL L.I.D.'S ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL.

DATED THIS 13 DAY OF May, 1999, AT SITKA, ALASKA.

Don J. Pearson
FINANCE DIRECTOR
CITY & BOROUGH OF SITKA



VICINITY MAP
SCALE 1"=1,000'



O'NEILL
LAND SURVEYING AND ENGINEERING

BOX 1849 SITKA, ALASKA 99835
(907) 743-6700

BY	DATE	REV.	DESCRIPTION OF CHANGE

RECORDED: J. O'NEILL
DRAWN: (S)/O'NEILL
CHECKED: (S)/O'NEILL
DATE OF PLAT: APR. 23, 1999, 10:00 AM
SCALE: 1"=100'
DRAWING NAME: 30144-01
PROJECT NO. 30144-01-00

SURVEYOR'S CERTIFICATE
I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN *ALASKA 1917*, A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.
5/17/99
DATE
Patrick E. O'Neill
PATRICK E. O'NEILL, L.S. 6284

SITKA PROJECTS SUBDIVISION, LOT 1 AND LOT 2 - LOT LINE ADJUSTMENT -
LOT 1 AND LOT 2 SITKA PROJECTS SUBD.
CLIENT: DAWSON CONSTRUCTION, BOX 30020, BELLINGHAM, WA 98228

87-15



Attachment I











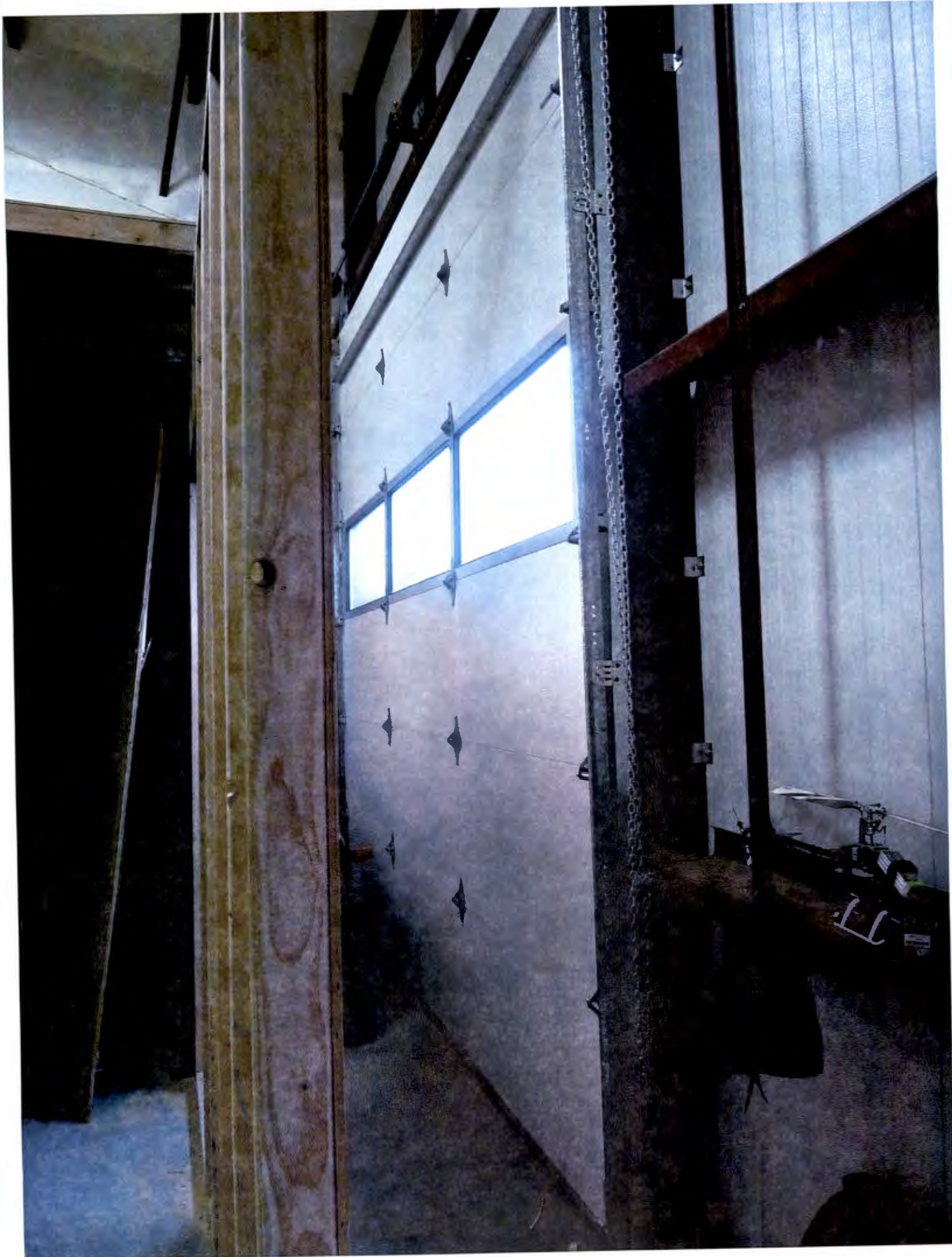




















CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
GENERAL APPLICATION FORM

1. Request projects at least TWENTY-ONE (21) days in advance of next meeting date.
2. Review guidelines and procedural information.
3. Fill form out completely. No request will be considered without a completed form.
4. Submit all supporting documents and proof of payment.

APPLICATION FOR:

☐ VARIANCE☒ CONDITIONAL USE☐ ZONING AMENDMENT☐ PLAT/SUBDIVISION

BRIEF DESCRIPTION OF REQUEST: I WOULD LIKE TO ESTABLISH
A CANNABIS CULTIVATION FACILITY

PROPERTY INFORMATION:

CURRENT ZONING: I PROPOSED ZONING (if applicable):CURRENT LAND USE(S): Comm. Indust PROPOSED LAND USES (if changing): Marijuana Cult. MS

APPLICANT INFORMATION:

PROPERTY OWNER: Belanot InvestmentsPROPERTY OWNER ADDRESS: PO Box 2025, Sitka AK 99835STREET ADDRESS OF PROPERTY: 120 Jarvis street unit CAPPLICANT'S NAME: DARREN PHILLIPSMAILING ADDRESS: PO Box 645, SITKA AK 99835EMAIL ADDRESS: FIBERFLITE@AOL.COM DAYTIME PHONE: 209 608 5500

PROPERTY LEGAL DESCRIPTION:

TAX ID: _____ LOT: _____ BLOCK: _____ TRACT: _____

SUBDIVISION: _____ US SURVEY: _____

OFFICE USE ONLY

COMPLETED APPLICATION	<u>NO 8/7/17</u>	SITE PLAN	
NARRATIVE	<u>no - see nks.</u>	CURRENT PLAT	
FEE		PARKING PLAN	

REQUIRED SUPPLEMENTAL INFORMATION:

For All Applications:

- ☒ Completed application form
- ☒ Narrative
- ☐ Site Plan showing all existing and proposed structures with dimensions and location of utilities
- ☐ Proof of filing fee payment
- ☒ Proof of ownership
- ☐ Copy of current plat *MTS*

For Conditional Use Permit:

- ☐ Parking Plan *MTS*
- ☐ Interior Layout *MTS*

For Plat/Subdivision:

- ☐ Three (3) copies of concept plat
- ☐ Plat Certificate from a title company
- ☐ Topographic information
- ☐ Proof of Flagging

If Pertinent to Application:

- ☐ Landscape Plan
- ☐ Drainage and Utility Plan

CERTIFICATION:

I hereby certify that I am the owner of the property described above and that I desire a planning action in conformance with Sitka General Code and hereby state that all of the above statements are true. I certify that this application meets SCG requirements to the best of my knowledge, belief, and professional ability. I acknowledge that payment of the review fee is non-refundable, is to cover costs associated with the processing of this application, and does not ensure approval of the request. I understand that public notice will be mailed to neighboring property owners and published in the Daily Sitka Sentinel. I further authorize municipal staff to access the property to conduct site visits as necessary. I authorize the applicant listed on this application to conduct business on my behalf.

Gary R Smith
Owner *Gary R Smith*

6/16/2017
Date

I certify that I desire a planning action in conformance with Sitka General Code and hereby state that all of the above statements are true. I certify that this application meets SCG requirements to the best of my knowledge, belief, and professional ability. I acknowledge that payment of the review fee is non-refundable, is to cover costs associated with the processing of this application, and does not ensure approval of the request.

[Signature]
Applicant (If different than owner)

6-12-17
Date

FIBERFLITE

August 4, 2017

City Planning Commission
City and Borough of Sitka
100 Lincoln St.
Sitka, AK 99835

To Whom it May Concern,

This letter is to notify you as to my application to form a business within the City and Borough of Sitka. My business will be located at 120 Jarvis St. Sitka, AK and its purpose is cultivation of marijuana plants that will initially be sold to local marijuana retailers, with my end goal of expanding my own business to include retail sales in the near future.

Sincerely yours,

Darren Phillips

FIBERFLITE
120 jarvis st. unit C
Sitka AK 99835
209-608-5500

09-08-2017

RE: Additional info request

1. The diagrams provided all show the dimensions of the growing areas. The discrepancy I believe your referring to on page mj-04 page 2 that says 1500 sqft will be used for growing. This is the over all leased space the grow areas are in.

The 2nd floor grow space is 360 sqft. The first floor grow space is 990 sqft so the total growing space when added together is 1350 sqft. Please refer to diagrams for dimensions.

2. HVAC Filtration System Plan

(a/b) The HVAC system will be a certified, pressurized system utilizing 12 8inch, 745cfm in line fans. The HVAC system will be slightly pressurized by 12 - 8"- 745 cfm inline fans. Air will be drawn through 12 carbon filters that are short-coupled to the fans. The 12 carbon filters should be more than sufficient to prevent any outside odor issues.

3.

a) Possible sensitive uses within 500 ft of my building entrance would be the warehouse spaces adjacent to my unit. Prior to leasing the space to me my landlord, Gary Smith, has spoken personally to all tenants and neighboring businesses to ensure that there were not objections to my business in its current space. There will be no on-site sales at my unit that would necessitate my customers coming to my facility for business; therefore, parking and disruption to any of my neighbors should not be an issue. All merchandise will be transported by me or an employee with appropriate state transport certifications. I have been made aware that there is an apartment building on Smith St. that has the potential to be affected by my business; again, I do not foresee this as being problematic since there will be no traffic or odors emanating from the premises that would affect anyone's quality of life.

b) All information regarding proposed floor area, operation, security, odor control, ventilation, wastewater, etc... is contained in the state application documents that have been already been provided to your office.

c) See 3a

d) I anticipate having 2 full time employees at start up and 10+ part time/seasonal employees as needed for trimming.

e) Initial hours are anticipated to be 24hours that will eventually decrease to 0600-0000.



Alaska Marijuana Control Board

Form MJ-00: Application Certifications

Alcohol and Marijuana Control Office

550 W 7th 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 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 main 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:	DARRIN PHILLIPS	License Number:	13577
License Type:	STANDARD MARIJUANA CULTIVATION FACILITY		
Doing Business As:	FIBERFLITE		
Premises Address:	120 JARVIS ST.		
City:	SITKA	State:	AK
		ZIP:	99835

Section 2 – Individual Information

Enter information for the individual licensee or affiliate.

Name:	DARRIN H. PHILLIPS
Title:	OWNER

Section 3 – Other Licenses

Ownership and financial interest in other licenses:

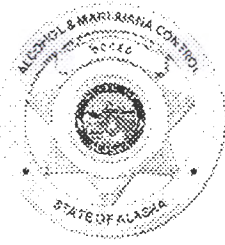
Yes No

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?

I PLAN ON OWNING A RETAIL STORE ALSO.



Alaska Marijuana Control Board

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)) and affiliates (as defined in 3 AAC 306.990(a)(1)) have been listed on my online marijuana establishment license application.



I certify that 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.





Alaska Marijuana Control Board

Form MJ-00: Application Certifications

Alcohol and Marijuana Control Office

550 W 7th Avenue, Suite 1600

Anchorage, AK 99501

marijuana.licensing@alaska.gov

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

Phone: 907.269.0350

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:

As an applicant for a marijuana establishment license, I declare under penalty of unsworn falsification that I have read and am familiar with AS 17.38 and 3 AAC 306, and that I have examined the online application and this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find them to be true, correct, and complete.

Signature of licensee

DARREN PHILLIPS

Printed name

Subscribed and sworn to before me this 11 day of AUGUST, 2017.



Notary Public in and for the State of Alaska.

My commission expires: MAY 25, 2021



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan**What is this form?**

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:

- Security
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Waste disposal
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising
- Control plan for persons under the age of 21

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 Information

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

Licensee:	Darren Phillips	License Number:	13577		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Fiberlite				
Premises Address:	120 Jarvis St. Unit C				
City:	Sitka	State:	ALASKA	ZIP:	99835

Mailing Address:	PO Box 645				
City:	Sitka	State:	ALASKA	ZIP:	99835

Primary Contact:	Darren Phillips				
Main Phone:	(209) 406-0477 608-5500	Cell Phone:	same		
Email:	fiberlite@aol.com				



Alcohol and Marijuana Control Office

550 W 7th Avenue, Suite 1600

Anchorage, AK 99501

marijuana.licensing@alaska.gov

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

Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 2 – Security

Review the requirements under 3 AAC 306.710 – 3 AAC 306.720 and 3 AAC 306.755, and identify how the proposed premises will meet the listed requirements.

Describe how the proposed premises will comply with each of the following:

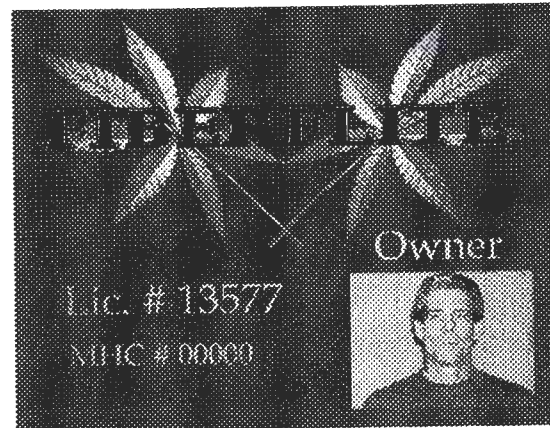
Restricted Access Areas (3 AAC 306.710):

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

Restricted areas will be locked. Cameras and security alarms at all restricted areas. Appropriate signage at entrances to all restricted areas. Visitors are to be vetted and given visitor badges and escorted at all times.

Describe your processes for admitting visitors into and escorting them through restricted access areas:

Verify that person is over 21yrs old using state ID/passport. Visitor ID badge required and visitor will be escorted by badged staff member at all times.





Alcohol and Marijuana Control Office

550 W 7th Avenue, Suite 1600

Anchorage, AK 99501

marijuana.licensing@alaska.gov

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

Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Describe your recordkeeping of visitors who are escorted into restricted access areas:

A log book will be kept for all persons escorted in/out of restricted areas to include, time/date/name/signature/ID#.

Provide a copy of a sample identification badge to be displayed by each licensee, employee, or agent while on the premises:

DONE



Alcohol and Marijuana Control Office

550 W 7th Avenue, Suite 1600

Anchorage, AK 99501

marijuana.licensing@alaska.gov

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

Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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

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

Time triggered lights across front of building.

An alarm system is required for all license types. Describe the security alarm system for the proposed premises:

Hard wired alarm system to both entry access doors that will alarm with circuit disruption, with off site monitoring that will notify licensee of any security breach.

The alarm system must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe how the security alarm system meets this requirement:

See above for door alarms. There will be no window access in unit.



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Describe your policies and procedures for preventing diversion of marijuana or marijuana product:

Restricted areas with locked doors and closed security camera monitoring. Logbooks kept for dates and weights as well as dates and weights of any products transported to retailers. Only authorized personnel in restricted areas. Product and transportation to retailers will be logged into METRC. All personnel transporting product will have required handling permits.

Describe your policies and procedures for preventing loitering:

No loitering signs will be posted on premises and law enforcement notified of anyone refusing to leave premises.

Describe your policies and procedures regarding the use of any additional security device, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm to enhance security of the proposed premises:

The alarm system will have panic button that will alert local authorities.



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Describe your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security:

Licensee, employees/
agents shall cooperate fully with any law enforcement investigation of security breach alerts; if
after hours Licensee will meet SPD at location to facilitate access and assist in investigation. A
nyone responding to security alert/breach shall be identified with facility ID badge and state ID/
passport. Contributing factors to security breaches shall also be investigated internally and a c
orrective plan of action developed/
implemented, including any necessary employee training and/
or additional security protocols. xxxxxx

Video Surveillance (3 AAC 306.720):

All licensed marijuana establishments must meet minimum standards for surveillance equipment. Applicants should be able to answer "Yes" to all items below.

Video surveillance and camera recording system covers the following areas of the premises:

Yes No

Each restricted access area and each entrance to a restricted access area



Both the interior and exterior of each entrance to the facility



Each point of sale area



Each video surveillance recording:

Yes No

Is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing



Clearly and accurately displays the time and date



Is archived in a format that does not permit alteration of the recorded image, so that the images
can readily be authenticated





Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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 cameras placed throughout the entire facility giving views of everything except the bathroom. There will also be cameras outside the entrance that will cover direct and peripheral views within a minimum of 20'.

Describe the locked and secure area where video surveillance recording equipment and 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 board:

Video recording eqpt will be placed in a locked box in one of the restricted area grow rooms.

Location of Surveillance Equipment and Video Surveillance Records:

Yes No

Surveillance room or area is clearly defined on the premises diagram



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



Surveillance recording equipment access is limited to a marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board



Video surveillance records are stored off-site





Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan**Business Records (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. Applicants should be able to answer "Yes" to all items below.

Business Records Maintained and Kept on the Licensed Premises:

Yes

No

All books and records necessary to fully account for each business transaction conducted under its license for the current year and three preceding calendar years; records for the last six months are maintained on the marijuana establishment's licensed premises; older records may be archived on or off-premises



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



The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises



Records related to advertising and marketing



A current diagram of the licensed premises including each restricted access area



A log recording the name, and date and time of entry of each visitor permitted into a restricted access area



All records normally retained for tax purposes



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



Transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f)





Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Alcohol and Marijuana Control Office

550 W 7th Avenue, Suite 1600

Anchorage, AK 99501

marijuana.licensing@alaska.gov

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

Phone: 907.269.0350

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:

All records will be kept on laptop and duplicated on a back up drive. The back up drive as well as all written logs shall be kept in a safe.



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 3 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730, and identify how the proposed establishment will meet the listed requirements.

All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with the system the board implements 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 propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

Applicants should be able to answer "Yes" to all items below.

Marijuana Tracking and Weighing:

Yes

No

A marijuana inventory tracking system, capable of sharing information with the system the board implements to ensure tracking for the reasons listed above, will be used



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



Describe the marijuana tracking system that you plan to use and how you will ensure that it is capable of sharing information with the system the board implements:

METRC will be installed on a company computer and computer will be hard wired to provide additional security.



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 4 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700, and identify how the proposed establishment will meet the listed requirements.

A marijuana establishment and each licensee, 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, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

Applicants should be able to answer "Yes" to all items below.

Marijuana Handler Permit:	Yes	No
Each licensee, 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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 premises of a retail marijuana store, marijuana cultivation facility, or marijuana product manufacturing facility) when on the licensed premises	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Describe how your establishment will meet the requirements for employee qualifications and training:

All employees will have a current MHC and be trained by licensee to comply with all state laws and standards.



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 5 – Waste Disposal

Review the requirements under 3 AAC 306.740, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to the statement below.

Marijuana Waste Disposal:

Yes

No

The marijuana establishment shall give the board at least 3 days notice in the marijuana inventory tracking system required under 3 AAC 306.730 before making the waste unusable and disposing of it



Describe how you will store, manage, and dispose of any solid or liquid waste, including wastewater generated during marijuana cultivation, production, process, testing, or retail sales, in compliance with applicable federal, state, and local laws and regulations:

The waste will be dried and weighed and amounts entered into the MTRC tracking system. There is a three day waiting period required before making the waste unusable. Waste will be ground up and mixed with 50% organic and/or non-organic waste and disposed of in landfill. Water waste will be low volume and will be used in landscaping projects.

Describe what material or materials you will mix with the ground marijuana waste to make it unusable:

materials used to mix with ground marijuana will be a combination of the following: food waste, gardening waste, plastic, oils, soil, compost.



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Form MJ-01: Marijuana Establishment Operating Plan

Marijuana waste must be rendered unusable for any purpose for which it was grown or produced before it leaves the marijuana establishment. Describe the process or processes that you will use to make the marijuana plant waste unusable:

Ground marijuana will be put in a mixer with items of previous page, mixed thoroughly and taken to landfill.



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 6 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer "Yes" to all items below.

Marijuana Transportation:

Yes No

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



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



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



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



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



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



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





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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment:

All products for sale will be packaged on site. It will be stored in sealed bags with all the appropriate labeling and tracking criteria. The bags will be stored in a locked box in a restricted area.

Describe the type of locked, safe, and secure storage compartments that will be used in any vehicles transporting marijuana or marijuana product:

A lock box will be installed on the vehicle belonging to the licensee for transport.



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 7 – Signage and Advertising

Describe any signs that you intend to post on your establishment with your business name, including quantity and dimensions:

There will be no signs on the outside of the building identifying it as a marijuana growing facility in order to reduce security concerns. All company signage will be inside the facility.

If you are not applying for a retail marijuana store license, you do not need to complete the rest of Section 7, including Page 17.

Restriction on advertising of marijuana and marijuana products (3 AAC 306.360):

All licensed retail marijuana stores must meet minimum standards for signage and advertising.

Applicants should be able to answer "Agree" to all items below.

No advertisement for marijuana or marijuana product will contain any statement or illustration that:

Agree Disagree

Is false or misleading

☐ ☐

Promotes excessive consumption

☐ ☐

Represents that the use of marijuana has curative or therapeutic effects

☐ ☐

Depicts a person under the age of 21 consuming marijuana

☐ ☐

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

☐ ☐



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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

No advertisement for marijuana or marijuana product will be placed:

Agree Disagree

Within one thousand 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

☐ ☐

On or in a public transit vehicle or public transit shelter

☐ ☐

On or in a publicly owned or operated property

☐ ☐

Within 1000 feet of a substance abuse or treatment facility

☐ ☐

On a campus for post-secondary education

☐ ☐

Signage and Promotional Materials:

Agree Disagree

I understand and agree to follow the limitations for signs under 3 AAC 306.360(a)

☐ ☐

The retail marijuana store will not use giveaway coupons as promotional materials, or conduct promotional activities such as games or competitions to encourage sale of marijuana or marijuana products

☐ ☐

All advertising for marijuana or any marijuana product will contain the warnings required under 3 AAC 306.360(e)

☐ ☐



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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 8 – Control Plan for Persons Under the Age of 21

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:

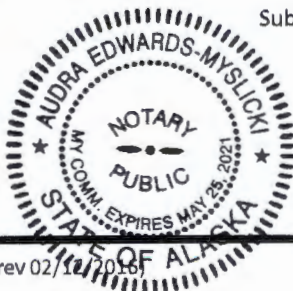
No persons without an ID badge will be allowed onto premises, these persons will be pre-vetted for age prior to distribution of badge. All visitors into facility will be required to prove age via state ID or passport before gaining access to visitor badges.

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

Signature of licensee

Printed name

Subscribed and sworn to before me this 11 day of AUGUST, 2017.



Notary Public in and for the State of Alaska.

My commission expires: MAY 25, 2021



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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):



Alaska Marijuana Control Board

Form MJ-02: Premises Diagram

Alcohol and Marijuana Control Office

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Phone: 907.269.0350

What is this form?

A detailed diagram of the proposed licensed premises is required for all marijuana establishment license applications, per 3 AAC 306.020(b)(8). Your diagram must show all entrances and boundaries of the premises, restricted access areas, and storage areas, and dimensions. If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex. For those applying for a limited marijuana cultivation license, the proposed area(s) for cultivation must be clearly delineated.

The **second page** of this form is not required. Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form. The first page must still be completed, attached to, and submitted with any supplemental diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

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

Yes No

I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the second page of this form.



Section 1 - Establishment Information

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

Licensee:	DARRIN PHILIPS	License Number:	13577		
License Type:	STANDARD MARIJUANA CULTIVATION FACILITY				
Doing Business As:	FIBERFLITE				
Premises Address:	120 JARVIS ST.				
City:	SITKA	State:	AK	ZIP:	99835



Alaska Marijuana Control Board

Form MJ-02: Premises Diagram

Alcohol and Marijuana Control Office

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Section 2 – Detailed Premises Diagram

Clearly indicate the boundaries of the premises and the proposed licensed area within that property. Clearly indicate the interior layout of any enclosed areas on the proposed premises. Clearly identify all entrances, walls, partitions, counters, windows, areas of ingress and egress, restricted access areas, and storage areas. Include dimensions in your drawing. Use additional copies of this form or attached additional documents as needed.

DJMS

SIS DIAGRAM



Alaska Marijuana Control Board

Operating Plan Supplemental Form MJ-04: Marijuana Cultivation Facility

Alcohol and Marijuana Control Office

550 W 7th 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 operating plan supplemental form is required for all applicants seeking a marijuana cultivation facility license and must accompany the **Marijuana Establishment Operating Plan (Form MJ-01)**, per 3 AAC 306.020(b)(11). Applicants should review **Chapter 306: Article 4** of the **Alaska Administrative Code**. This form will be used to document how an applicant intends to meet the requirements of those 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 306.420(2).

What additional information is required for cultivation facilities?

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

- Prohibitions
- Cultivation plan
- Odor control
- Testing procedure and protocols
- Security

This form must be submitted to AMCO's main office before any marijuana cultivation facility 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:	DARRIN PHILLIPS	License Number:	13577		
License Type:	STD. MARIJUANA CULTIVATION FACILITY				
Doing Business As:	FIBERFLITE				
Premises Address:	120 JARVIS ST.				
City:	SITKA	State:	ALASKA	ZIP:	99835



Alaska Marijuana Control Board

Operating Plan Supplemental

Form MJ-04: Marijuana Cultivation Facility

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Section 2 – Prohibitions

Applicants should review 3 AAC 306.405 – 3 AAC 306.410 and be able to answer “Agree” to all items below.

The marijuana cultivation facility will not:

Agree Disagree

Sell, distribute, or transfer any marijuana or marijuana product to a consumer, with or without compensation



Allow any person, including a licensee, employee, or agent, to consume marijuana or marijuana product on its licenses premises or within 20 feet of the exterior of any building or outdoor cultivation facility



Treat or otherwise adulterate marijuana with any organic or nonorganic chemical or compound to alter the color, appearance, weight, or odor of the marijuana



Section 3 – Cultivation Plan

Review the requirements under 3 AAC 306.420, and identify how the proposed premises will meet the listed requirements.

Describe the size of the space(s) the marijuana cultivation facility intends to be under cultivation, including dimensions and overall square footage. Provide your calculations below:

1500 sqft WILL BE USED FOR GROWING. ~~XXXXXXXXXX~~ - ~~XXXXXXXXXX~~
~~XXXXXXXXXX~~

VEL ROOM - 360 sqft

FLOWER ROOM - 990 sqft

SEE CAD DRAWINGS



Alaska Marijuana Control Board

Operating Plan Supplemental

Form MJ-04: Marijuana Cultivation Facility

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Describe the marijuana cultivation facility's growing medium(s) to be used:

HYDROTON OR AN EQUIVALENT EXPANDED CLAY PELLETS,
THEY CAN BE CLEANED AND REUSED OVER AND OVER.

Describe the marijuana cultivation facility's fertilizers, chemicals, gases, and delivery systems, including carbon dioxide management, to be used:

WILL BE USING STORE BOUGHT CHEMICAL FERTILIZERS,
AN ALKALINE AND ACID IN VERY WEAK DOSIS TO
CONTROL PH LEVELS, BLEACH FOR CLEANING.
THE DELIVERY SYSTEM WILL BE PRIMARILY FLOOD & DRAIN
HYDROPONICS.

Describe the marijuana cultivation facility's irrigation and waste water systems to be used:

SHOULD BE VERY LITTLE WASTE WITH THE TECHNIQUE
I USE. WATER + FERT. ADDED TO A RESERVOIR AND
USED OVER & OVER UNTIL USED UP BY PLANTS.



Alaska Marijuana Control Board
Operating Plan Supplemental
Form MJ-04: Marijuana Cultivation Facility

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Describe the marijuana cultivation facility's waste disposal arrangements:

36.740

GIVE BOARD 3 DAYS NOTICE IN TRACKING SYSTEM BEFORE DISPOSING.
KEEP RECORDS OF FINAL DESTINATION. PLANT WASTE WILL GRIND
UP AND MIXED WITH COMPOST OR NON-COMPOSTABLE MATERIALS.

Section 4 – Odor Control

Review the requirements under 3 AAC 306.430, and identify how the proposed premises will meet the listed requirement.

Describe the odor control method(s) to be used and how the marijuana cultivation facility will ensure that any marijuana at the facility does not emit an odor that is detectable by the public from outside the facility:

ALL THE AIR LEAVING THE FACILITY WILL GO THROUGH
CARBON FILTERS. THERE WILL BE VIRTUALLY NO
SMELL LEAVING BUILDING.



Alaska Marijuana Control Board

Operating Plan Supplemental

Form MJ-04: Marijuana Cultivation Facility

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Section 5 – Testing Procedure and Protocols

Review the requirements under 3 AAC 306.455 and 3 AAC 306.465, and identify how the proposed premises will meet the listed requirements.

Applicants should be able to answer "Agree" to the item below.

I understand and agree that:

Agree Disagree

The board will or the director shall from time to time require the marijuana cultivation facility to provide samples of the growing medium, soil amendments, fertilizers, crop production aids, pesticides, or water for random compliance checks



Describe the testing procedure and protocols the marijuana cultivation facility will follow:

ANY TIME MY PRODUCT NEEDS TO BE TESTED IT WILL BE TAKEN TO AN APPROVED TESTING FACILITY.



Alaska Marijuana Control Board
Operating Plan Supplemental
Form MJ-04: Marijuana Cultivation Facility

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Section 6 – Security

Review the requirements under 3 AAC 306.430 and 3 AAC 306.470 – 3 AAC 306.475, and identify how the proposed premises will meet the listed requirements.

Applicants should be able to answer “Agree” to the two items below.

The marijuana cultivation facility applicant has:

Agree Disagree

~~Read and understands and agrees to the packaging of marijuana requirements under 3 AAC 306.470~~
~~Read and understands and agrees to the packaging of marijuana requirements under 3 AAC 306.470~~



Read and understands and agrees to the labeling of marijuana requirements under 3 AAC 306.475



Restricted Access Area (3 AAC 306.430):

Yes

No

Will the marijuana cultivation facility include outdoor production?



If “Yes”, describe the outdoor structure(s) or the expanse of open or clear ground fully enclosed by a physical barrier:

N/A



Alaska Marijuana Control Board

Operating Plan Supplemental

Form MJ-04: Marijuana Cultivation Facility

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<https://www.commerce.alaska.gov/web/aj100>


Phone: 907.269.0350

Describe the method(s) used to ensure that any marijuana at the marijuana cultivation facility cannot be observed by the public from outside the facility:

IT IS IN AN ENCLOSED BUILDING AND ALL WINDOWS
WILL BE BLOCKED OR COVERED

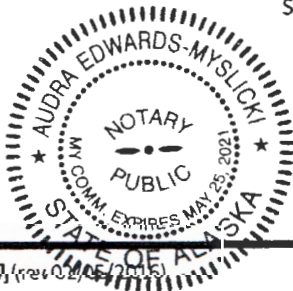
I certify that as a marijuana cultivation facility, I will submit monthly reports to the Department of Revenue and pay the excise tax required under AS 43.61.010 and 43.61.020 on all marijuana sold or provided as a sample to a marijuana establishment, as required under 3 AAC 306.480.

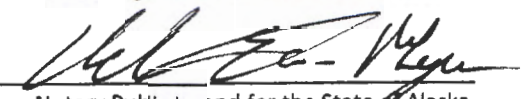
I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.


Signature of licensee

DARREN PHILLIPS
Printed name

Subscribed and sworn to before me this 11 day of AUGUST, 2017.




Notary Public in and for the State of Alaska.

My commission expires: MAY 25, 2021



Alaska Marijuana Control Board

Operating Plan Supplemental

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(Additional Space as Needed):



Alaska Marijuana Control Board

Form MJ-09: Statement of Financial Interest**What is this form?**

A statement of financial interest completed by each proposed licensee (as defined in 3 AAC 306.020(b)(2)) and affiliate (as defined in 3 AAC 306.990(a)(1)) 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 main office by each proposed licensee or affiliate 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:	DARRIN PHILIPS	License Number:	13577		
License Type:	STD. MARIJUANA CULTIVATION FACILITY				
Doing Business As:	FIBERFLITE				
Premises Address:	120 JARVIS ST.				
City:	SITKA	State:	AK	ZIP:	99835

Section 2 – Individual Information

Enter information for the individual licensee or affiliate.

Name:	DARRIN H. PHILIPS
Title:	OWNER
SSN:	554-23-8603



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Alaska Marijuana Control Board

Form MJ-09: Statement of Financial Interest

Section 3 – Certifications

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 declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

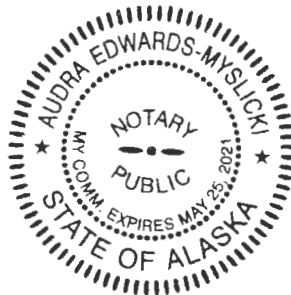
[Signature]

Signature of licensee/affiliate

DARRIN PHILLIPS

Printed name

Subscribed and sworn to before me this 11 day of AUGUST, 2017.



[Signature]
Notary Public in and for the State of Alaska.

My commission expires: MAY 25, 2021

UNIT-F

UNIT-E

UNIT-D

UNIT-C

UNIT-B

UNIT-A

FRONT

8'-4"

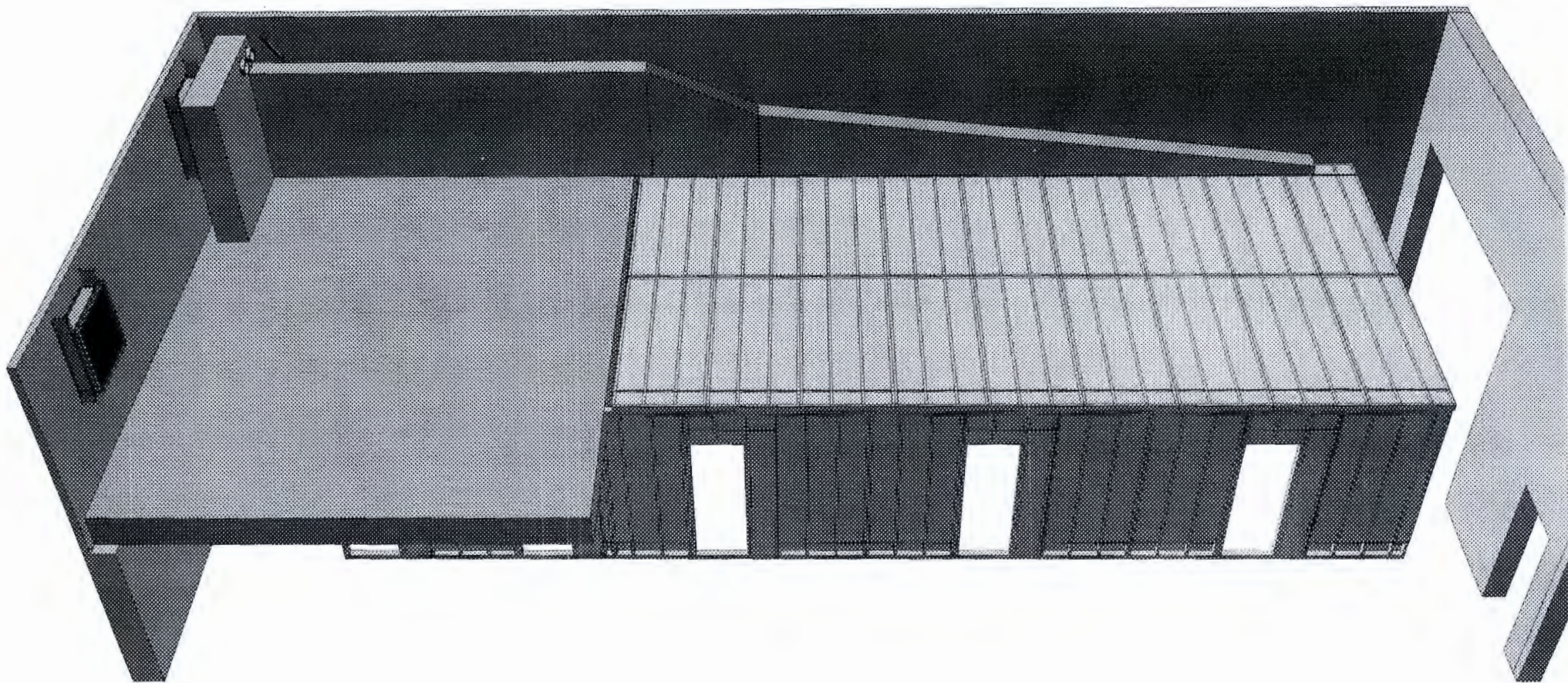
8'-4"

8'-4"

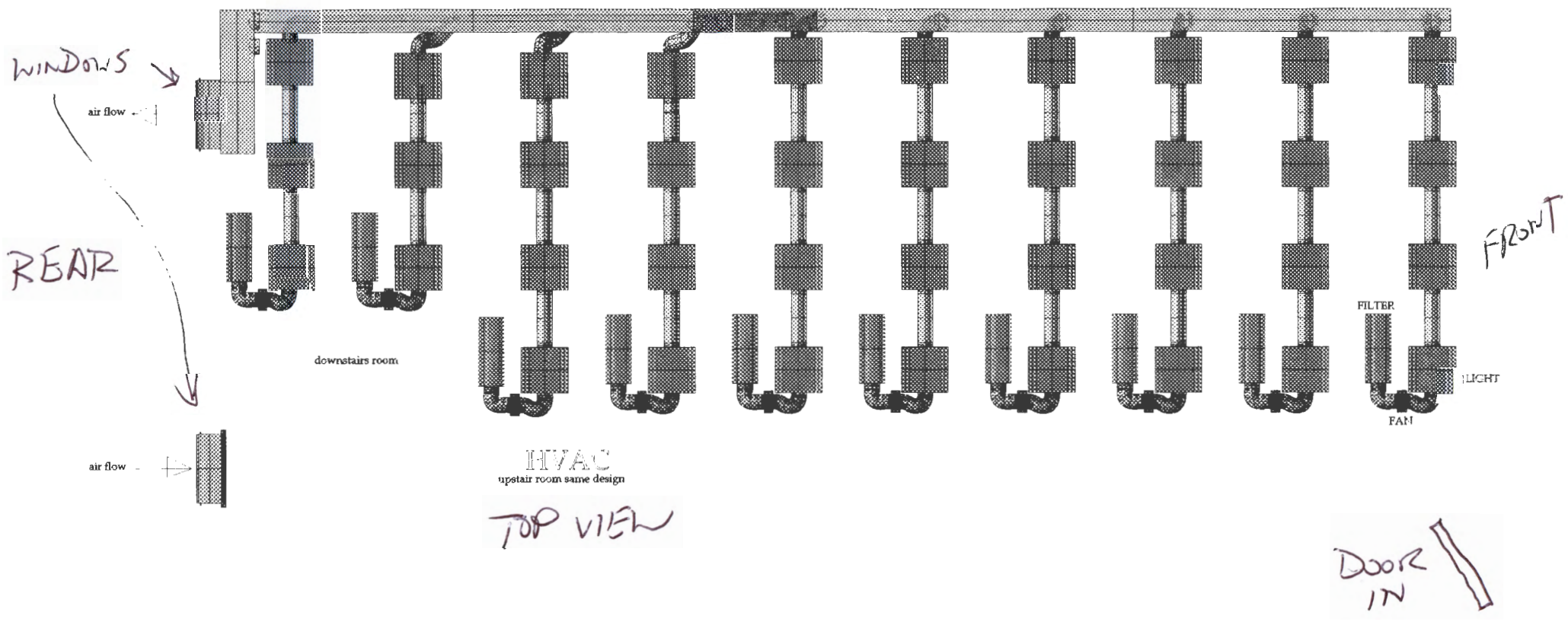
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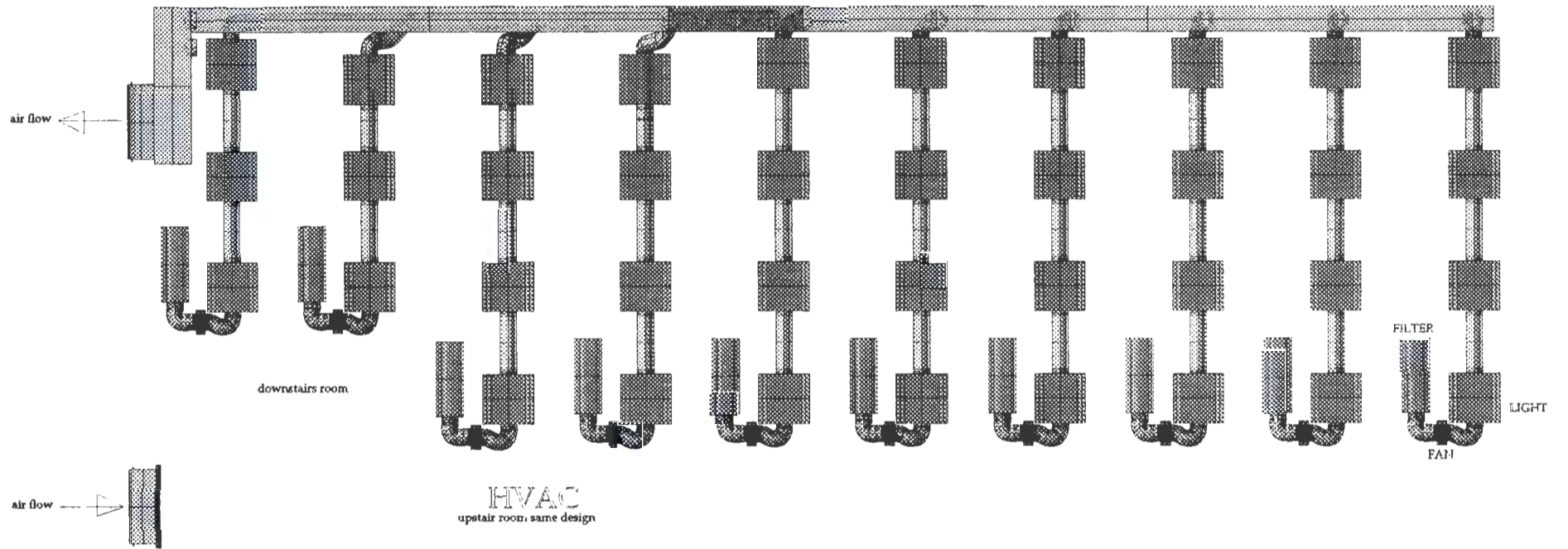
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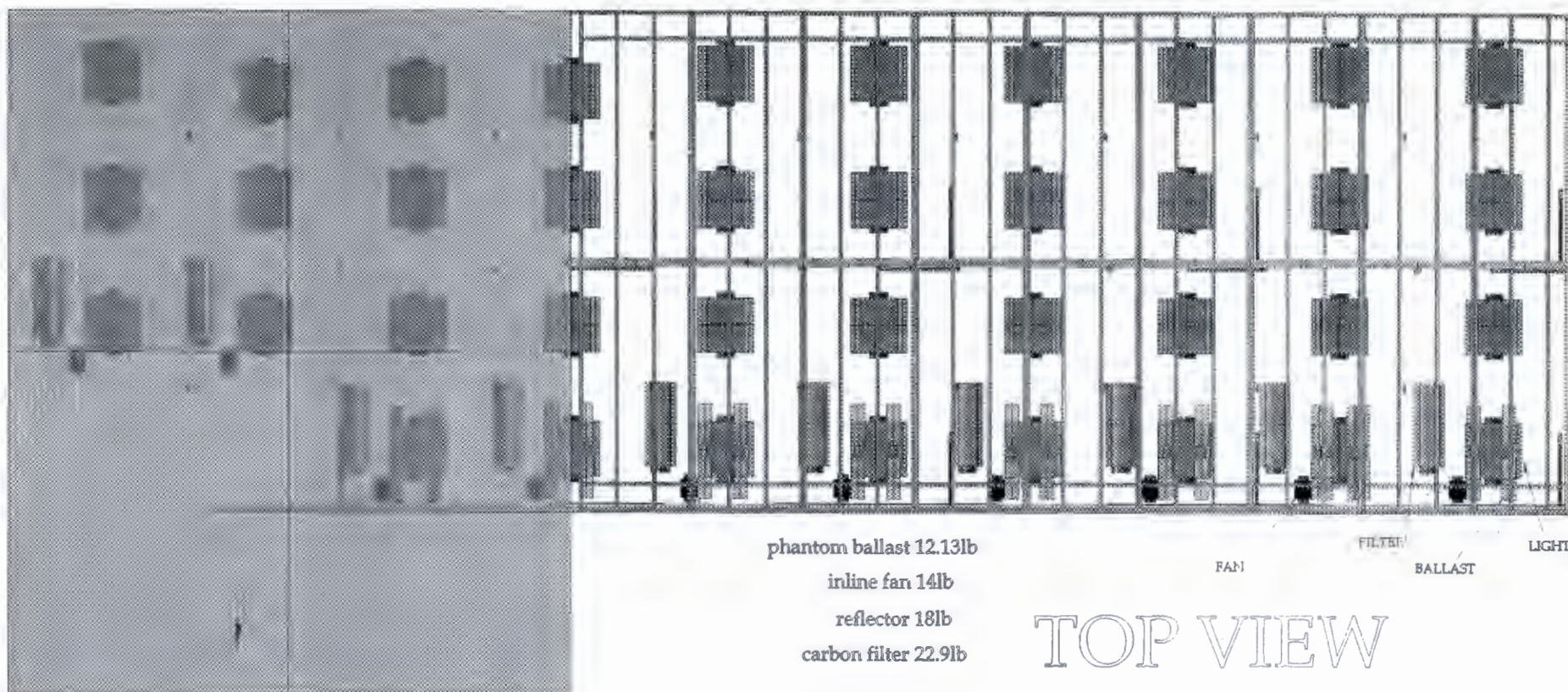
parking



Attachment M







phantom ballast 12.13lb

inline fan 14lb

reflector 18lb

carbon filter 22.9lb

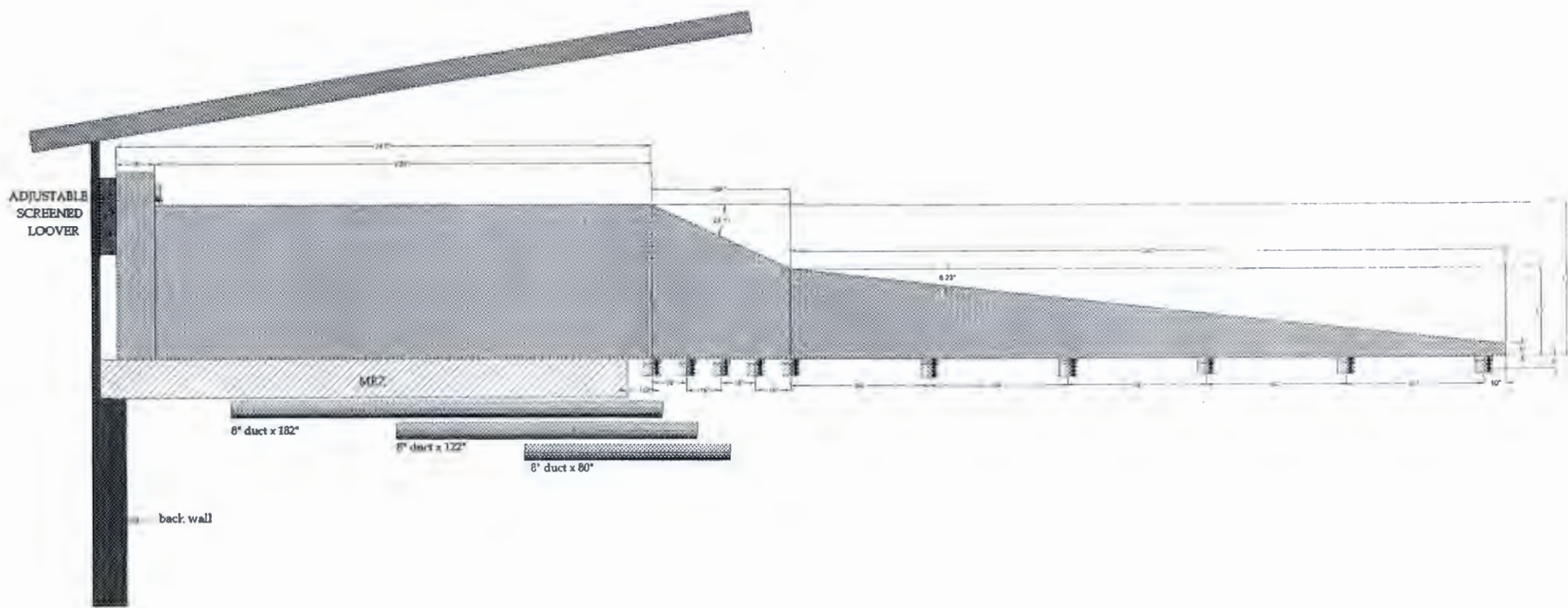
FAN

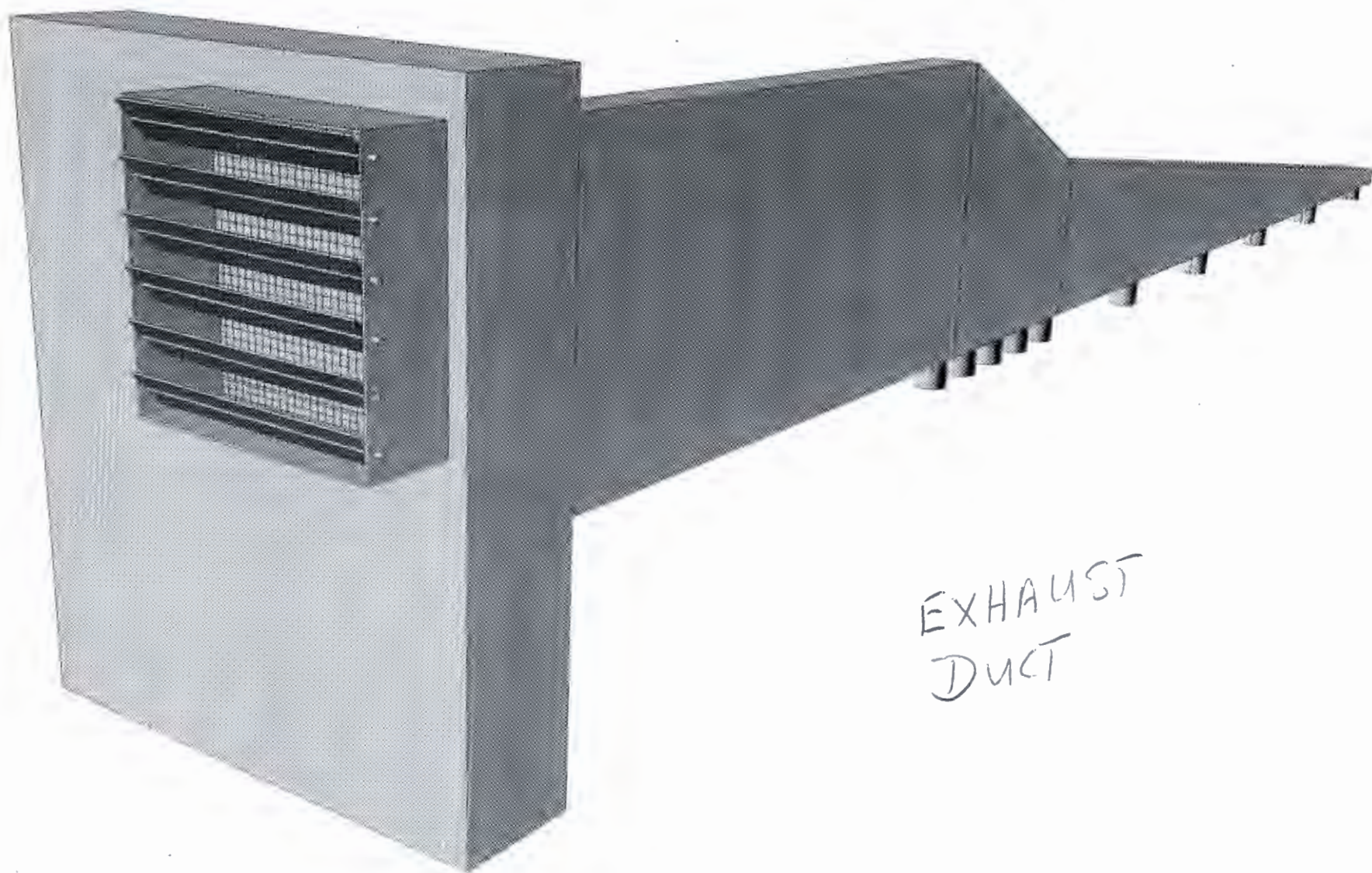
FILTER

BALLAST

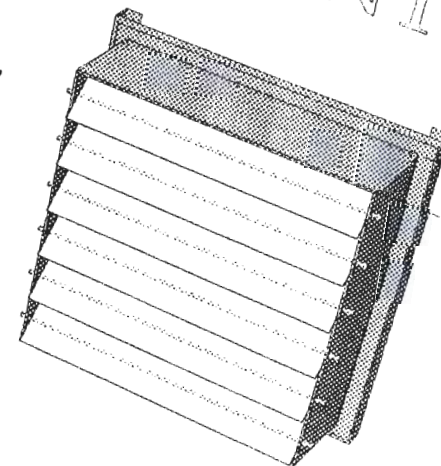
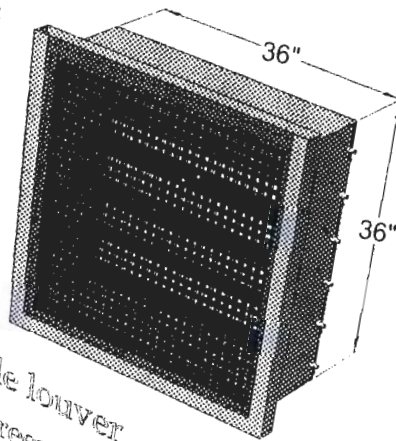
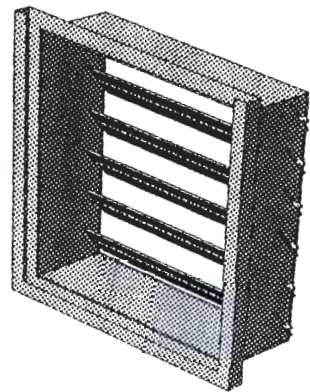
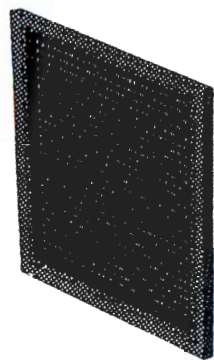
LIGHT

TOP VIEW





EXHAUST
DUCT



INTAKE

12" TO INSIDE EDGE
TO OUTSIDE EDGE

adjustable louver
bug screen
drain holes
filter groove for a standard size filter

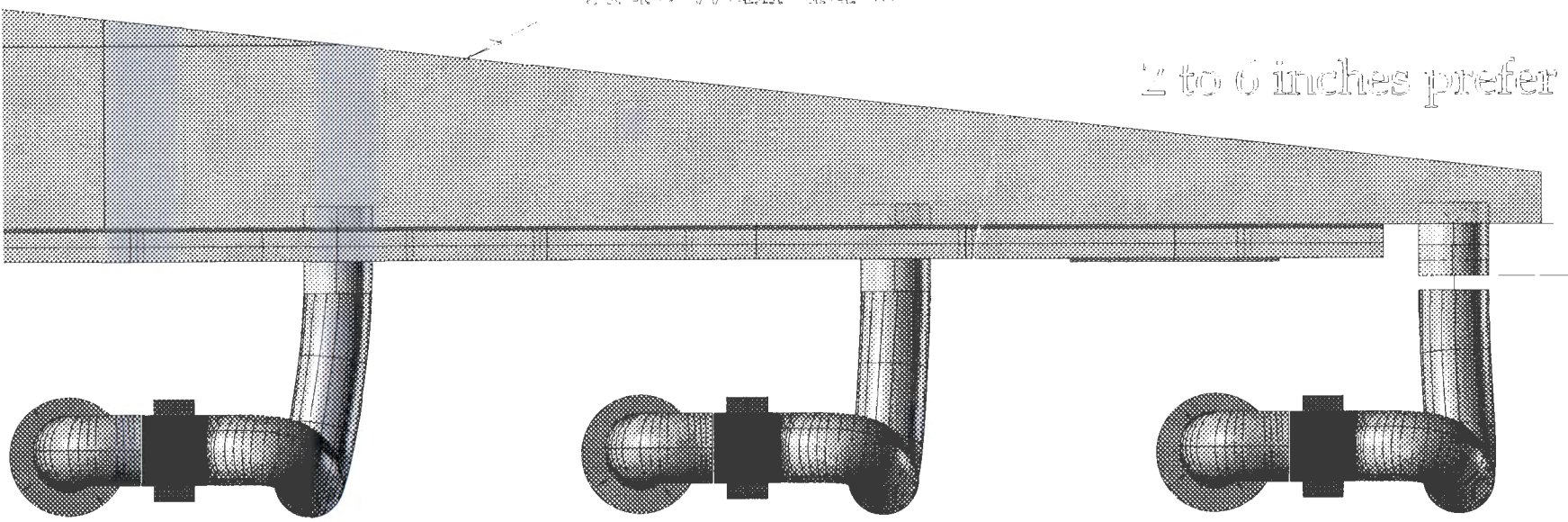
WILL NEED TO FITTED
TO WINDOW OPENINGS

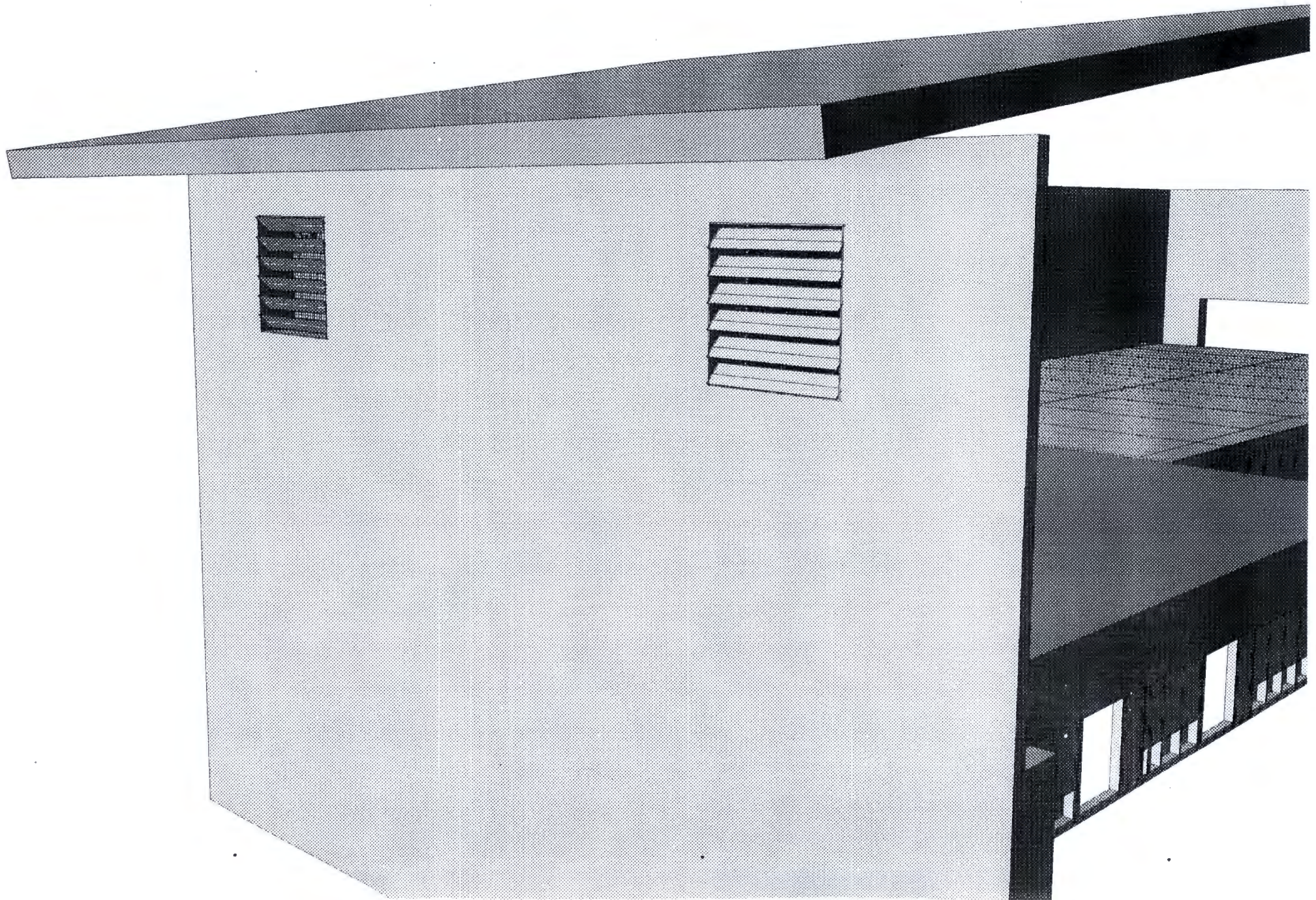
FIBERPLITE
lic # 13577
120 Jarvis st. unit C
Sitka AK 99833
209-608-5500

side wall duct

2 to 6 inches prefer 6"

6"





Affidavit of Publication

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

Travis 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:

6/21/17, 6/28/17, 7/5/17

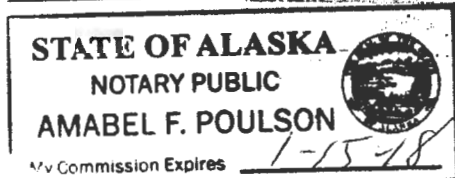
Signature _____

Sworn and subscribed to

before me this 16 day of July, 20 17

Notary Public for Alaska

My commission expires _____, 20 _____



LEGAL NOTICE

DARREN H. PHILLIPS is applying under 3 AAC 306.400(a) (1) for a new Standard Marijuana Cultivation Facility licence, licence #13577, doing business as FIBERFLITE, located at 120 Jarvis St., Unit C, Sitka, AK 99835, UNITED STATES.

Interested persons should submit written comment or objection to their local government, the applicant, and to the Alcohol & Marijuana Control Office at 550 W. 7th Ave, Suite 1600, Anchorage, AK 99501 or to marijuana.licensing@alaska.gov not later than 36 days after this notice of application.

Published: June 21, 28 and July 5, 2017



Alaska Marijuana Control Board

Form MJ-07: Public Notice Posting Affidavit**What is this form?**

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 new marijuana establishment license application, an applicant must give notice of the application to the public by posting a copy of the application (produced by the board's application website) 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 main office 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:	DARREN PHILLIPS	License Number:	13577		
License Type:	STD. MARIJUANA CULTIVATION FACILITY				
Doing Business As:	FIBERFLITE				
Premises Address:	120 JARVIS ST.				
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: 6-19-2017

End Date: 7-20-2017

Other conspicuous location: SEAMART + THE BACK DOOR

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

Signature of licensee

DARREN PHILLIPS
Printed name of licensee

Notary Public in and for the State of Alaska

My commission expires: MAY 25, 2021

Subscribed and sworn to before me this 11 day of AUGUST, 2017.





Planning and Community Development Department

100 Lincoln Street, Sitka, AK 99835

(907) 747-1814

planning@cityofsitka.org

NOTICE OF APPLICATION AND PUBLIC HEARING CUP 17-20

Notice is hereby given that the Planning and Community Development Department (PCDD) has received an application for a(n) conditional use permit for a marijuana cultivation facility at 120 C Jarvis Street. The Planning Commission will hold a public hearing at 7:00 PM at Harrigan Centennial Hall on **9/19/2017** to take testimony and consider the approval of:

Project Description: Conditional use permit – Marijuana cultivation facility

Street Address: 120 C Jarvis Street

Legal Description: Lot 2A Sitka Projects Subdivision Lot 1 and Lot 2 Lot Line Adjustment

Zoning: Industrial

Applicant: Darren Phillips for Fiberlite

Owner: Baranof Investments, LLC

A site plan is printed on the reverse side of this notice. The full application and all associated documents are available for viewing in the PCDD office on the first floor of City Hall. Anyone wishing to comment on this proposal may do so in writing and/or by testifying at the hearing.

Send written comments and requests for information to:

planning@cityofsitka.org or (907) 747-1814

100 Lincoln Street, Sitka, AK 99835

Parcel ID: 3-0300-000
City and Borough of Sitka
100 Lincoln St.
Sitka AK 99835

Parcel ID: 3-0310-001
Orca Holdings, LLC
P.O. Box 8158
Ketchikan AK 99901

Parcel ID: 3-0350-002
Bergey, Anita
Mattingly, Tom
P.O. Box 624
Sitka AK 99835-0624

Parcel ID: 3-0350-010
Davis, INC
P.O. Box 859
Sitka AK 99835

Parcel ID: 3-0350-010
A and B Enterprises, LLC
2166 Halibut Point Rd, #A
Sitka AK 99835

Parcel ID: 3-0350-110
Bergey, Anita
Mattingly, Tom
P.O. Box 624
Sitka AK 99835-0624

Parcel ID: 3-0350-111
Bergey, Anita
Mattingly, Tom
P.O. Box 624
Sitka AK 99835-0624

Parcel ID: 3-0350-112
Bergey, Anita
Mattingly, Tom
P.O. Box 624
Sitka AK 99835-0624

Parcel ID: 3-0350-113
Bergey, Anita
Mattingly, Tom
P.O. Box 624
Sitka AK 99835-0624

Parcel ID: 3-0350-114
Bergey, Anita
Mattingly, Tom
P.O. Box 624
Sitka AK 99835-0624

Parcel ID: 3-0350-115
Bergey, Anita
Mattingly, Tom
P.O. Box 624
Sitka AK 99835-0624

Parcel ID: 3-0350-120
Bergey, Anita
Mattingly, Tom
P.O. Box 624
Sitka AK 99835-0624

Parcel ID: 3-0402-001
Triton Properties, LLC
1209 Sawmill Creek Rd, #B
Sitka AK 99835

Parcel ID: 3-0402-002
Triple C Ventures, Inc
1867 Halibut Point Rd
Sitka AK 99835

Parcel ID: 3-0406-003
United States Postal Service
1207 Sawmill Creek Rd
Sitka AK 99835

Parcel ID: 3-0406-011
LN Real Estate, LLC
P.O. Box 460069
Houston TX 77056

Parcel ID: 3-0407-001
Baranof Investments, LLC
P.O. Box 3084
Sitka AK 99835-3084

Parcel ID: 3-0407-002
Baranof Investments, LLC
P.O. Box 3084
Sitka AK 99835-3084

Parcel ID: 3-0407-007
New Archangel Dancers
208 Smith St
Sitka AK 99835

Parcel ID: 3-0407-008
RTW LLC
P.O. Box 2044
Sitka AK 99835-2044

Parcel ID: 3-0407-009
Belo Enterprises, LLC
P.O. Box 6133
Sitka AK 99835-6133

Parcel ID: 3-0407-010
Belo Enterprises, LLC
P.O. Box 6133
Sitka AK 99835-6133

Parcel ID: 3-0407-011
Brager, Gerald
110 Jarvis St
Sitka AK 99835

Parcel ID: 3-0407-012
Krause, David, J
P.O. Box 1065
Sitka AK 99835

Parcel ID: 3-0407-013
Olson, Charles
3009 Halibut Point Rd
Sitka AK 99835

Parcel ID: 3-0407-014
Romar Holdings LLC
208 Lake St, Ste B
Sitka AK 99835

Parcel ID: 3-0407-060
Curran, Richard
P.O. Box 1336
Sitka AK 99835

Parcel ID: 3-0407-111
Baranof Investments, LLC
949 Stedman St
Ketchikan AK 99901

Parcel ID: 3-0407-112
Baranof Investments, LLC
949 Stedman St
Ketchikan AK 99901

Attachment O

P&Z Mailing
September 8, 2017

PAID

AUG 14 2017

RECEIVED CITY

INVOICE

CITY AND BOROUGH OF SITKA

100 LINCOLN STREET, SITKA ALASKA 99835

DATE: 8/14/17

To: Darren Phillips

ACCOUNT # 100-300-320-3201.002

PLANNING & ZONING

Variance.....	
Conditional Use Permit.....	100.00
Minor Subdivision.....	
Major Subdivision.....	
Zoning Map Change.....	
Zoning Text Change.....	
Lot Merger.....	
Boundary Line Adjustment.....	
General Permit.....	
Appeal of Enforcement Action (Pending).....	
Other.....	
Sales Tax.....	6.00
TOTAL.....	106.00

Thank you

Attachment P

2003-000935-0

Recording Dist: 103 - Sitka
4/21/2003 9:56 AM Pages: 1 of 2

A
L
A
S
K
A



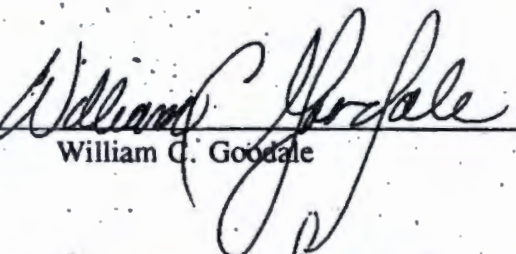
QUITCLAIM DEED

The Grantors, William C. Goodale, of P.O. Box 8756, Ketchikan, AK 99901, and Gary R. Smith, of P.O. Box 3084, Sitka, AK 99835, for and in consideration of Ten and 00/100 Dollars (\$10.00) and other good and valuable consideration in hand paid, the receipt of which is hereby acknowledged, do hereby convey, release and quitclaim all of their right, title and interest, if any, without warranty, in the following described real property to the Grantee, Baranof Investments, LLC:

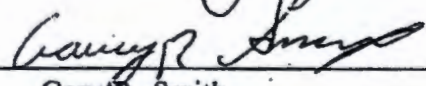
Lot 1A and Lot 2A of the Sitka Projects Subdivision, Lot 1 and Lot 2 Lot Line Adjustment Plat according to Plat No. 99-9, records of the Sitka Recording District, First Judicial District, State of Alaska.

GRANTORS

By


William C. Goodale

By


Gary R. Smith

STATE OF ALASKA)

FIRST JUDICIAL DISTRICT)

SS:

THIS IS TO CERTIFY that on the date next below written, and before me, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn, there appeared personally the persons described in, and who have executed the above and foregoing instrument, and the said persons acknowledged to me that they had signed and sealed the same freely and voluntarily for the uses and purposes therein mentioned, and that the said persons were known to me as William C. Goodale.

Shaffer Law Offices
320 Bowden, Suite 316
Ketchikan, AK 99901
020403-S171/S171_0.04B

Quitclaim Deed

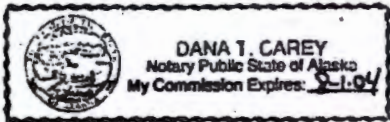
Attachment Q

Page 1 of 2

WITNESS my hand and official seal the day and year in this instrument next below written prior to execution.

DATE: April, 17th, 2003.

NOTARY PUBLIC FOR ALASKA



By Dana T. Carey

My Commission expires: 8-1-04

STATE OF ALASKA)

FIRST JUDICIAL DISTRICT)

ss:

THIS IS TO CERTIFY that on the date next below written, and before me, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn, there appeared personally the persons described in, and who have executed the above and foregoing instrument, and the said persons acknowledged to me that they had signed and sealed the same freely and voluntarily for the uses and purposes therein mentioned, and that the said persons were known to me as Gary R. Smith.

WITNESS my hand and official seal the day and year in this instrument next below written prior to execution.

DATE: April, 21st, 2003.

NOTARY PUBLIC FOR ALASKA

By Allen Cunningham

My Commission expires: 6/24/05



After Recording, please return to the Grantee whose address is:

Baranof Investments, LLC
P.O. Box 8756
Ketchikan, AK 99901



2 of 2

2003-000935-0

Shaffer Law Offices
320 Bowden, Suite 316
Ketchikan, AK 99901
020403-S171/S171_0.04B

Quitclaim Deed

To: fiberflite@aol.com

Subject: Conditional Use Permit

Darren,

Thanks for submitting your conditional use permit application. Could you tell us what types of businesses are operating in the other bays at 120 Jarvis Street? Also, it looks like the parking spaces are smaller than required by code (9' by 18'). Is there additional parking on this lot available for your business to use? If so, could you send a diagram? Thanks!

Sam

Samantha Pierson
Planner I
City and Borough of Sitka
100 Lincoln Street
Sitka, AK 99835
(907) 747-1814

Attachment R

Samantha Pierson

From: Samantha Pierson
Sent: Friday, September 01, 2017 9:38 AM
To: Michael Scarcelli
Subject: FW: Conditional Use Permit

Emails sent on Monday and Wednesday.

From: Samantha Pierson
Sent: Wednesday, August 30, 2017 3:21 PM
To: fiberflite@aol.com
Subject: RE: Conditional Use Permit

Darren,

We need some additional information before the application can be deemed complete.

1. There are some differences in square footages among the various diagrams. For example, veg square footage versus grow Please review and clarify this.
2. HVAC Filtration System Plan
 - a. What type of system
 - b. How many carbon filters
3. Expanded narrative to include:
 - a. Discussion of possible sensitive uses within 500 feet
 - b. Proposed floor area, operation, security, odor control, ventilation, adequacy of utilities (water, electrical, wastewater), use of access easements
 - c. Mitigating impacts to nearby residential units to south (odor)
 - d. Number of employees
 - e. Hours of operation
 - f. Conformance to Sitka General Code 22.24.010(E)
 - g. Conformance to Sitka General Code 22.24.026(D)2

The Sitka General Code references can be found at <http://www.codepublishing.com/AK/Sitka/>.

Sam

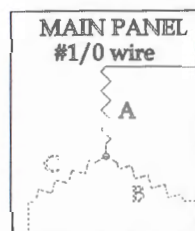
Samantha Pierson
Planner I
City and Borough of Sitka
100 Lincoln Street
Sitka, AK 99835
(907) 747-1814

From: Samantha Pierson
Sent: Monday, August 28, 2017 4:08 PM

1/0 wire main panel to shop panel

#4 wire - shop panel to rooms

#12 wire - common, ground

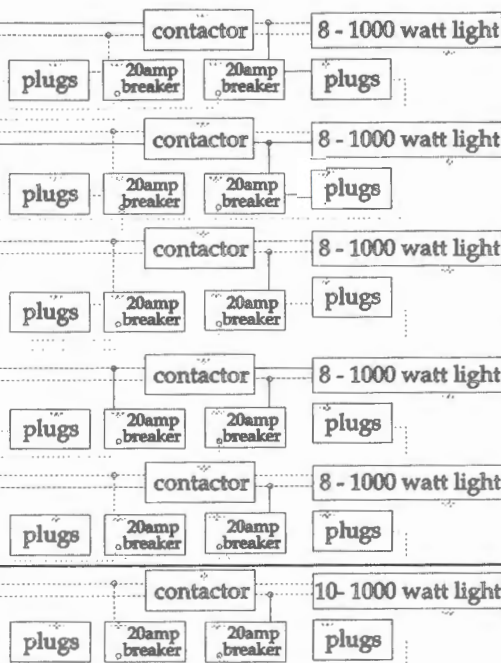


SHOP PANEL

A 80amp
B 80amp
C 80amp
A 80amp
B 80amp
C 80amp

80 amp breakers

FLOWER ROOM



A 36.4 amps 220v
B 7 amps 110v
C 43.4 amps

A 36.4 amps 220v
B 7 amps 110v
C 43.4 amps

A 36.4 amps 220v
B 7 amps 110v
C 43.4 amps

A 36.4 amps 220v
B 7 amps 110v
C 43.4 amps

A 36.4 amps 220v
B 7 amps 110v
C 43.4 amps

A 45.5 amps 220v
B 7 amps 110v
C 52.5 amps

PHASE TOTALS

A 86.8 amps

C 86.8 amps

B 95.9 amps

FIBERFLITE
lic # 13577
120 Jarvis st. unit C
Sitka AK 99835
209-608-5500

wiring diagram

Attachment S

FIBERFLITE

120 Jarvis unit c

225 amp service

Sitka Ak 99835

209-608-5500

			8- res.	watts each	watts total	220v	110v	
						amps	amps	
		47	lites	1000	47000.00	123.35		
		1	lites	400	400.00	1.05		
		8	md pumps	24	192.00		0.50	
added		16	sm pumps	16	256.00		1.34	
		2	dehumidifier	700	1400.00		7.35	
		14	wall fans	55	770.00		4.04	
		8	light timers	2	16.00		0.08	
		8	res timers	2	16.00		0.08	
		12	exh inline fans	200	2400.00		12.60	
		7	floor fans	10	70.00		0.37	
	?	1	video cameras	200	200.00		1.05	
	?	1	computer	200	200.00		1.05	
	?	1	alarm	20	50.00		0.26	
		6	2-32wbulb flor	64	384.00		2.02	
		4	2-54wbulb flor	108	432.00		2.27	
		0	4-54wbulb flor n/a	216	0.00		0.00	
existing	?	1	water heater	800	800.00		4.20	
		1	heater n/a	0	0.00		0.00	
					54586.00	124.4	37.2	
			pf 100%					
						total	161.6	

T

TOTAL ELECTRIC CONSUMPTION