



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

*Coast Guard City, USA*

## Planning and Community Development Department

Case No: CU 17-18  
Proposal: Marijuana Cultivation  
Applicant: Aaron Bean for Green Leaf, Inc.  
Owner: Starwest Alaska, LLC  
Location: 4500 Sawmill Creek Road  
Legal Desc.: Lot 5 Sawmill Cove Industrial Park Subdivision No. 1  
Zone: Gary Paxton Industrial Park  
Size: 3 acre lot  
Parcel ID: 6-6000-000  
Existing Use: Industrial - Vacant  
Adjacent Use: Industrial, Commercial, Recreational  
Utilities: Existing  
Access: Sawmill Creek Road

### **KEY POINTS AND CONCERNS:**

- Odor: Applicant has provided operation plan that includes filtration in application for state license. City conditions will also mandate odor control.
- Security: Applicant has provided a security plan as required by state license. City conditions will also mandate the maintenance of a security plan and SPD review.
- Waste management: state regulations and conditions of approval require a waste management plan
- Cultivation has low traffic and parking demand. Site is more than sufficient for such use. **However, applicant needs to provide parking plan.**
- No known sensitive uses within 500 feet.
- Annual report required.
- **Applicant needs to provide an adequate site plan and floor plan that meets basic submission requirements such as scale, dimensions, holistic bird's eye perspective, use of each area, existing structures and improvements, and proposed structures and improvements. Staff have provided applicant the required site and floor plan details.**

**RECOMMENDATION:** Approve the conditional use permit subject to the attached conditions of approval.

## **ATTACHMENTS**

- |                           |                     |
|---------------------------|---------------------|
| A. Vicinity Map           | G. Photos           |
| B. Aerial Map             | H. Application      |
| C. Zoning Map             | I. Operational Plan |
| D. Site Plan with Parking | J. Mailing List     |
| E. Floor Plan             | K. Proof of Payment |
| F. Plat                   | L. Warranty Deed    |

## **BACKGROUND/PROJECT DESCRIPTION**

The proposal is for a conditional use permit for a marijuana cultivation facility located at 4500 Sawmill Creek Road, which is zoned as the Gary Paxton Special zone – commonly referred to as the Gary Paxton Industrial Park. This zone requires a conditional use permit<sup>1</sup> pursuant to SGC 22.24.026 for a marijuana cultivation facility.<sup>2</sup>

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

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

## **Applicant's Operating Plan**

The following are elements of the written plan as proposed by the applicant:

Entrance check in area; 9' x 10' security office; 1 vegetation room; 1 flowering room; one mother plant room; 1 cloning room; a 60' x 27' room for harvesting, drying, and processing; a 38' x 81' room for storage; 1 room for disposal; 1 rest room; and 1 break room. Staff need to see this on a site and floor plan.

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<sup>1</sup> SGC Table 22.16.015-5 CUP required for GP zone for Marijuana cultivation facility.

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

<sup>3</sup> SGC 22.24.026(D)[staff note: Criteria for Review].

The operation plan addresses: enhanced security features that includes security doors, cameras, electronic monitoring and sensors, recording, 40-day back-up, visitor logs, employee training, METRC and tracking system of product, security plan, diversion plan, and control plan. The plan and state license requires education regarding tracking and handling permit training. The operation plan also includes a cultivation and waste plan that addresses odor, testing of product, and solid and liquid wastes. The grow system is a computer controlled integrated system.

## **ANALYSIS**

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

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

Using observation and modeling, the average trip rate for cultivation was about 6.97 trips per 1,000 square feet per day. Average peak parking was about 6 spaces in the highest hour and day. There was correlation between square footage and trip rates for cultivation. The proposed space is approximately 8500 square feet.

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

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

There is no objective analysis regarding noise. Subjectively, cultivation use would not appear to create any noise impacts to the Gary Paxton Industrial Park any more than other industrial or commercial uses.

**c. Odors to be generated by the use and their impacts:** Odors are a potential concern. State regulations and City conditions of approval require odor mitigation via high-grade commercial filtration such as inline carbon filtration within any HVAC and inline carbon filters for any heat and air exhaust systems. Additional HEPA filtration systems may be required. Some odors may be expected in an industrial park. Current odors include fish odors.

Applicant proposes to strategically use climate control, air filtration, ventilation, and exhaust. Staff suggests at a minimum, numerous charcoal air filters. In addition, some cultivators use ozone or masking agents. Please be aware about the potential harms of ozone for human health.

**d. Hours of operation:** Shall be allowed to fullest extent allowable by zoning. AMCO application indicates operation 24 hours a day, 7 days a week. Due to the character of the industrial area and remote location, staff does not see hours of operation generating an adverse impact.

**e. Location along a major or collector street:** Located along state highway, Sawmill Creek Road. No anticipated adverse impacts due to low trip volumes of proposed use and adequacy of surrounding road, driveway, access, and parking features.

**f. Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario:** Proposed use is in an existing building. The use itself will not create or alter any access. Residential use not permitted in this zone. Some access to the industrial park is via access easements; however, such access was anticipated when the park was platted.

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

**h. Ability of the police, fire, and EMS personnel to respond to emergency calls on the site:** The industrial park is located at the end of Sawmill Creek Road, which is approximately 5 miles away from the fire department and police department. Part of the operating plan will include emergency access. Due to operating plan and regulations, emergency access may be better than average use. In addition, attached security and electronic monitoring system will reduce emergency notification time for emergencies. Positive impact only.

**i. Logic of the internal traffic layout:** Property has extensive space and traffic areas. Parking area will need to be detailed.

**j. Effects of signage on nearby uses:** Any signs will need to comply with Sitka General Code and State of Alaska requirements. Applicant states that signage will not exceed 4800 square inches, or 33.3 square feet.

**k. Presence of existing or proposed buffers on the site or immediately adjacent the site:** Area is large. Workers at adjacent plants do walk by the building along the road. Odor could affect workers. There are other industrial odors in the area. Parking and loading traffic could impact workers.

**l. Relationship of the proposed conditional use to the goals, policies, and objectives of the comprehensive plan:** There are many goals, policies, and objectives that this proposal could fall under, these include but are not limited to: 2.1.2 economic growth, 2.1.3 foster quality family life (condition to protect these), 2.1.10 diverse and vital local job base, 2.1.13 diversified industry and

utilizing Sitka's resources for best return on investment (renewable electricity), 2.2.1 economic base, 2.2.3 produce high quality goods, 2.2.5 protect health and welfare of community (through conditions), 2.2.10 respect social and community values (70% support recreational marijuana), 2.3.6 focus on waste water and watershed protection (through conditions and operating plan), 2.4.1 orderly use, 2.4.4 resolve conflicts of use through public process, and 2.6.2 commercial development without substantial negative impacts (through conditions and regulations). Overall, the conditional approval with appropriate conditions and default state regulations appears to offer the best economic development by providing jobs, tax revenue, utilizations of electricity that has extra supply, comports with existing community values, and creates harmony of use for the area.

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

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

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

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

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

Planning staff do have a security concern due to the large size of the facility, and current exterior building material. Planning staff would suggest the Sitka Police Department opine whether they feel the security features and final building improvements adequately present reasonable security for the intended use as a condition of approval.

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

**Parking:** Per section 22.20.100(G)(13), the applicant shall provide parking in compliance with code of one space per every 3 employees. In addition, a specific loading area shall be designated and marked. Though applicant can meet parking requirements, a condition will require the applicant to provide a parking plan. Due to the changing nature of employees and business it is suggested the applicant provide 10 individual parking spaces and one large loading zone to allow for future growth.

**Waste Water –** Staff have consulted with industry experts for cultivation and waste water and there are no anticipated impacts to the current wastewater treatment facility. Applicant has provided an operational plan that addresses this topic.

### **Marijuana 500 Foot Buffers**

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

### **Findings of Fact for Marijuana Uses<sup>4</sup>**

**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, than the proposed use shall be approved with standard regulations, dimensions, and setbacks.

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<sup>4</sup> SGC 22.24.026(E) Findings of Fact.

2. In the alternative, where the Planning Commission finds negative impacts are present, the Planning Commission shall only approve conditional use permits where the negative impacts can be adequately mitigated by conditions of approval that preserve the public's health, safety, and welfare. These conditions of approval shall be case by case specific and in addition to the standard regulations.

3. If negative impacts to the public's health, safety, and welfare cannot be mitigated through conditions of approval than the Planning Commission shall so find and deny the proposed conditional use permit.

### **Staff's Suggested Findings**

Staff did find the potential for adverse impacts from parking, traffic, odor, and public safety/security/safety as well as other public health, safety, and welfare issues. However, the standard conditions of approval coupled with the additional suggested conditions of approval adequately mitigate any potential negative impacts. Specifically, with an approved parking plan and loading area potential impacts to passing by industrial workers and onsite employees will be mitigated. Odor impacts have been reasonably mitigated through requirement for best means of filtration including inline carbon filters and the ability to further regulate odor control. Public safety and security impacts will be mitigated through the proposed security plan and the additional review by the SPD. Therefore, it can be found that the zoning code has been followed, that the comprehensive plan has consulted, and that there are no negative impacts present that have not been adequately mitigated by the attached conditions of approval for the proposed marijuana cultivation conditional use permit.

### **RECOMMENDATION**

It is recommended that the Planning Commission adopt the staff analysis and findings as found in the staff report. And move to the approve the proposal subject to the attached conditions of approval, so long as an adequate site and floor plan have been received as determined by the Planning Director.

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

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

2) I move to approve the conditional use permit request for a marijuana cultivation facility at 4500 Sawmill Creek Road, in the Gary Paxton Industrial Park. The property is also known as Lot 5 Sawmill

Cove Industrial Park Subdivision No. 1. The request is filed by Green Leaf, Inc. The owner of record is Starwest Alaska, LLC.

**Required Standard Conditions of Approval:<sup>5</sup>**

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

**Additional Recommended Conditions**

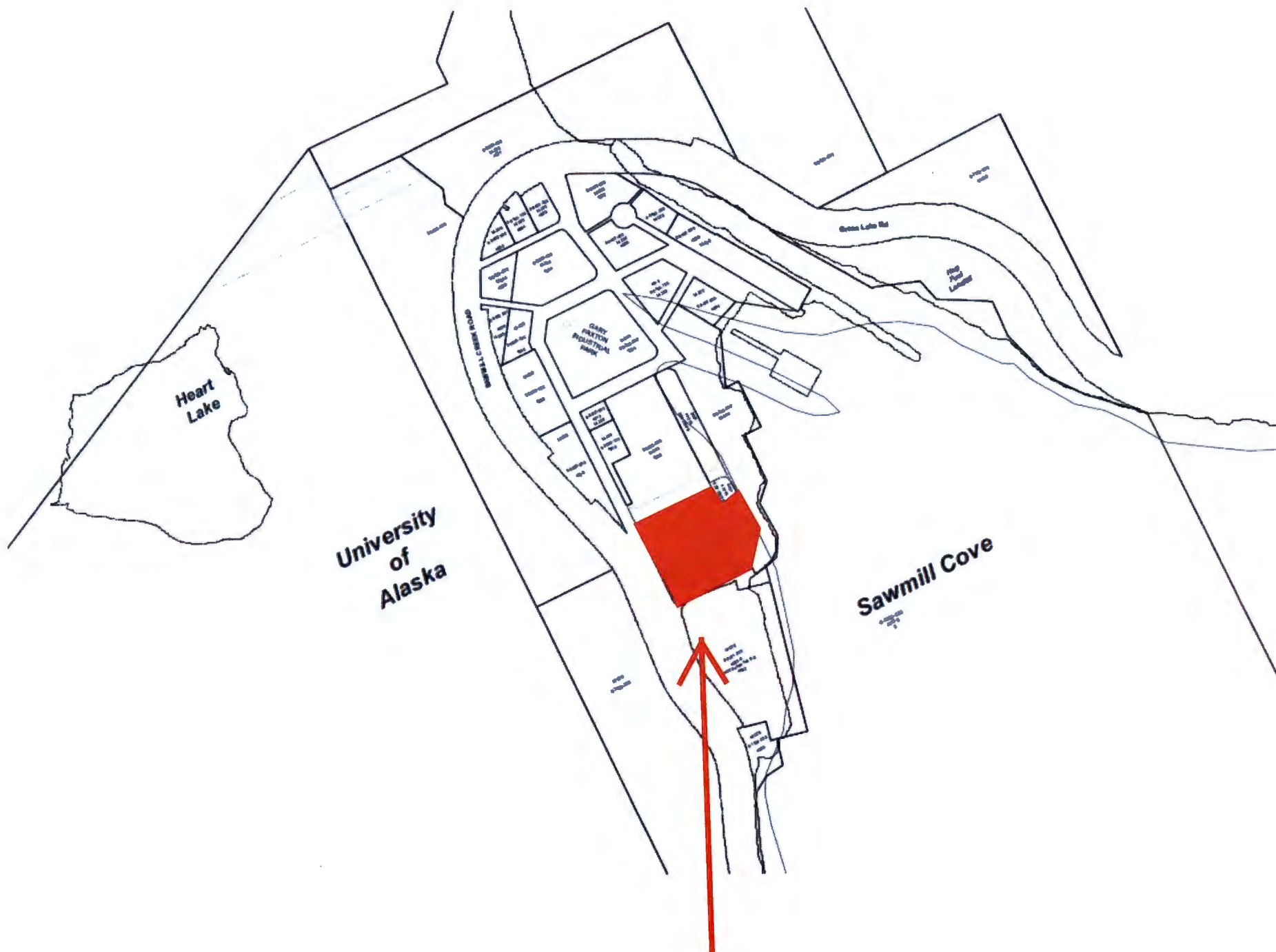
8. **Applicant shall provide a Parking Plan that complies with Section 22.20.100 for all uses present and proposed at the current property including number of required parking and loading spaces to be approved by the Planning Director.**
9. **Odor Control shall include reasonable best means that include, but are not limited to inline carbon filters within HVAC, inline carbon filters any heat and odor exhaust systems, to limit and mitigate odor impacts to surrounding uses and industrial park employees. Should a meritorious odor complaint be received, the Planning**

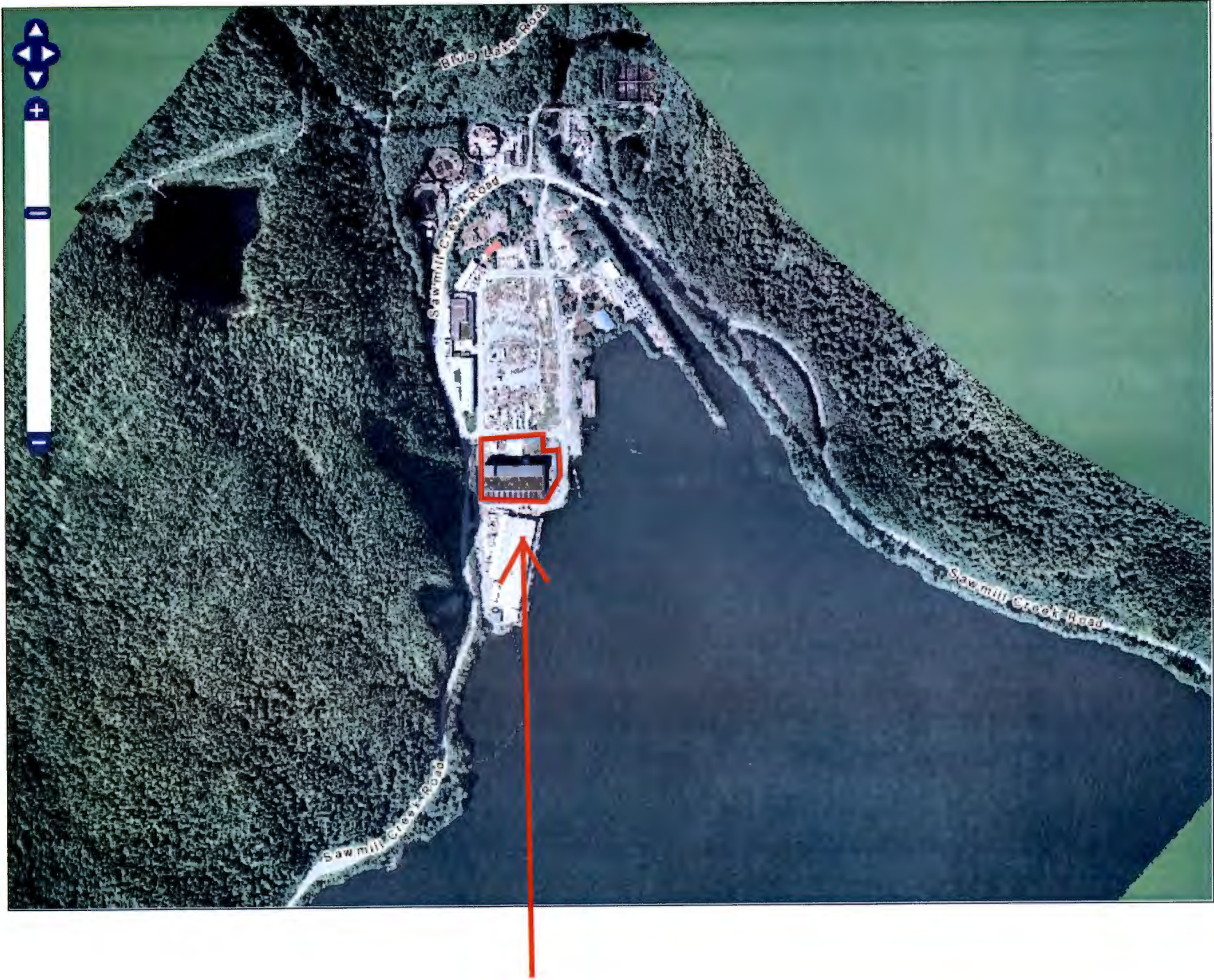
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<sup>5</sup> §22.24.026(C)

**Commission may require additional odor control measures to mitigate any actual negative impacts, such as additional advanced odor filtration systems.**

- 10. The proposed cultivation site shall not be located within 500 feet of any school grounds, recreation or youth center, religious service building, or correctional facility that was legally established prior to approval of this conditional use permit as intended by licensing restriction and regulations of the state in 3 AAC Chapter 306.**
- 11. The permittee shall report, annually, to the planning commission on gross sales, sales tax amounts, electrical consumption, number of employees, hours of operation, complaints, police or other law or regulation enforcement activity, and summary of operations.**
- 12. The permit is subject to review should there be a meritorious complaint, impact to public health safety or welfare, or violation of a condition of approval. The review may occur at the discretion of the Planning Director or by motion of the Planning Commission to address meritorious issues or complaints that may arise. During this review, based on the evidence provided, existing code and conditions of approval, the permit may be amended or revoked to address impacts to public health, safety, and welfare.**
- 13. Prior to operation, the Sitka Police Department shall approve the security features as being reasonable security measures as outlined in the proposed operating plan submitted by applicant.**
- 14. The use shall comply with all applicable deed reservations, conditions, restrictions, limitations or exceptions.**









**CERTIFICATE OF OWNERSHIP AND RESIDENCE**

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY BEING SO DESIGNATED AND REQUESTED HEREON AND THAT WE ACCEPT THIS PLAN OF SUBDIVISION WITH FULL FREE CONSENT AND RESOLVE ALL STREETS, ALLEYS, WALKS, PONDS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

WITNESSED AND SIGNED BY US THIS 17th DAY OF 2006

DATE

John A. Smith  
OWNER

City of Borough of Sable Management  
CITY MANAGER

Date: March 17, 2002  
 City & County of Santa Ana, California  
 City Manager

**MILITARY'S ACCOMPLISHMENT**

US OF AMERICA  
STATE OF ALABAMA  
CITY & BUREAU OF SUTRO


U.S. OF AMERICA  
STATE OF ALABAMA  
COUNTY OF BIRMINGHAM

THIS IS TO CERTIFY THAT ON THIS 17 DAY OF April IN THE YEAR 1966,  
THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, HAS  
PERSONALLY KNOWN AND BEEN FAMILIAR WITH JOHN C. SMITH,  
AND THAT HE IS THE SAME PERSON AS THE JOHN C. SMITH

TO BE KNOWN TO BE THE IDENTICAL INDIVIDUALS MENTIONED AND WHO EXECUTES THE WITHIN PLAY AND HE ACKNOWLEDGED TO ME THAT HE SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST

HERBERT MOTTITTEN  
*Sam Russell*  
 HERBERT MOTTITTEN FOR THE STATE OF ALASKA  
 BY COMMISSIONER EXPIRES 4-15-07



\_\_\_\_\_

CERTIFICATE OF PAYMENT OF  
(STATE OF ALASKA)  
(FIRST JUDICIAL DISTRICT)

1. THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ASSESSOR FOR THE CITY & BOROUGH OF SITKA, DO HEREBY CERTIFY THAT ACCORDING TO THE RECORDS OF THE CITY AND BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS OWNED IN THE TAX RECORDS IN THE NAME OF CITY and Borough of SITKA.

AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES DUES ARE AGAINST THIS LAND AND IN FAVOR OF THE CITY & BOROUGH OF SEEDA ARE PAID IN FULL; THAT CURRENT TAXES FOR THE YEAR 2006, WILL BE DUE ON OR BEFORE AUGUST 31.

MAILED THIS 19<sup>th</sup> DAY OF April, 2006 AT SITKA, ALASKA

James A. Corbett  
 ATTORNEY, CITY AND COUNTY OF ST. LOUIS

CERTIFICATE OF APPROVAL BY THE BOARD

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWS HEREON WAS DEED FORN TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA PLATTING BOARD, AND THAT SAID PLAT WAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. 100-03 DATED        OR        AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, SITKA, ALASKA.

7/15/66  
FORN PLATTING BOARD  
F. J. Russell

**CERTIFICATE OF APPROVAL BY THE ASSEMBLY**

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOARD OF STATE ASSEMBLY AS RECORDED IN MINUTE BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ DATED \_\_\_\_\_ IN \_\_\_\_\_

AND THAT THE PLAY SHOWN HEREIN HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX OFFICIO RECORDER, SITKA, ALASKA.

4-14-6                     

CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT

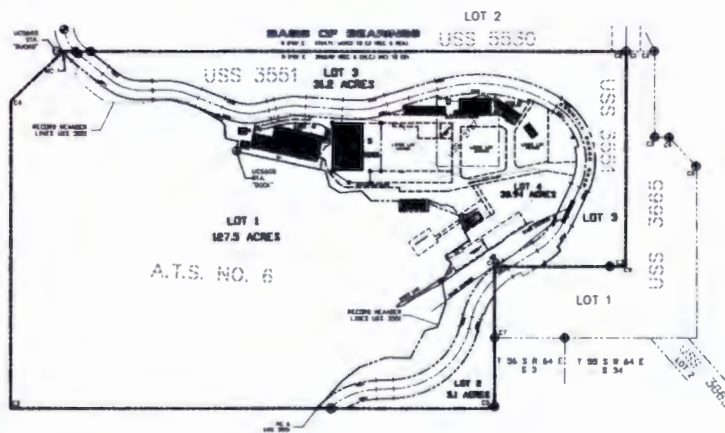
I, THE UNDERSIGNED, BEING DULY APPROPRIATE AND QUALIFIED, AND FINANCE DIRECTOR FOR THE CITY & BOROUGH OF SEPA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY & BOROUGH OF SEPA, THE FOLLOWING DESCRIBED PROPERTY IS OWNED BY THE RECORDS IN THE NAME OF: City and Borough of Sepe

CALL EVIDENCE OF RECORDS, AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL L.E.A.'S ACTIONS AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BIRMGHAM

DATE THIS 14th DAY OF April  
IN C.A. ALASKA

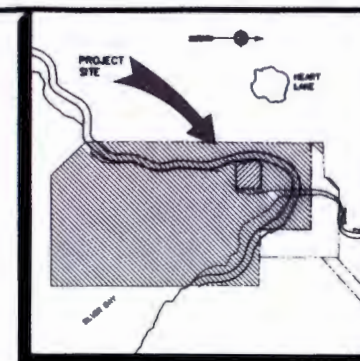


FORM NO. 101  
CITY & COUNTY OF ST. LOUIS



## INFORMATIONAL PLAT NOTES

1. THE PURPOSE OF THIS PLAN IS TO CREATE LARGE TRACTS AT THE MUNICIPALITY OWNED SAMMILL CREEK INDUSTRIAL PARK, AND TO FACILITATE A SALE OF LOT 5.
2. IN THE EVENT THE SALE OF LOT 5 IS COMPLETED IN THE SPRING OF 2009, A SALE'S AGREEMENT WILL BE REQUIRED THAT OUTLINES THE TERMS OF THE SALE, CONTAINS REVERSER CLAUSES, AND HAS LIMITATIONS ON RETAIL SALES.
3. IT IS ANTICIPATED THAT THERE WILL BE A RESURFACING OF LOT 4 IN THE NEAR FUTURE. THAT RESURFACING WILL FURNISH SOME OF THE PROPERTY AND EASEMENTS.
4. IT IS ANTICIPATED THAT THE MUNICIPALITY WILL BE RESPONSIBLE FOR THE MAINTENANCE OF ACCESS AND EGRESS TO THE TRACTS. IMPROVEMENTS BY OTHER PARTIES MAY BE ELIMINATED IN LEASE OR SALES AGREEMENTS.
5. ALL WATER RIGHTS ARE RETAINED BY THE CITY AND BOROUGH OF SIKA AND ARE FULLY DESCRIBED IN ALABAMA DEPARTMENT OF NATURAL RESOURCES RECORDS.
6. THE SAMMILL CREEK ROAD RIGHT OF WAY IS RETAINED BY THE ALABAMA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES.
7. THE OVERLAPPING MAJORITY OF LOT 1 IS SUBMERGED TIDEWATERS.
8. ENVIRONMENTAL AGREEMENTS ARE IN PLACE FOR THE SITE THAT ARE BINDING ON THE LAND OWNERS AND TENANTS. THE CITY AND BOROUGH OF SIKA OR THE ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION CAN BE CONSULTED AS TO THE SPECIFICS OF THESE AGREEMENTS.
9. OTHER LOCAL, STATE, AND FEDERAL REGULATIONS MAY APPLY TO USES ON THE PROPERTY CONTAINED IN THIS SUBDIVISION.
10. BUILDING AND STRUCTURE LOCATIONS SHOWN ON THIS PLAN SHALL BE CONSIDERED APPROXIMATE.



**VICINITY MAP**  
SCALE 1"=1,000'

LEGEND

- PRIMARY CONTROL ELEMENT RECOVERED
- SLS/SLS PRIMARY BRIDGE CAP RECOVERED
- SECONDARY ELEMENT CRY
- SECONDARY ELEMENT RECOVERED
- RECOVERED DATA
- RECOVERED DATA
- RECOVERED DATA

2006-8  
Sitter REC OFF  
DATE 4-18  
TIME 2:17 P  
Requested By SCB  
ADDRESS



**O'NEILL**  
SURVEYING AND ENGINEERING

BOX 1849 SITKA, ALASKA 99835  
PHONE: (907) 747-6700  
FAX: (907) 747-7300  
E-MAIL: [info@alaskacannabis.com](mailto:info@alaskacannabis.com)

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**RECORD OF REVISIONS**



EXTENDED P. SHELL \_\_\_\_\_  
 DRAWN BY/DATE \_\_\_\_\_  
 CHECKED BY \_\_\_\_\_  
 DATE OF PLANTING, IL. MIN. + MAX. \_\_\_\_\_  
 SCALE: 1" = 100' \_\_\_\_\_  
 DRAWING NAME/NUMBER \_\_\_\_\_  
 PROJECT NO. 30014-120-00

## SURVEYOR'S CERTIFICATE

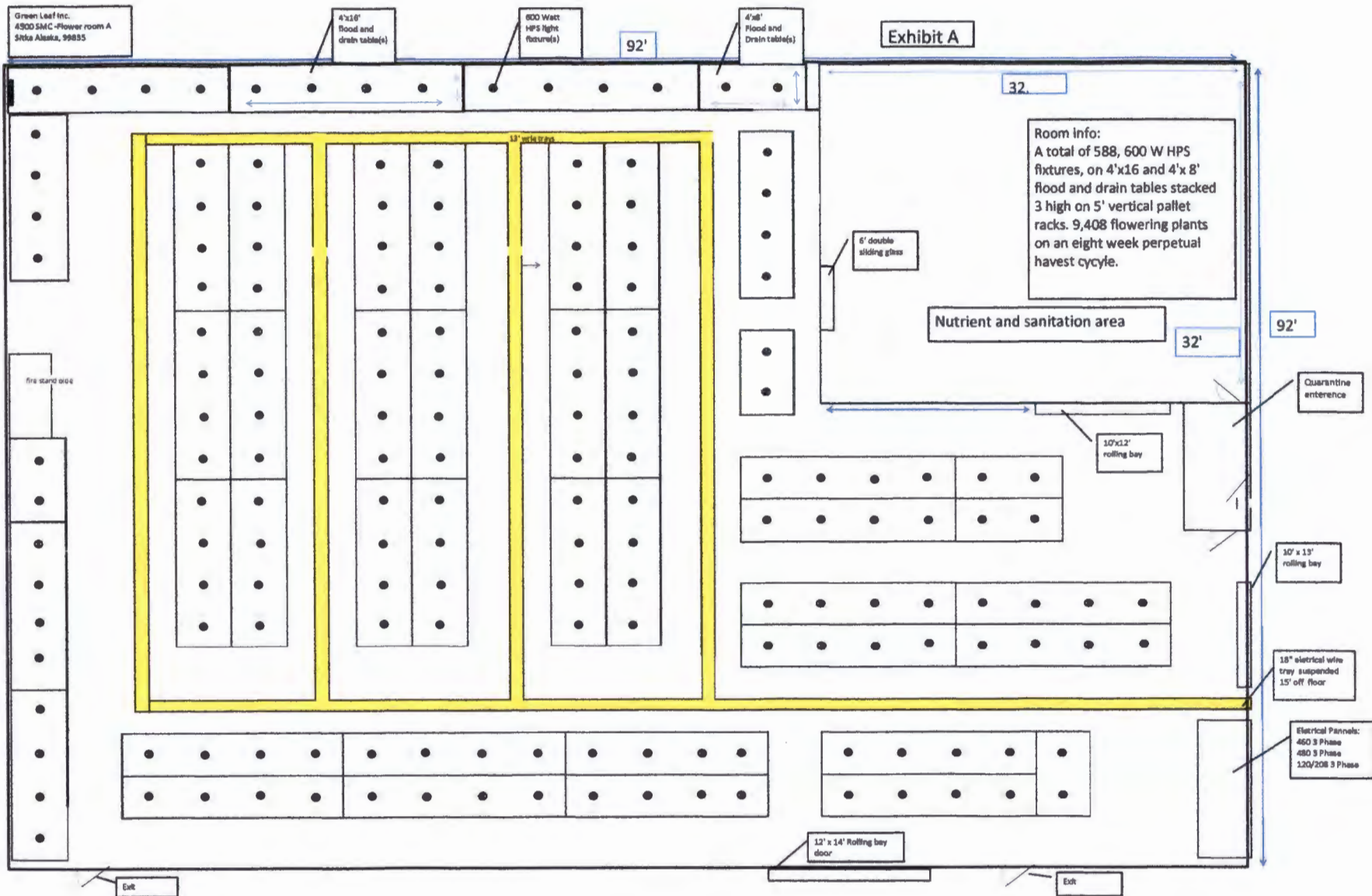
I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALABAMA, AND THAT ON March 20, 1968, A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAN IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.

4/22/02 *Priscilla D. Davis*

## SAWMILL COVE INDUSTRIAL PARK SUBDIVISION 01

U.S. SURVEY 3551, 2797  
AND ATS NO. 6

CLIENT: CITY AND BOROUGH OF SITKA





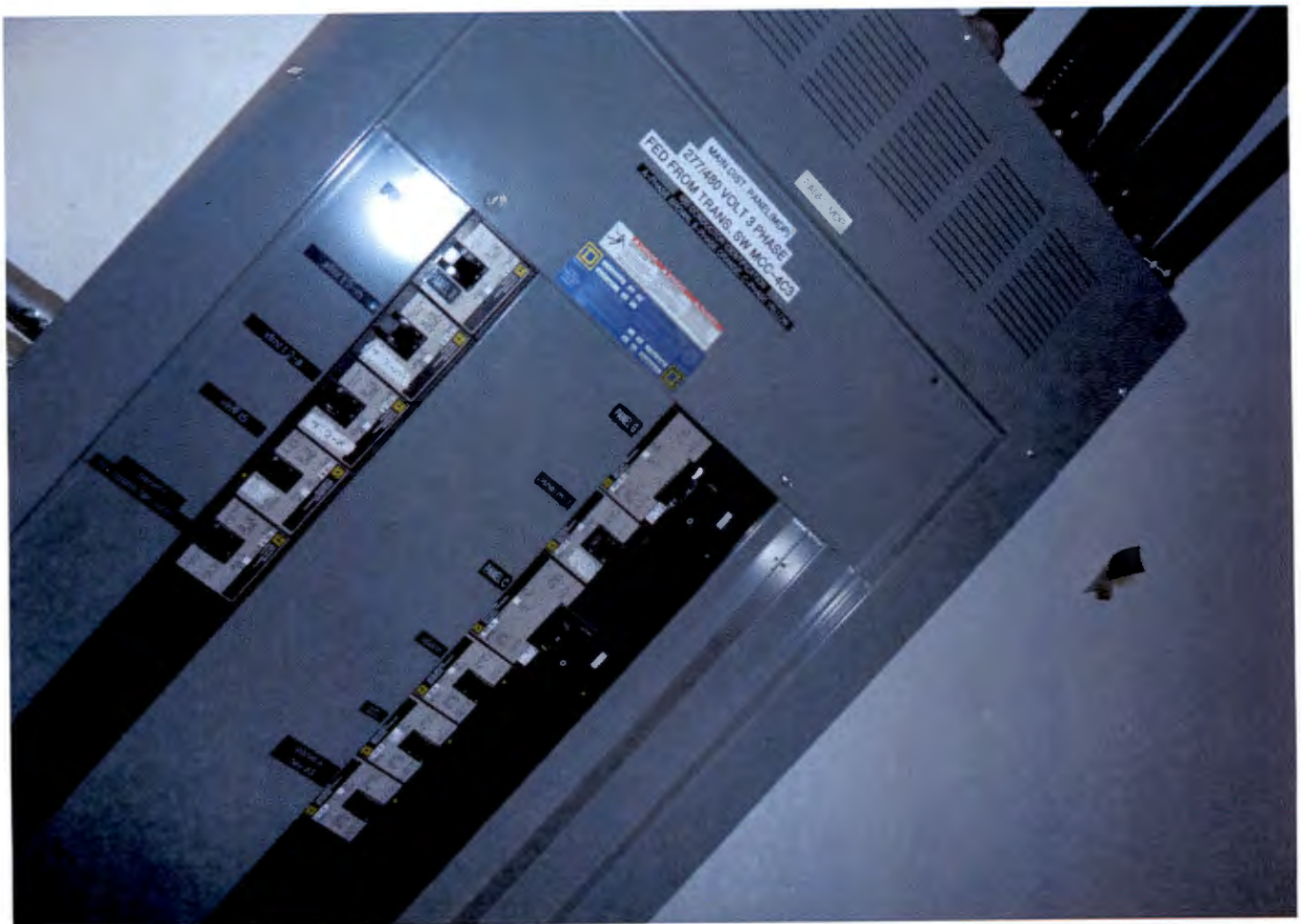
















RECEIVED  
JUL 24 2017



# CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT  
GENERAL APPLICATION FORM

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

**APPLICATION FOR:**

☐ VARIANCE

☒ **CONDITIONAL USE**

☐ ZONING AMENDMENT

☐ PLAT/SUBDIVISION

**BRIEF DESCRIPTION OF REQUEST:** *Green Leaf is proposing to utilize the property located at 4500 Sawmill Creek for commercial marijuana cultivation.*

**PROPERTY INFORMATION:**

CURRENT ZONING: CRIP PROPOSED ZONING (if applicable): \_\_\_\_\_

CURRENT LAND USE(S): Industrial PROPOSED LAND USES (if changing): \_\_\_\_\_

**APPLICANT INFORMATION:**

PROPERTY OWNER: Starwest LLC

PROPERTY OWNER ADDRESS:

STREET ADDRESS OF PROPERTY: 4500 Sawmill Creek Road

APPLICANT'S NAME: Green Leaf Inc

MAILING ADDRESS: PO Box 464 Sitka, Alaska 99835

EMAIL ADDRESS: aaron.bean@greenleafalaska.com

DAYTIME PHONE: (907) 738 8923

**PROPERTY LEGAL DESCRIPTION:**

TAX ID: 6-600-000 LOT: 5 BLOCK: \_\_\_\_\_ TRACT: \_\_\_\_\_

SUBDIVISION: Sawmill Cove Industrial Park #1 US SURVEY: \_\_\_\_\_

**OFFICE USE ONLY**

|                       |  |              |  |
|-----------------------|--|--------------|--|
| COMPLETED APPLICATION |  | SITE PLAN    |  |
| NARRATIVE             |  | CURRENT PLAT |  |
| FEE                   |  | PARKING PLAN |  |

## REQUIRED SUPPLEMENTAL INFORMATION:

### For All Applications:

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

### For Conditional Use Permit:

- ☐ Parking Plan
- ☒ Interior Layout

### For Plat/Subdivision:

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

### If Pertinent to Application:

- ☐ Landscape Plan
- ☐ Drainage and Utility Plan

## CERTIFICATION:

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

Don E. Benavente, Managing Member  
Owner Starwest Alaska, LLC

7/25/17  
Date

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

[Signature]  
Applicant (if different than owner)

7/24/17  
Date

## *Narrative for Conditional Use Permit Application*

### *Introduction*

*This narrative is to serve as supplementary information related to the conditional use permit application submitted by Green Leaf Inc to conduct commercial marijuana cultivation at 4500 Sawmill Creek Road Sitka Alaska 99835. As mentioned, the applicant is Green Leaf Inc., but is more commonly referred to as Green Leaf. Aaron Bean – Green Leaf's CEO- is representation for this application.*

### *Summary of Project*

*Green Leaf is proposing to utilize the property located at 4500 Sawmill Creek Road Sitka, Alaska for commercial marijuana cultivation. The related activities to marijuana cultivation and its parts will include, but not limited to, cultivating marijuana, drying marijuana, packaging marijuana and delivering marijuana. This application –in its entirety- stands harmony with Sitka's municipal code 22.24.026 Marijuana Conditional Use Permits.*

### *History*

*The Alaska Marijuana Legalization, Ballot Measure 2 was on the November 4, 2014 ballot in Alaska as an initiated state statute, where it was approved.[1] As a result of its passage, the measure allowed people age 21 and older to possess up to one ounce of marijuana and up to six plants. It also made the manufacture, sale and possession of marijuana paraphernalia legal. The initiative was designed to implement these changes at the state level; however, these acts still remained illegal under federal law, at the time of the measure's passage.[2][3] Ballot measure 2 passed in Sitka earning approximately 70% of the total vote. [4]*

*The plans to try to place the measure on the ballot were announced by the Marijuana Policy Project in mid-January 2013. In June 2013, Lieutenant Gov. Mead Treadwell announced his office certified a measure allowing adults to possess up to one ounce of marijuana.[5] A citizens' group called The Alaska Campaign to Regulate Marijuana officially sponsored the measure.[6]*

*The Marijuana Control Board created by Measure 2 met for the first time on July 2, 2015. In December of 2016, the control board released its final draft of marijuana regulations. On Friday, January 22, 2016, Lieutenant Governor Byron Mallott filed the marijuana establishment regulations according to the provisions of AS 44.62.040 - 44.62.120. The effective date for the regulations is February 21, 2016.*

*Among other things, the regulation outlines rules for formation of a 'local regulatory authority' (LRA), marijuana packaging, store locations, distribution, edibles, and on-site consumption.[7]*

*The Sitka assembly made motions to create a marijuana advisory committee (MAC), which would be tasked with reporting a landscape for commercial marijuana in Sitka. According to the MAC's final report all marijuana establishments would be required to obtain a "special use permit" prior to conducting business within the City of Sitka. [8] The city and borough assembly is now the acting regulatory authority.*

#### *References:*

- 1. Yahoo News, "Alaska measure to legalize pot qualifies for August vote," February 4, 2014*
- 2. Alaska Dispatch, "Marijuana Policy Project plans Alaska ballot measure to decriminalize pot in 2014," accessed January 16, 2013*
- 3. The Huffington Post, "Alaska Becomes Fourth State to Legalize Recreational Marijuana," November 5, 2014*
- 4. <http://www.elections.alaska.gov/results/14GENR/>*
- 5. Daily News Miner, "Alaska Lt Gov. certifies application for legalizing marijuana," June 14, 2013*
- 6. StarTribune, "Organizers turn in signatures for Alaska marijuana legalization initiative," January 8, 2014*
- 7. State of Alaska Alcohol & Marijuana Control office:  
<https://www.commerce.alaska.gov/web/amco/MarijuanaRegulations.aspx>*
- 8. Sitka General Code 22.24.026 Marijuana Special Use Permits*

## *Sitka Municipal Code Compliance*

*Following is a narrative addressing specific code sections as indicated by the application for special use permit submission requirements.*

### *Sitka Municipal Code 17.68.20*

#### **REVIEW CRITERIA**

*A. The use is listed as a conditional use in the underlying zoning district, or has been interpreted to be similar in use to other listed conditional uses.*

*The subject property is zoned C-1. Pursuant to Sitka Municipal Code 22.24.026 "Marijuana Conditional Use Permits" letter "C" Marijuana Cultivation Facility is authorized as conditional use. A Marijuana Cultivation Facility is defined by Sitka Municipal Code 22.08.587 C. as "means an entity registered to cultivate, prepare, and package marijuana and to sell marijuana and marijuana products; and sell marijuana and marijuana products to other marijuana product manufacturing facilities and to retail marijuana stores, but not to consumers" By definition Green leaf is a marijuana cultivation facility.*

***B. The characteristics of the site are suitable for the proposed use considering the size, shape, location, topography and natural features.***

*The size and shape of the existing building and land is ideal use as a marijuana cultivation facility. Locating a marijuana cultivation facility in a commercial and retail oriented zone seems a better fit in many ways. Cultivation activities would take place on a daily basis, at a time in which most -if not all- surrounding properties are operational in reference to their business operation. The impact of a marijuana cultivation facility, at this site, wouldn't have any additional impact other than what would be expected with any similar commercial use.*

*The existing building is constructed of steel with commercial and industrial uses in mind, and it has adequate space for all cultivation activities. There are no known topography concerns or natural features that would hinder this site to be used by Green Leaf under the conditional use permit.*

*C. The proposed use will not alter the character of the surrounding area in a manner which substantially limits, precludes, or impairs the use of the surrounding properties for the primary uses listed in the underlying zoning district.*

*Granting a conditional use permit and allowing Green Leaf to conduct marijuana cultivation related activities would likely enhance the use of the surrounding properties by bringing more commerce to the district. Green leaf's cultivation facility would undoubtedly bring more tourist to the district. The additional customers in the area would be beneficial to surrounding businesses. The owners of these businesses would welcome Green Leaf as a neighbor.*

***The proposed use will not result in the use of land for any purpose which may create or cause to be created any public nuisance including, but not limited to, air, land, or water degradation, noise, glare, heat, vibration, or other consideration which may be injurious to the public health, safety, and welfare.***

*Nothing conducted at Green Leaf's marijuana cultivation facility, past, present or future would be considered injurious to the public health, safety or welfare. In fact additional state controls are in place to insure public health, safety and welfare are held in high regard in relation to Green Leaf's cultivation facility.*

*D. The proposed use will be reasonably compatible with existing or planned neighboring uses based on review of the following:*

*1. The basic design of the site is complete- other than cultivation material and supplies- Green Leaf assumes any prior building modifications have been reviewed by Sitka's building department.*

*2. **Visual elements (scale, structural design and form, materials and so forth)***

*Except for exterior signs, no change of scale, structural design, form or materials are planned, in addition to what has been presented in this application*

*3. **Noise***

*There will be some ambient noise outside of the building related to marijuana cultivation, but nothing that would be unreasonable or out of the norm, and certainly within city codes for acceptable decibel levels for commercial/industrial zones.*

**4. Noxious odors**

*There will be no poisonous or harmful odors inside or outside the facility.*

**5. lighting**

*The parking lot has existing illumination with lights fixed to the building. Green Leaf will also be adding additional lighting to adhere to states security requirements.*

**6. Signage**

*After approval is granted for conditional use, an external sign will be attached to the build in compliance with state administrative code, which allows a – no greater than- 4800 square inch sign to be fixed to the outside of 4500 SMC.*

**7. Traffic**

*none*

**8. Effects on parking**

*Green leaf will adhere to SGC 22.20.100 (G)(13) by providing 8'x19' space. Said spaces will be reserved for employees and visitors. Note: There is ample onsite parking, and Green Leaf would be glad to provide a scaled parking plan upon request.*

**9. Effects on air quality and water quality**

*None*

**Conclusion**

*We respectfully request approval of the special use permit based upon the facts presented herein. Green Leaf Inc will not only enhance the properties and businesses nearby, but also serve the greater Sitka community.*

*Thank you,  
Aaron Bear, CEO  
Green Leaf  
(907) 738 8923*



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: | 14061  |      |       |
| License Type:      | Marijuana Cultivation Facility License |                 |        |      |       |
| Doing Business As: | Green Leaf, Inc.                       |                 |        |      |       |
| Premises Address:  | 4500 Sawmill Creek Road                |                 |        |      |       |
| City:              | Sitka                                  | State:          | ALASKA | ZIP: | 99835 |

|                  |            |        |        |      |       |
|------------------|------------|--------|--------|------|-------|
| Mailing Address: | PO Box 464 |        |        |      |       |
| City:            | Sitka      | State: | ALASKA | ZIP: | 99835 |

|                  |  |             |              |  |  |
|------------------|--|-------------|--------------|--|--|
| Primary Contact: | Aaron Bean   |             |              |  |  |
| Main Phone:      | 907-738-8923   | Cell Phone: | 907-738-8923 |  |  |
| Email:           | <a href="mailto:aaron.bean@greenleafalaska.com">aaron.bean@greenleafalaska.com</a> |             |              |  |  |



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, and video surveillance. Security cameras will be installed throughout the facility that allow for monitoring all areas 24 hours each day- for 40 days- 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.



**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





**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:**

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 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.

**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. 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. 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 in the facility 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 recorders 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.



**Alaska Marijuana Control Board**

## **Form MJ-01: Marijuana Establishment Operating Plan**

**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 security cameras at all times. Loitering in and around the facility will not be permitted, and staff will have a regular and noticeable presence around the property to deter unauthorized entrance. Managers will work with the 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 motion detectors. At all hours of the day or night these motion detectors, if activated, will trigger the alarm system. At a minimum, the motion sensors will be located at the front entrance and in the office. All employees will be aware of the locations of the motion detectors and taught proper use of the system prior to beginning work. Motion detectors will monitor all areas of cultivation facility. Any unauthorized intrusion or attempted intrusion will send an automatic, electronic alert to Ownership and local law enforcement.



## Alaska Marijuana Control Board

**Form MJ-01: Marijuana Establishment Operating Plan**

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

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 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"/> |



## Alaska Marijuana Control Board

**Form MJ-01: Marijuana Establishment Operating Plan**

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

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 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

☒ ☐

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

☒ ☐

Video surveillance records are stored off-site

☐ ☒



Alaska Marijuana Control Board

## Form MJ-01: Marijuana Establishment Operating Plan

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/emco>

Phone: 907.269.0350

### Business Records (3 AAC 306.755):

All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records. Applicants should be able to answer "Yes" to all items below.

#### Business Records Maintained and Kept on the Licensed Premises:

Yes

No

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

☒☐

A current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment

☒☐

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

☒☐

Records related to advertising and marketing

☒☐

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

☒☐

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

☒☐

All records normally retained for tax purposes

☒☐

Accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed

☒☐

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

☒☐



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

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. 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.



## Alaska Marijuana Control Board

**Form MJ-01: Marijuana Establishment Operating Plan****Section 3 – Inventory Tracking of All Marijuana and Marijuana Product**

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

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

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

**Marijuana Tracking and Weighing:**

Yes No

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

☒ ☐

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

☒ ☐

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

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

☒ ☐

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

☒ ☐

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

☒ ☐**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, assuring 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, operational 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.



Alaska Marijuana Control Board

## Form MJ-01: Marijuana Establishment Operating Plan

### Section 5 – Waste Disposal

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

Applicants should be able to answer “Yes” to the statement below.

**Marijuana Waste Disposal:**

Yes

No

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

☒☐

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

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.



Alcohol and Marijuana Control Office

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Anchorage, AK 99501

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Alaska Marijuana Control Board

## Form MJ-01: Marijuana Establishment Operating Plan

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

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.



Alaska Marijuana Control Board

## Form MJ-01: Marijuana Establishment Operating Plan

Alcohol and Marijuana Control Office

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### Section 6 – Transportation and Delivery of Marijuana and Marijuana Products

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

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

#### Marijuana Transportation:

Yes

No

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

☒☐

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

☒☐

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

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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

☒☐

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

☒☐

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

☒☐



## Alaska Marijuana Control Board

**Form MJ-01: Marijuana Establishment Operating Plan**

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

All 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 3/4" 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.

Approved



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 306.360):

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

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

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

Agree Disagree

Is false or misleading

☒ ☐

Promotes excessive consumption

☒ ☐

Represents that the use of marijuana has curative or therapeutic effects

☒ ☐

Depicts a person under the age of 21 consuming marijuana

☒ ☐

Includes an object or character, including a toy, a cartoon character, or any other depiction designed to appeal to a child or other person under the age of 21, that promotes consumption of marijuana

☒ ☐



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

\_\_\_\_\_  
Printed name

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

My commission expires: \_\_\_\_\_



Alcohol and Marijuana Control Office

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Alaska Marijuana Control Board

## Form MJ-01: Marijuana Establishment Operating Plan

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(Additional Space as Needed):





**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

**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.

|                           |   |                        |        |             |       |
|---------------------------|---|------------------------|--------|-------------|-------|
| <b>Licensee:</b>          | Green Leaf, Inc.                                | <b>License Number:</b> | 14061  |             |       |
| <b>License Type:</b>      | Standard Marijuana Cultivation Facility License |                        |        |             |       |
| <b>Doing Business As:</b> | Green Leaf                                      |                        |        |             |       |
| <b>Premises Address:</b>  | 4500 Sawmill Creek Road                         |                        |        |             |       |
| <b>City:</b>              | Sitka   | <b>State:</b>          | ALASKA | <b>ZIP:</b> | 99835 |



**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

**Section 2 – Prohibitions**

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

The marijuana cultivation facility will not:

Agree Disagree

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

☒ ☐

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

☒ ☐

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

☒ ☐

**Section 3 – Cultivation Plan**

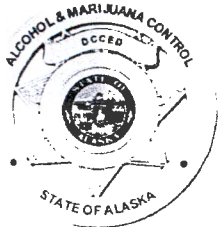
Review the requirements under 3 AAC 306.420, and identify how the proposed premises will meet the listed requirements.

**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 square feet, with cultivation areas measuring approximately 8,464 square feet. The facility will have one front door, and one backdoor for all regular ingress and egress from the building; and one emergency exit door. The main flower area is equipted with one 10'x13' rolling bay door and one 12'x14' rolling bay door. The facility will have an entrance and check-in area, one 9'x10' security office and safe room, one veg room, one flower room, one mother and one cloning room, 60'x27'room for marijuana harvesting/drying and processing, one 38'x81' room for storage of all other facility products and materials, one room for disposal activity and waste storage, one restroom, and one break room.

Please see attached diagrams for further clarification.





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

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

**Describe the marijuana cultivation facility's waste disposal arrangements:**

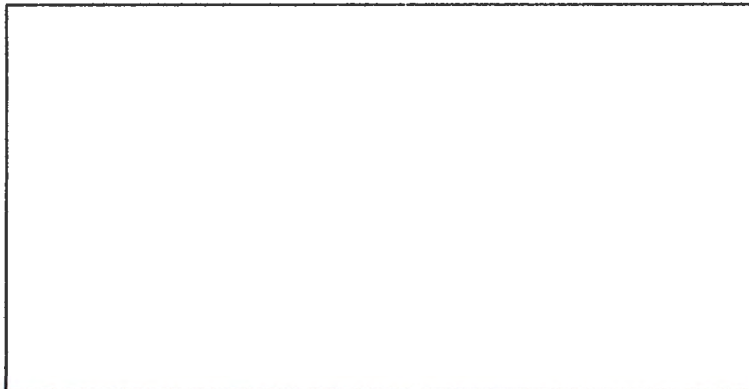
Green Leaf, Inc. will implement a thorough Disposal Plan to safeguard marijuana consumers, Green Leaf, Inc.'s employees, and the community from the potential hazards presented by marijuana waste. The expected waste that Green Leaf, Inc. will be disposing of includes: (1) waste from marijuana flowers, trim, and solid plant 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. 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 either non-compostable or compostable solid wastes to 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 soil. Compostable solid wastes include food waste, yard waste, and 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 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 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 this waste and dispose of it. To ensure tracking and to ensure that no 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.





Alaska Marijuana Control Board

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

Alcohol and Marijuana Control Office

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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, leafs) 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]



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<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

\_\_\_\_\_  
Printed name

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

My commission expires: \_\_\_\_\_



**Alaska Marijuana Control Board**  
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<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

(Additional Space as Needed):

Parcel ID: 6-1000-050  
City and Borough of Sitka  
100 Lincoln St  
Sitka AK 99835

Parcel ID: 6-6000-000  
Starwest Alaska, LLC  
c/o Ellis Stutzman  
P.O. Box 2422  
Lebanon OR 97355

Parcel ID: 6-6500-200  
City and Borough of Sitka  
100 Lincoln St  
Sitka AK 99835

Parcel ID: 6-6500-600  
Silver Bay Seafoods, LLC  
208 Lake St, Ste E  
Sitka AK 99835

Parcel ID: 6-6500-700  
Silver Bay Seafoods, LLC  
208 Lake St, Ste E  
Sitka AK 99835

Parcel ID: 6-6500-900  
City and Borough of Sitka  
100 Lincoln St  
Sitka AK 99835

Parcel ID: 6-6500-925  
City and Borough of Sitka  
100 Lincoln St  
Sitka AK 99835

Parcel ID: 6-6500-950  
City and Borough of Sitka  
100 Lincoln St  
Sitka AK 99835

Parcel ID: 6-7000-300  
City and Borough of Sitka  
100 Lincoln St  
Sitka AK 99835

Parcel ID: 6-9001-000  
Silver Bay Seafoods  
208 Lake St, Suite E  
Sitka AK 99835

**P&Z Mailing**  
August 4, 2017

JUL 24 2017

CITY AND BOROUGH OF SITKA

Name

Aaron Bear

Account#

## conditional use permit

Date \_\_\_\_\_

|   |    |    |
|---|----|----|
| 7 | 24 | 17 |
|---|----|----|

By(Initial)\_\_\_\_\_

Check

Cash

**Credit Card**

| Description            | Amount |
|------------------------|--------|
| conditional use permit | 100    |
| Tax                    | 6      |
| Total                  | -106   |

**QUITCLAIM DEED**

The Grantor, **STARWEST HOLDINGS, LLC, an Oregon limited liability company**, of 884 Park Street, Lebanon, Oregon 97355, for and in consideration of one dollar (\$1.00) and other valuable consideration, in hand paid, conveys and quitclaims to the Grantee, **STARWEST ALASKA, LLC, an Alaska limited liability company** of 4500 Sawmill Creek Road, Sitka, Alaska 99835, any and all interest in the following described real estate, located in the Sitka Recording District, First Judicial District, State of Alaska:

Lot Five (5), Sawmill Cove Industrial Park, Subdivision #1, Plat No.  
2006-8, Sitka Recording District, First Judicial District, State of Alaska.

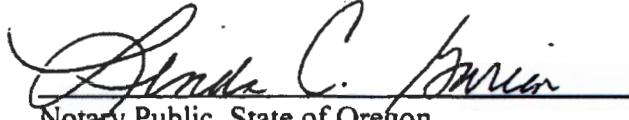
Dated this 22 day of January 2009.

Ellis Stutzman, Manager

STATE OF OREGON                    )  
  ) ss.  
COUNTY OF LINN                )

THIS IS TO CERTIFY that on this 22 day of January 2009, before me, the undersigned, a notary public in and for the State of Oregon, duly commissioned and sworn, personally appeared **Ellis Stutzman**, to me known and known to me to be the person named in and who executed the within and foregoing instrument, and he acknowledged to me that he signed the same freely and voluntarily for the uses and purposes therein mentioned.

WITNESS my hand and official seal the day and year in this certificate first above written.

  
Notary Public, State of Oregon  
My commission expires: April 12, 2011

After recording, return to:

Grantee

