

## **POSSIBLE MOTION**

**I MOVE TO** approve the standard marijuana cultivation facility license for Green Leaf, Inc. and forward this approval to the Alcohol and Marijuana Control Office without objection.



City & Borough of Sitka  
**Municipal Clerk's Office**  
100 Lincoln Street, Sitka AK 99835  
Telephone: 907-747-1811 Fax: 907-747-4004



## Memorandum

To: Mayor McConnell and Assembly Members  
From: Sara Peterson, Municipal Clerk  
Date: July 6, 2016  
Subject: Application for New Marijuana Cultivation Facility License

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Attached you will find a notification, and additional information, from the Alcohol and Marijuana Control Office of an application for a new marijuana cultivation facility license for the following applicant:

License #:	10066
License Type:	Standard Marijuana Cultivation Facility
Licensee/Applicant:	Green Leaf, Inc.
D.B.A.:	GREEN LEAF
Physical Address:	4614 Halibut Point Road C-2, C-3; Sitka, AK

The applicant was granted a conditional use permit for a cultivation facility by the Planning Commission on May 17, 2016. The motion passed unanimously by a 5-0 vote.

A notice was published in the local newspaper and posted to the establishment. In addition, a memo was circulated to the various municipal departments who may have a reason to protest. No departmental objections were received.

**Recommendation: Approve the standard marijuana cultivation facility license for Green Leaf, Inc. and forward this approval to the Alcohol and Marijuana Control Office without objection.**

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Public hearing and consideration of a conditional use permit request for marijuana cultivation at 4614 Halibut Point Road, in the C-2 general commercial and mobile home zone. The property is also known as Lot 3 of Carlson Resubdivision. The request is filed by Green Leaf, Inc. The owners of record are Connor K. Nelson and Valerie L. Nelson.

Scarcelli explained the request for a cultivation facility. The applicant has worked with staff to mitigate staff concerns. Cultivation tends to have lower traffic than other manufacturing uses. Staff have received public comment about noise from the fans; however, the property is commercially zoned. The applicant has proposed extensive ventilation. Staff recommends approval.

Aaron Bean asked that the application be amended to list Green Leaf, Inc. as the applicant. Spivey asked if the applicant plans to do retail in the future. Bean stated that he hopes to eventually do retail on a different lot at the same site. Spivey thanked the applicant for the thorough application.

Hughey/Pohlman moved to APPROVE the required findings.

Required Findings for Conditional Use Permits. The planning commission shall not recommend approval of a proposed development unless it first makes the following findings and conclusions:

1. The city may use design standards and other elements in this code to modify the proposal. A conditional use permit may be approved only if all of the following findings can be made regarding the proposal and are supported by the record that the granting of the proposed conditional use permit will not:
  - a. Be detrimental to the public health, safety, and general welfare;
  - b. Adversely affect the established character of the surrounding vicinity; nor
  - c. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located.

2. The granting of the proposed conditional use permit is consistent and compatible with the intent of the goals, objectives, and policies of the comprehensive plan and any implementing regulation.
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced.
4. The proposed use will not introduce hazardous conditions at the site that cannot be mitigated to protect adjacent properties, the vicinity, and the public health, safety, and welfare of the community from such hazard.
5. The conditional use will be supported by, and not adversely affect, adequate public facilities and services; or that conditions can be imposed to lessen any adverse impacts on such facilities and services.
6. **Burden of Proof.** The applicant has the burden of proving that the proposed conditional use meets all of the criteria in subsection B of this section.

The city may approve, approve with conditions, modify, modify with conditions, or deny the conditional use permit. The city may reduce or modify bulk requirements, off-street parking requirements, and use design standards to lessen impacts, as a condition of the granting of the conditional use permit. In considering the granting of a conditional use, the assembly and planning commission shall satisfy themselves that the general criteria set forth for uses specified in this chapter will be met. The city may consider any or all criteria listed and may base conditions or safeguards upon them. The assembly and planning commission may require the applicant to submit whatever reasonable evidence may be needed to protect the public interest. The general approval criteria are as follows:

1. Site topography, slope and soil stability, geophysical hazards such as flooding, surface and subsurface drainage and water quality, and the possible or probable effects of the proposed conditional use upon these factors;
2. Utilities and service requirements of the proposed use, including sewers, storm drainage, water, fire protection, access and electrical power; the assembly and planning commission may enlist the aid of the relevant public utility officials with specialized knowledge in evaluating the probable effects of the proposed use and may consider the costs of enlarging, upgrading or extending public utilities in establishing conditions under which the conditional use may be permitted;
3. Lot or tract characteristics, including lot size, yard requirements, lot coverage and height of structures;
4. Use characteristics of the proposed conditional use that affect adjacent uses and districts, including hours of operation, number of persons, traffic volumes, off-street parking and loading characteristics, trash and litter removal, exterior lighting, noise, vibration, dust, smoke, heat and humidity, recreation and open space requirements;
5. Community appearance such as landscaping, fencing and screening, dependent upon the specific use and its visual impacts.

**Specific Guidance from 22.24 on Findings for Marijuana Uses**

**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.

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 then the Planning Commission shall so find and deny the proposed conditional use permit.

Motion PASSED 5-0.

Hughey/Parker Song moved to APPROVE approve the conditional use permit request filed by Green Leaf, Inc. for marijuana cultivation at 4614 Halibut Point Road, in the C 2 General Commercial and Mobile Home zone, subject to conditions of approval. The property is also known as Lot 3 of Carlson Resubdivision. The owners of record are Connor K. Nelson and Valorie L. Nelson.

Conditions of Approval:

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
8. Applicant shall provide a Parking Plan that complies with Section 22.20.100 for all uses present and proposed at the current property including striped parking spaces where practical.
9. Odor Control shall include charcoal filters and other best means to limit and mitigate odor impacts to surrounding uses. Should a meritorious odor complaint be received the Planning Commission may require additional odor control measures to mitigate any actual negative impacts.
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 Planning Commission may, at its discretion and upon receiving

meritorious evidence of negative impacts to public health, safety, and welfare, schedule a review to address issues of concern and pursue mitigation through additional conditions if necessary.

Motion PASSED 5-0.



City & Borough of Sitka  
**Municipal Clerk's Office**  
100 Lincoln Street, Sitka AK 99835  
Telephone: 907-747-1811 Fax: 907-747-4004



## Memorandum

To: Planning Department  
Collections - Mary  
Municipal Billings – Lindsey  
Sales Tax/Property Tax – Hannah  
Utility Billing Clerk – Diana  
Public Works Department – Mark and Shilo

Fire Department  
Police Department  
Electric Department  
Building Official

From: Melissa Henshaw, Acting Municipal Clerk

Date: June 22, 2016

Subject: New Marijuana Cultivation Facility License

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The Municipal Clerk's Office has been notified by the Alcohol and Marijuana Control Office of a new marijuana cultivation facility license submitted by:

License #: 10066  
License Type: Standard Marijuana Cultivation Facility  
Licensee/Applicant: Green Leaf, Inc.  
D.B.A.: GREEN LEAF  
Physical Address: 4614 Halibut Point Road C-2, C-3; Sitka, AK  
Designated Licensee: Aaron Bean

Please notify me **no later than noon on Thursday, June 30th** of any reason to protest this request. This license will be scheduled to go before the Assembly on July 12<sup>th</sup>.

Thank you.



THE STATE  
of **ALASKA**  
GOVERNOR BILL WALKER

Department of Commerce, Community,  
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE

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

Anchorage, AK 99501

Main: 907.269.0350

June 21, 2016

City & Borough of Sitka

Attn: Sara Peterson  
Melissa Henshaw  
Meagan Bosak  
Michael Scarcelli  
Robin Schmid  
Reuben Yerkes

VIA Email: [sara.peterson@cityofsitka.org](mailto:sara.peterson@cityofsitka.org)  
[Melissa.henshaw@cityofsitka.org](mailto:Melissa.henshaw@cityofsitka.org)  
[Maegan.bosak@cityofsitka.org](mailto:Maegan.bosak@cityofsitka.org)  
[Michael.scarcelli@cityofsitka.org](mailto:Michael.scarcelli@cityofsitka.org)  
[Robin.koutchak@cityofsitka.org](mailto:Robin.koutchak@cityofsitka.org)  
[Reuben.yerkes@cityofsitka.org](mailto:Reuben.yerkes@cityofsitka.org)  
[planning@cityofsitka.org](mailto:planning@cityofsitka.org)

RECEIVED

JUN 21 2016

City & Borough of Sitka-  
Clerk's Office

License Number:	10066
License Type:	Standard Marijuana Cultivation Facility
Licensee:	Green Leaf, Inc.
Doing Business As:	GREEN LEAF
Physical Address:	4614 Halibut Point Rd C-2 C-3 Sitka, AK 99835
Designated Licensee:	Aaron Bean
Phone Number:	907-738-8923
Email Address:	aaronbean28@gmail.com

☒ New Application      ☐ Transfer of Ownership Application      ☐ Renewal Application  
☐ Onsite Consumption Endorsement

We have received a completed application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under 3 AAC 306.025(d)(2).

A local government may protest the approval of an application(s) pursuant to 3 AAC 306.060 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of the date of this notice. If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable. To protest the application referenced above, please submit your protest within 60 days and show proof of service upon the applicant.

3 AAC 306.010, 3 AAC 306.080, and 3 AAC 306.250 provide that the board will deny an application for a new license if the board finds that the license is prohibited under AS 17.38 as a result of an ordinance or election conducted under AS 17.38 and 3 AAC 306.200.

3 AAC 306.010(c) provides that the board will not issue a license when a local government protests an application on the grounds that the applicant's proposed licensed premises are located in a place within the local government where a local zoning ordinance prohibits the marijuana establishment, unless the local government has approved a variance from the local ordinance.

At this time, the fingerprints submitted by the applicant cannot be submitted for a criminal history report until a date to be determined by the Department of Public Safety and the Federal Bureau of Investigation based upon the effective date of the act containing enabling statutory language for such criminal history report. On April 27, 2016, the Marijuana Control Board directed me to determine applications complete based solely upon the representations made by the applicant in Form MJ-00.

Sincerely,

A handwritten signature in blue ink, appearing to read 'C. Franklin', is positioned above the typed name.

Cynthia Franklin, Director

[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)

Alaska Entity #10036065

**State of Alaska**  
**Department of Commerce, Community, and Economic Development**  
**Corporations, Business, and Professional Licensing**

## **Certificate of Incorporation**

The undersigned, as Commissioner of Commerce, Community, and Economic Development of the State of Alaska, hereby certifies that a duly signed and verified filing pursuant to the provisions of Alaska Statutes has been received in this office and has been found to conform to law.

ACCORDINGLY, the undersigned, as Commissioner of Commerce, Community, and Economic Development, and by virtue of the authority vested in me by law, hereby issues this certificate to

**Green Leaf, Inc.**




IN TESTIMONY WHEREOF, I execute the certificate  
and affix the Great Seal of the State of Alaska  
effective February 23, 2016.


A handwritten signature in cursive script, appearing to read "Chris Hladick".

Chris Hladick  
Commissioner





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Department of Commerce, Community, and Economic Development  
**Corporations, Business & Professional Licensing**

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☐ State of Alaska

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**Information**

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- Privacy Policy
- Refund Policy

**Search License Data**

- Corporations
  - Entities
  - Officials
  - Agents
- Business Licenses
- Tobacco Endorsements
- Professional Licenses
- Search All Sections (Name Only)

**Data Downloads**

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  - Officials Download
  - Agents Download
- Business License Download
  - Tobacco Endorsement Download
- Professional License Download
  - Guide Use Area Download

## NAME(S)

Type	Name
Legal Name	Green Leaf, Inc.

## ENTITY DETAILS

**Entity Type:** Business Corporation  
**Entity #:** 10036065  
**Status:** Good Standing  
**AK Formed Date:** 2/23/2016  
**Duration/Expiration:** Perpetual  
**Home State:** ALASKA  
**Next Biennial Report Due:** 1/2/2018  
**Entity Mailing Address:** 215 PETERSON AVE, SITKA, AK 99835  
**Entity Physical Address:** 4614 HPR, SITKA, AK 99835

## REGISTERED AGENT

**Agent Name:** Jana Weltzin  
**Registered Mailing Address:** 3003 MINNESOTA DR #201, ANCHORAGE, AK 99503  
**Registered Physical Address:** 3003 MINNESOTA DR #201, ANCHORAGE, AK 99503

## OFFICIALS

☐ Show Former

AK Entity#	Name	Titles	Percent Owned
	Aaron Bean	Director, President, Shareholder, Secretary, Treasurer	100

## FILED DOCUMENTS

Date Filed	Type	Filing	Certificate
2/23/2016	Creation Filing	<a href="#">Click to View</a>	<a href="#">Click to View</a>
3/22/2016	Initial Report	<a href="#">Click to View</a>	
3/29/2016	Agent Change	<a href="#">Click to View</a>	

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Alaska Business License # 1032755

**Alaska Department of Commerce, Community, and Economic Development**  
Division of Corporations, Business and Professional Licensing  
P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

**GREEN LEAF**

215 PETERSON AVE SITKA AK 99835

owned by

**GREEN LEAF, INC.**

is licensed by the department to conduct business for the period

February 23, 2016 through December 31, 2016  
for the following line of business:

11 - Agriculture, Forestry, Fishing and Hunting  
42 - Trade



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location. It is not transferable or assignable.

Chris Hladick





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

Alaska Marijuana Control Board

## Form MJ-00: Application Certifications

### 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:	Green Leaf Inc	License Number:	10066		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Green Leaf				
Premises Address:	4614 Halibut Point Road, Suites C-2 & C-3				
City:	Sitka	State:	ALASKA	ZIP:	99835

### Section 2 – Individual Information

Enter information for the individual licensee or affiliate.

Name:	Aaron Bean
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?

Standard Marijuana Cultivation Facility 10066  
Retail Marijuana Store License 10067



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

**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.

AB

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

AB

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

AB

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.

AB

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.

AB

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.

AB

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).

AB

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

AB

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.

AB

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.

AB

I certify that all proposed licensees have been listed on my application with the Division of Corporations.

AB

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.

AB





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

Alaska Marijuana Control Board

**Form MJ-00: Application Certifications**

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

Subscribed and sworn to before me this 13<sup>th</sup> day of MAY, 2016.





Notary Public in and for the State of Alaska.

My commission expires: 05/12/2019



Alaska Marijuana Control Board

## Form MJ-01: Marijuana Establishment Operating Plan

Alcohol and Marijuana Control Office

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

Anchorage, AK 99501

[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)

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

Phone: 907.269.0350

### 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:	Green Leaf, Inc.	License Number:	10066
License Type:	Marijuana Cultivation Facility License		
Doing Business As:	Green Leaf, Inc.		
Premises Address:	4614 Halibut Point Rd., Suite C-2 & C-3		
City:	Sitka	State:	ALASKA ZIP: 99835
Mailing Address:	215 PETERSON AVE.		
City:	Sitka	State:	ALASKA ZIP: 99835
Primary Contact:	Aaron Bean		
Main Phone:	907-738-8923	Cell Phone:	907-738-8923
Email:	aaronbean28@gmail.com		





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

## 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:

Maintaining the security of all marijuana products requires that access to the premises be monitored and restricted. All doors leading to restricted access areas will be secured with commercial grade keyless keypad entry with a self-closing and self-locking mechanisms. The facility will be equipped with an alarm system, video surveillance, and an on-site security guard. Security cameras will be installed throughout the facility that allow for monitoring all areas 24 hours each day including, at a minimum: all entrances and exits, all security doors and restricted access areas, all windows, every portion of the office and safe room, and the exterior of the building to monitor and identify all activity adjacent to the facility. All members of the public who are allowed access to the facility will have to check in at the front entrance door and obtain a visitor badge. All entrants must provide state-issued identification with no exceptions. All visitors must be over the age of 21. All visitors must display their visitor badge on their person at all times, with no exceptions. All visitors will be escorted by an employee at all times while on the premises, and the visitor badge will be returned to the employee prior to leaving. A visitor's log will be kept and noted by the escorting employee, including the visitor's name and date, time, and purpose of the visit, and will be made available to the MC Board upon request. The visitor's personal identification card will be kept in security possession the entire time they are within the facility. Not until they have completed their escorted visit will their identification card be returned to them. Given the procedures and processes identified above, the risk of an unescorted person from the public is mitigated by the ability to identify any unauthorized person, and additional safeguard above.

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

Upon walking into the front entrance door of the facility each visitor must check in with a facility employee. All members of the public who are allowed access to the facility will have to provide valid or state-issued identification at their entrance, and obtain and display a visitor badge, with no exceptions. A valid form of identification includes: (1) an unexpired, unaltered passport; (2) an unexpired, unaltered driver's license; instruction permit, or identification card of any state or territory of the United States, the District of Columbia, or a province of Canada; and (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. All visitors must display their visitor badge on their person at all times, with no exceptions. The visitors will be escorted by an employee at all times while on the premises, and the visitor badge will be returned to the employee prior to leaving. A visitor's log will be kept and noted by the escorting employee, including the visitor's name and date, time, and purpose of the visit, and will be made available to the MC Board upon request. No visitors will be allowed in unauthorized, confidential, or potentially hazardous areas. The visitor's personal identification card will be kept in security possession the entire time they are within the facility. Not until they have completed their escorted visit will their identification card be returned to them. Once a visitor's escorted visit has concluded, and their identification is returned, they must leave the premises immediately.



Alcohol and Marijuana Control Office

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

Anchorage, AK 99501

[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)

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

Phone: 907.269.0350

Alaska Marijuana Control Board

## Form MJ-01: Marijuana Establishment Operating Plan

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

All members of the public who are allowed access to the facility will have to provide valid or state-issued identification at their entrance, with no exceptions. The visitor's personal identification card will be kept in security possession the entire time they are within the facility. Not until they have completed their escorted visit will their identification card be returned to them. The visitors will be escorted by an employee at all times while on the premises, and a visitor's log will be kept and noted by the escorting employee. The escorting employee will record all information related to the visitor's presence, including (1) their name; (2) the date, time, and purpose of the visit; and (3) any reportable activity or behavior the visitor engaged in during the escorted visit. This visitor log will be made available to the MC Board upon request. No visitors will be allowed in unauthorized, confidential, or potentially hazardous areas. Any visitors who attempt entry to such restricted areas will be escorted off the premises immediately, and a record of the event will be noted in the visitor log and law enforcement will be notified. Visitor logs will be stored for the life of the company.

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



This is for top of back

This is a message for back of the card





Alcohol and Marijuana Control Office

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

Anchorage, AK 99501

[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)

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

Phone: 907.269.0350

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:

The exterior of the buildings will be well lit. Lights will be positioned to facilitate surveillance of the front and side doors and windows, the building perimeter, and all areas within twenty (20) feet of the building, to ensure maximum visibility and security. All lights will be motion activated and will be checked daily by Management to ensure that each light in the system is operational and well-placed for visibility in security footage and to deter loitering or otherwise unauthorized presence on the premises. The facility plans to install a total of 4 exterior lights to be evenly distributed and affixed to the building.

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

The alarm system will be monitored by the alarm company at a central location twenty four (24) hours a day seven (7) days a week to detect unauthorized intrusion and notify local law enforcement, if needed. The alarm system will monitor all exterior doors, windows, and roof penetrations, should any roof penetrations or windows be installed in the future. Motion detectors will monitor all areas of the building including the roof and attic areas. Any unauthorized intrusion or attempted intrusion will send an automatic electronic alert to Ownership and local law enforcement. Additionally, the facility will be equipped with strategically-placed panic buttons to provide easy and central access by employees in an emergency. At all hours of the day or night these buttons, if pressed, will trigger the alarm system. At a minimum, the buttons will be located at the front entrance and in the office and safe room. All employees will be aware of the locations of the panic buttons and taught proper use prior to beginning work. Ownership and Management will be educated on the security and alarm systems by the security and alarm system installers. Education on the security and alarm systems will include proper use, troubleshooting, police response, measures, and controls. Management or Ownership will be the first to arrive to the facility each morning to enter a predetermined code into the security device next to the front door to disable the alarm system. All security cameras and tapes will be checked each morning at opening to ensure they are functioning. The last agent to leave the facility each night will be required to activate all overnight security devices, and lock all doors and windows. Activation of security devices will be done on site using the alarm system keypad. All doors that are not self-locking will be locked using a key, and sensors on windows will be activated at that time.

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:

The alarm system will be rigged to each exterior door in the facility-there are no windows- so that any intrusion will initiate the alarm response. Each morning, Ownership will enter a predetermined code into the security device next to the front door to disable the alarm system. The opening employees will check all security cameras and tapes to ensure they are functioning. The last employee to leave at close will activate all security devices and lock all doors and windows. Activation of security devices will be done on site using the alarm system keypad. All doors that are not self-locking will be locked using a key, and sensors on windows will be activated at close to monitor intrusions.



Alaska Marijuana Control Board

## Form MJ-01: Marijuana Establishment Operating Plan

Alcohol and Marijuana Control Office

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

In the event that an employee is caught stealing or illegally distributing marijuana, Green Leaf, Inc. will pro-actively cooperate with and notify the appropriate law enforcement agencies in the City of Sitka and/or the State of Alaska. Employees found to be diverting marijuana could be arrested and punished to the fullest extent of the law, and Green Leaf, Inc. will cooperate with all law enforcement directives and immediately notify the AMCO Director and/or designated staff member of the incident. All employees will be trained to recognize potential theft, and are required to notify Ownership or Management if they suspect such activity is occurring. All reports and documentation concerning a suspected or actual theft will be maintained by the company for five (5) years and made available to AMCO, and its agents and representatives, upon request. If any suspected or actual theft occurs, Ownership will contact local law enforcement immediately. Additionally, Ownership will take such steps appropriate and necessary to ensure that an employee's illegal conduct does not compromise or otherwise present a risk to the facility's license and legitimate business operations. Once a theft is reported to law enforcement, Ownership will update the product records in the marijuana inventory control tracking system to maintain an accurate and comprehensive accounting for all marijuana inventory activity. Ownership will also comply with any and all directives, inquiries, and investigations lodged by AMCO.

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

The facility will have a single and secure entrance for all regular ingress and egress from the building and for all visitors. The entrance and perimeter of the building will be monitored by an on-site security guard and security cameras at all times. Loitering in and around the facility will not be permitted, and security guards will have a regular and noticeable presence around the property to deter unauthorized entrance. Managers will work with the security guard and local law enforcement, if necessary, to secure the premises, prevent business practices which could entice or allow loitering, and escort all loitering individuals off the premises as soon as possible.

**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 facility will be equipped with strategically-placed panic buttons with easy and central access for employees in an emergency. At all hours of the day or night these buttons, if pressed, will trigger the alarm system. At a minimum, the buttons will be located at the front entrance and in the office and safe room. All employees will be aware of the locations of the panic buttons and taught proper use prior to beginning work. Motion detectors will monitor all areas of the building including the roof and attic areas. Any unauthorized intrusion or attempted intrusion will send an automatic, electronic alert to Ownership and local law enforcement.



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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:

In the event that a dangerous, threatening, or unauthorized situation arises in or around the facility, employees shall cooperate with local law enforcement and meet local police or fire department at the premises in a safe location. All visitors present in the building will be asked to leave immediately and escorted to the nearest exit in a safe and organized manner. If an emergency occurs in or around the facility during operation that threatens the facility, or the safety of employees and visitors, Management will evacuate the building of all people, including themselves, and await the arrival of the local police or fire department in a safe and accessible location. Law enforcement representatives for the City of Sitka will be invited to tour the facility and meet the employees in an effort to help the agency further understand the business operations and the building layout. Should any situation arise where law enforcement needs to contact Green Leaf, Inc. Owner and Manager Aaron Bean directly, they will be given a company phone number, as well as direct phone numbers to Ownership, to ensure a good working relationship continues.

**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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Both the interior and exterior of each entrance to the facility	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Each point of sale area	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Each video surveillance recording:	Yes	No
Is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clearly and accurately displays the time and date	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is archived in a format that does not permit alteration of the recorded image, so that the images can readily be authenticated	<input checked="" type="checkbox"/>	<input type="checkbox"/>



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**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:**

All security cameras will be positioned in such a manner as to get the best facial image of anyone present within the building and within 20 feet of the exterior walls. Security cameras will be installed throughout the facility that allow for monitoring all areas including, at a minimum: all entrances and exits, all security doors and restricted access areas, all windows, the check-in area, every portion of the office and safe room, and the exterior of the building to monitor all activities adjacent to the facility. The front entrance door of the facility as well as the exterior emergency exit door will have cameras documenting the face of anybody going in or out of the building. All restricted access doors and the check-in area will have coverage to clearly identify the face of anybody present. All exterior entrances and restricted access rooms will have video coverage documenting the face of the individual entering the room. All entrances and exits of the building will be monitored by security cameras. All exterior corners of the space will have cameras installed to facilitate monitoring of all activity on each side of the building. The parking lot and entrance will have video coverage. All security cameras will be of high quality, will have a recording resolution of at least 704x480, and will have the ability to see at night using infrared technology. Footage from security cameras will be accessible remotely, allowing Ownership to view operations from anywhere. A failure notification system will be installed to provide audible and visual notification of any failure in the electronic monitoring system. Any time a camera fails, a loud, beeping notification and a visual alert of the camera screen going black will alert employees of the failure. During a power outage all video cameras and recording equipment will be run on emergency power with a battery backup system to ensure that they will continue to operate for at least one (1) hour.

**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:**

A nineteen (19) inch or greater call-up monitor will be located in the restricted access Manager's office and safe room to house all surveillance feeds and recordings. Only Ownership, Management, and authorized agents will have access to the office and safe room. Reinforced security walls will be used to separate the office and safe room from the rest of the facility. The office and safe room will feature a solid core fire with a minimum fire rating of ninety (90) minutes, a steel door frame with self-closing and self-locking mechanism, a commercial grade dead bolt lock, and a commercial grade fingerprint entry lock. A high quality video printer capable of immediately producing a still photo from any video camera image will be located alongside the monitor in the office and safe room. All video camera footage will be stored for a minimum of forty (40) days. The surveillance will be stored in the secured office and safe room on a digital video recorder, and any recordings not stored electronically will be kept on CD or flash drive and locked in a safe. Recordings will be stored for at least forty (40) calendar days and will be available to the MC Board and local law enforcement upon request.

**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

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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

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Video surveillance records are stored off-site

☐ ☒





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**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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Records related to advertising and marketing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A current diagram of the licensed premises including each restricted access area	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A log recording the name, and date and time of entry of each visitor permitted into a restricted access area	<input checked="" type="checkbox"/>	<input type="checkbox"/>
All records normally retained for tax purposes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f)	<input checked="" type="checkbox"/>	<input type="checkbox"/>



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Alaska Marijuana Control Board

## Form MJ-01: Marijuana Establishment Operating Plan

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

All business and regulatory documents, recordings, surveillance, logs, and communications will be stored at the facility and backed up. Records within the facility will be stored in the office and safe room in a secure safe, separate from all storage of marijuana products and currency. Only Ownership, Management, and authorized agents will have access to the office and safe room, and all safes inside. Reinforced security walls will be used to separate the office and safe room from the rest of the facility. The office and safe room will feature a solid core with a minimum fire rating of ninety (90) minutes, a steel door frame with self-closing and self-locking mechanism, a commercial grade dead bolt lock, and a commercial grade fingerprint entry lock. Employees managing facility records will be trained in standard retention policies to ensure that all records are maintained and filed in a consistent and searchable fashion until they may be destroyed.



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**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

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

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**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:**

Green Leaf, Inc. will use the electronic marijuana inventory tracking and control system, Metrc, to increase product security, track the cultivation and movement of all marijuana products, and minimize diversion and illegal practices. The facility will install Metrc and fully integrate the system into its standard business practices. All employees will be trained in using the tracking system to ensure that: (1) all marijuana propagated, grown, or cultivated on the premises is identified and tracked from the time the marijuana is propagated through either its transfer to another licensed marijuana establishment, or its destruction; (2) all establishments transacting to purchase or otherwise receive marijuana or marijuana products from the facility are licensed facilities; and (3) any loss or theft of marijuana products is promptly reported. Employees will record data at several stages of the cultivation process, including: (1) during cultivation; (2) during sale, sample, and transport; (3) during disposal, destruction, and theft. The facility will assign a tracking number to each plant over eight (8) inches tall and enter all inventory into Metrc. Each harvest batch will be given an inventory tracking number and entered into Metrc. All clones or cuttings will be limited to fifty (50) or fewer plants and identified by a batch tracking number. After harvest and processing, employees will record all sales in Metrc as they are processed. All marijuana used to prepare and package samples for the purpose of testing or for negotiating sales will also be recorded, including: (1) the amount of each sample; (2) the facility that received the sample; and (3) the disposal of any expired or outdated promotional sample returned to the facility. For each batch, employees will record all transportation arrangements and will generate a transport manifest to accompany the batch in transit. Employees will use Metrc to verify each prospective sale or sample shipment is being delivered to a licensed marijuana establishment, and the identity and handling permit of all individuals who arrive at the facility to conduct business. In the event that marijuana or marijuana products are flagged for disposal, the facility will record the disposal in Metrc at least three (3) days prior to taking any disposal action. In addition to notifying the appropriate local and/or state authorities, any destruction, loss, or theft of marijuana will be promptly recorded in Metrc to give notice to AMCO Director and/or designated staff or agents.



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

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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

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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

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

Qualified candidates will be hired on a three (3) month probationary period during which time they will receive training and evaluation specific to their position. Training will include marijuana industry topics: safety precautions and procedures, legal issues, and state, local, and federal regulations. Training will take place throughout the year, as well as when topics arise that need further explanation. Ownership will personally present training and education to employees. Within the probationary period, all new employees will be required to meet with Ownership to learn the company's business approach and to adopt the standard of service. Educational packets will be provided to each cultivation employee to be read and reviewed. The educational packets will discuss relevant cannabinoids in the marijuana plant, strain ratios, marijuana benefits and risks, and general Alaska marijuana law. Packets will also include safety procedures that specifically address the facility's security measures and controls for the prevention of diversion, theft, and loss of marijuana such as emergency response procedures and state and federal statutes regarding confidentiality. As proper safety and security procedures are of the utmost importance to Ownership, the most up-to-date reading materials will be available to employees at all times. Management will conduct quarterly staff meetings with the purpose of updating all employees on new state and local regulations, ensuring that each employee is performing within company procedure, assessing any procedural changes that are needed, and addressing any comments or concerns from the staff. Prior to beginning work, employees will be expected to understand: (1) Alaska laws, regulations, and codes governing the marijuana industry and marijuana establishments; (2) all of the licensing requirements to act as a marijuana handler (including obtaining a Marijuana Handler card from state approved course provider prior to commencing employment) and to work in a marijuana establishment; (3) Green Leaf, Inc. standards, operations, protocol, and best practices with regard to all phases of the cultivation and sale of marijuana; (4) general safety procedures and security protocol; (5) how to think defensively if threatening situations occur, and how to recognize the signs of impairment, drug abuse, and instability; (6) in-depth information about our particular strains and marijuana related products; (7) in-depth information on the requirements of each room, task, and system; (8) the general federal, state, and local employment regulations by which Green Leaf, Inc. is governed; and (9) cultivation-specific education. To ensure full coverage for each position, all employees will be cross-trained on the requirements of each job. Employees will also be required to attend a general security class taught by the hired security company. Green Leaf, Inc. will encourage staff to attend seminars, conferences, and workshops, and Management will maintain a library of resources on marijuana topics, available to employees at all times. The state and local marijuana regulations and laws will be posted in spaces frequently occupied by staff, like the break room, for reference. All new hires will be required to meet with Ownership to go over employment documents, specific tasks, educational materials, facility features, security, position-specific training, and to receive their uniform and supplies.



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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

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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:

Green Leaf, Inc. has prepared a disposal plan for disposing of all marijuana that does not meet state testing requirements and Green Leaf, Inc.'s internal quality standards for any reason, including, but not limited to, disease, infestation, and mishandling. The following is a list of the expected waste that Green Leaf, Inc. will be disposing of: (1) waste from marijuana flowers, trim, and solid plant materials; (2) marijuana that is identified as infected or fails to meet quality testing; (3) marijuana plant waste; (4) run off water from the plants during cultivation; and (5) medium used for cultivation and root matter. Rendering marijuana unusable before disposal will ensure that marijuana and marijuana products are safely kept away from the public. Green Leaf, Inc. will ensure that all marijuana is rendered unusable prior to leaving the facility. The Manager will maintain a log on the status of all marijuana waste, tracking the type of waste, the date of disposal, the date it was rendered unusable, and the date that it was picked up by the disposal company. All marijuana marked for disposal will be stored in a secured bin, separated from all other products and materials, until it can be rendered unusable. Marijuana waste will be rendered unusable a minimum of once per day, before the facility closes. Once rendered unusable, marijuana will be securely stored in locked containers located on the premise. All locks will comply with the highest UL standards. Only authorized personnel will have access to the keys that lock and unlock the disposal containers. The disposed marijuana will not be stored outside the facility at any time. Twice a week, a waste truck will collect the waste and dispose of it. To ensure tracking and to ensure that no diversion occurs, a manager will meet with the waste truck driver and collect a signature and the name of the waste truck driver, the date, time, and the type of marijuana waste being collected. This information will be entered into a log by the manager, which will be securely stored and made available to the MC Board upon request. The manager will make arrangements with the disposal company if ever the dumpsters are full prior to pick-up.

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

The non-compostable solid wastes that Green Leaf, Inc. will use to render marijuana unusable include: (1) paper waste; (2) plastic waste; (3) cardboard waste; and (4) soil. The compostable solid wastes that Green Leaf, Inc. will use to render marijuana unusable include: (1) food waste; (2) yard waste; and (3) vegetable-based grease or oils.



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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:

To render marijuana unusable, Green Leaf, Inc. will grind and incorporate the marijuana waste with either non-compostable or compostable solid wastes so that the resulting mixture is at least fifty percent (50%) non-marijuana waste. The facility will use paper waste, plastic waste, cardboard waste, soil, food waste, yard waste, and/or vegetable-based grease or oils. The Manager will ensure that the resulting mixture is composed of no more than fifty percent (50%) marijuana by volume, and will log the composition of the mixture, available to the AMCO upon request. All marijuana waste will be secured in waste storage within the facility, separate from all other marijuana products, storage, and waste, until such time it is picked up by the waste disposal company under the Manager's supervision.





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## 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

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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

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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

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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

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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

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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

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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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# Form MJ-01: Marijuana Establishment Operating Plan

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

All marijuana packaging will be uniform with labels secure and prominently displayed. No packaging products or materials can be used in the cultivation, storage, and/or sale process unless accepted into the facility by a member of the quality control unit. All packaging deliveries will be inspected, accepted or rejected, and recorded in QCU log. All packaging materials that will be sold to marijuana establishments for sale to consumers will be child-proof and not be appealing to children. All plastic packaging will be four (4) millimeters or more in thickness and will be heat-sealed without an easy-open tab, dimple, corner, or flap so that it is difficult for a child to open as a tamperproof measure. The QCU will check all packages to make sure that they will keep all marijuana from contamination and will check to make sure that the packages will not impart any toxic or deleterious substance to the marijuana. Only usable marijuana will be packaged at the facility, and all packaging will not be tampered with. Any packaging done at the facility will be performed in an area specifically set aside for packaging. All necessary sanitation will be executed to ensure the cleanliness of the product and packaging. The facility will package marijuana for sale to other marijuana establishments in standard units in accordance with the Alaska Administrative Code and the AMCO regulations. If the facility is selling usable marijuana in bulk for repackaging and sale to the consumer by the other marijuana establishment, the wholesale standard unit will not exceed five (5) pounds. If the usable marijuana is being packaged for retail sale at a dispensary, the standard unit will not exceed one (1) ounce. Facility agents will create unit-size loose flowers, rolls, or other forms of unit-sized usable marijuana. Unit packaging for marijuana flower will be done in accordance with industry standards, in 1/8 oz. and 1/4 oz. zip seal stand-up pouches from a reputable vendor, as determined in Ownership's discretion. After agents package bulk flower into units, they will be placed in sanitized, air-tight containers, labeled with all compliant labeling information, and given a barcode for the Metrc inventory control system. After all usable marijuana has been placed in bins and labeled, it will be moved to the secure storage area. For all commercial weighing and measuring equipment used at the facility, the commercial device will be licensed pursuant to the Alaska Administrative Code. The facility will use certified scales in compliance with the Alaska Weights and Measures Act, and will maintain registration and inspection reports at the facility. Upon request by the AMCO, Ownership will provide a copy of the registration and inspection reports of the certified scales for review. Labeling materials purchased for resale will be labels that are at least 2 1/4" high by 4" wide and all text printed on the label will be at least 10-point, non-italicized and will be in English. All usable marijuana sold to any marijuana establishment will be labeled with the following information: (1) the name and license number of the cultivation facility; (2) the date the marijuana was harvested; (3) the harvest batch number assigned to the marijuana; (4) the date the marijuana was packaged; (5) the net weight and the quantity of usable marijuana packaged in a standard of measure compatible with the inventory tracking system; (6) a complete list of all pesticides, fungicides, and herbicides used in the cultivation of the marijuana; and (7) the date of expiration, if perishable. If the facility transports marijuana to a retail or manufacturing establishment, a label must be affixed to the shipping container showing that a licensed marijuana testing facility has tested each harvest batch in the shipment. The label will list: (1) the date of final testing; (2) the cannabinoid potency profile, expressed as a range of percentages that extends from the lowest percentage to highest percentage of concentration for each cannabinoid listed from every test conducted on that strain of marijuana from the same marijuana cultivation facility within the last three months; (3) a statement listing the results of microbial testing; (4) a statement listing the results of residual solvent testing, as applicable; and (5) a statement listing the contaminants for which the product was tested, including molds, mildew, filth, herbicides, pesticides, fungicides, and harmful chemicals. Prior to departure, the manager will ensure all marijuana is in sealed packages, and locked in a safe, and secure storage compartment in the vehicle that will be transporting the marijuana.

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

Any vehicle transporting marijuana products will be unmarked and inconspicuous. Vehicles that will be used for transportation of marijuana products will contain a secure and sanitary area affixed to the inside of the transportation vehicle that will lock and will ensure the marijuana products cannot be seen by anyone from outside of the transportation vehicle. The secure storage area within the transportation vehicle will be sanitized before and after each use. Prior to departure, the manager will ensure all marijuana is in sealed packages, and locked in the safe and secure storage compartment in the transport vehicle. All employees will be trained and will understand that under no circumstances (absent instruction from a duly authorized law enforcement officer) shall a sealed package containing marijuana be opened during transportation. The vehicle storage box will be a rectangular box arranged for mounting in a standard pickup truck bed to extend there across, and will include an two independent storage compartments. There will be a first larger storage compartment and a second smaller storage compartment which is locked within the interior of the first storage compartment. The structures will be formed of steel, or like materials. The second storage compartment is adapted for holding elongated, flat articles such as tools, guns, fishing rods, or other appropriate items. The second storage compartment will be hinged to the interior of the lid of the larger storage compartment, and the second storage compartment will be accessed only when the first storage compartment is opened and the second storage compartment is unlocked.

The main storage compartment- manufactured by Lund Inc- will be 16 gauge steel, flush mounted and bolted to the transportation vehicle. Dimensions: 20.75"x15"x25". A retrofitted false bottom will be fabricated by a local aluminum fabricator. In the hidden compartment will be two Pelican 1600 King cases.

Approved



Alcohol and Marijuana Control Office

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

Anchorage, AK 99501

[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)

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

Phone: 907.269.0350

## 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:

The facility will fix and display all required postings on, around, and within the facility, and maintain the visibility and quality of such postings, with up to date information, including: (1) operating hours, (2) certificate of occupancy from the city and/or borough, (3) the State of Alaska marijuana establishment license certificate (to be displayed prominently), (4) approval to operate a cultivation facility, (5) "No Loitering" sign on the front door, (6) "Surveillance Cameras in Use" sign, (7) "Restricted Access" signs, and (8) any required postings by the local jurisdiction such as Exit and Fire Extinguisher signs. The operating hours are from 10:00 AM until 7:00 PM every day, except on nationally recognized holidays when the premises will be closed. The operating hours will be posted on the front door of the facility. All planned signage, required postings, logos, and advertisements are to be developed by Ownership and submitted to the MC Board prior to being used. At no times will Green Leaf, Inc. utilize any signs, postings, or advertisements that are not approved. With that, please see page 19 of 19 of this form for Green Leaf's signage that will be no greater than 4800 square inches.

**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 305.360):**

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)

☒ ☐



Alaska Marijuana Control Board

## Form MJ-01: Marijuana Establishment Operating Plan

Alcohol and Marijuana Control Office

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Anchorage, AK 99501

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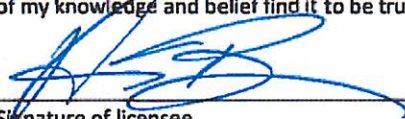
Phone: 907.269.0350

### 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:

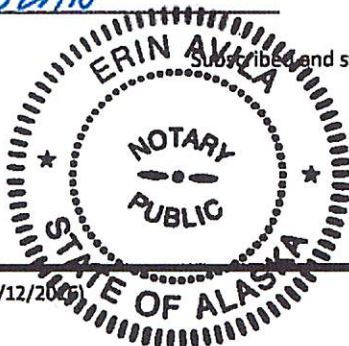
The facility will refuse entrance to any person who does not produce a form of valid photo identification showing that person is twenty one (21) years of age or older. A valid form of identification includes: (1) an unexpired, unaltered passport; (2) an unexpired, unaltered driver's license; instruction permit, or identification card of any state or territory of the United States, the District of Columbia, or a province of Canada; and (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. At no time will a person under the age of twenty one (21) be permitted to remain on the premises. If at any time an employee suspects that a person is a minor, the employee will refuse access and have the individual escorted off the premises.

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

ARLEN BEAN  
\_\_\_\_\_  
Printed name

Subscribed and sworn to before me this 10<sup>th</sup> day of MAY, 20 16.



Erin Akka  
\_\_\_\_\_  
Notary Public in and for the State of Alaska.

My commission expires: 05/12/2019



Alaska Marijuana Control Board

## Form MJ-01: Marijuana Establishment Operating Plan

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Alcohol and Marijuana Control Office

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

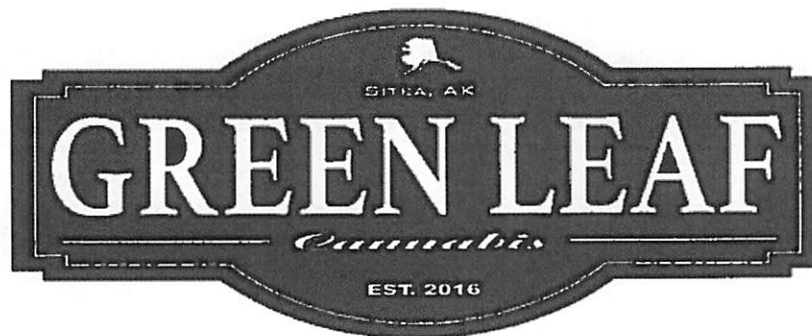
Anchorage, AK 99501

[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)

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

Phone: 907.269.0350

(Additional Space as Needed):







Alaska Marijuana Control Board

## Form MJ-02: Premises Diagram

Alcohol and Marijuana Control Office

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

Anchorage, AK 99501

[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)

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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. 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, and submitted to any supplemental premises 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 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:	Green Leaf Inc.	License Number:	10066
License Type:	Marijuana Cultivation Facility License		
Doing Business As:	Green Leaf Inc.		
Premises Address:	4614 Halibut Point Road, Suites C-2 & C-3		
City:	Sitka	State:	ALASKA
		ZIP:	99835





Alaska Marijuana Control Board  
**Form MJ-02: Premises Diagram**

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Alcohol and Marijuana Control Office  
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<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

**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.

Scaled Site Plan  
4612 HPR  
Sitka, Alaska  
Green Leaf Inc.  
Wyatt-Cox  
Resub.#2 Lot 2



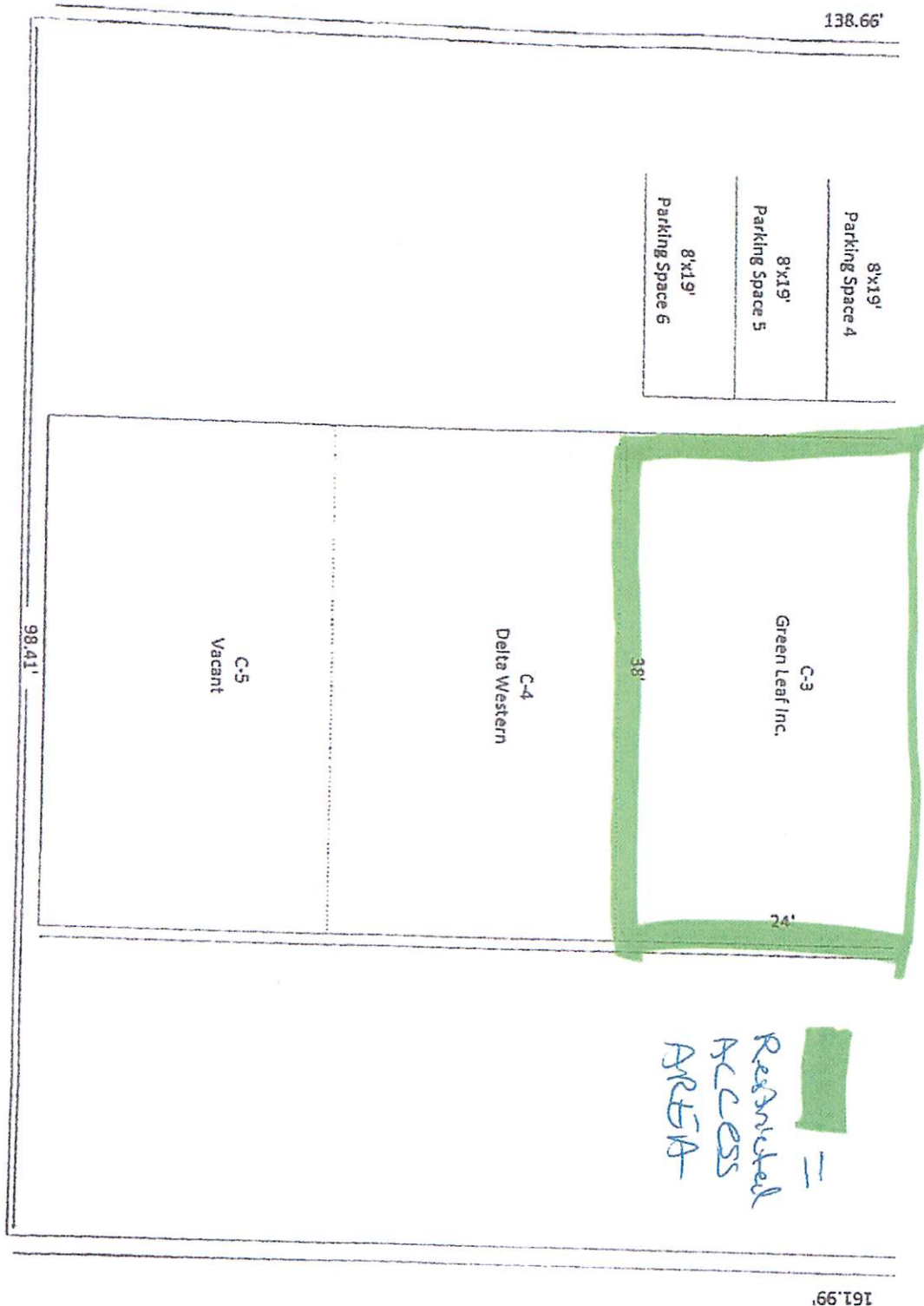
96.60'

 = Restricted  
ACCESS  
AREA



138.66'

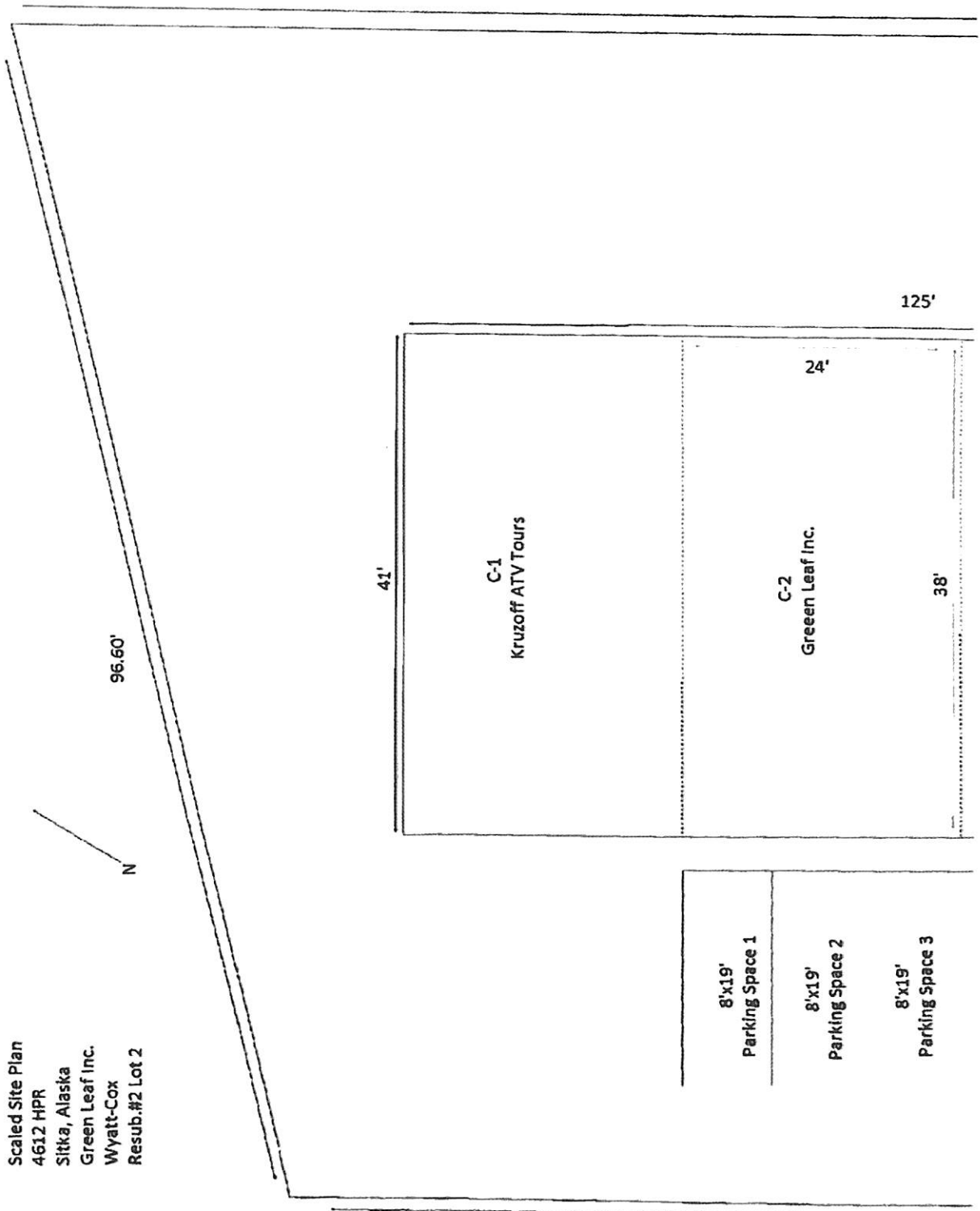
8'x19'	Parking Space 4
8'x19'	Parking Space 5
8'x19'	Parking Space 6



161.99'

Restricted  
Access  
AREA

Scaled Site Plan  
4612 HPR  
Sitka, Alaska  
Green Leaf Inc.  
Wyatt-Cox  
Resub.#2 Lot 2



161.99'

C-3  
Green Leaf Inc.  
24'

38'

C-4  
Delta Western

C-5  
Vacant

98.41'

8'x19'  
Parking Space 4

8'x19'  
Parking Space 5

8'x19'  
Parking Space 6

138.66'

Scaled Site Plan  
4614 HPR  
Sitka, Alaska  
Green Leaf Inc.  
Wyatt-Cox  
Resub.#2 Lot 2



96.60'

41'

Kruzoff ATV Tours

9'x18'  
Parking Space 1

9'x18'  
Parking Space 2

9'x18'  
Parking Space 3

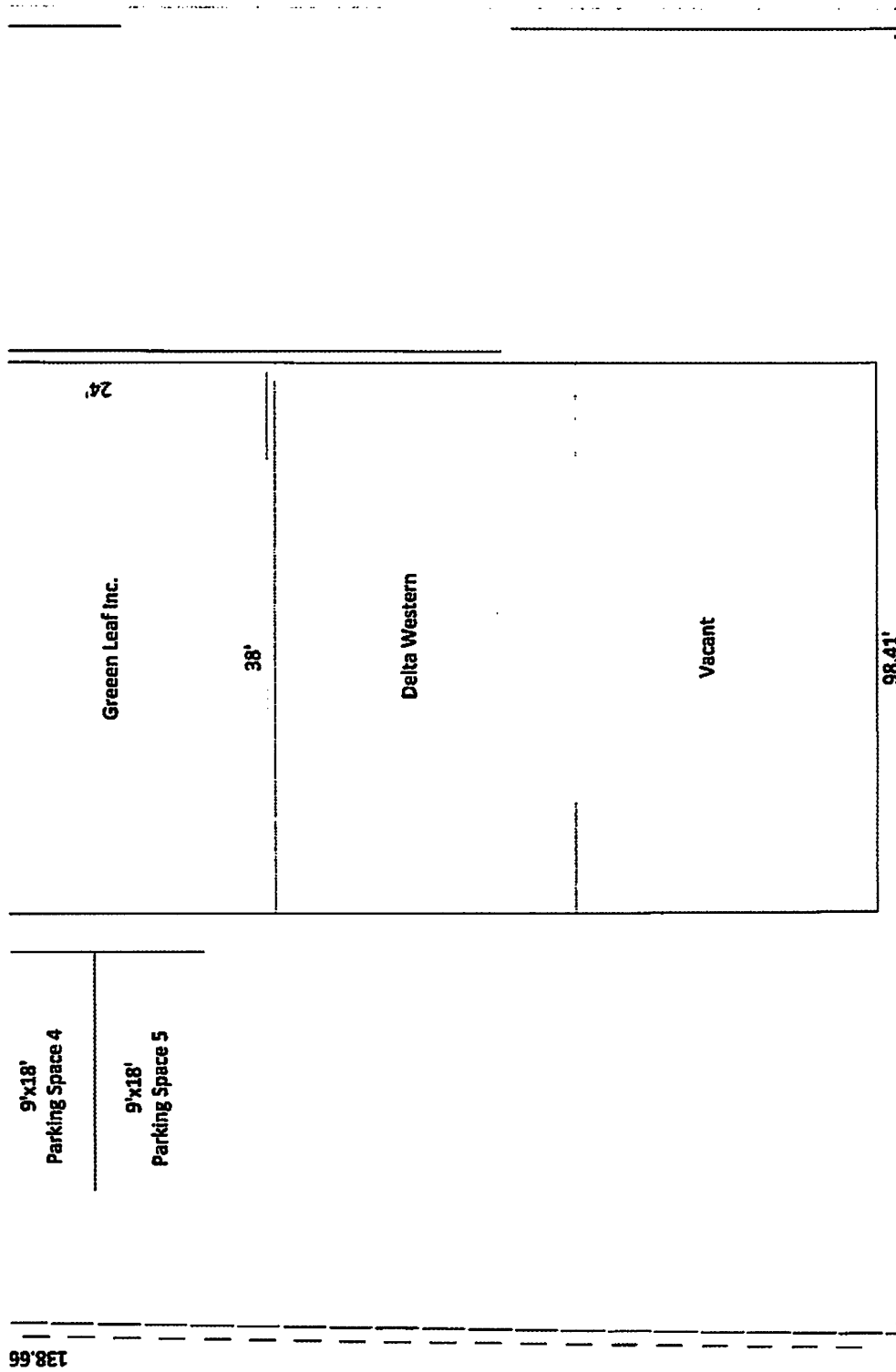
Green Leaf Inc.

24'

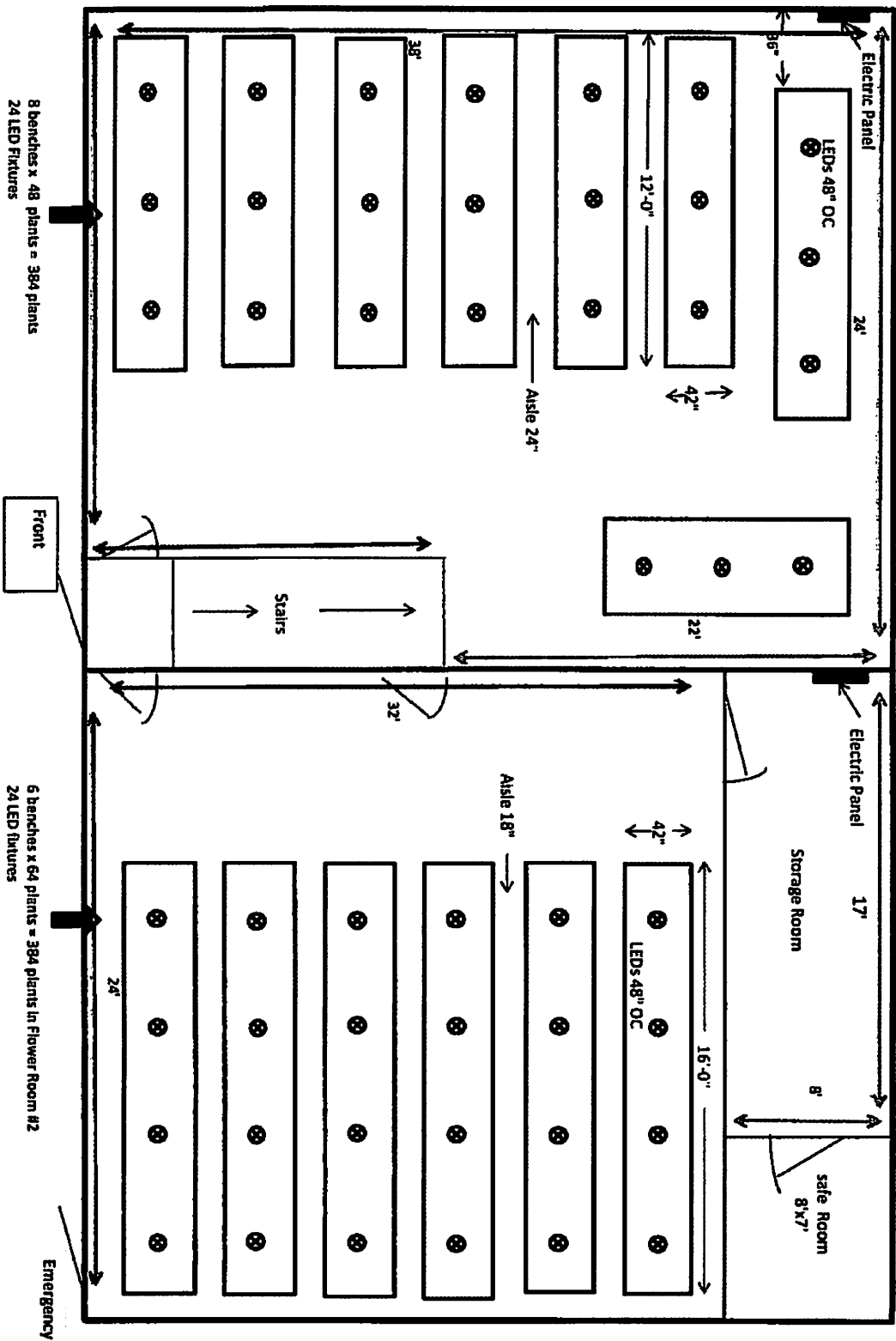
38'

125'

161.99'

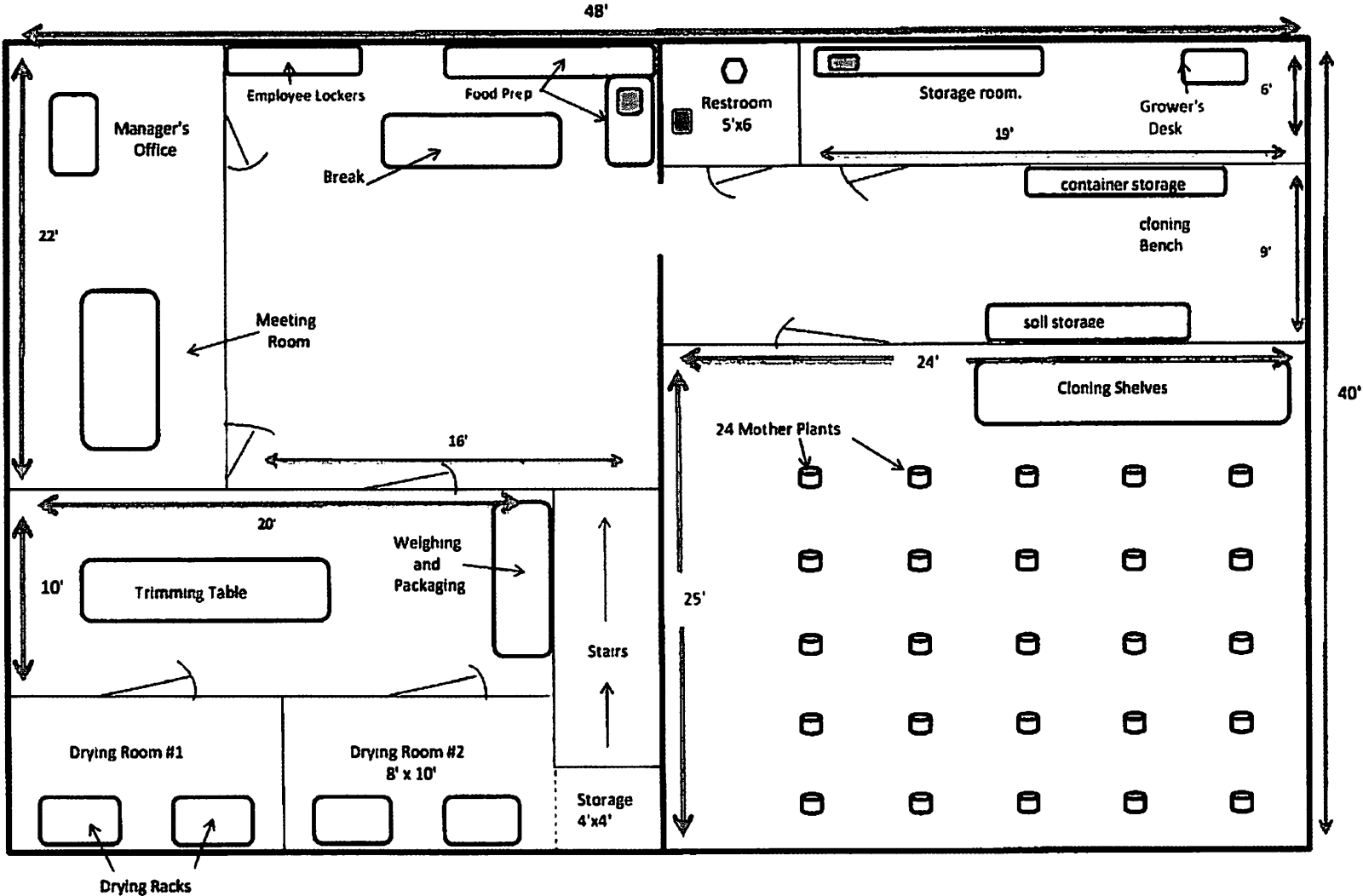


capacity is  $384 \times 2 = 768$  plants in flower rooms  
assuming 9 week cycle, production would be about 55 plants per week  
assuming yield is 1.15 oz per plant, total weekly output would be 148 oz/week  
= 9.25 lbs. per week





Green Leaf Floor 2nd Floor Layout - final





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

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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:	Green Leaf, Inc.	License Number:	10066		
License Type:	Marijuana Cultivation Facility License				
Doing Business As:	Green Leaf, Inc.				
Premises Address:	4614 Halibut Point Rd, Suites C-2 & C-3				
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 licensee's 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:

The proposed facility will be approximately 3,640 square feet, with cultivation areas measuring approximately 2,250 square feet. The facility will have one front door for all regular ingress and egress from the building, and one emergency exit door. The facility will have an entrance and check-in area, one office and safe room, one veg room, two flower rooms, one mother and one cloning room, two rooms for marijuana harvesting/drying and processing, rooms for marijuana packaging and storage, two rooms for storage of all other facility products and materials, 1 room for disposal activity and waste storage, one restroom, and one break room.

Please see attached diagrams for First Floor and Second Floor for further clarification.



**Alaska Marijuana Control Board**

**Operating Plan Supplemental  
Form MJ-04: Marijuana Cultivation Facility**

Alcohol and Marijuana Control Office

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

Anchorage, AK 99501

[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)

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Phone: 907.269.0350

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

The facility will be outfitted with an automatic irrigation system utilizing hydroponic tables designed in conjunction with a nutrient management system to maximize production yield. All flowering plants will be grown in a 6"x6" rockwool cubes on a drip system using a timed water pump. Closed loop feeding system using recycled water from a reservoir filled with nutrients mixed ratio of 200PPM to 1200PPM. The growing medium for all mother plants will be on a proprietary 18-24 hour drip system. The system will consist, in part, of three gallon buckets inside five gallon buckets growing in clay pellets. 4 to 8 plants will be on 24-30 closed loop reservoir systems.

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

The cultivation delivery system will consist of a proprietary blend water pump system. The system will consist of black vinyl tubing of various sizes with plastic elbows that attach into the rockwool 6"x6" cubes. The water shed from the rockwool will be recirculated back into the reservoir. A CO2 system will be used to be flowing room and installed in conjunction with state and municipal code and size installed by a licensed contractor.

The following chemicals will be used:

Name: pH Perfect Blend Grow Part B  
Chemicals: P-1 (Phos Acid), Wet Bulb (Non-Acidic Surfactant), Potassium Nitrate, Monopotassium Phosphate, Urea, Potassium Sulfate, Potassium Ammonium Chloride, Nitrogen Ammonium Chloride, L-Alanine, L-Arginine, L-Aspartic Acid, L-Cysteine/Cystine, L-Glutamine, L-Glutamic Acid, L-Glutamine, L-Histidine, L-Hydroxyproline, L-Isoleucine, L-Leucine, L-Lysine, L-Methionine, L-Phenylalanine, L-Proline, L-Serine, L-Threonine, L-Tryptophan, L-Tyrosine, L-Valine, Proprietary Blend of Osmotic Cell-Factor Plant Extracts, Proprietary Blend of pH Balancing and pH Buffering Compounds.

Name: pH Perfect Blend Grow Part A  
Chemicals: H-1 (Humic Acid), Wet Bulb (Non-Acidic Surfactant), Calcium Nitrate, Magnesium Nitrate, Magnesium Ammonium Chloride, Iron EDTA, Iron Ammonium Chloride, Iron DTPA, Iron EDDHA, Manganese EDTA, Calcium Ammonium Chloride, Manganese Ammonium Chloride, Zinc EDTA, Zinc Ammonium Chloride, Boron Ammonium Chloride, Copper EDTA, Copper Ammonium Chloride, Molybdenum Ammonium Chloride, Cobalt Ammonium Chloride, Free-Amino EDTA, Calcium Ammonium Chloride, L-Alanine, L-Arginine, L-Aspartic Acid, L-Cysteine/Cystine, L-Glutamine, L-Glutamic Acid, L-Glutamine, L-Histidine, L-Hydroxyproline, L-Isoleucine, L-Leucine, L-Lysine, L-Methionine, L-Phenylalanine, L-Proline, L-Serine, L-Threonine, L-Tryptophan, L-Tyrosine, L-Valine, Proprietary Blend of Osmotic Cell-Factor Plant Extracts, Proprietary Blend of pH Balancing and pH Buffering Compounds.

Name: pH Perfect Compostable Blend Part A  
Chemicals: H-1 (Humic Acid), Wet Bulb (Non-Acidic Surfactant), Calcium Nitrate, Urea, Magnesium Nitrate, Magnesium Ammonium Chloride, Iron EDTA, Iron Ammonium Chloride, Iron DTPA, Iron EDDHA, Manganese EDTA, Manganese Ammonium Chloride, Zinc EDTA, Zinc Ammonium Chloride, Boron Ammonium Chloride, Copper EDTA, Copper Ammonium Chloride, Molybdenum Ammonium Chloride, Cobalt Ammonium Chloride, Free-Amino EDTA, Calcium Ammonium Chloride, L-Alanine, L-Arginine, L-Aspartic Acid, L-Cysteine/Cystine, L-Glutamine, L-Glutamic Acid, L-Glutamine, L-Histidine, L-Hydroxyproline, L-Isoleucine, L-Leucine, L-Lysine, L-Methionine, L-Phenylalanine, L-Proline, L-Serine, L-Threonine, L-Tryptophan, L-Tyrosine, L-Valine, Proprietary Blend of Osmotic Cell-Factor Plant Extracts, Proprietary Blend of pH Balancing and pH Buffering Compounds.

Name: Big Bud Liquid  
Chemicals: Potassium Sulfate, Monopotassium Phosphate, Methyl Potassium Hydroxide, L-Alanine, L-Arginine, L-Aspartic Acid, L-Cysteine/Cystine, L-Glutamine, L-Glutamic Acid, L-Glutamine, L-Histidine, L-Hydroxyproline, L-Isoleucine, L-Leucine, L-Lysine, L-Methionine, L-Phenylalanine, L-Proline, L-Serine, L-Threonine, L-Tryptophan, L-Tyrosine, L-Valine, Ascorbic Acid, Citric Acid.

Name: B-52  
Chemicals: Potassium Nitrate, Urea, Monopotassium Phosphate, Magnesium Sulfate, Seaweed Extract Powder, Humic Acid, Folic Acid, Thiamine Mononitrate, B-11, Macronutrients, B-2, Calcium D-Pentanoate (B-6), Pyridoxine Hydrochloride (B-6), Riboflavin (B-2), Folic Acid.

Name: OverOne  
Chemicals: Potassium Nitrate, Magnesium Phosphate, Monopotassium Phosphate, Magnesium Nitrate, Ascorbic Acid, Folic Acid, I-urea Acid.

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

The facility will be outfitted with an automatic, computer-controlled irrigation and water filtration system. The cultivation will use city of Sitka's waste water system. Green Leaf attended local committee meetings discussing commercial marijuana cultivation effects on municipal waste water systems, and according to representatives from Sitka's Public Works department there will be none.



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

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<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

Describe the marijuana cultivation facility's waste disposal arrangements:

Green Leaf, Inc. will implement a thorough Deposed Plan to safeguard marijuana consumers, Green Leaf, Inc.'s employees, and the community from the potential hazards presented by marijuana waste. The expected waste that Green Leaf, Inc. will be disposing of includes: (1) waste from marijuana flowers, trim, and solid plant material; (2) marijuana that is identified as infested or fails to meet quality testing; (3) marijuana plant waste; (4) run off water from the plants during subculture; and (5) medium used for cultivation and root matter. Green Leaf, Inc. will ensure that all marijuana waste is rendered unusable prior to leaving the facility. The manager will maintain a log on the status of all marijuana waste, tracking the type of waste, the date of disposal, the date it was rendered unusable, and the date that it was picked up by the disposal company. To render marijuana unusable, Green Leaf, Inc. will grind and incorporate the marijuana waste with other non-compostable or compostable solid wastes so that the resulting mixture is at least fifty percent (50%) non-marijuana waste. Non-compostable solid wastes include paper waste, plastic waste, cardboard waste, and pet. Compostable solid wastes include food waste, yard waste, and vegetable-based grasses or oils. The manager will ensure that the resulting mixture is composed of no more than fifty percent (50%) marijuana by volume, and will log the composition of the mixture in the disposal log, which will be made available to the AMCO upon request. The disposal log will be kept as part of Green Leaf, Inc.'s business records. Marijuana waste will be rendered unusable using this method a minimum of once per day, before the facility closes. Once rendered unusable, marijuana will be securely stored in locked containers located on the premises. All locks will comply with the highest UL standards, and only authorized personnel will have access to the bins. Once locked and unlocked the disposal containers. The disposed marijuana will not be stored outside the facility at any time. Once a week, a waste truck will collect the waste and dispose of it. To ensure tracking and to ensure that the diversion occurs, the manager will meet with the waste truck driver and collect a signature and the name of the waste truck driver: the date, time, and the type of marijuana waste being collected. This information will be entered into the disposal log, which will be securely stored and made available to the AMCO upon request. The manager will make arrangements with the disposal company if ever the dumpsters are full prior to pick-up.

## 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:

The facility will be constructed and outfitted to maximize odor control efforts through the strategic use of climate control, air filtration, ventilation, and exhaust. The air filtration and circulation systems will be essential to controlling heat buildup and eliminating exhaust odors. The air circulation in the facility will be designed in conjunction with the grow lights to counteract the heat emission from the lighting system. Exhaust fans will be fixed to eliminate heat and excess oxygen. Green leaf has calculated the following water removal calculations, which will play a crucial role in removing with odor from exhausted air via HVAC.

### Green Leaf Drying Room Specifications

#### VOLUME CALCULATIONS

7 sq ft of shelf required for 20 oz wet product  
7.5 sq ft per shelf (30" x 36")

9.25 lbs dried per week  
148 oz dried yield per week  
370 oz wet yield per week (2.5 x 1)  
20 oz wet per shelf  
18.5 shelves required for drying  
9 inches between shelves  
9 shelves per rack  
2 racks per week  
15 sq ft of floor area per week for racks

Note: shelves are constructed of fine metal screen

#### WATER REMOVAL CALCULATIONS

assumes: 20 oz wet product yields =>  
8 oz dried product = 2.5d

9.25 lbs dried per week  
148 oz dried yield per week =>  
370 oz wet yield per week  
222 oz of water removed  
16 oz per pound  
34 pounds of water removal  
8.34 pounds per gallon  
1.66 gallons removed  
128 fl. oz per gallon  
213 fl. oz removed  
16 fl. oz per pint  
13.3 pints removed per drying cycle





Alaska Marijuana Control Board

## Operating Plan Supplemental Form MJ-04: Marijuana Cultivation Facility

Alcohol and Marijuana Control Office

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

Anchorage, AK 99501

[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)

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

Phone: 907.269.0350

### 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:

Green Leaf, Inc. understands and will comply with all testing regulations to ensure our product exceeds the testing requirements. Immediately before packaging, a random sample from each batch of marijuana cultivated will be selected for testing at an independent testing lab. The remainder of the batch will be packaged for storage and stored in a secure, cool, and dry place in the quarantine area where it will remain until the testing lab returns the results of the testing to the facility. A designated employee within the quality control unit will collect a random, homogenous sample for testing by segregating the harvested marijuana into batches of individual strains of bud, flower, and trim. From those collections, the employee will select a random sample from each batch. The employee will prepare a signed statement declaring the selection of the sample was done randomly, and the facility will provide the original signed statement to the testing lab and keep a copy as a business record. The sample will be transported in full compliance with 3 AAC 306.750 and the facility's transportation plan. The facility will segregate the entire batch from which the testing sample was taken from, from any other marijuana on site, and will not sell or deliver any marijuana (including trim, flower, leaves) until the marijuana sample from that specific batch number has been tested and the results are received in writing. All testing reports on batches of marijuana will be secured and kept in the business books and records. Green Leaf, Inc. will fully comply with any request from the Director of AMCO for a random sample from any medium used for growing, soil amendments, fertilizers, crop production aids, pesticides, or water, and shall bear the expense for all such requests.



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

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

**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 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

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

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:

The facility will be outfitted with reinforced security walls to separate all public areas of the premises from all cultivation areas, marijuana processing and storage areas, and restricted access areas. No individuals will be permitted on the premises without checking in with and being escorted by an authorized employee. All movement, transport, or otherwise ingress or egress of marijuana products will be discrete, utilizing the designated loading platform. All marijuana products will be securely packaged, labeled, and organized for transport within the facility before being moved out of the buildings.

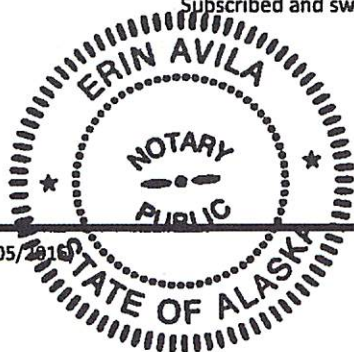
I certify that as a marijuana cultivation facility, I will submit monthly reports to the Department of Revenue and pay the excise tax required under AS 43.61.010 and 43.61.020 on all marijuana sold or provided as a sample to a marijuana establishment, as required under 3 AAC 306.480.

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

ARON BEAN  
Printed name

Subscribed and sworn to before me this 11<sup>th</sup> day of MAY, 20 16.



Erin Avila

Notary Public in and for the State of Alaska.

My commission expires: 05/12/19



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

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Alcohol and Marijuana Control Office

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

Anchorage, AK 99501

[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)

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

Phone: 907.269.0350

(Additional Space as Needed):



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

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 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:	Green Leaf Inc	License Number:	10066		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Green Leaf				
Premises Address:	4614 Halibut Point Road				
City:	Sitka	State:	ALASKA	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:

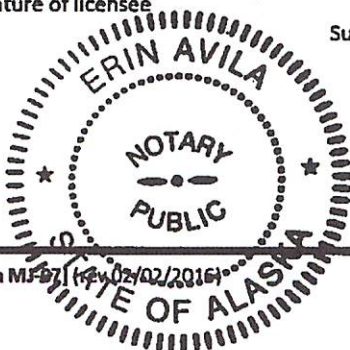
Start Date: 3/17/16 End Date: 3/27/16

Other conspicuous location: Post office, local grocery store

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

Subscribed and sworn to before me this 18<sup>th</sup> day of MAY, 2016.



URin Air  
Notary Public in and for the State of Alaska.

My commission expires: 05/12/2019





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 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:	Green Leaf Inc.	License Number:	10066		
License Type:	Standard Marijuana Cultivation Facility License				
Doing Business As:	Green Leaf				
Premises Address:	4614 C-2 C-3 Halibut Point Road				
City:	Sitka	State:	Alaska	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:

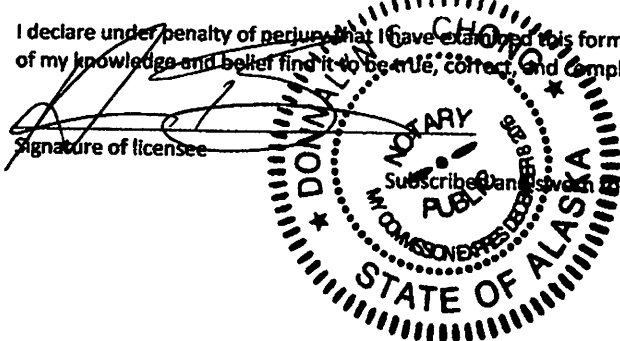
Start Date: 6-10-16

End Date: 6-15-16

Other conspicuous location: A/C Lakeside and local post office

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



Subscribed and sworn to before me this 15 day of JUNE, 2016.

Notary Public in and for the State of Alaska.

My commission expires: 12-08-2016



Alaska Marijuana Control Board

Form MJ-08: Local Government Notice Affidavit

Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501

[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

What is this form?

A local government notice affidavit is required for all marijuana establishment license applications with a proposed premises that is located within a local government, per 3 AAC 306.025(b)(3). As soon as practical after initiating a new marijuana establishment license application, an applicant must give notice of the application to the public by submitting a copy of the application (produced by the board's application website) to the local government and any community council in the area of the proposed licensed premises.

This form must be 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:	Green Leaf Inc.	License Number:	10066
License Type:	Standard Marijuana Cultivation Facility		
Doing Business As:	Green Leaf		
Premises Address:	4614 Halibut Point Road		
City:	Sitka	State:	ALASKA
		ZIP:	99835

Section 2 – Certification

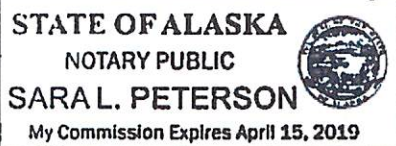
I certify that I have met the local government notice requirement set forth under 3 AAC 306.025(b)(3) by submitting a copy of my application to the following local government and community council (if applicable):

Local Government: City and Borough of Sitka Date Submitted: 4-18-2016  
Community Council: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
(Municipality of Anchorage and Matanuska-Susitna Borough only)

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

Subscribed and sworn to before me this 18 day of April, 2016.



Sara L Peterson  
Notary Public in and for the State of Alaska.

My commission expires: 4-15-2019



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

Alaska Marijuana Control Board

**Form MJ-08: Local Government Notice Affidavit**

**What is this form?**

A local government notice affidavit is required for all marijuana establishment license applications with a proposed premises that is located within a local government, per 3 AAC 306.025(b)(3). As soon as practical after initiating a new marijuana establishment license application, an applicant must give notice of the application to the public by submitting a copy of the application (produced by the board's application website) to the local government and any community council in the area of the proposed licensed premises.

This form must be 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:	Green Leaf Inc.	License Number:	10066		
License Type:	Standard Marijuana Cultivation Facility License				
Doing Business As:	Green Leaf				
Premises Address:	4614 C-2 C-3 Halibut Point Road				
City:	Sitka	State:	Alaska	ZIP:	99835

**Section 2 – Certification**

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

Local Government: City and Borough of Sitka

Date Submitted: 6-10-16

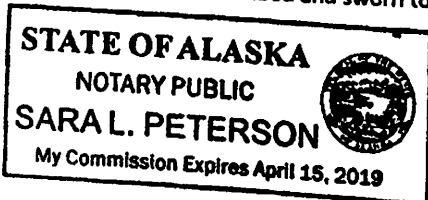
Community Council:  
(Municipality of Anchorage and Matanuska-Susitna Borough only)

Date Submitted: \_\_\_\_\_

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

Subscribed and sworn to before me this 10 day of June, 2016.



Sara L. Peterson  
Notary Public in and for the State of Alaska.

My commission expires: 4-15-2019



# Public Notice

## Application for Marijuana Establishment License

**License Number:** 10066

**License Status:** Initiated

**License Type:** Standard Marijuana Cultivation Facility

**Doing Business As:** GREEN LEAF

**Business License Number:** 1032755

**Email Address:** aaronbean28@gmail.com

**Latitude, Longitude:** 57.689050, -135.233500

**Physical Address:** 4614 C-2 C-3 Halibut Point Rd  
Sitka, AK 99835  
UNITED STATES

### Owner #1

**Owner Type:** Entity

**Alaska Entity Number:** 10036065

**Alaska Entity Name:** Green Leaf, Inc.

**Phone Number:** 907-738-8923

**Email Address:** aaronbean28@gmail.com

**Mailing Address:** 215 Peterson Ave  
Sitka, AK 99835  
UNITED STATES

### Affiliate #1

**Owner Type:** Individual

**Name:** Aaron Bean

**Date of Birth:** 06/06/1979

**Phone Number:** 907-738-8923

**Email Address:** aaronbean28@gmail.com

**Mailing Address:** 215 Peterson Ave  
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 not later than 30 days after this notice of application.

**POSTING DATE** 6/10/16 - 6/15/16



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

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:	Green Leaf Inc	License Number:	10066		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Green Leaf Inc				
Premises Address:	4614 Halibut Point Road, Suite C-2 & C-3				
City:	Sitka	State:	ALASKA	ZIP:	99835

### Section 2 – Individual Information

Enter information for the individual licensee or affiliate.

Name:	Aaron Bean
Title:	Owner
SSN:	[REDACTED]





Alaska Marijuana Control Board

## Form MJ-09: Statement of Financial Interest

Alcohol and Marijuana Control Office

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

Anchorage, AK 99501

[marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov)

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

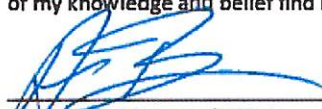
Phone: 907.269.0350

### 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 of licensee/affiliate



Subscribed and sworn to before me this 13<sup>th</sup> day of MAY, 2016.



Notary Public in and for the State of Alaska.

My commission expires: 05/12/2019





Aaron Bean <aaron.bean@greenleafalaska.com>

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**RE: Financial interest question 1032755**

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Kelly, Alicia D (CED) <alicia.kelly@alaska.gov>  
To: Aaron Bean <aaron.bean@greenleafalaska.com>

Mon, May 2, 2016 at 10:41 AM

Hello Aaron,

Currently, you are on record as the sole director and shareholder, holding all officer positions. Therefore, you have the sole financial interest. In, in the future, you should opt to add additional directors and/or officers, or shareholders, you would then file a *Notice of Change of Officials* to put them on record; alternatively if a Biennial Report is due, you would use that filing instead. If you remain the 100% shareholder, you will retain the sole financial interest in the company.

More information on the powers and responsibilities of these positions may be found in Alaska law under Sec. 10.06.020. *Limitations on powers of shareholders, officers, and directors*, and in 10.06.450 – 490, which lays duties of out Directors, Officers, Employees, And Agents. Those can be viewed online, here:

<https://www.commerce.alaska.gov/web/portals/5/pub/CorporationsStatutesandRegulations.pdf>

Alicia Kelly

Registration Examiner, Corporations Section

Division of Corporations, Business, and Professional Licensing

State of Alaska

PO Box 110806

Juneau, AK 99811

Fax: 907.465.2974

**From:** Aaron Bean [mailto:[aaron.bean@greenleafalaska.com](mailto:aaron.bean@greenleafalaska.com)]  
**Sent:** Monday, May 02, 2016 10:26 AM  
**To:** Kelly, Alicia D (CED)  
**Subject:** Financial interest question

Alicia,

I have a question about who could be said to have a financial interest in my corporation- Green Leaf 1032755- I am the only share holder, and I've appointed a board of directors in accordance with Green Leaf's bylaws. My question is: does my board of directors have a financial interest in my company? If so, can you please share the code with me?

**Thank you,**

**Aaron Bean**

**907-738-8923**

# Alcohol & Marijuana Control Office

License #10066

Initiating License Application

2/24/2016 3:27:51 PM

**License Number:** 10066

**License Status:** New

**License Type:** Standard Marijuana Cultivation Facility

**Doing Business As:** GREEN LEAF

**Business License Number:** 1032755

**Designated Owner:** Green Leaf, Inc.

**Email Address:** aaronbean28@gmail.com

**Latitude, Longitude:** 57.689050, -135.233500

**Physical Address:** 4614 Halibut Point Rd  
Sitka, AK 99835  
UNITED STATES

## Owner #1

**Owner Type:** Entity

**Alaska Entity Number:** 10036065

**Alaska Entity Name:** Green Leaf, Inc.

**Phone Number:** 907-738-8923

**Email Address:** aaronbean28@gmail.com

**Mailing Address:** 215 Peterson Ave  
Sitka, AK 99835  
UNITED STATES

## Affiliate #1

**Owner Type:** Individual

**Name:** Aaron Bean

**SSN:** [REDACTED]

**Date of Birth:** 06/06/1979

**Phone Number:** 907-738-8923

**Email Address:** aaronbean28@gmail.com

**Mailing Address:** 215 Peterson Ave  
Sitka, AK 99835  
UNITED STATES

**Agreement to Lease**  
**4612 Halibut Point Road Sitka, Alaska 99835, Suite C-2 & C-3**

AGREEMENT TO LEASE 4612 Halibut Point Road Sitka, Alaska 99835, Suites C-2 and C-3 made effective this day 13th of May, 2016, between: Conner Nelson (hereafter referred to as "Landlord") and Green Leaf, Inc., an Alaskan Corporation (hereafter referred to as "Tenant."). Tenant and Landlord collectively referred to as the "Parties." This Agreement to Lease is referred to throughout the Agreement to Lease as "Lease" and/or "Agreement."

In consideration of acts performed and to be performed, mutual promises made and exchange, monies paid and other good and valuable considerations, receipt of which is hereby acknowledged, and parties agree as follows:

**1. LEASED PREMISES.**

Landlord hereby leases to Tenant, and Tenant leases from Landlord, on a NNN basis, approximately 3,600 square feet of ground floor retail space, known as Suite C-2 & C-3, at the premises situated in the Sitka Recorded District, Third Judicial District, State of Alaska, more particularly described as: 4612 Halibut Point Road Sitka, Alaska 99835, Suite C-2 & C- 3.

**2. OCCUPANCY DATE**

Occupancy date shall be May 1, 2016.

**3. RATE**

For the time period of February 1st, 2016 to February. 2016, the rental rate of the premises shall be totaling a monthly payment of \$1,800.00 plus tax paid by Tenants to Landlord no later than the 5<sup>th</sup> day of each month..

**4. LENGTH OF TERM.**

The length of the term of this Lease shall be for 5 years from the date of Commencement of Term unless sooner terminated or extended as herein provided.

**5. TENANT'S OPTION TO RENEW LEASE.**

Tenant, at Tenant's option, shall have the option to renew Lease for an additional three (3) year term at the same Terms described herein.

**6. OPTION TO PURCHASE**

Tenant's shall have the Option to Purchase the building at any time during the Term of this lease. In the event Tenant's exercise this Option, Tenant's shall purchase from Landlord the Premises at a purchase price to be negotiated and on terms to be negotiated.

## **7. FIRST RIGHT OF REFUSAL.**

Tenant shall have an ongoing, and exclusive right of first refusal (herein after referred to as "Right of First Refusal") to lease or purchase the area comprising of the entire useable space of 4614 Halibut Point Road Sitka, Alaska 99835. The Right of First Refusal shall be exercisable by Tenant only if no event of default by Tenant under this Lease then exists and is continuing beyond the expiration of any notice and cure periods applicable thereto under the Lease, as of the date of submission of the Offer (as defined below) by Landlord to Tenant.

## **8. OFFER TO LEASE OR PURCHASE FROM THIRD PARTY.**

If Landlord receives a bona fide offer (the "Offer") from a prospective tenant to lease or purchase all or any part of the Right of First Refusal Space at the end of the Three (3) year lease term period provided herein, Landlord shall give Tenant written notice of same setting forth all of the material terms and conditions of such Offer (the "Offer Notice").

Tenant shall have Twenty (20) business days after receipt of the Offer Notice to exercise the Right of First Refusal by written notice to Landlord of its intent to exercise. If Tenant exercises the Right of First Refusal, Tenant shall be required to lease or purchase all of the Right of First Refusal Space that is the subject of the Offer. If Tenant fails to notify Landlord of its election within the aforesaid Twenty (20) business day period, Tenant shall be deemed to have waived the Right of First Refusal with respect to the Offer.

## **9. SECURITY DEPOSIT.**

On the execution of this lease, Tenant shall pay Landlord a refundable security deposit of zero dollars to be held as a security deposit to assure payment of further rent and as security against any default or breach of this lease by tenant. If Tenant defaults with respects to any provision of this Lease, including but not limited to the provisions relating to the payment of rent, Landlord may use apply or retain all or any part of this security deposit for payment of any rent or any other sum in default, or for the payment of any amount which Landlord may spend or become obligated to spend by reasons of Tenant's default, or to compensate Landlord for any other loss or damage which Landlord may suffer by reasons of Tenant's default. Tenant shall be entitled to return of deposit, less any damages to the Premises beyond usual wear and tear at the end of this Lease.

## **10. UTILITIES AND SERVICES.**

Tenant shall pay all of Operating Expenses (i.e. Gas, Electric, Refuse, Water/Sewer, Liability Insurance, etc.) for the entire portion of the Premises.

Tenant shall be responsible for establishing the appropriate utility services in their name and for paying the deposits and service charges. Any requirement for services and utilities over and above those customarily used by light retail and/or commercial kitchen use shall be provided by tenant.

## **11. ADDITIONS, ALTERATIONS or IMPROVEMENTS TO PREMISES.**

Any improvements or alterations made to premises by Tenant, valued over \$10,000, must have prior written consent of Landlord, be in accordance with municipal codes and performed by licensed and bonded contractors. Tenant shall accept space as-is, with the exception of the following maintenance and improvements: Landlord shall deliver the property including all mechanical, electrical, plumbing, light fixtures, roof, foundation, etc. in good working order and repair any outstanding issues. The unit shall be delivered in a clean and broom swept condition and shall be considered "turnkey" and move-in ready.

## **12. MAINTENANCE of PREMISES.**

Landlord shall, at his own expense, maintain and keep in good repair foundations, exterior walls, (other than the windows and glass), roof, and other structural portions of the lease premises and all mechanical portions (heating, plumbing, electrical, etc.). Tenant shall, at his own expense, maintain the windows, glass, and interior of the Lease premises at all times in good condition and repair, and shall commit no waste of any kind in, on or about the Lease premises, nor create or suffer a nuisance. Tenant specifically acknowledges that it has inspected the premises prior to entering into Lease and accepts the premises in their present condition without any further repairs or maintenance to be required of landlord. At the expiration of this Lease, Tenant shall surrender the leased premises to the Landlord in good condition, normal wear and tear excepted; and shall pay for any and all damage to the Lease premises, and it's apparatus or appurtenances, the building in which the lease premises are situate, and the personal property of Landlord. If abnormal wear and tear or abuse or waste of the Lease premises is found during the term of this Lease, Tenant shall, upon demand by Landlord, immediately eliminate such abnormal wear and tear or abuse or waste and restore the leased premises to their condition at the beginning of this Lease, normal wear and tear excepted.

## **13. USE OF PREMISES**

Use of the leased premises by tenant is limited to business and commercial use, and the premises shall not be used for any other purpose without the express written consent of the landlord. Landlord is aware and agrees that Tenant shall operate a cultivation marijuana establishment business from the premises. Tenant agree to comply with all municipal borough, state, and other governmental laws, statutes, ordinances, rules and regulations, including, but not limited to, zoning ordinances and health and safety and environmental regulations. With respect to the marijuana retail store establishment, Tenant shall operate its establishment in a manner that respects the COLE Memorandum Priorities and shall not violate said priorities identified below:

- Preventing the distribution of marijuana to minors;
- Preventing revenue from the sale of marijuana from going to criminal enterprises, gangs, and cartels;
- Preventing the diversion of marijuana from states where it is legal under state law in some form to other states;
- Preventing state-authorized marijuana activity from being used as a cover or pretext for the trafficking of other illegal drugs or other illegal activity;



- Preventing violence and the use of firearms in the cultivation and distribution of marijuana;
- Preventing drugged driving and the exacerbation of other adverse public health consequences associated with marijuana use;
- Preventing the growing of marijuana on public lands and the attendant public safety and environmental dangers posed by marijuana production on public lands; and
- Preventing marijuana possession or use on federal property.

#### **14. PARKING.**

Tenant shall have the exclusive use of all of the parking area situated on the described premises. Landlord represents to Tenant that the leased premises has adequate parking under all and any applicable land use codes, regulations and ordinances and that Tenant shall have exclusive use of said parking. If any issues arise relating to parking, and/or inadequacy of parking at leased premises, Landlord shall use best efforts and incur necessary expense to obtain approvals and/or find alternative parking arrangement acceptable to Anchorage Municipality officials. In the event, despite Landlord's best effort attempts to cure any parking inadequacies, both Parties shall be released from this Agreement and Tenant shall be refunded his entire security deposit and any months of rent paid to that date.

#### **15. VEHICULAR INGRESS and EGRESS.**

Tenant shall have the right to use all means of common ingress and egress to the leased premises, but shall comply with all reasonable rules and regulations pertaining to the same which have been or may be imposed by landlord to control such means of ingress and egress.

#### **16. LIENS and ENCUMBRANCES.**

Tenant and Landlord shall keep the property free and clear of all liens and encumbrances, including mechanics and material liens, mortgages and deeds of trust, arising or growing out of its use, improvements, additions, alterations or occupancy of the premises.

#### **17. INDEMNIFICATION and INSURANCE.**

***Tenant Indemnification.*** Tenant agrees to indemnify and save Landlord harmless from and against any and all claims arising from any act of gross negligence of Tenant, it's contractors, licensees, agents, servants, customers, visitors or employees, arising from any accident, injury or damage to any person or connection with any such claim or proceeding brought thereon.

***Landlord Indemnification.*** Landlord agrees to indemnify and save Tenant harmless from and against any and all claims arising from any act of gross negligence of Landlord, it's contractors, licensees, agents, servants, customers, visitors or employees, arising from any accident, injury or damage to any person or connection with any such claim or proceeding brought thereon.

***Fire and Extended Coverage Insurance.*** Landlord shall keep and maintain fire and extended coverage insurance on the building in such amounts as it deems appropriate. Any increase in the

premium (over that in effect prior to the commencement of this lease) resulting from the use of the premises by Tenant shall be paid by Tenant.

***General Comprehensive Liability Insurance.*** Tenant shall keep and maintain general comprehensive liability insurance with single limits coverage in an amount of \$500,000.00 for personal injury, property damage and third party liability throughout the duration of this Lease.

#### **18. EMINENT DOMAIN.**

If the premises shall be taken substantially in its entirety by right of eminent domain, this Lease shall cease as of the date possession is taken by the condemning authority and the rent shall be paid through that date. If only part of the premises shall be taken, then the Lease shall continue in effect with a reduction in rent in proportion to the amount of leased area taken at the option of Tenant.

#### **19. FIRE and OTHER CASUALTY.**

In the event the premises are destroyed or damaged by fire, earthquake or other casualty to such an extent as to render it untenable in whole or in a substantial part, the monthly rental shall be abated in the proportion of which the untenable portion of the premises bears to the whole of the premises. After the happening of any such casualty, Tenant shall give landlord immediate written notice of such. In the event that the premises shall be destroyed or damaged by fire, earthquake or other casualty to such an extent Tenant deems that operation of its businesses in the premises is not practicable, economical or desirable, then Tenant has the option to terminate this Lease. If Tenant elects to remain in the premises, then Landlord shall commence and use best efforts to complete the work necessary to restore or repair the premises. During the period the premises are being repaired, the monthly rent shall be abated in the proportion of which the untenable portion of the premises bears to the whole thereof.

#### **20. ASSIGNMENT AND SUBLEASE.**

Tenant, may, without any prior notice to or approval from Landlord, Sublease the premises or portion of the premises.

#### **21. PROHIBITION of INVOLUNTARY ASSIGNMENT; EFFECTS of BANKRUPTCY or INSOLVENCY.**

Neither this lease nor any interest of tenant in the premises shall be subject to involuntary assignment, transfer or sale by operation of law, nor in any other manner whatsoever; and any such attempt at involuntary assignment, transfer or sale shall have the effect of voiding the interest sought to be assigned, transferred or sold, and shall be of no other effect whatsoever. In the event Tenant is adjudged insolvent, or make an assignment for the benefit of creditors, or if a receiver is appointed for a tenant with authority to take possession or control of the property or the business conducted thereon by Tenant, and such receiver is not discharged within a period of thirty (30) days after its appointment, that event shall constitute a material breach of this Lease by Tenant and shall, at the sole and exclusive option of the Landlord, and without the necessity of entry, notice, or other action by landlord, terminate this Lease and all rights of Tenant under this Lease in and to the property, and terminate all rights of any and all persons claiming under

Tenant.

**22. NON-WAVER of DEFAULT.**

Neither the acceptance of rent nor any other act or omission of Landlord at any time after the happening of any event which would entitle Landlord to terminate this lease or to declare Tenant's interest hereunder forfeited, shall operate as a waiver of any past or future violation, breach default, or failure to keep or perform any covenant, agreement, term or condition hereof or to deprive landlord of its rights to terminate or forfeit this Lease or be constructed to at any future time stop Landlord from promptly exercising any option, right or remedy that it may have under any term or provision of this Lease.

**23. HOLDING OVER.**

In the event that Tenant remains in possession of the premises after the expiration of the term of this Lease, Tenant shall be deemed to be occupying the premises as a month-month tenant, subject to all of the conditions, provisions, terms and obligations of this lease insofar as they may be applicable to a month-month tenant. Such tenancy may be terminated as provided for by the laws of the State of Alaska.

**24. ACCESS and INSPECTION.**

Upon no less than twenty-four hours' notice, Tenant will permit Landlord or its agents to enter the Premises during business hours, hereinafter defined as from 9:00 a.m. to 6:00 p.m. on weekdays and from 8:00 a.m. to 1:00 p.m. on Saturdays, excluding legal holidays to inspect, clean, repair, alter, or improve the Premises, or to show the Premises to prospective Purchasers or tenants. In exercising its rights under this section, Landlord will not unreasonably interfere with the conduct of Tenant's business. Landlord's agent or employee shall be over the age of 21 and shall comply with Tenant's visitor policy, show government issued ID, wear a visitor badge, remain in eye sight of a designated Tenant agent, comply with and sign into the log in sheet and sign out when leaving the premises, as is required by the Alaska Marijuana Control Board Regulations. At no time shall Landlord have more than five persons enter the premises.

**25. LICENSE FEES and TAXES.**

Tenant shall pay any and all license or excise fees and occupation taxes covering businesses conducted in, on or about the premises, and any sales taxes which may become due and payment on rentals hereunder. Tenant shall be responsible for paying all real property taxes for the premises. Upon reasonable request, Tenant shall furnish landlord with evidence of payment of personal property, withholding, or other taxes which, if unpaid, might lead to a lien upon the leasehold interest of tenant in the property.

**26. DEFAULT.**

In the event that either Party should materially violate or breach or fail to perform any covenant, agreement, term or condition of this lease, warranty, representation, including, but not limited to, failure to remit payment of rent, parking adequacy, lien-free unencumbered nature of the premises, the non-defaulting Party may, at its sole and exclusive option, and in addition to any other rights and remedies it may have under the law: (a) terminate this Lease; and/or (b) pursue

legal recourse to recoup damages incurred and monies lost.

**27. SIGNS.**

Tenant has the right to place signage on the exterior of the building. Any additional signage shall require Landlord's written permission, which shall not be unreasonably withhold. All signs or symbols placed in windows, or doors, or elsewhere in, on or about the premises by Tenant shall meet the requirements of the Municipality of Anchorage and application laws and regulations of the State of Alaska.

**28. PARTIES BOUND.**

The covenants, terms, and conditions contained herein shall be binding upon the heirs, devisee, administrations, executors, and successors in interest of the parties.

**29. SEVERABILITY.**

If any provision of this lease shall be declared invalid or unenforceable, the remainder the remainder of the lease shall continue in full force and effect.

**30. MODIFICATION.**

No modification of this lease shall be effective unless in writing and signed by the parties hereon or their duly authorized representatives.

**31. NOTICES.**

All notices required under the terms of this lease or by law shall be in writing, shall contain a clear and concise statement setting forth the reasons therefore, and shall be personally delivered or sent by certified mail, return receipt requested, to the appropriate party at the address specified hereafter or such other address as the party may designate in writing to the other party from time to time. In the event that a properly sent notice is returned undelivered, the notice shall nonetheless be effective.

**32. CHANGE IN LAW; STATE LICENSURE; FEDERAL POLICY SHIFT**

The purposed use of the building is to operate a marijuana retail establishment in one section of the building and a separate and distinct accessory business in a separate section of the premises. In the event Tenant is, despite its best efforts (with the exception of parking adequacy of which Landlord bears that responsibility), unable to obtain state and local licenses and special land use approvals, Tenant shall, at Tenant's option, be released from the terms of this Lease but shall forfeit monies already paid to date, including Security Deposit. In this event, Tenant shall also have the option to sub-lease the premises in whole or part to another marijuana state licensed establishment or a non-marijuana establishment.

In the event state or local law changes in a manner that makes the marijuana establishment illegal under state and/or local law, Tenant shall be released from the remaining terms of the Lease, receive its security deposit back less any charges for damages that are not normal wear and tear, but shall forfeit any rent paid to date.

In the event there is a policy shift in the Federal Government and/or Department of Law, and Tenant's (or other similar establishments in Alaska) become the Target of Federal prosecution or state prosecution, all parties to this Lease will be released from the Agreement entirely.

**33. BROKER**

Because of Tenants option to be released from lease, real estate commissions due on the lease will be paid on an annual basis.

**34. ENTIRE AGREEMENT.**

This written agreement constitutes the entire agreement between the parties and supersedes all other prior or contemporaneous agreements, oral or written, not included herein.

Agreed to and understood by the Parties on this 13 day of MAY, 2016, executed by individuals whom represent themselves authorized to bind the Parties to this Lease:

Landlord: Connor Nelson

  
Connor Nelson

Tenant: Green Leaf, Inc.

  
Aaron Bean, CEO

# 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:

2/26 3/4 3/11  
\_\_\_\_\_  
\_\_\_\_\_  
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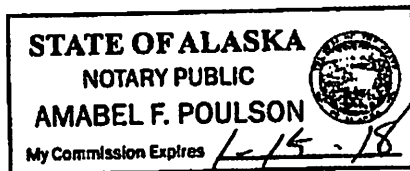
Signature \_\_\_\_\_

Sworn and subscribed to

before me this 14 day of March, 2016

Notary Public for Alaska

My commission expires \_\_\_\_\_, 20\_\_\_\_



## LEGAL NOTICE

Green Leaf, Inc. is applying for a new Standard Marijuana Cul-  
tivation Facility License 3 AAC 306.400(1), doing business as  
GREEN LEAF located at 4614 Halibut Point Rd, 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, Anchor-  
age, AK 99501.

Published: February 26, March 4, March 11, 2016



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6/14, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,

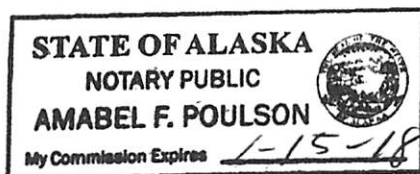
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**Published: June 14, 2016**