

MEETING AGENDA
5:30 P.M.

***Participate by dialing 888-392-4560; meeting code 57103
Please MUTE your phone upon entering the call***

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
 - a. Minutes of March 5, 2020
4. APPROVAL OF AGENDA
5. UNFINISHED BUSINESS
6. NEW BUSINESS
 - a. 25324 Alaskan Grown Cannabis New Marijuana Retail Store
 - b. 16915 Bristol Bay Bud License Renewal
 - c. DMC 4.15.235
 - d. DMC 8.18
7. PUBLIC COMMENT/COMMITTEE COMMENTS
8. ADJOURNMENT

DATE ASSIGNED	TASK	STATUS
Dec. 6. 2018	Review Sales Tax exemption regarding lease	
Dec. 6. 2018	Review personal use v commercial use; fishing vessels	
April 11, 2019	Sales Tax Code review for casual and isolated sales (Revisit in 9/2020 to allow for more data)	
Jan. 16, 2020	Review / update DMC 15.04 Floodplain regulation to be FEMA compliant	
Sept. 3, 2020	DMC 8.18 Liquor license review - update to include marijuana licensing	

1. CALL TO ORDER

The Code Review Committee met on Thursday, March 5, 2020, in the City Council Chambers, Dillingham, AK. Council Member Chris Napoli chaired the meeting and called the meeting to order at 5:30 p.m.

2. ROLL CALL

Committee Members present:

Chris Napoli Lori Goodell Gregg Marxmiller Bill Rodawalt

Committee Members excused:

Mayor Alice Ruby Tod Larson

3. APPROVAL OF MINUTES

- a. Minutes of February 13, 2020

MOTION: Bill Rodawalt moved and Gregg Marxmiller seconded the motion to approve the minutes of February 13, 2020.

VOTE: The motion passed unanimously by voice vote.

4. APPROVAL OF AGENDA

It was recommended by the Chair that New Business be moved before Unfinished Business to accommodate presentations.

MOTION: Gregg Marxmiller moved and Bill Rodawalt seconded the motion to approve the agenda as amended.

VOTE: The motion passed unanimously by voice vote.

5. NEW BUSINESS

- a. DMC 15.04 Floodplain Regulations

Cynthia Rogers, Planning Director, spoke regarding NFIP requirements and the proposed FEMA regulation updates in code. Changes are needed to bring code into compliance with FEMA. Not being in compliance could result in FEMA not extending coverage in a disaster. It was noted the changes still allow for variances in the land use process.

MOTION: Bill Rodawalt moved and Gregg Marxmiller seconded the motion to recommend the proposed Ordinance to Council.

VOTE: The motion passed unanimously by voice vote.

- b. Review Procurement Policy

Anita Fuller, Finance Director, spoke regarding the need to adjust the procurement policy. The current policy is out of date and not conducive to efficient business practices. It was recommended to increase minimum purchasing amounts, and to extend credit card beyond travel to also include purchases.

MOTION: Bill Rodawalt moved and Gregg Marxmiller seconded the motion to increase the minimum purchase amounts in code as recommended by the Finance Director and update credit card policy to include purchases.

- Updated language for credit card policy and history of current usage to be included with proposed changes.

Question called; no objections.

VOTE: The motion passed unanimously by voice vote.

6. UNFINISHED BUSINESS

a. Draft Ordinance Plastic Bag Ban

- Notice to vendors and outreach for implementation will be essential.
- Messaging, “bag trees”, and a reusable bag program could be utilized during transition.
- 8.04.120 A. will include the word ‘new’. The effective date will be December 31, 2020.

MOTION: Gregg Marxmiller moved and Bill Rodawalt seconded the motion to recommend this Ordinance to Council as amended.

Question called; no objections.

VOTE: The motion passed unanimously by voice vote.

b. Remote Online Sales Tax Sample Ordinance

- As a new tax this is a work in progress and will continue to be refined.
- Identification and notification to vendors will be an on-going process.
- The AML Commission will only address remote sales tax.

MOTION: Gregg Marxmiller moved and Bill Rodawalt seconded the motion to recommend that Council adopt the remote seller’s sales tax code per the AML agreement.

VOTE: The motion passed unanimously by voice vote.

7. PUBLIC COMMENT/COMMITTEE COMMENTS

Bill Rodawalt: commented it was requested City Hall open their restrooms.

Gregg Marxmiller: stated he appreciates Department of Public Works and city staff for their hard work. The difficulties involved with limited staff, and aging equipment, coupled with heavy snowfall were noted. It was commented the public should get to know city personnel.

Chris Napoli: noted he is glad we moved things forward.

8. ADJOURNMENT

The meeting adjourned at 6:39 p.m.

Chris Napoli, Chair

ATTEST:

Lori Goodell, City Clerk

Approval Date: _____

DRAFT

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August 10, 2020

Dillingham

Attn: Janice Williams

Via Email: cityclerk@dillinghamak.us

License Number:	25324
License Type:	Retail Marijuana Store
Licensee:	Rural Retail Management, LLC
Doing Business As:	Alaskan Grown Cannabis
Physical Address:	213 West A Street Dillingham, AK 99576
Designated Licensee:	Kalla Peacock
Phone Number:	907-350-7893
Email Address:	alaskangrownproducts@gmail.com

New Application **New Onsite Consumption Endorsement Application (Retail Only)**

AMCO has received a complete application for a marijuana establishment within your jurisdiction. This notice is required under 3 AAC 306.025(d)(2). Application documents will be sent to you separately via ZendTo.

To protest the approval of this application pursuant to 3 AAC 306.060, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of the date of this notice, and provide AMCO proof of service of the protest upon the applicant. If the protest is a “conditional protest” as defined in 3 AAC 306.060(d)(2) and the application otherwise meets all the criteria set forth by the regulations, the Marijuana Control Board may approve the license, but require the applicant to show to the board’s satisfaction that the requirements of the local government have been met before the director issues the license.

3 AAC 306.010, 3 AAC 306.080, and 3 AAC 306.250 provide that the board will deny an application for a new license if the board finds that the license is prohibited under AS 17.38 as a result of an ordinance or election conducted under AS 17.38 and 3 AAC 306.200, or when a local government protests an application on the grounds that the proposed licensed premises are located in a place within the local government where a local zoning ordinance prohibits the marijuana establishment, unless the local government has approved a variance from the local ordinance.

This application will be in front of the Marijuana Control Board at our August 19-20, 2020 meeting.

Sincerely,

Glen Klinkhart, Interim Director
amco.localgovernmentonly@alaska.gov



LIQUOR/MARIJUANA LICENSE APPLICATION REVIEW FORM

Received
July 15, 2020

License Renewal	License Transfer	New License	Other
		Yes	
Doing Business As	License Type	Licensee	Physical Address
Alaskan Grown Cannabis	Retail Marijuana Store	Rural Retail Management LLC	213 West A Street

This review covers the period January 01/2020 to August 10, 2020.

Route to FINANCE 07/16/2020 Respond by: 08/10/2020 Info. Available as of 08/10/2020
Date Date Date

ACTIVITY	STATUS
Sales Tax Reports Filed and Payments Submitted	Bal. Due <u>\$0.00</u> Date/Amt. of Last Payment _____ No. late payments _____ Comment: No payments/reports to date
Real Property Tax Owns the property? YES <input type="radio"/> NO <input checked="" type="radio"/>	Bal. Due <u>\$2,043.60</u> Date/Amt. of Last Payment <u>05/12/2020</u> No. late payments <u>1</u> Comment: Owned by Dennis and Melissa Varner
Personal Property Tax (Inventory, Supplies, Office Equipment)	Bal. Due <u>\$0.00</u> Date/Amt. of Last Payment _____ No. late payments _____ Comment: No personal property tax filed
Utility Bill Responsible for utilities? YES <input type="radio"/> NO <input type="radio"/>	Bal. Due _____ Date/Amt. of Last Payment _____ No. late payments _____ Comment:
Most Current DLG Business License	License Year _____ Date Applied _____ Comment: No business license has been applied for
Most Current AK State Bus. License	License Year _____ Date Applied _____ Comment: There is no state license information for Alaskan Grown Cannabis, Rural Retail Management, LLC



LIQUOR/MARIJUANA LICENSE APPLICATION REVIEW FORM

Received
Aug. 10, 2020

License Renewal	License Transfer	New License	Other
		Yes	
Doing Business As	License Type	Licensee	Physical Address
Alaskan Grown Cannabis	Retail Marijuana Store	Rural Retail Management LLC	231 West A Street

A review of land use is required for a license transfer or new license.

Route to PLANNING 8/10/20 **Respond by:** 9/11/20 Info. Available as of 9/3/20
 Date Date Date

1) Does the structure, or use of land or a structure, including parking requirements at the proposed license location conform to Title 18. Explain.

Chapter 18.16
 LAND USE PERMITS

Title 18 requires that unless a land use activity is a by-right land use activity, no party shall construct, construct an addition to, substantially improve, or change the principal use of, a structure. In this case, the applicant is requesting to change the principal use of this structure from a garage to a commercial marijuana retail store. This requires a land use permit be sought and approved by the City of Dillingham in order to conform to Title 18. Further, a driveway or interior access lane that accesses a parcel across a public right-of-way is by definition considered an encroachment in the right-of-way and requires a land use permit. A land use permit has not been submitted as required by this land owner.

Chapter 18.20
 LAND USE DISTRICTS

This parcel is located in the General Use District of the City.

Chapter 18.36
 OFF-STREET PARKING REQUIREMENTS

The proposed establishment contains approximately 480 square feet of retail space. Although a marijuana retail establishment is not specifically covered in the parking requirements section, for the use most similar to a marijuana retail store, I am applying the minimum of one space per 300 square feet of retail space, but not less than two spaces total. Each space shall be 9 feet wide by 18 feet in length. In addition, parking for loading/off-loading requires a space 10 feet wide by 40 feet in length, with a minimum height clearance of 14 feet. The loading requirement of 40 feet in length does not appear to be possible within the parcel as required, without encroachment into the right-of-way. Similarly, the loading requirement of 10 feet in width does not appear to be possible within the parcel due to the placement of the building on the lot. These requirements would need to be staked out by the property owner for verification by the City.

In addition, all off-street parking spaces and loading facilities, including interior access lanes, shall be paved or surfaced with at least two inches of compacted gravel and graded and drained. This would need to be addressed by the property owner and verified by the City to be in compliance with this section of code.

Also noted, was that on the applicant's diagram 4, the premises/right of possession does not include the required parking spaces as provided above. The City would like to see that rectified to ensure that the



LIQUOR/MARIJUANA LICENSE APPLICATION REVIEW FORM

Received
Aug. 10, 2020

License Renewal	License Transfer	New License	Other
		Yes	
Doing Business As	License Type	Licensee	Physical Address
Alaskan Grown Cannabis	Retail Marijuana Store	Rural Retail Management LLC	231 West A Street

required off-street parking requirement for this commercial marijuana retail establishment is reflected as part of the lease/deed and included as part of the licensed premises.

Chapter 18.40
YARD REQUIREMENTS

In the GU, general use district, geometric standards are:

- A. Required yard for all buildings.
 - 1. Front yard shall not be less than fifteen feet.
 - 2. Side yard shall not be less than five feet.
 - 3. Rear yard shall not be less than five feet.

Based on the Premises Diagram, it appears that the retail entrance will be located in a side yard.

A required yard shall remain open and unobstructed, except as follows:

- B. Open stairways and balconies, decks, arctic entries, chimneys and other structures greater than two and one-half feet in height, may project a distance of not more than two feet into the required yard.

The Premises Diagram does not provide enough information to make a determination on whether it would comply with this section of code. The property owner would need to provide more information upon which to determine conformance with this code requirement.

In summary, the structure, or use of land or a structure, including parking requirements at the proposed license location DOES NOT currently conform to Title 18 requirements.

2) License Transfer and New Licenses require a public hearing DMC 8.18.020, B. Provide a detail of the Public Notice Requirements.

No public notice requirements were noted in Chapter 8.30 MARIJUANA REGULATION, for new retail marijuana store applications.



LIQUOR/MARIJUANA LICENSE APPLICATION REVIEW FORM

Received
July 15, 2020

License Renewal	License Transfer	New License	Other
		Yes	
Doing Business As	License Type	Licensee	Physical Address
Alaskan Grown Cannabis	Retail Marijuana Store	Rural Retail Management LLC	231 West A Street

Reviewed by: _____
Date

Recommendation:

The City of Dillingham protests this application

The City of Dillingham waives the right to protest this application

Explain the reason(s) for a protest of the application:

OTHER:

During the two year period that the license is in effect, state statute allows the local governing body to protest the continued operation of a license during the second year of the biennial license period. This may be done by sending both the Alcohol Marijuana and Control Board and the licensee a protest and the reason for the protest by January 31 of the second year of the license.

OTHER Comment:



Alaska Marijuana Control Board

Form MJ-00: Application Certifications

What is this form?

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

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

Section 1 – Establishment Information

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

Licensee:	Rural Retail Management, LLC	License Number:	25324		
License Type:	Retail Marijuana Store				
Doing Business As:	Alaskan Grown Cannabis				
Premises Address:	213 West A Street				
City:	Dillingham	State:	AK	ZIP:	99576

Section 2 – Individual Information

Enter information for the individual licensee.

Name:	Kalla Peacock
Title:	Manager, Member

Section 3 – Other Licenses

Ownership and financial interest in other licenses: Yes No

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

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

Retail #20440, Retail #20439, Retail #11769, Retail #17764, Retail #21084, Retail #22294, Manufacturing #17768, Cultivation #17766, Retail #11119, Cultivation License #14073, Manufacturing License #14619, Retail License #14083



Alaska Marijuana Control Board

Form MJ-00: Application Certifications

Section 4 – Certifications

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

Initials

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

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

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

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

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

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

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

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

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

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

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



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

Alaska Marijuana Control Board

Form MJ-00: Application Certifications

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

Initials

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

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

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

Initials

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

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

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

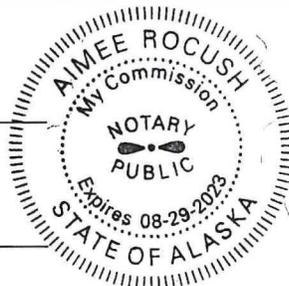
I certify that I do not have an ownership in, or a direct or indirect financial interest in a marijuana testing facility license.

All marijuana establishment license applicants:

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

Signature of licensee

Kalla Peacock
 Printed name of licensee



Notary Public in and for the State of Alaska

My commission expires: 8/29/2023

Subscribed and sworn to before me this 15th day of May, 2020.



Alaska Marijuana Control Board

Form MJ-00: Application Certifications

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

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

Section 1 – Establishment Information

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

Licensee:	Rural Retail Management, LLC	License Number:	25324		
License Type:	Retail Marijuana Store				
Doing Business As:	Alaskan Grown Cannabis				
Premises Address:	213 West A Street				
City:	Dillingham	State:	AK	ZIP:	99576

Section 2 – Individual Information

Enter information for the individual licensee.

Name:	Jason Evans
Title:	Manager, Member

Section 3 – Other Licenses

Ownership and financial interest in other licenses:

Yes No

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

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

Cultivation License #14073, Manufacturing License #14619, Retail License #14083



Alaska Marijuana Control Board

Form MJ-00: Application Certifications

Section 4 – Certifications

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

Initials

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

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

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

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

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

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

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

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

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

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

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



Alaska Marijuana Control Board

Form MJ-00: Application Certifications

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

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

Initials

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

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

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

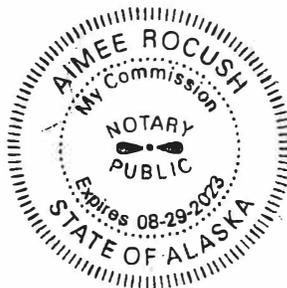
I certify that I do not have an ownership in, or a direct or indirect financial interest in a marijuana testing facility license.

All marijuana establishment license applicants:

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

Signature of licensee

Jaso nEvans
Printed name of licensee



Notary Public in and for the State of Alaska

My commission expires: 8/29/2023

Subscribed and sworn to before me this 14th day of MAY, 2020.



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

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

What must be covered in an operating plan?

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

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

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

Section 1 – Establishment & Contact Information

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

Licensee:	Rural Retail Management, LLC	MJ License #:	25324		
License Type:	Retail Marijuana Store				
Doing Business As:	Alaskan Grown Cannabis				
Premises Address:	213 West A Street				
City:	Dillingham	State:	Alaska	ZIP:	99576

Mailing Address:	500 W. International Airport Rd, Suite F				
City:	Anchorage	State:	Alaska	ZIP:	99518

Designated Licensee:	Kalla Peacock				
Main Phone:	907-350-7892	Cell Phone:			
Email:	alaskangrownproducts@gmail.com				



Form MJ-01: Marijuana Establishment Operating Plan

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

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

Alaskan Grown Cannabis 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. A designated employee will request from all customers for government-issued, photo identification and will thoroughly examine the ID before allowing entrance into the retail store. Continued ...

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

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

The retail store will be equipped with 24 hour monitoring alarm system, exterior lighting, and video surveillance. To maintain the security of the facility and all marijuana products, restricted access areas of the store will be monitored and restricted at all times. Access will only be granted to employees and the licensees, with the limited exception of scheduled pre-approved visitors (AMCO enforcement, law enforcement and other duly authorized agents are not considered visitors and will be granted access whenever access is requested). Each entry point to a restricted access area will have signs prominently posted stating that the area is restricted, for employees only. Distinct and apparent cameras will be placed throughout and around the store to discourage the public from attempting access. At least one employee will be behind the point of sale counter at all times. All members of the public who are allowed access to the restricted access areas of the facility must check in at the front entrance door and obtain a visitor badge, which are to be worn and clearly displayed at all times while on the premises.

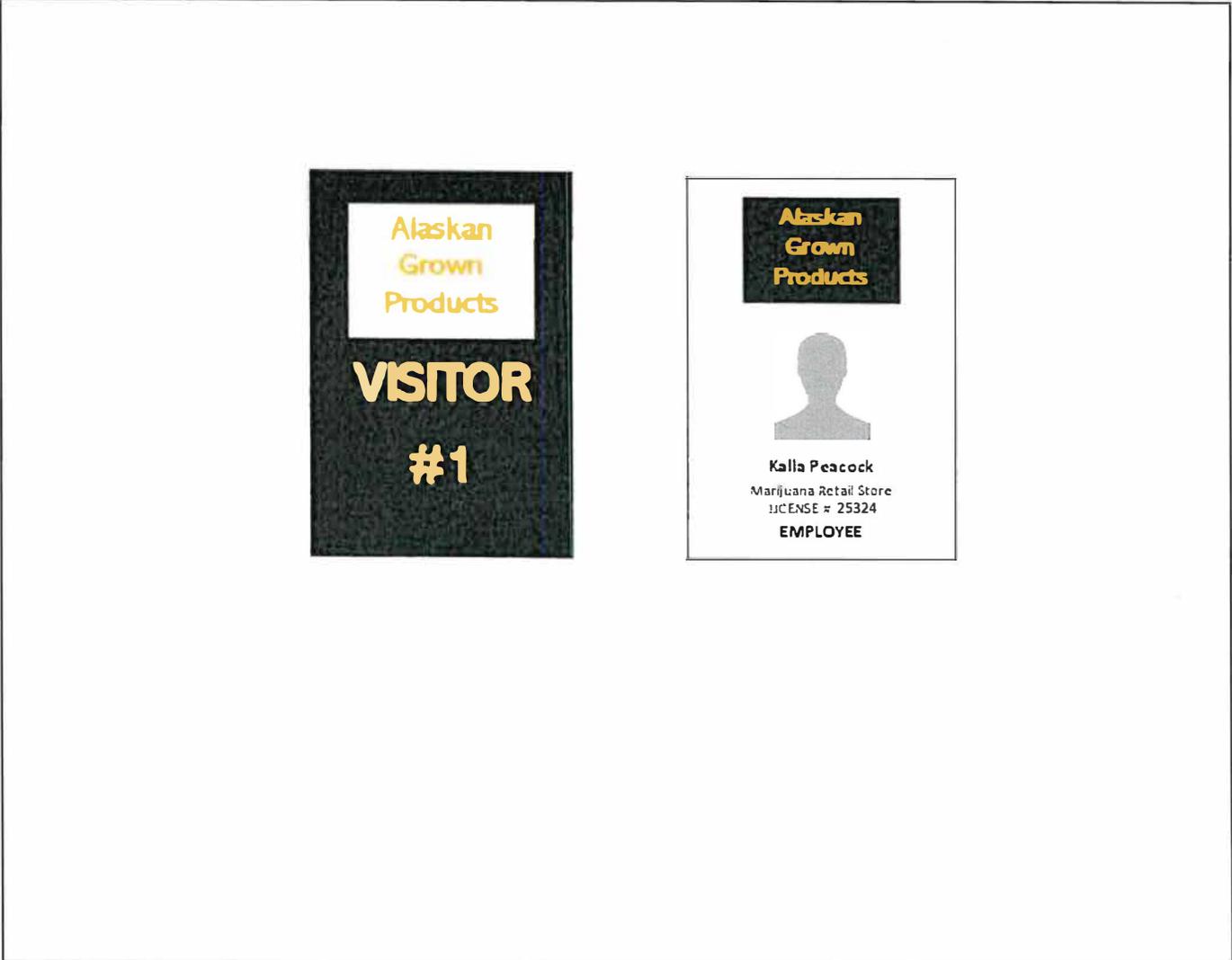
3.2. Describe your recordkeeping and processes for admitting visitors into and escorting them through restricted access areas:

In order to be escorted into restricted access areas, a visitor must be pre-scheduled by either the licensees, or a manager, with the exception of AMCO Enforcement and duly authorized law enforcement agents. Each visitor will sign into the visitor's log indicating their name, the date, time in and out of the restricted access area, and purpose of the visit. All visitors will be required to sign in, and to provide valid, government issued, photo identification. Each visitor (with the exception of law enforcement, AMCO Enforcement or other duly authorized agents) will be issued a visitor badge and will be instructed to clearly display it on their person at all times while on the licensed premises and return the badge upon exit. At this time, the licensees or a designated employee will brief the visitor on the company's policy's regarding hygiene, safety, regulatory compliance and any other pertinent information the visitor should be aware of while inside the restricted access areas of the retail store. The licensees or a designated employee will escort and actively supervise the visitor (s) during the entire visit. At no time will there be more than 5 visitors per supervising employee or licensee on the premises. Once the visit has concluded, all visitors will be required to exit the premises and return their visitor badges. The visitors log will be kept and stored on-site as an official business record. The escorting employee will record all information related to the visitor's presence, including any reportable activity or behavior during the visit. This visitor log will be made available to AMCO upon request. The records will be stored in the secured storage room. After 7 years the hard copy may be destroyed.



Form MJ-01: Marijuana Establishment Operating Plan

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



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

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

The exterior lighting fixtures of the retail facility will be designed and installed to deter nuisance activity and enhance surveillance, while minimizing any sort of neighborhood nuisance. Additional lighting will be used to increase picture quality and brightness for security related documentation. The camera system and lighting will be constantly calibrated to maximize the quality of any recorded images, and to also discourage theft and/or trespassing. The lighting fixtures will be installed to insure there are no dark spots around the perimeter, or any of the entrances to the facility. All outdoor lighting will be weather proof and vandal proof.



Form MJ-01: Marijuana Establishment Operating Plan

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

Alaskan Grown Cannabis will contract with a third party security company to install the alarm system, maintain the equipment, periodically test the devices and continuously monitor the facility at an off-site security monitoring center. The alarm system will be set up to monitor for intrusions with motion detectors in all areas of the building, active during closed hours, as well as a door sensor on the exterior door and glass break sensors on each exterior window. If triggered, an automatic, electronic alert will be sent to the security monitoring center as well as to the licensees or general managers cell phones. This will also trigger an audible alarm to help deter potential intruders. Live security footage will also be accessible to the licensees and/or the general manager via their cellular phones so they may keep an eye on the facility even when they are away. The alarm system will be active at all times that the store is closed. The last employee or licensee to leave the store each night will activate the alarm system and the first employee or licensee to arrive in the morning will deactivate the system. In the event that the alarm system sends an electronic alert to local law enforcement to notify them of an unauthorized breach, the management team will evacuate the building (if it's safe to do and necessary) to a pre-determined safe location. A designated employee will take a head count of employees and any visitors that may have been on the premises to ensure everyone is accounted for. Management will await instruction from law enforcement and comply with all directives. Once it is safe to do so, employees will return to the facility and inspect for property damage, theft, take inventory and submit all necessary and requested documentation to law enforcement officials and to AMCO enforcement. Additionally, any event that occurs on the licensed premises that involves local law enforcement will be promptly reported to AMCO Enforcement via email. In the case of the establishments knowledge of evidence or circumstances that reasonably indicate theft, diversion, or unexplained disappearance of marijuana, marijuana products, or money from the licensed premises; or any unauthorized access to the licensed premises, Kalla or Jason will notify AMCO and AMCO Enforcement as soon as possible and in any event, not more than 24 hours.

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

Alaskan Grown Cannabis will implement a security and anti-diversion plan that will encompass training, surveillance and mandated operating procedures. First, all employees will be taught about methods of diversion, and how to detect them. They will be trained in the company's standard operating procedures for handling marijuana products including the label tags placed on every package of marijuana, and how to insure they are in the database inventory. All adjustments to inventory will require a manager's code, which is recorded in a file that tell who logged on, what adjustments were made, and will also time stamp it. Beyond the electronic record keeping, visual verification will be done by managers on each shift, and all parts of the facility will be monitored by surveillance cameras. Employee's will be taught how diversion could take place including: employee theft, customer theft at the place of delivery, outside theft (robbery), or a combination of all of the above. Employees will be taught not just detection, but the appropriate responses to insure the safety of our fellow employees, customers, the public, and the facility itself.

3.7. Describe your policies and procedures for preventing loitering:

Signage stating "No Loitering" and that the premises is under video and audio surveillance will be prominently posted around the facility. Designated Alaskan Grown Cannabis personnel will be trained to perform routine, but unscheduled patrols of the premises to check for individuals with no official business on the property. Individuals found to be loitering on the premises will be met with a verbal request to exit the premises per the no loitering policy and if they do not comply law enforcement will be contacted for back up.

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

Initials

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