



FAIRBANKS CITY COUNCIL
AGENDA NO. 2017-22
REGULAR MEETING NOVEMBER 20, 2017
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA

PRELIMINARY MEETING

6:00 p.m. Work Session – Fairbanks Economic Development Corp Annual Report

It is the mission of the City of Fairbanks to provide essential services to the residents of the City that increase the desirability of the City as a place to live, work, and visit. Essential services include not just the visible activities of police, fire, and public works employees, but also the creation and maintenance of community infrastructure, promotion of safe housing and construction standards, and the sound management of community assets.

REGULAR MEETING

7:00 P.M.

1. ROLL CALL
2. INVOCATION
3. FLAG SALUTATION
4. CEREMONIAL MATTERS (Proclamations, Introductions, Recognitions, Awards)
5. CITIZENS' COMMENTS on consent agenda items indicated by an asterisk (*). Testimony is limited to five minutes. Any person wishing to speak needs to complete the register located in the hallway. Normal standards of decorum and courtesy should be observed by all speakers. Remarks should be directed to the City Council as a body rather than to any particular Council Member or member of the staff. In consideration of others, please silence all cell phones and electronic devices.

6. APPROVAL OF AGENDA AND CONSENT AGENDA

Approval of Consent Agenda passes all routine items indicated by an asterisk (*). Consent Agenda items are not considered separately unless a Council Member so requests. In the event of such a request, the item is returned to the General Agenda.

7. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

*a) Regular Meeting Minutes of September 11, 2017

8. SPECIAL ORDERS

a) The Fairbanks City Council, Sitting as a Committee of the Whole, will hear interested citizens concerned with the following application for a New Retail Marijuana Store License. Public Testimony will be taken and limited to five minutes.

Type: Retail Marijuana Store, License #12964
DBA: Fairdanks Cannabis
Licensee/Applicant: West Front Andrew, LLC
Physical Location: 29 College Road, Fairbanks, Alaska

9. MAYOR'S COMMENTS AND REPORT

a) Special Reports

10. UNFINISHED BUSINESS

11. NEW BUSINESS

*a) Ordinance No. 6066 – An Ordinance Amending Fairbanks General Code Section 74-34 Residential Property Tax Exemption to Clarify Amount of Exemption. Introduced by Council Members Pruhs, Cleworth, Bagwill, and Huntington.

*b) Ordinance No. 6067 – An Ordinance Approving Amendments to the 1997 Wastewater Treatment Plant Lease Agreement Between the City of Fairbanks and Golden Heart Utilities. Introduced by Mayor Matherly.

12. DISCUSSION ITEMS (Information and Reports)
 - a) Committee Reports

13. WRITTEN COMMUNICATIONS TO THE CITY COUNCIL
 - *a) Appointment to the Permanent Fund Review Board
 - *b) Reappointment to the Public Safety Commission
 - *c) Reappointment to the Chena Riverfront Commission
 - *d) Reappointment to the City Finance Committee
 - *e) Chena Riverfront Commission Meeting Minutes of June 14, 2017
 - *f) Chena Riverfront Commission Meeting Minutes of September 13, 2017
 - *g) Chena Riverfront Commission Meeting Minutes of October 11, 2017
 - *h) Hotel/Motel Discretionary Fund Committee Meeting Minutes of February 17, 2017

14. CITIZENS' COMMENTS, oral communications to the City Council on any item not up for public hearing. Testimony is limited to five minutes.

15. COUNCIL MEMBERS' COMMENTS

16. CITY CLERK'S REPORT

17. CITY ATTORNEY'S REPORT

18. EXECUTIVE SESSION
 - a) IBEW Labor Negotiations

19. ADJOURNMENT



FAIRBANKS CITY COUNCIL
REGULAR MEETING MINUTES, SEPTEMBER 11, 2017
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA

The City Council convened at 7:00 p.m. on the above date to conduct a Regular Meeting of the Fairbanks City Council at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, with Mayor Jim Matherly presiding and with the following Council Members in attendance:

Council Members Present: Joy Huntington, Seat A
June Rogers, Seat B
Valerie Therrien, Seat C
Jonathan Bagwill, Seat D
Jerry Cleworth, Seat E
David Pruhs, Seat F

Absent: None

Also Present: Paul Ewers, City Attorney
Emily Braniff, Deputy City Clerk II
Stephanie Johnson, Dispatch Center Manager
Angela Foster-Snow, HR Director
Eric Jewkes, Police Chief
Jackson Fox, City Engineer
Jim Styers, Fire Chief

Deputy City Clerk Emily Braniff read aloud the Mission Statement of the City of Fairbanks.

INVOCATION

The Invocation was given by Deputy Clerk Braniff.

FLAG SALUTATION

Mayor Matherly led the Flag Salutation.

Mayor Matherly spoke to the horrible tragedy that occurred on September 11, 2001, when over 3,000 people were killed. He spoke to the honored first responders, fire fighters and police officers who ran toward the fallen towers hoping to save lives. He drew attention to a steel cross that had been cut out of the twin tower building as well as some other memorabilia from some of the fire fighters who responded that day.

CITIZEN'S COMMENTS

Brittany Smart, 907 Terminal Street, Fairbanks – Ms. Smart thanked Mayor Matherly for the 9/11 presentation and shared her memory of visiting ground zero after it happened. She spoke

about the Borough's Central Recycling Facility grand opening and thanked Mayor Matherly for attending the event. She stated that there will be a "Clear the Air" conference later in the month at Wedgewood Resort, and she encouraged everyone to take a flyer. Ms. Smart stated that the downtown Fairbanks community planning meeting is scheduled for September 27 from 6 – 9 p.m. She reported that she will soon be on personal leave but that Ms. Krista Major would be filling in for her while she is out of the office.

Representative Tammie Wilson, 301 Santa Claus Lane, North Pole – Rep. Wilson asked if the City of Fairbanks Building and Fire Departments could inspect properties outside the City. She stated that developers wait long periods of time for a State inspector to inspect properties, and deals end up falling through. She stated the State Fire Marshal is way behind, and the State is too broke to hire more staff. She spoke of a specific situation that occurred with a project in North Pole.

Mr. Cleworth asked how many State inspectors are in the area. Ms. Wilson stated plans are not inspected locally; she stated that the process is statewide—you put in your plans and wait in line.

Tim Berg, 3536 Vian Way, Fairbanks – Mr. Berg reported that his wells have tested positive for PFCs, and he asked where he falls in the water hook-up list. He stated one well is over the limit and one is not; he asked what the City is planning to do for him.

Mr. Pruhs asked Mr. Berg if he has a water holding tank; Mr. Berg stated he that he does have a holding tank. **Mr. Pruhs** stated the City would hook him up but that he would not get the \$2,500 credit with the water company because he is currently hauling water. **Mr. Pruhs** stated the City would get him hooked up as soon as possible.

Morgan Evans, 302 Cushman Street, Fairbanks – Mr. Evans stated that Rep. Wilson's testimony compelled him to speak. He stated he has been working to get inspections from the Anchorage Fire Marshal all summer long, but it has taken them months and months to get back to him. He reported it is a much faster process when dealing with the City of Fairbanks; he stated they only take a couple of weeks.

Frank Turney, 329 6th Avenue, Fairbanks – Mr. Turney stated he hopes the City will do the right thing and pay for everyone's water service; he added that the City is the reason they have to hook up to the water. He spoke to the importance of remembering everyone who died on September 11, not just the first responders. He spoke to the conspiracy theories that came about after the attacks. Mr. Turney stated that many people do not shovel their sidewalks, and many businesses do not plow their parking lots.

Fatima Mancuso, 3350 Holden Road, Fairbanks – Ms. Mancuso stated the City should have to pay for her water because they are the reason she has to hook up to water service. She stated her family should be compensated for the 33 years they have lived at the property without knowing about the contamination. She stated she did not care about the City's budget problems and that the City should fear being sued. Ms. Mancuso spoke about concerns for the health of her and her family. She stated she has been exposed to the contamination her entire life and that paying for two years' of water service is not adequate compensation. She stated the soil has not been tested and shared concern about animals being affected. She stated she has been brushed off and has

not received information others were provided by the City. She stated that Alaskans seem to have a laissez-faire attitude toward environmental issues.

Ms. Therrien asked Ms. Mancuso if she would waive her claims against the City if the City paid for unlimited water. Ms. Mancuso stated that she feels people would not resort to those types of things if they had felt like they were being heard and taken care of. Ms. Mancuso stated that there have been no neighborhood notifications about the agenda item pertaining to the contamination issue. **Ms. Therrien** clarified that the ordinance is only up for advancement at the meeting, not adoption. Ms. Mancuso stated that she and her father are engineers and that she has done undergrad studies on water contamination; she added that many people are not even aware of the contamination issue. Ms. Mancuso stated her family is used to well water and that the usage on their last water bill was 5,000 gallons.

Ms. Rogers asked Ms. Mancuso who at the City brushed her off. Ms. Mancuso stated she called the City Engineering Department, and she was told her property is far enough from the plume that she did not need to worry. She reported being so concerned about it that she persisted and insisted her water be tested. **Ms. Rogers** acknowledged her concern. Ms. Mancuso stated she is calling everyone to get information; she stated that there should be more public notification. She stated two years of “free” water service is ridiculous.

David Berry, 3174 Davis Road, Fairbanks – Mr. Berry stated he has spoken to the Council before, and he was guaranteed he would be made whole. He stated he would like the City Attorney to give him the definition of “being made whole” and he would like to know what the Council’s definition of being made whole is. **Ms. Huntington** clarified that Council members can only ask questions during public comment; she stated they can address citizens’ concerns under Council members’ comments. Mr. Berry stated his family has not been made whole.

Mr. Pruhs asked Mr. Berry if he read Ordinance No. 6060. Mr. Berry stated he only heard about the meeting the day before and that he had not had time to read the ordinance. He stated if a person has a milk cow and someone comes and kills the cow then offers to sell milk back to you, you would not feel whole. Mr. Berry stated it is the same for the City of Fairbanks contaminating his well; he stated that two years of free water does not make him whole. He stated any court of law would arrive at the same conclusion. **Mr. Pruhs** asked Mr. Berry to read the ordinance and come to the next meeting to express his concerns for what the Council could do to make the situation better. Mr. Berry stated he heard that \$2.4 million dollars was set aside for the water hook up project which has not yet happened. **Mr. Pruhs** again requested that Mr. Berry read the ordinance so he can let the Council know what changes he would like to see.

Mr. Berry stated he wanted an opinion from the City Attorney about being made whole. **Mayor Matherly** implored Mr. Berry to read the ordinance; he stated he personally went to Mr. Berry’s house twice and he can see the water connection is being made. Mr. Berry asked which ordinance he is supposed to take a look at; **Mayor Matherly** stated it is Ordinance No. 6060 that they discussing. Mr. Berry whether the ordinance was just being proposed at this Council meeting; **Mayor Matherly** clarified the ordinance is just being introduced. Mr. Berry stated he wants answers about being made whole and about what was encumbered for the project. He stated the work is not the only part of being made whole.

Michael Ferrell, P.O. Box 83327, Fairbanks – Mr. Ferrell spoke to the forms the people at the Visitor’s Center provided him with, and he reported that the numbers are different than those provided by the City Clerk’s Office. Mr. Farrell spoke to the bonus program which was not reported to the City but was reported to the federal government. He asked why the Council is not taking an issue with the salary of the top employees at the Visitor’s Center.

Tom Benson, 3330 Holden Road, Fairbanks – Mr. Benson stated he owns several plots of land in the contaminated area that he would like to develop. He stated that the City should have to pay for those hook-ups also. He stated the future costs should be covered fully because the City is responsible for the contamination.

Arlette Eagle-Lavelle, 828 8th Avenue, Fairbanks – Ms. Eagle-Lavelle reported on the many events that took place at the Taphouse over the summer and stated that the events raised \$44,286 for good causes in the community. He stated that one of her employees donated all of his tips to the causes. Ms. Eagle-Lavelle stated when she opened the Taphouse she did not want it to be considered a bar and that she thinks they are proving it to be an asset to the community. She expressed hope that she can use the outdoor serving area again in the future.

Mr. Cleworth stated Ms. Eagle-Lavelle had a great summer but that blocking the road when it is not under construction probably will not happen. He stated the City owns some property between 1st and 2nd Avenue that she could possibly use. Ms. Eagle-Lavelle stated she knows the space he is referring to but that she is concerned about pigeons falling off the Polaris Building onto patrons. She reported she also sees young teenagers breaking into the Polaris Building and questioned what would stop them from vandalizing her space.

Dan Peters, 2604 Davis Road, Fairbanks – Mr. Peters asked the Council to support onsite consumption for cannabis. He asked everyone to vote no on Proposition 1, and he asked the Council to support the marijuana licenses on the agenda. He stated people should not be penalized because they have a holding tank, and the City should pay the water service for those who have them.

Victor Buberger, P.O. Box 58192, Fairbanks – Mr. Buberger thanked Public Works for focusing on the potholes on the Southside.

Linda Kershner, 3455 Vian Way, Fairbanks – Ms. Kershner stated she attended the Finance Committee meeting relating to the water ordinance because her family owns two properties in the contamination zone; she stated that the City will only hook up one of them. She stated her family has a well on the property which services their house and a duplex on the adjacent property. Ms. Kershner stated the City contaminated her groundwater, and she should not have to pay \$140 for water service. She stated if the City does not hook up the duplex it would decrease the property value. She stated there are many people in her neighborhood that have major health problems.

Mr. Pruhs stated the ordinance affects those who have water needs at the present time only.

Hearing no more requests for public comment, **Mayor Matherly** declared Public Testimony closed.

Mayor Matherly called for a five minute recess.

APPROVAL OF AGENDA AND CONSENT AGENDA

Mr. Pruhs, seconded by **Ms. Huntington**, moved to APPROVE the Agenda and Consent Agenda.

Mayor Matherly requested that the Executive Session be removed from the Agenda.

Mr. Pruhs pulled Ordinance No. 6060 from the Consent Agenda.

Mayor Matherly called for objection and, hearing none, so ORDERED.

Deputy City Clerk Braniff read the Consent Agenda, as Amended, into the record.

APPROVAL OF PREVIOUS MINUTES

a) Regular Meeting Minutes of July 10, 2017.

APPROVED on the CONSENT AGENDA.

SPECIAL ORDERS

a) The Fairbanks City Council heard interested citizens concerned with the following Marijuana License Applications for Renewal:

Lic. #	DBA	License Type	Licensee	Premises Address
10869	Grass Station 49	Retail Marijuana Store	The Grass Station, LLC	1326 Cushman Street
10278	GoodSinse, LLC	Retail Marijuana Store	GoodSinse, LLC	2604 Davis Road
10279	GoodSinse, LLC	Standard Marijuana Cultivation Facility	GoodSinse, LLC	2604 Davis Road

Mayor Matherly stated that the Council would hear the renewals for the different businesses separately. He called for public comment on The Grass Station, LLC license.

Ms. Therrien, seconded by **Ms. Huntington**, moved to WAIVE PROTEST on The Grass Station, LLC Retail Marijuana Store License Application for Renewal.

Frank Turney – Mr. Turney spoke in favor of the retail marijuana license. He stated the place is nice and clean and is operated very professionally. He reported that the edibles they sell are delicious.

Gary Evans, 1326 Cushman Street, Fairbanks – Mr. Evans thanked Mr. Turney for his kind words about his store. He stated that the marijuana issue is controversial and emotional, but he asked the Council to consider the application based on the law and regulations.

Ms. Huntington stated the Council gets to see public safety call lists when licenses renew, and she asked if he could speak to the police activity that occurred at the business. Mr. Evans stated the first call was a trespasser who had broken in and needed to be removed so they could start construction. He stated that two of the callouts were caused by intoxicated individuals who walked across Airport Way from Thrifty Liquor and were screaming at customers and employees. Mr. Evans reported the other call involved a person who broke into the shed in the back that was trying to sleep in it.

Morgan Evans – Mr. Evans stated that the Grass Station is paying about \$20,000 a month in sales taxes which must help the City. He stated the business has helped to employ 13 to 14 people, and he spoke in favor of the renewal.

Greg Allison, 1430 Porchet Way, Fairbanks – Mr. Allison spoke in support of the renewal of the retail marijuana license. He spoke highly of others in the industry and stated that they all want to make the community better.

Tom Benson – Mr. Benson encouraged people to vote “no” on October 3.

Hearing no more requests for public comment, **Mayor Matherly** declared Public Testimony closed.

Ms. Huntington stated that there has been very little crime related to the retail marijuana license; she stated that she feels okay with voting to renew their license.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO WAIVE PROTEST ON THE GRASS STATION, LLC MARIJUANA RETAIL STORE LICENSE APPLICATION FOR RENEWAL AS FOLLOWS:

YEAS: Huntington, Therrien, Pruhs, Cleworth, Rogers

NAYS: Bagwill

Mayor Matherly declared the MOTION CARRIED.

Council Members agreed to consider the GoodSinse, LLC licenses separately.

Mr. Pruhs, seconded by **Ms. Therrien**, moved to WAIVE PROTEST on the GoodSinse, LLC Retail Marijuana Store License Application for Renewal.

Frank Turney – Mr. Turney spoke in support of GoodSinse, LLC. He encouraged the Council to approve the application and indicated that liquor is the problem.

Dan Peters – Mr. Peters thanked the Council for supporting his license and asked that they vote in support of renewing it.

Ms. Huntington asked Mr. Peters about the police calls to his location. Mr. Peters stated that when they first opened, someone broke in and stole some product. He stated that he has performed major safety upgrades since that time. He stated the second call was the result of staff

error. He stated he is unsure about the 1036 referenced on the list. Police Chief Eric Jewkes stated that a 1036 is a code for a traffic stop which happened to be near the GoodSinse business.

Hearing no more requests for public comment, **Mayor Matherly** declared Public Testimony closed.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO WAIVE PROTEST ON GOODSINSE, LLC RETAIL MARIJUANA STORE LICENSE APPLICATION FOR RENEWAL AS FOLLOWS:

YEAS: Cleworth, Pruhs, Rogers, Huntington, Therrien

NAYS: Bagwill

Mayor Matherly declared the MOTION CARRIED.

Mr. Pruhs, seconded by **Ms. Therrien**, moved to WAIVE PROTEST on GoodSinse, LLC Standard Marijuana Cultivation Facility License Application for Renewal.

Frank Turney – Mr. Turney spoke in support of the cultivation license; he stated that they are putting people to work.

Dan Peters – Mr. Peters spoke in favor of the Council supporting the renewal of his cultivation license. He shared that the new head of the Laborers Union apologized for how GoodSinse was treated by his predecessor. Mr. Peters stated he was told he is a good neighbor and that is exactly what he wanted to prove he could do for the industry.

Ms. Huntington asked Mr. Peters to speak to some of the challenges he has faced in getting his facility up and running. Mr. Peters stated that there were many unknowns when he began. He stated he is surprised there are still people trying to defeat the marijuana industry even though it is legal.

Gary Evans – Mr. Evans stated when he was working to get his store up and running he ran into many cutthroat competitors but that the Peters family was kind and helpful at every turn. He stated they were there to offer help and honest advice.

Hearing no more requests for public comment, **Mayor Matherly** declared Public Testimony closed.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO WAIVE PROTEST ON THE GOODSINSE, LLC STANDARD MARIJUANA CULTIVATION FACILITY LICENSE APPLICATION FOR RENEWAL AS FOLLOWS:

YEAS: Huntington, Therrien, Pruhs, Cleworth, Rogers

NAYS: Bagwill

Mayor Matherly declared the MOTION CARRIED.

b) The Fairbanks City Council heard interested citizens concerned with the following application for a new Retail Marijuana Store License:

Type: Retail Marijuana Store, License #12325
DBA: Good, LLC
Licensee/Applicant: Good, LLC
Physical Location: 356 Old Steese Hwy, Fairbanks, Alaska

Ms. Therrien, seconded by **Mr. Pruhs**, moved to PROTEST the Good, LLC Retail Marijuana Store License until a Certificate of Occupancy is issued by the Building Department.

Cindy Olson, 222 Second Street, Fairbanks – Ms. Olson stated she has lived in her home for over 55 years, and it is within two blocks of the retail location. She stated there are needles in the parking lot across from her home, and she is worried that GOOD, LLC might exacerbate the problem. She reported that there is a school across the street from the license location.

Ms. Rogers asked Ms. Olson where the school is; Ms. Olson reported it is in the same mall as Jazzercise. She stated she did not know the address, but it is across the street from her house.

Gayle Garrigues, 1991 Perkins Drive, Fairbanks – Ms. Garrigues stated she came to speak on behalf of the Girl Scouts Council; she stated that they do not want a marijuana store so close to their headquarters. She stated there are often children onsite, and it is too close to a place of learning to have a marijuana store. She stated her office is not technically a school or a church, but because of the nature of their business, they should qualify as a youth facility. She thanked the Council for their service to the community.

Ms. Therrien stated she is looking at the map provided by the Borough, and it says that the locations are 672 feet apart. Ms. Garrigues stated she did not know the exact distance, but if it says 672 feet that must be the case.

Frank Turney – Mr. Turney spoke in favor of GOOD, LLC getting their retail license.

Shaun Huot, Representative of Protect Cannabis Access, Fairbanks – Mr. Huot stated that crime has not increased since marijuana has been legalized. He stated that if the Council is not going to allow for a marijuana store, they should ban all alcohol establishments in the same area.

Dan Peters – Mr. Peters stated he has met with the owners of GOOD, LLC and that they are good community members with good hearts and intentions. He stated that Mr. Allison has done a lot of community outreach, and he will not allow youth to purchase marijuana.

Greg Allison – Mr. Allison stated he understands people's concerns with the industry, but his business will follow the industry's best practices. He stated he is proud to be a leader in the industry, and he looks forward to giving back to the community. He thanked his team members for working hard every day to better the community. Mr. Allison stated he is ecstatic about opening a business in the City, and invited anyone with questions to call him.

Mr. Pruhs asked Mr. Allison if he is aware of the ballot question that will be presented in less than a month; he stated it has the potential to shut his business down. Mr. Allison replied that he is aware of the issue, and it is a risk they are willing to take.

Ms. Huntington thanked Mr. Allison for attending and for his testimony. She stated that when the license is up for renewal, the Council will be provided with call out history from the Police Department. **Ms. Huntington** stated those kind of issues are important to the Council, and she asked Mr. Allison if he is aware of the importance the Council places on those reports. Mr. Allison stated he would attend any meeting to discuss any issues they may have in full detail. **Ms. Huntington** asked Mr. Allison what the outside of his business would look like. Mr. Allison stated his storefront is low-key, and his sign will only say GOOD in black and white. He stated the door has a mural painted on it.

Ms. Rogers asked what kind of personal interest he has in helping keep the community safe. Mr. Allison stated that each time a sale takes place the message will be to discourage driving under the influence; he stated that his customers will be encouraged to consume responsibly. He stated that safety has to be consistent in the messaging, and every patron needs to hear it.

Ms. Therrien asked about the other owners of the LLC. Mr. Allison introduced Christian Hood and stated they are fortunate to have her as the owner. He stated that Linda Lewis is another owner, but she was unable to attend the meeting.

Gary Evans, 1326 Cushman Street, Fairbanks – Mr. Evans stated he has worked with Mr. Allison quite a bit over the past few months and that he knows him to be a stand-up guy who cares about the community. He stated children will not be allowed inside a marijuana store. He stated that parents have tried to bring their kids into his store, but he turns them around immediately.

Hearing no more requests for public comment, **Mayor Matherly** declared Public Testimony closed.

Mr. Pruhs stated GOOD, LLC is the first marijuana store in the City on the north side of the Chena River. He stated that he has not heard complaints from any of the other business owners in the mall. He stated that density is not an issue, so he would be voting in favor of the license.

Ms. Therrien stated she heard Ms. Garrigues' testimony but that she does not believe that Girl Scouts will be breaking down the door to get into the marijuana facility.

Mr. Bagwill stated he does not have a personal vendetta against the licenses presented, but he will be voting against the license. He stated that no one should ever trust the bling of a drug dealer. He stated he understands that the industry brings revenue to the City, but he does not see that it increases the quality of life for anyone outside of its medicinal uses. He commended owners for trying to get their businesses up and running. **Mr. Bagwill** stated the industry won the vote to legalize by a slim margin, and he will not forget about those who voted "no." He stated that he feels the marijuana industry is not a safe direction for the future.

Ms. Rogers stated that while she is not in favor of marijuana, the applicants have followed the path to opening a legal business, so she will vote in their favor.

Mr. Cleworth stated he has voted for and against marijuana license issues but that he has to vote against this one because of its location. He stated it is a sensitive use area and that he needs to

listen to the people who live in the area; he stated that based on earlier testimony, the residents do not want it in their neighborhood.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO PROTEST THE GOOD, LLC RETAIL MARIJUANA STORE LICENSE UNTIL A CERTIFICATE OF OCCUPANCY IS ISSUED BY THE BUILDING DEPARTMENT AS FOLLOWS:

YEAS: Pruhs, Huntington, Therrien, Matherly
NAYS: Cleworth, Rogers, Bagwill
Mayor Matherly declared the MOTION CARRIED.

MAYOR'S COMMENTS AND REPORT

Mayor Matherly stated that he used his comments to speak to the tragedy that occurred on September 11, 2001 earlier in the meeting.

NEW BUSINESS

- a) Ordinance No. 6060 – An Ordinance to Provide a Stipend and Resolutions to Residents and Businesses with Drinking Water Contamination by Perfluorinated Compounds (PFCs). Introduced by Council Members Pruhs and Rogers.

Mr. Pruhs, seconded by **Ms. Huntington**, moved to ADVANCE Ordinance No. 6060.

Mr. Pruhs stated the issue is an emotional one because it deals with contamination of private property. He stated the City is proposing to pay for residents' water hook-up and two years of water service. He stated no scenario on how to deal with the problem is perfect because of the nature of the problem itself. **Mr. Pruhs** spoke to the different categories of properties that are included in the contamination zone and to what kind of service they can expect the City to cover. He stated that the Department of Environmental Conservation (DEC) was impressed with how quickly the City has responded to the contamination issue.

Ms. Huntington asked if the City would pay for two years of service or for a \$2,500 stipend.

Mr. Pruhs stated the \$2,500 proposal is based on average household use; he stated that it should cover two years' worth of water service.

Ms. Therrien asked Attorney Ewers if the City would recover all the money paid towards water service. Mr. Ewers responded that it is likely the City would not recover all the funds. **Ms. Therrien** stated that she was not satisfied with a two-year cap on stipend for water bills.

Ms. Huntington asked whether the Council should pay for residents' water service costs as long as they own their home or for as long as they have lived at the location that has contaminated water. She stated the contamination started in the 1990s. **Mr. Pruhs** stated there is no way to prove when the contamination hit a property, so it is an unknown variable. **Ms. Huntington** asked Mr. Fox if there is a way to pinpoint when a home became contaminated. She indicated

that she could not put a number on making someone whole. She asked the Council what their thoughts were on alternatives to the two-year proposal.

Ms. Rogers asked about the meaning of being “made whole.” **Mr. Pruhs** stated it is up for interpretation and could mean different things to different people. **Ms. Rogers** spoke to the issue of communication; she stated that communication is key in identifying what people interpret as being made whole. She shared concern that there was a citizen who was not properly updated on the progress of the project.

Mayor Matherly stated he gets a lot of phone calls from residents, and he has been authorized by Mr. Fox to give out his cell phone number. He stated the situation has been addressed at a very rapid pace and that he cares about every single property in the contamination plume. He reported that 1,000 feet of water main piping was laid earlier that day.

Mr. Cleworth reported that many entities around the State have used the Fire Training Center, including the military and the university. He stated there needs to be some kind of parameter as to how much the City is willing to pay. He stated that no matter what happens he believes there will be lawsuits.

Mr. Pruhs stated there was not supposed to be wells in the area because there are so many different sources of contamination in the vicinity.

Ms. Huntington stated it would be helpful to discuss the parameters of the timeframe to pay for residents’ water at the Finance Committee meeting. She stated the City cannot pay for everyone’s water forever because it would go broke.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO ADVANCE ORDINANCE NO. 6060 AS FOLLOWS:

YEAS: Bagwill, Cleworth, Rogers, Huntington, Therrien, Pruhs

NAYS: None

Mayor Matherly declared the MOTION CARRIED.

- b) Ordinance No. 6061 – An Ordinance Amending Fairbanks General Code Section 70-321 Regarding Responsibility for Removal of Snow and Ice from Sidewalks and Moving Snow from Private Property onto a Street or Sidewalk. Introduced by Mayor Matherly.

ADVANCED on the CONSENT AGENDA.

COMMUNICATIONS TO COUNCIL

- a) Recommendation for Appointment to the FNSB Planning Commission (POSTPONED from the Regular Meeting of August 21, 2017; motion to APPROVE was made by Mr. Pruhs, seconded by Ms. Huntington)

Mr. Pruhs asked if Mr. Sims had worked on the FNSB Planning Commission; **Mayor Matherly** reported that he had not; he added that Mr. Sims was the only applicant for the position.

Mr. Cleworth spoke to a conditional use permit appeal that the Council was involved with a couple of years prior for a homeschool/business office in Slaterville. He stated that many residents in the area opposed the conditional use permit, but the Planning Commission ultimately approved the conditional use permit. He explained that the residents appealed the decision, and the City Council served as the Board of Adjustment. **Mr. Cleworth** stated that the Council overturned the Planning Commission's decision and not long after that, the Borough amended their Code to remove the City Council as the Board of Adjustment for Planning Commission appeals. **Mr. Cleworth** stated the Borough now handles appeals in-house because they want to control the process. He expressed concern with placing a longtime Borough employee on the Planning Commission as a City representative; he stated it is imperative that City representatives have the City's best interest in mind. He stated he will not support the appointment.

Ms. Therrien stated she has worked with Mr. Sims, and he has proven to be an honorable man; she stated he is a good candidate for the position.

Mr. Bagwill asked how soon Mr. Sims would begin after being recommended by the Council; he stated that the term will run out at the end of 2017. He stated that if any issues arise, the Council could choose not to reappoint him.

Mr. Cleworth asked Mr. Ewers when the Planning Commission will take up the litigation. Mr. Ewers explained that the Superior Court ruling on the appeal was remanded to the Planning Commission and to the Board of Adjustment for a determination on whether the procedural errors were significant. He indicated that he would have to receive permission from the Borough Assembly to continue to provide representation in the appeal since they are now serving as the Board of Adjustment. Mr. Ewers stated that since the deadline is quickly approaching and because the City is no longer the Board of Adjustment, he has moved to withdraw from the case. He stated he is not sure about the timeline of the appeal or who may represent the Borough Assembly as the Board of Adjustment; he stated that an attorney in the Borough Attorney's Office is representing the Planning Department in the appeal.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO APPROVE THE RECOMMENDATION FOR APPOINTMENT TO THE FNSB PLANNING COMMISSION AS FOLLOWS:

YEAS: Rogers, Bagwill, Therrien, Pruhs, Huntington
NAYS: Cleworth
Mayor Matherly declared the MOTION CARRIED.

b) Memo Regarding Change Order for Bjerremark Subdivision Improvement Project

APPROVED on the CONSENT AGENDA.

COUNCIL MEMBERS' COMMENTS

Mr. Bagwill stated he will have to call in for the next Council meeting because he will be in Kansas City. He spoke to the events that occurred on September 11, 2001, and to where he was

when it happened. He stated he honors all those who lost their lives on that tragic day in New York. He stated that being made whole is making something like it was; he indicated that there is no way to make the contaminated property residents whole. He asked how the contamination issue came about and stated that everyone is working together to remediate the problem.

Mr. Cleworth stated the Building Department needs to serve the citizens of the City first and foremost, but if they have extra time and they find a way to bill for it they could inspect other projects outside the City. He spoke to the citizen concern about wages in other organizations, and he shared that he is surprised with the wages people are being paid. He spoke specifically to the wages at Explore Fairbanks and the Fairbanks Economic Development Corporation (FEDC) since they receive annual funding from the City of Fairbanks. He commented that some employees are being paid a higher wage than the highest paid City employee. **Mr. Cleworth** suggested a discussion on limiting the salary of employees of organizations that receive bed tax funds. He stated that the City Council unanimously approved a resolution in support of a smoke-free Alaska. He shared that that the Borough Assembly will consider a resolution requesting that the State of Alaska Marijuana Control Board adopt regulations allowing onsite consumption of marijuana or approved designated areas for onsite consumption in licensed retail establishments. **Mr. Cleworth** asked the Council Member representing the City at the next Borough Assembly meeting to speak against the ordinance because it conflicts with City legislation. He thanked Mayor Matherly for speaking to the September 11, 2001 tragedy earlier in the evening.

Mr. Pruhs stated he does not look at the salaries within organizations the City allocates bed tax funds to; he stated that he looks only their budgets. He stated he received a call from Vivian Stiver who asked him to speak at an event on Friday evening at Raven's Landing. He thanked the Mayor for speaking to the September 11 tragedy.

Ms. Therrien stated she attended the September 11 memorial at the Fire Department and commented on how few people were at the event. She stated people are still suffering from the tragedy. She stated she feels badly for the residents living on contaminated property because there is no way to make them whole; she stated she would like to extend the stipend beyond two years.

Ms. Rogers thanked everyone for attending the recent memorial. She expressed appreciation for the silent moments at the event, because remembering and honoring the fallen is important. She indicated that the Director of Explore Fairbanks deserves the salary that is paid.

Ms. Huntington suggested the Council be consistent with members of the public; she stated that if they are going to make changes to the order of business, they need to be consistent in doing so.

CITY ATTORNEY'S REPORT

City Attorney Ewers stated that he and Clerk Snider have been working with Mr. Bagwill to draft proposed amendments to the City's Order of Business; he stated that an ordinance will be introduced soon.

ADJOURNMENT

Mr. Bagwill, seconded by **Ms. Huntington**, moved to ADJOURN the meeting.

Mayor Matherly called for objection and, hearing none, so ORDERED.

Mayor Matherly declared the meeting adjourned at 11:52 p.m.

JIM MATHERLY, MAYOR

ATTEST:

D. DANYIELLE SNIDER, CMC, CITY CLERK

Transcribed by: EB




MEMORANDUM

City of Fairbanks Clerk's Office

D. Danyielle Snider, City Clerk

TO: Mayor Jim Matherly
City Council Members

FROM: D. Danyielle Snider, CMC, City Clerk 

SUBJECT: Application for New Retail Marijuana Store License

DATE: November 15, 2017

Attached you will find a notification from the Alcohol and Marijuana Control Office (AMCO) of an application for a new Retail Marijuana Store License and additional information for the following applicant:

License #: **12964**
License Type: **Retail Marijuana Store**
D.B.A.: **Fairdanks Cannabis**
Licensee/Applicant: **West Front Andrew, LLC**
Physical Location: **29 College Road, Suite 8C, Fairbanks, Alaska**

Pursuant to 3 AAC 306.060, the Council may file a protest on a new marijuana establishment license within 60 days of receipt of application notice from AMCO; the 60-day deadline for the City's response is December 15, 2017.

A notice of the date, time and place of the public hearing has been mailed to all property owners within 500 feet of the marijuana establishment, and this public hearing will be advertised in the Fairbanks Daily News Miner on November 17, 2017.

The Building and Fire Departments recommend protesting this license until a Certificate of Occupancy is issued. The Police Department has included a call report for the location and, while FPD is not recommending protest, Deputy Chief Welborn has included some comments in his response. There are **no other departmental objections** to the issuance of the license.



City of Fairbanks

Office of the City Clerk

800 Cushman Street

Fairbanks, AK 99701

(907)459-6715
Fax (907)459-6710

ALCOHOL AND MARIJUANA CONTROL OFFICE MARIJUANA LICENSE RESPONSE FORM

TO: FINANCE DEPARTMENT
 BUILDING DEPARTMENT
 FIRE DEPARTMENT
 POLICE DEPARTMENT

DATE: 10/18/2017

FROM: CITY CLERK'S OFFICE

RE: MARIJUANA LICENSE ACTION – NEW RETAIL LICENSE APPLICATION

DATE NOTICE RECEIVED AT CLERKS OFFICE: 10/17/2017 (60 DAY DUE DATE 12/15/2017)

DATE RESPONSE DUE: 11/14/2017 for City Council Meeting of 11/20/2017

License #: 12964
License Type: Retail Marijuana Store
D.B.A.: Fairdanks Cannabis
Licensee/Applicant: West Front Andrew, LLC
Physical Location: 29 College Road, Suite 8C, Fairbanks, Alaska

Corp/LLC Agent:	Mailing Address	Phone	Date and State of Ltd Partner/Corp	Good standing?
West Front Andrew, LLC	29 College Road, Suite 8C Fairbanks, AK 99701	646-732-0271	03/08/2013 – Alaska	Yes

Member/Officer/Affiliate:	Mailing Address	Phone	Title/Shares (%)
Baik Hong	201 Old Steese Highway, #2 Fairbanks, AK 99701	646-732-0271	Member, 100%

ADDITIONAL COMMENTS:

NO PROTEST:
COMMENTS

PROTEST
REASONS:

UNTIL CERTIFICATE OF
OCCUPANCY IS ISSUED

DEPARTMENT SIGNEE:

 CLEMENS M. CROOTEN
(Signature) (Printed Name)

NOTE: THIS COMPLETED FORM MUST BE RETURNED TO THE CITY CLERK'S OFFICE
BY THE DATE INDICATED ABOVE. YOU MAY E-MAIL OR FAX (459-6710) THE FORM.

City Council Agenda for November 20, 2017
If you have any questions call our office at 459-6774. THANK YOU.



City of Fairbanks

Office of the City Clerk

800 Cushman Street

Fairbanks, AK 99701

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Buik Hong	201 Old Steese Highway, #2 Fairbanks, AK 99701	646-732-0271	Member, 100%

ADDITIONAL COMMENTS:

NO PROTEST:
COMMENTS

PROTEST
REASONS: Fire Department recommends protest until the issuance of the Certificate of Occupancy.

DEPARTMENT SIGNEE:

(Signature)

James N. Styers
(Printed Name)



City of Fairbanks

Office of the City Clerk

800 Cushman Street

Fairbanks, AK 99701

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Fax (907)459-6710

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ADDITIONAL COMMENTS:


NO PROTEST:
COMMENTS

This location is formerly "Andy's Smoking" and had two burglary calls this year. This likely will continue to be a target as a marijuana retail store. To my knowledge the state doesn't regulate the number of licenses that are issued, but the city can. FPD respectfully requests that licenses be looked at for the city to prevent unlimited stores as well as possible requirements regarding surveillance/camera equipment. It's believed that many businesses have video surveillance, but this only aides the owner and police as crime will undoubtedly occur at these locations.

PROTEST REAS

DEPARTMENT SIGNEE:


(Signature)


(Printed Name)

NOTE: THIS COMPLETED FORM MUST BE RETURNED TO THE CITY CLERK'S OFFICE
BY THE DATE INDICATED ABOVE. YOU MAY E-MAIL OR FAX (459-6710) THE FORM.
IF YOU HAVE ANY QUESTIONS CALL OUR OFFICE AT 459-6774. THANK YOU.

CITY OF FAIRBANKS PUBLIC SAFETY

FAIRDANKS CANNABIS 29 COLLEGE RD 8C

10/17/2016 - 10/17/2017

Report #	Call Time	Nature	Location	Prime Unit	Disp.	Close Time
	09/30/2017 13:40	FOUND PROPERTY -	29 COLLEGE RD	DESK	NRP	09/30/2017 13:45:09
	08/31/2017 19:24	OFFICER ADVICE	29 COLLEGE RD	O17	NRP	08/31/2017 19:46:56
	07/27/2017 13:53	SI - PUBLIC	29 COLLEGE RD	O10	NRP	07/27/2017 14:24:56
	07/12/2017 15:45	SUSP	29 COLLEGE RD	DESK	NRP	07/12/2017 15:46:32
	07/11/2017 11:57	DISTURBANCE -	29 COLLEGE RD	O22	NRP	07/11/2017 12:18:39
	11/15/2016 16:57	REDDI	29 COLLEGE RD	O33	NRP	11/15/2016 17:15:10

Total Number of Events Listed: 6



City of Fairbanks

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ALCOHOL AND MARIJUANA CONTROL OFFICE MARIJUANA LICENSE RESPONSE FORM

TO: FINANCE DEPARTMENT
 BUILDING DEPARTMENT
 FIRE DEPARTMENT
 POLICE DEPARTMENT

DATE: 10/18/2017

FROM: CITY CLERK'S OFFICE

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Member/Officer/Affiliate:	Mailing Address	Phone	Title/Shares (%)
Buik Hong	201 Old Steese Highway, #2 Fairbanks, AK 99701	646-732-0271	Member, 100%

ADDITIONAL COMMENTS:

NO PROTEST:
COMMENTS

PROTEST
REASONS:

DEPARTMENT SIGNEE: Carmen Randke / Carmen Randke
(Signature) (Printed Name)

NOTE: THIS COMPLETED FORM MUST BE RETURNED TO THE CITY CLERK'S OFFICE
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IF YOU HAVE ANY QUESTIONS CALL OUR OFFICE AT 459-6774. THANK YOU.



M E M O R A N D U M

TO: City of Fairbanks Council

FROM: D. Christine Nelson, AICP *DCN*
Community Planning Director

DATE: October 12, 2017

SUBJECT: Fairdanks Cannabis – Retail License #12964

A “retail marijuana store” is a listed permitted use in the General Use 1 (GU-1) zoning district pursuant to FNSBC 18.84.020.A.1. Zoning permit # 17471 was issued to use an 842 square foot unit in a commercial strip mall for a retail marijuana establishment. Because the retail marijuana establishment is not “adjacent to a lot upon which a principal building used as a dwelling” this use does not require a conditional use permit.

FNSBC 18.96.240.A.3 addresses buffer distances for commercial marijuana establishments. More specifically, FNSBC 18.96.240.A.3.c establishes the distance of 100 feet from “youth centers, group homes serving persons ages 18 and under, public swimming pools, state licensed day care facilities, arcades, state licensed substance use treatment provider or facility providing substance abuse use treatment, church buildings and residential zones (RE, RR, SF, TF, MF, MFO).” Buffer distances are measured from the “nearest public entrance of a commercial marijuana establishment” to the “principal building containing other uses listed in subsections (A)(3)(a) through (c)” of FNSBC 18.96.240.A.3, in accordance with FNSBC 18.96.240.A.3.d.

The proposed marijuana establishment is not located within any known sensitive use buffers listed in FNSBC 18.96.240.A.3. There is a TF residential zoning district approximately 142 feet away and a daycare facility approximately 485 feet away to the west, across Noyes Slough. Both of these uses meet the required buffer of 100 feet. Please see the attached map identifying approximate distances.



Fairbanks North Star Borough

Generic Report

PAN# 0417459

Printed on: 10/10/2017

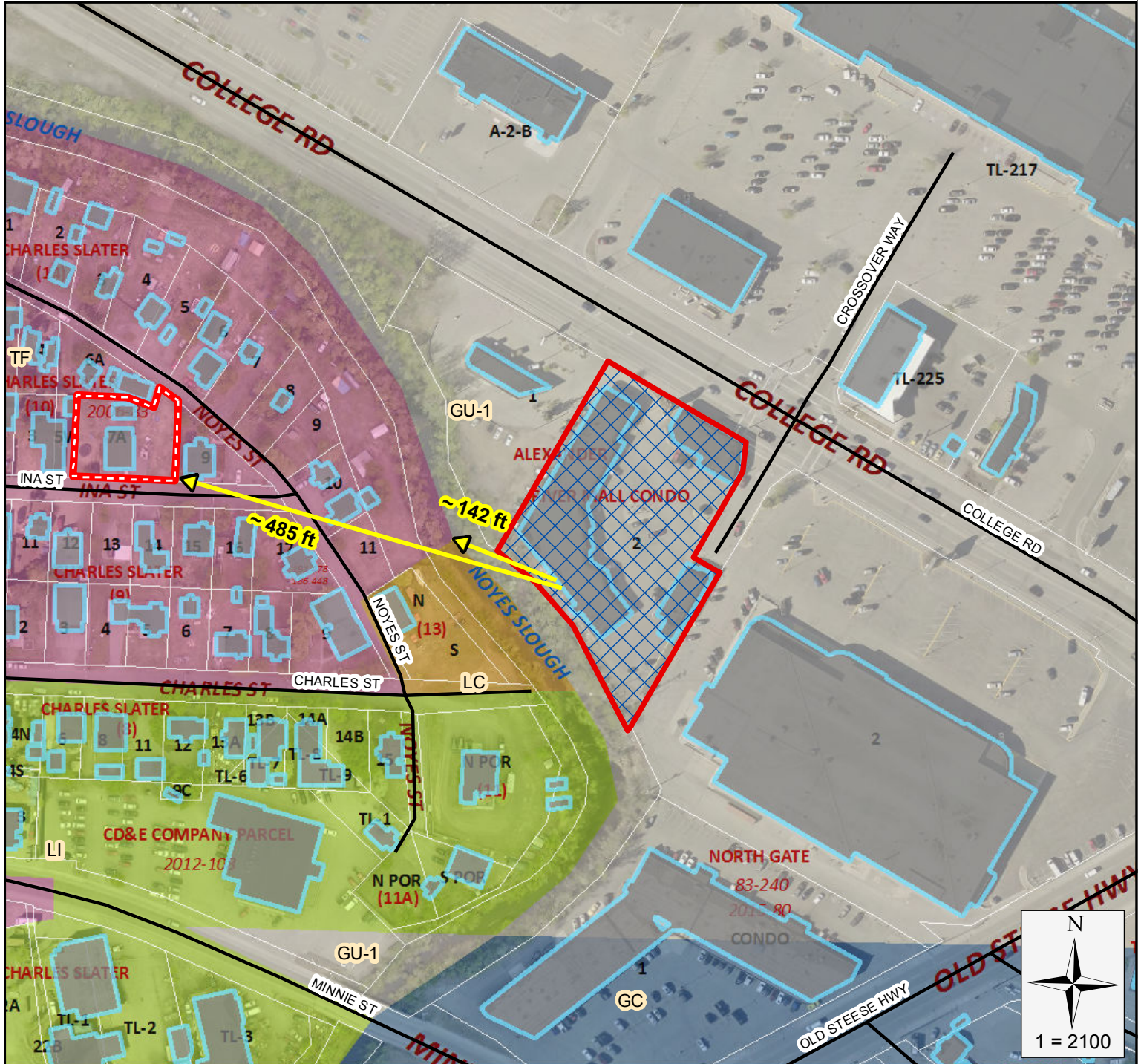


Image courtesy of: Pictometry

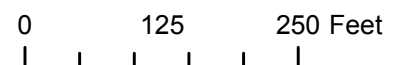
Property Information for PAN#: 0417459

PROPERTY DESCRIPTION: RIVER MALL CONDO, LOT: 08C
 OWNER: West Front Andrew Llc
 SITUS ADDRESS: 29 College Rd 8c
 ZONING: None
 COMMUNITY PLANNING PERMITS:
 Zoning: 17471

Sensitive Use and Zoning Map

Fairdanks Cannabis
Marijuana License - New - #12964
Retail Store

	Fairdanks Cannabis	Zoning		LC
	Daycare		GC	LI
	Building Outlines (2012)		GU-1	TF





**Fairbanks North Star Borough
Department of Community Planning**

P.O. Box 71267

Fairbanks, Alaska 99707-1267

Zoning Permit Number: **17471**

Phone: (907) 459-1260

Fax: (907) 459-1255

planning@co.fairbanks.ak.us

This permit is issued based on the lot dimensions and zone applicable to the lot on the date of issuance. If prior to construction, the zone or the lot dimensions change, this permit will no longer be valid and a new permit must be obtained.

General Information

Date: 3/30/2016

Applicant: HONG YANG HWI

Mailing Address: 29 COLLEGE RD STE 8C, FAIRBANKS AK 99701

Telephone: 907-374-3040

Cell Phone:

Email:

Property Description: 0417459 UNIT 8C RIVER MALL BUILDING A

Site Address: 29 COLLEGE RD

Existing Use: Commercial

Structure: Retail : Commercial condominiums

Proposed Use: Commercial

Structure: Retail marijuana store : Retail marijuana store

Dwelling Units: 0

New: 0

Existing: 0

Building Height (stories): 1

Total Area of Structure: 842 SF

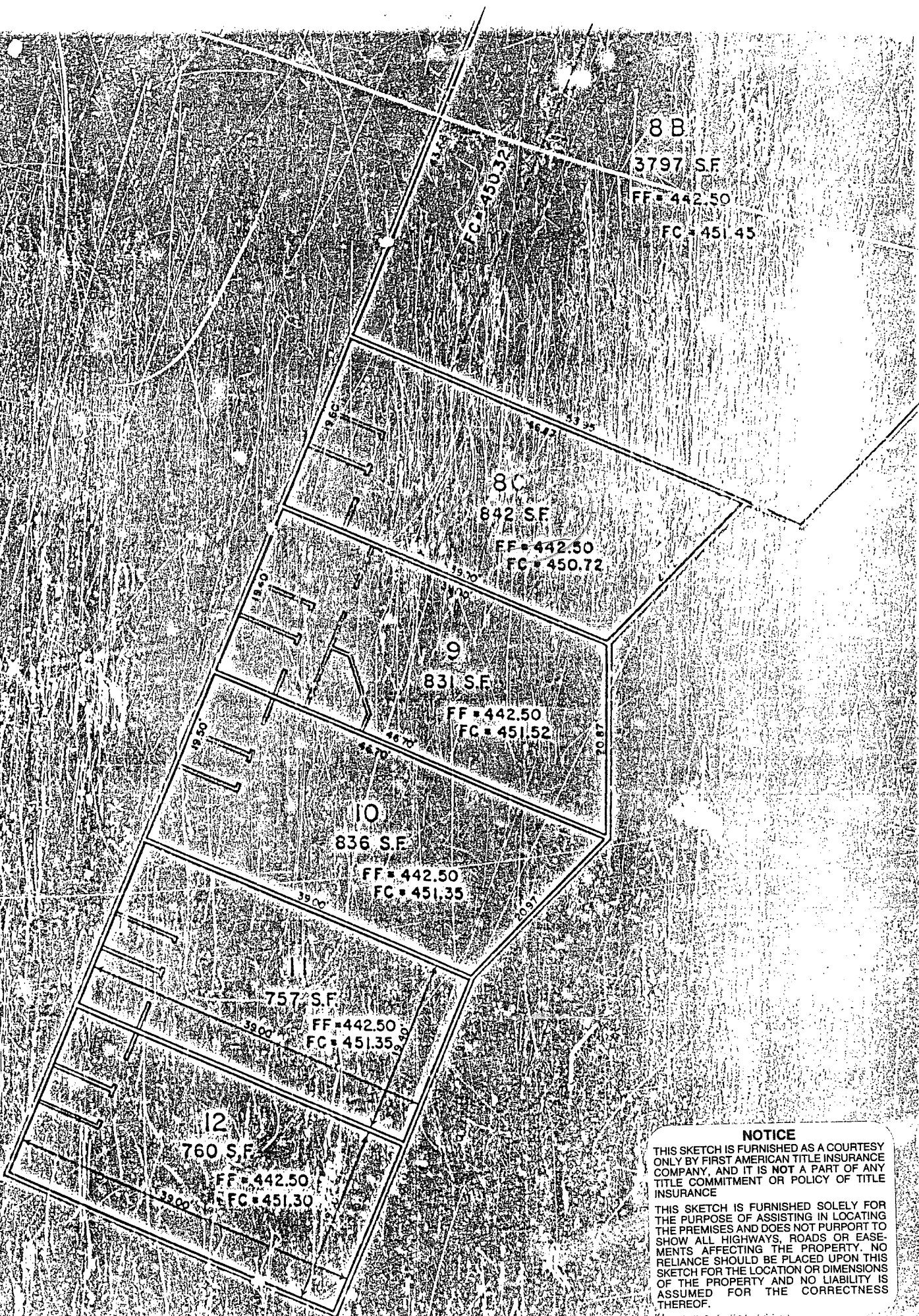
New: 0 SF

Existing: 842 SF

Lot Size: 1 SF

Est. Construction Cost: \$0

Note: Lighting, glare and general illumination shall not be directed towards residentially zoned properties other than that property from which the lighting, glare and general illumination originates.



8 B
 3797 S.F.
 FF = 442.50
 FC = 451.45

8 C
 842 S.F.
 FF = 442.50
 FC = 450.72

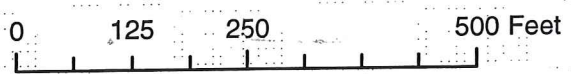
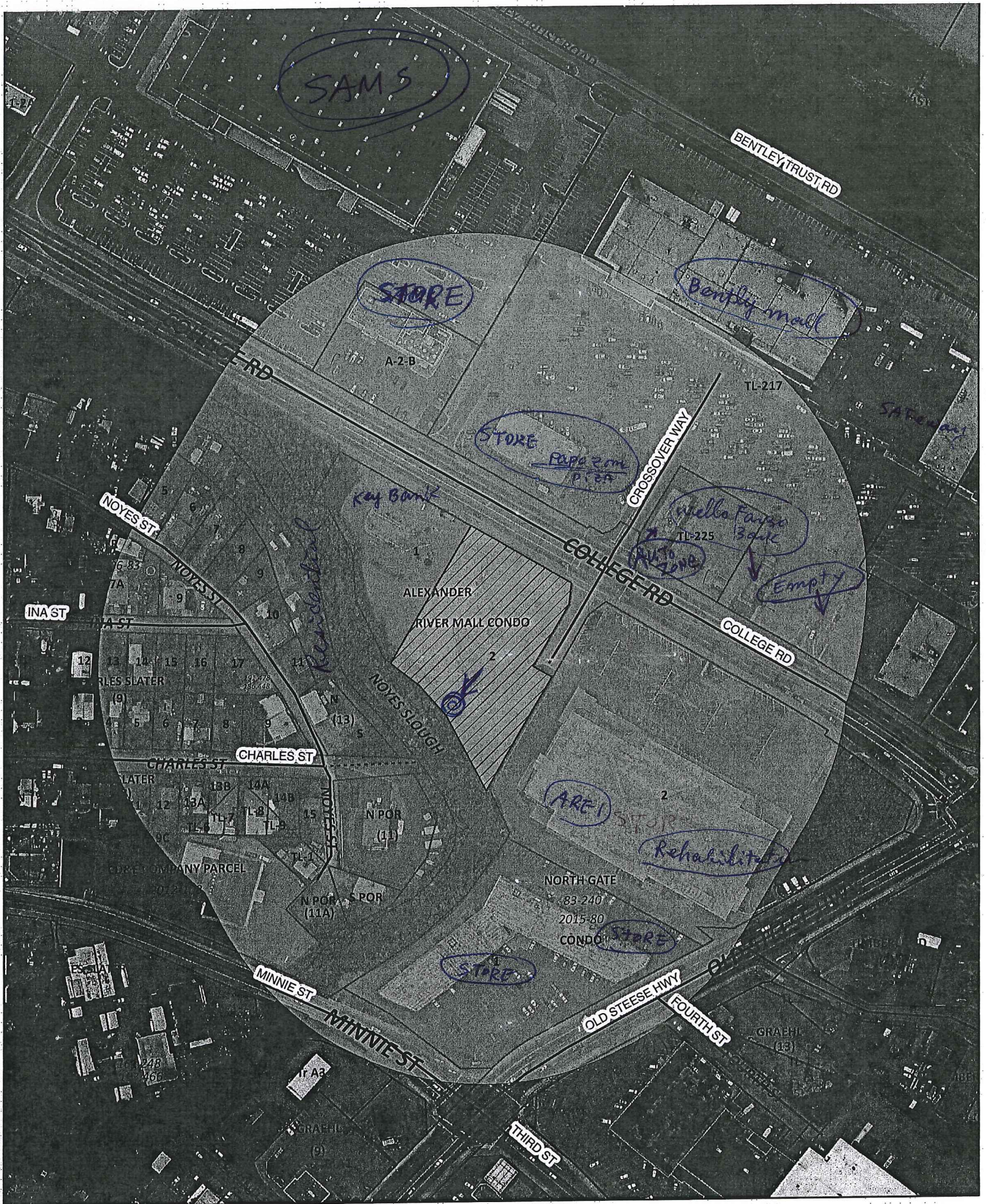
9
 831 S.F.
 FF = 442.50
 FC = 451.52

10
 836 S.F.
 FF = 442.50
 FC = 451.35

11
 757 S.F.
 FF = 442.50
 FC = 451.35

12
 760 S.F.
 FF = 442.50
 FC = 451.30

NOTICE
 THIS SKETCH IS FURNISHED AS A COURTESY ONLY BY FIRST AMERICAN TITLE INSURANCE COMPANY, AND IT IS NOT A PART OF ANY TITLE COMMITMENT OR POLICY OF TITLE INSURANCE
 THIS SKETCH IS FURNISHED SOLELY FOR THE PURPOSE OF ASSISTING IN LOCATING THE PREMISES AND DOES NOT PURPORT TO SHOW ALL HIGHWAYS, ROADS OR EASEMENTS AFFECTING THE PROPERTY. NO RELIANCE SHOULD BE PLACED UPON THIS SKETCH FOR THE LOCATION OR DIMENSIONS OF THE PROPERTY AND NO LIABILITY IS ASSUMED FOR THE CORRECTNESS THEREOF.



Zoning Permit 17471

3/28/2016, Additional Comments

The 500 foot buffer map submitted by the applicant for the proposed retail marijuana store shows a residential zone within the 500 foot buffer. However, based on the site plan, the lot zoned residentially appears to be more than 100 feet from the proposed store, meeting all requirements in FNSBC 18.50.300(A)(3).



Public Notice

Application for Marijuana Establishment License

License Number: 12964

License Status: Incomplete

License Type: Retail Marijuana Store

Doing Business As: FAIRDANKS CANNABIS

Business License Number: 1059784

Email Address: westfrontandrew@gmail.com

Latitude, Longitude: 64.850326, -147.705410

Physical Address: 29 College Road
Suite 8C
Fairbanks, AK 99701-1739
UNITED STATES

Licensee #1	Entity Official #1
<p>Type: Entity</p> <p>Alaska Entity Number: 10011288</p> <p>Alaska Entity Name: West Front Andrew LLC</p> <p>Phone Number: 646-732-0271</p> <p>Email Address: hong@andystoking.com</p> <p>Mailing Address: 29 College Road Suite 8C Fairbanks, AK 99701-1739 UNITED STATES</p>	<p>Type: Individual</p> <p>Name: Buik Hong</p> <p>Phone Number: 646-732-0271</p> <p>Email Address: hong@andystoking.com</p> <p>Mailing Address: 201 Old Steese Highway #2 Fairbanks, AK 99701-3160 UNITED STATES</p>

Note: No affiliates entered for this license.

Interested persons should submit written comment or objection to their local government, the applicant, and to the Alcohol & Marijuana Control Office at 550 W 7th Ave, Suite 1600, Anchorage, AK 99501 or to marijuana.licensing@alaska.gov not later than 30 days after this notice of application.

POSTING DATE _____

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

State of Alaska > Commerce > Corporations, Business, & Professional Licensing > Search & Database Download > Corp. > Corporation Details

NAME(S)

Type	Name
Legal Name	West Front Andrew LLC

ENTITY DETAILS

Entity Type: Limited Liability Company
Entity #: 10011288
Status: Good Standing
AK Formed Date: 3/8/2013
Duration/Expiration: Perpetual
Home State: ALASKA
Next Biennial Report Due: 1/2/2019
Entity Mailing Address: 201 OLD STEESE 1-HIGHWAY, SUITE 2, FAIRBANKS, AK 99701-1739
Entity Physical Address: 201 OLD STEESE 1-HIGHWAY, SUITE 2, FAIRBANKS, AK 99701-1739

REGISTERED AGENT

Agent Name: Buik Hong
Registered Mailing Address: 29 COLLEGE ROAD, UNIT 8C, FAIRBANKS, AK 99701
Registered Physical Address: 29 COLLEGE ROAD, UNIT 8C, FAIRBANKS, AK 99701

OFFICIALS

Show Former

AK Entity #	Name	Titles	Owned
	Buik Hong	Member	100

FILED DOCUMENTS

Date Filed	Type	Filing	Certificate
3/08/2013	Creation Filing	Click to View	Click to View
3/14/2013	Initial Report	Click to View	
10/15/2014	Biennial Report	Click to View	
5/21/2015	Change of Officials	Click to View	
8/22/2016	Change of Officials	Click to View	
8/22/2016	Agent Change	Click to View	
2/07/2017	Biennial Report	Click to View	
2/07/2017	Certificate of Compliance		Click to View

Juneau Mailing Address

P.O. Box 110806
 Juneau, AK 99811-0806

Physical Address

333 Willoughby Avenue
 9th Floor
 Juneau, AK 99801-1770

Anchorage Mailing/Physical Address

550 West Seventh Avenue
 Suite 1500
 Anchorage, AK 99501-3567

Phone Numbers

Main Phone: (907) 269-8160
 FAX: (907) 269-8156

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

Certificate of Organization

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

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

West Front Andrew LLC



IN TESTIMONY WHEREOF, I execute the certificate and affix the Great Seal of the State of Alaska effective **March 08, 2013**.

A handwritten signature in cursive script that reads "Susan K. Bell".

Susan K. Bell
Commissioner



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

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

What is this form?

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

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

Section 1 – Establishment Information

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

Licensee:	West Front Andrew LLC	License Number:	12964
License Type:	Retail Marijuana Store		
Doing Business As:	FAIRDANKS CANNABIS		
Physical Address:	29 College Road, Suite 8C		
City:	Fairbanks	State:	AK
		Zip Code:	99701 - 1739
Designated Licensee:	Buik Hong		
Email Address:	westfrontandrew@gmail.com		

Section 2 – Attached Items

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

Attached Items:	<p>FAIRDANKS CANNABIS</p> <p>Business License</p>
------------------------	---

OFFICE USE ONLY

Received Date:		Payment Submitted Y/N:		Transaction #:	
-----------------------	--	-------------------------------	--	-----------------------	--

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing
P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

FAIRDANKS CANNABIS

29 COLLEGE ROAD FAIRBANKS AK 99701

owned by

WEST FRONT ANDREW LLC

is licensed by the department to conduct business for the period

September 13, 2017 through December 31, 2018
for the following line of business:

42 - Trade



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

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

Chris Hladick



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

Alcohol & Marijuana Control Office
 550 W 7th Avenue, Suite 1600
 Anchorage, AK 99501
 marijuana.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
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Designated Licensee:	Buik Hong				
Email Address:	westfrontandrew@gmail.com				

Section 2 – Attached Items

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

Attached Items:	<p>Operating Agreement for West Front Andrew LLC</p>
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Received Date:		Payment Submitted Y/N:		Transaction #:	
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OPERATING AGREEMENT for

West Front Andrew, LLC

A Member-Managed Limited Liability Company

Alaska Entity # 10011288

THIS OPERATING AGREEMENT (the "Agreement") is made and entered into by: **Buik Hong** as sole member and manager of **West Front Andrew, LLC** (hereinafter the "Company").

This Agreement (unless amended) shall continue in full force and effect, and be binding upon each individual and/or business entity as may be subsequently admitted to the Company. Any individual and/or business entity subsequently admitted to the Company shall be known as and referred to as "Member."

As long as the Company has only one member, the plural term "Members," wherever it appears in this Agreement, shall be interpreted as referring to the Sole Member of the Company.

ARTICLE I - Company Formation and Registered Agent

1.1 **FORMATION.** The Company was formed on March 8, 2013, and is subject to the provisions of the Alaska Revised Limited Liability Company Act (the "Act") in effect as of this date of the Company was formed. Articles of Organization were filed with the State of Alaska Department of Commerce and Economic Development on March 8, 2013, and a Certificate of Organization was issued effective March 08, 2013. The Company was issued an Alaska Business License (#988058). Any additional documentation as may from time to time be required has been filed with the State of Alaska at the designated office for maintaining such records.

1.2 **NAME.** The name of the Company shall be: **West Front Andrew, LLC.**

1.3 **PRINCIPAL PLACE OF BUSINESS / REGISTERED AGENT.** The name of the registered agent and location of the principal business office of the Company shall be:

Buik Hong
201 Old Steese Highway, Suite 2
Fairbanks, AK 99701-1739

or at such other place as the Member(s) may from time to time select.

1.4 TERM. The Company has commenced doing business in calendar year 2013, and the business shall continue in perpetuity, unless sooner terminated as provided in this Agreement, or by operation of law, or at the direction of the Member(s).

1.5 BUSINESS PURPOSE. The initial purpose of the Company is “[t]o operate a retail smoke, gift and souvenir shop and any other lawful businesses as allowed.” The Company is authorized to engage in any lawful act or activity for which a Limited Liability Company may be formed under the Limited Liability statutes of the State of Alaska.

1.6 NAMES AND ADDRESSES OF MEMBERS. The name and place of residence of each Member is as follows:

Buik Hong – 201 Old Steese Highway, Suite 2, Fairbanks, AK 99701-1739

1.7 ADMISSION OF ADDITIONAL MEMBERS. Except as otherwise provided in this Agreement, no additional Members may be admitted to the Company without the prior unanimous written consent of the then-existing Members.

ARTICLE 2 - Capital Contributions

2.1 INITIAL CONTRIBUTIONS. The Members shall initially contribute to the Company capital in the form of cash or cash equivalent, with a combined value of not less than \$5,000.

2.2 ADDITIONAL CONTRIBUTIONS / INTEREST. No Member shall be obligated to make any additional contribution to the Company without the prior unanimous written consent of the Members. Members are not entitled to interest or other compensation for or on account of their capital contributions to the Company, except to the extent, if any, expressly provided in this Agreement.

ARTICLE 3 - Profits, Losses and Distributions

3.1 PROFITS/LOSSES. For financial, accounting and tax purposes, the Company’s net profits or net losses shall be determined on an annual basis and shall be allocated to the Members in proportion to each Member’s relative capital interest in the Company, and as may be amended from time to time in accordance with Treasury Regulation 1.704-1 and such other Regulations as may apply.

3.2 DISTRIBUTIONS. The Members shall determine and distribute available funds annually, or at more frequent intervals as they deem fit. “Available funds,”

as referred to herein, shall mean the net cash of the Company available after appropriate provision is made for expenses and liabilities, as determined by the Members. Distributions in liquidation of the Company or in liquidation of a Member's interest shall be made in accordance with the positive capital account balances pursuant to Treasury Regulation 1.704-1(b)(2)(ii)(b)(2). To the extent a Member shall have a negative capital account balance, there shall be a qualified income offset, as set forth in Treasury Regulation 1.704-1(b)(2)(ii)(d).

ARTICLE 4 - Management

4.1 MANAGEMENT OF THE COMPANY. The Members, within the authority granted by the Act and the terms of this Agreement, shall have the complete power and authority to manage and operate the Company and make all decisions affecting its business and affairs. Such authority includes, but is not limited to, all decisions as to: (a) the sale, development, lease or other disposition of the Company's assets; (b) the purchase or other acquisition of other assets of all kinds; (c) the management of all or any part of the Company's assets; (d) the borrowing of money and the granting of security interests in the Company's assets; (e) the pre-payment, refinancing or extension of any loan affecting the Company's assets; (f) the compromise or release of any of the Company's claims or debts; and (g) the employment of persons, firms or corporations for the operation and management of the Company's business.

4.2 DECISIONS AND DOCUMENTS. Except as otherwise provided in this Agreement, all decisions and documents relating to the management and operation of the Company shall be made and executed by the Members. If there are two Members, all decisions shall be jointly made. If there are more than two Members, then decisions shall be made by a majority of the Members.

4.3 THIRD PARTIES. Third parties dealing with the Company shall be entitled to rely conclusively upon the power and authority of a sole Member, or a majority in interest if more than one Member, to manage and operate the business and affairs of the Company.

4.4 EXCULPATION. Any act or omission of a Member, the effect of which may cause or result in loss or damage to the Company or any other individual Member(s), if done in good faith to promote the best interests of the Company, shall not subject the Member to any liability to other members.

4.5 INDEMNIFICATION. The Company shall indemnify any person who was or is a party defendant or is threatened to be made a party defendant, in any pending or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative (other than an action by or in the right of the

Company) by reason of the fact that he is or was a Member of the Company, Manager, employee or agent of the Company, or is or was serving at the request of the Company, for expenses (including attorney's fees), judgments, fines, and amounts paid in settlement, actually and reasonably incurred in connection with such action, suit or proceeding, if the person is determined to have acted in good faith and in a manner he/she reasonably believed to be in the best interests of the Company, and with respect to any criminal action or proceeding, had no reasonable cause to believe his/her conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or upon a plea of "nolo contendere" or its equivalent, shall not in itself create a presumption that the person did or did not act in good faith and in a manner which he/she reasonably believed to be in the best interests of the Company, and, with respect to any criminal action or proceeding, had reasonable cause to believe that his/her conduct was lawful.

4.6 RECORDS. The managing Member(s) shall cause the Company to keep at its principal place of business the following:

- (a) a current list in alphabetical order of the full name and current physical address of each Member;
- (b) a copy of the Certificate of Organization and any other documentation evidencing compliance with the Act, as well as the Company Operating Agreement and all amendments;
- (c) copies of the Company's federal, state and local income tax returns and reports, if any, for the three (3) most recent years;
- (d) copies of any financial statements of the Company for the three (3) most recent years.

ARTICLE 5 - Salaries, Reimbursement, and Payment of Expenses

5.1 ORGANIZATION EXPENSES. All expenses incurred in connection with the organization of the Company will be paid by the Company.

5.2 SALARY. No salary will be paid to a Member for the performance of his or her duties under this Agreement unless the salary has been approved in writing by the Members, or if more than two Members, then by a majority of the Members.

5.3 LEGAL AND ACCOUNTING SERVICES. The Company may obtain legal and accounting services to the extent reasonably necessary to conduct the Company's business.

ARTICLE 6 - Accounting Reports, Tax Returns, Fiscal Year, Banking

6.1 METHOD OF ACCOUNTING. The Company will use the method of accounting as previously determined by the Member(s) for financial reporting and tax purposes, or such other method as may be recommended by the accountant for the Company.

6.2 FISCAL YEAR; TAXABLE YEAR. The fiscal year and the taxable year of the Company is the calendar year.

6.3 CAPITAL ACCOUNTS. The Company will maintain a Capital Account for each Member on a cumulative basis in accordance with federal income tax accounting principles.

6.4 BANKING. All funds of the Company will be deposited in a separate bank account in a financial institution, the name and location to be selected at the discretion of the Members, or if more than two Members, then as determined by a majority of the Members. Company funds will be invested or deposited with a financial institution, the accounts or deposits of which are insured or guaranteed by an agency of the United States government.

ARTICLE 7 – Transfer/Assignment of Interest/Removal of Member

7.1 SALE OR ENCUMBRANCE PROHIBITED. Except as otherwise permitted in this Agreement, no Member may voluntarily or involuntarily transfer, sell, convey, encumber, pledge, assign, or otherwise dispose of (hereinafter collectively, "transfer") an interest in the Company without the prior written consent of the other Member, or if more than two Members, then by a majority of the non-transferring Members.

7.2 RIGHT OF FIRST REFUSAL. Notwithstanding Article 7.1, a Member may transfer all or any part of the Member's interest in the Company (the "Interest") as follows:

(a) The Member desiring to transfer his/her Interest must first provide written notice (the "Notice") to the other Members, specifying the price and terms on which the Member is prepared to sell the Interest (the "Offer").

(b) For a period of thirty (30) days after receipt of the Notice, the non-transferring Members may acquire all, but not less than all, of the Interest at the price and under the terms specified in the Offer. If the other Members desiring to acquire the Interest cannot agree among themselves on the allocation of the

Interest among them, the allocation will be proportional to the Ownership Interests of those Members desiring to acquire the Interest.

(c) Closing of the sale of the Interest will occur as stated in the Offer; provided however, that the closing will occur not more than forty-five (45) days after expiration of the 30day notice period.

(d) If the other Members fail or refuse to notify the transferring Member of their desire to acquire all of the Interest proposed to be transferred within the 30day period following receipt of the Notice, then the non-transferring Member(s) will be deemed to have waived their right to acquire the Interest on the terms described in the Offer, and the transferring Member may sell and convey the Interest consistent with the Offer to any other person or entity; provided however, that notwithstanding anything in Article 7.2 to the contrary, should the proposed sale to a third person be at a price or on terms that are more favorable to the purchaser than stated in the Offer, then the transferring Member must first re-offer the sale of the Interest to the remaining Members at the more favorable price and terms; provided further, that if a proposed sale to a third person is not closed within six months after the expiration of the 30day period describe above, then the provisions of Article 7.2 will again apply to the Interest proposed to be sold or transferred.

7.3 SUBSTITUTED PARTIES. Any transfer in which the Transferee becomes a fully-substituted Member is not permitted unless and until:

(1) Documents and instruments of conveyance necessary or appropriate in the opinion of counsel to the Company to effect the transfer and to confirm the agreement of the transferee to be bound by the provisions of this Agreement; and

(2) The transferor furnishes to the Company an opinion of counsel, satisfactory to the Company, that the transfer will not cause the Company to terminate for federal income tax purposes, or that any such termination would not otherwise adversely impact the best interests of the Company or the other Members.

7.4 DEATH, INCOMPETENCY, OR BANKRUPTCY OF MEMBER. In the event of death, adjudicated incompetence, or bankruptcy of a Member, unless the Company exercises its rights under Article 7.5, the successor-in-interest to the Member (whether an estate, personal representative, bankruptcy trustee, or otherwise) will receive only the economic right to receive distributions whenever made by the Company and the Member's allocable share of taxable income, gain, loss, deduction, and credit (the "Economic Rights") unless and until such time as a majority of the other Members as determined on a per capita basis admit the

transferee as a fully-substituted Member in accordance with the provisions of Article 7.3.

7.5 DEATH BUYOUT. Notwithstanding the foregoing provisions of this Article, the Members covenant and agree that upon the death of any Member, the Company, at its option, by providing written notice to the estate of the deceased Member within 180 days of the death of the Member, may purchase, acquire, and redeem the Interest of the deceased Member in the Company pursuant to the following provision:

(a) The value of each Member's Interest in the Company will be determined on the date this Agreement is signed, and shall be stated as each individual Member's "capital contribution." The value of each Member's Interest will be re-determined unanimously by the Members annually, unless the Members unanimously decide to re-determine those values more frequently. The purchase price for a deceased Member's interest shall be the value last-determined before the death of such Member; provided however, that if the latest valuation is more than two years before the death of the deceased Member, the provisions of Article 7.5(b) will apply in determining the value of the Member's Interest in the Company.

(b) If the Members have failed to value the deceased Member's Interest within the prior twoyear period, the value of such Member's Interest in the Company on the date of death, in the first instance, will be determined by mutual agreement of the surviving Members and the personal representative of the estate of the deceased Member. If the parties cannot reach an agreement on the value within 30 days after the appointment of the personal representative of the deceased Member, then the surviving Members and the personal representative each must select a qualified appraiser within the next succeeding 30 days. The appraisers so selected will each then independently determine a fair market value for the Interest. If the Members and personal representative are still unable to agree on a value within 30 days of being selected, then the two appraisers will select a third appraiser within 30 days of reaching an impasse. The third appraiser shall review the values ascribed to the Interest by the first two appraisers, and then solely determine a fair value for the Interest of the decedent. That amount will be final and binding on all parties and their respective successors, assigns, and representatives. The costs and expenses of the third appraiser and any costs and expenses of the appraiser retained but not paid for by the estate of the deceased Member will be offset against the purchase price paid for the deceased Member's Interest in the Company.

(c) Closing of the sale of the deceased Member's Interest in the Company will be held at the office of the Company on a date designated by the Company,

not later than 90 days after final determination of fair market value of the deceased Member's Interest in the Company. If no personal representative has been appointed within 60 days after the deceased Member's death, the surviving Members shall have the right to apply for and have a personal representative appointed.

(d) At closing, the Company will pay the purchase price for the deceased Member's Interest in the Company. If the purchase price is less than \$10,000, the purchase price will be paid in cash; if the purchase price is \$10,000 or more, the purchase price will be paid as follows:

(1) \$10,000 in cash, bank cashier's check, or certified funds;

(2) The balance of the purchase price shall be paid by the Company executing and delivering its promissory note for the balance, with interest at the prime interest rate stated by the primary banking institution utilized by the Company (or its successors and assigns), at the time of the deceased Member's death. Interest will be payable monthly, with the principal sum being due and payable in three equal annual installments. The promissory note will be unsecured and will not have a prepayment penalty.

(e) At closing, the deceased Member's estate or personal representative must assign to the Company all of the deceased Member's Interest in the Company free and clear of all liens, claims, and encumbrances, and further agrees to execute all other instruments as may reasonably be necessary to vest in the Company all of the deceased Member's right, title, and interest in the Company and its assets.

(f) On completion of the purchase of the deceased Member's Interest in the Company, the Ownership Interests of the remaining Members will increase proportionately to their thenexisting Ownership Interests.

7.6 ASSIGNMENT BY UNANIMOUS CONSENT OF MEMBERS.

Notwithstanding any of the above provisions of this Article 7, a Member may, with unanimous consent of all of the other remaining members, freely assign the Member's interest in the Company, and upon the terms and conditions as may be agreed upon in a separate writing signed by all members.

7.7 INVOLUNTARY REMOVAL OF MEMBER FOR CAUSE

A Member may be involuntarily removed from the Company if a Member holding a majority interest in the Company, or a combination of Members holding

a majority interest (majority percentage of ownership interest) in the Company finds that any of the following circumstances exist:

- (a) The Member to be removed committed a felony crime, as such crimes are defined under the laws of the State of Alaska, on the Company's business premises or during the course and scope of Company business;
- (b) The Member to be removed recklessly or intentionally engaged in conduct or committed an act or omission that resulted in severe damage to the Company's interests. "Severe damage to the Company's interests" includes but is not limited to:
 - i. Damage or destruction of the Company's property in a manner that results in damages or loss exceeding \$2,000.
 - ii. Harm to a third-party that creates liability on the part of the Company in an amount that exceeds \$2,000.
- (c) The Member to be removed recklessly, knowingly, or intentionally engaged in repeated acts or omissions that harm the interests of the Company, after having been notified by a majority of the other Members that such acts or omissions were harmful to the interests of the Company.

If a Member is removed pursuant to this section (Involuntary Removal of Member) the Member's ownership interest shall be purchased as described in Section 7.5 (Death Buyout) above.

ARTICLE 8 - Dissolution and Winding Up of Company

8.1 DISSOLUTION. The Company will be dissolved on the happening of any of the following events:

- (a) Sale, transfer, or other disposition of all or substantially all of the property of the Company;
- (b) By agreement of all of the Members;
- (c) By operation of law; or
- (d) By the death, incompetence, expulsion, or bankruptcy of a Member, or the occurrence of any event that terminates the continued membership of a Member in the Company, unless there are then remaining at least the minimum

number of Members required by law and all of the remaining Members, within 120 days after the date of the event, elect to continue the business of the Company.

8.2 WINDING UP. Upon dissolution of the Company (if the Company is not continued as provided above), the Members must take full account of the Company's assets and liabilities, and the assets will be liquidated as promptly as is consistent with obtaining their fair value, and the proceeds, to the extent sufficient to pay the Company's obligations with respect to the liquidation, will be applied and distributed, after any gain or loss realized in connection with the liquidation has been allocated in accordance with Article 3 of this Agreement, and the Members' Capital Accounts have been adjusted to reflect the allocation and all other transactions through the date of the distribution, in the following order:

(a) To payment and discharge of the expenses of liquidation and of all the Company's debts and liabilities to persons or organizations other than Members;

(b) To payment and discharge of any Company debts and liabilities owed to Members; and

(c) To Members in the amount of their respective adjusted Capital Account balances on the date of distribution.

ARTICLE 9 - General Provisions

9.1 AMENDMENTS. Amendments to this Agreement may be proposed by any Member. A proposed amendment will be adopted and become effective only upon the written and unanimous approval of all Members.

9.2 GOVERNING LAW. This Agreement and the rights and obligations of the parties under it are governed by and interpreted in accordance with the laws of the State of Alaska.

9.3 ENTIRE AGREEMENT; MODIFICATION. This Agreement constitutes the entire understanding and agreement between the Members with respect to the subject matter of this Agreement. No agreements, understandings, restrictions, representations, or warranties exist between or among the Members other than those in this Agreement or referred to or provided for in this Agreement. No modification or amendment of any provision of this Agreement will be binding on any Member unless in writing and signed by all the Members.

9.4 ATTORNEY FEES. In the event of any suit or action to enforce or interpret any provision of this Agreement (or that is based on this Agreement), the prevailing party is entitled to recover, in addition to other costs, reasonable

attorney fees in connection with the suit, action, or arbitration, and in any appeals. The determination of who is the "prevailing party" and the amount of reasonable attorney fees to be paid to the prevailing party will be decided by the court or courts, including any appellate courts, of by the Arbitrator if the matter is submitted to arbitration.

9.5 FURTHER EFFECT. The parties agree to execute other documents as may be necessary to further effect and evidence the terms of this Agreement, as long as the terms and provisions of the other documents are fully consistent with the terms of this Agreement.

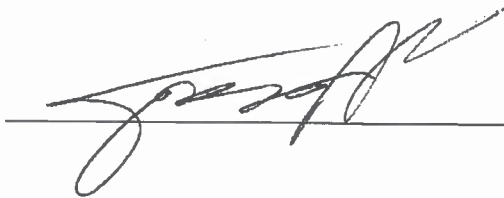
9.6 SEVERABILITY. If any term or provision of this Agreement is held to be void or unenforceable, that term or provision will be severed from this Agreement. The remaining terms and provisions of the Agreement will survive, and the balance of this Agreement will be reasonably construed to carry out the intent of the parties as evidenced by the terms of this Agreement.

9.7 CAPTIONS. The section captions used in this Agreement are for the convenience of the parties only and will not be interpreted so as to enlarge, reduce, modify or alter the terms and provisions of this Agreement.

9.8 NOTICES. All notices required to be given by this Agreement will be in writing and will be effective when actually delivered or, if mailed, when deposited as certified mail, postage prepaid, directed to the address designated for each Member, or to such other address as a Member may specify by notice given in conformance with these provisions to the other Members.

IN WITNESS WHEREOF, the parties to this Agreement execute this Operating Agreement as of the date and year first above written.

SOLE MEMBER: BUIK HONG



/ Signature

Date: Oct - 05, 2017



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

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

What is this form?

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

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

Section 1 – Establishment Information

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

Licensee:	West Front Andrew LLC	License Number:	12964		
License Type:	Retail Marijuana Store				
Doing Business As:	FAIRDANKS CANNABIS				
Physical Address:	29 College Road, Suite 8C				
City:	Fairbanks	State:	AK	Zip Code:	99701 - 1739
Designated Licensee:	Buik Hong				
Email Address:	westfrontandrew@gmail.com				

Section 2 – Attached Items

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

Attached Items:	<p>MJ-01 Marijuana Operation Plan</p>
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OFFICE USE ONLY

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

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

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

What must be covered in an operating plan?

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

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

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

Section 1 – Establishment Information

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

Licensee:	West Front Andrew LLC	License Number:	12964		
License Type:	Retail Marijuana Store				
Doing Business As:	Fairdanks Cannabis				
Premises Address:	29 College Road, Suite 8C				
City:	Fairbanks	State:	ALASKA	ZIP:	99701
Mailing Address:	29 College Road, Suite 8C				
City:	Fairbanks	State:	ALASKA	ZIP:	99701
Primary Contact:	Buik Hong				
Main Phone:	907-374-3040	Cell Phone:	646-732-0271		
Email:	westfrontandrew@gmail.com				



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:

When customers initially enter FAIRDANKS CANNABIS, through the front entrance, they will be restricted to a 6' x 5' Public Access Control Area (PACA) space. The physical perimeter of the PACA will consist of the front entrance door, store walls, an ID check podium and a velvet rope setup. The ID check podium and velvet rope setup will divide the PACA space and the Marijuana Retail Area (MRA). For further PACA layout details, please refer to Form MJ-02, Section 2, Items 1-4.

No member of the public will be allowed past the PACA, into the MRA, until government issued, non-expired photo identification are checked and verified for legitimacy by a trained employee of FAIRDANKS CANNABIS at the ID check podium. The trained employee of FAIRDANKS CANNABIS must ensure the visitor is 21 years of age or over for entry into FAIRDANKS CANNABIS. Only members of the public whose photo identification has been verified will be allowed into the MRA.

The RAA has one point of entry, the RAA entrance, which is located within the store. The RAA entrance will be posted with a sign that says "Restricted access area. Visitors must be escorted." A trained FAIRDANKS CANNABIS employee will be strategically placed at the ID check podium in order to also guard the RAA entrance at all times, during open business hours. All visitors to the RAA must show photo identification as required in 3 AAC 306.350 to prove that they are 21 years of age or older. The trained FAIRDANKS CANNABIS employee posted at the RAA entrance will ensure the ID provided is government issued, non-expired, and verified for legitimacy. Upon verification, a FAIRDANKS CANNABIS employee will produce a visitor identification badge for the authorized visitor before allowing access to the RAA. FAIRDANKS CANNABIS will limit the number of visitors to not more than five visitors for each licensee, employee, or agent of licensee and must be actively engaged in supervising visitors. Should any photo ID presented to the trained FAIRDANKS CANNABIS employee appear expired, altered, or fraudulent, the person presenting the ID will be denied entry into the Marijuana Retail Area (MRA) and the RAA and will be asked to leave. All FAIRDANKS CANNABIS employees will be trained to identify altered or fraudulent IDs.

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

FAIRDANKS CANNABIS has established a Restricted Access Area (RAA) based on the guidance of 3 AAC 306.710 and will strictly follow the regulations listed within for admitting visitors and escorting them through the RAA. The RAA has one point of entry, the RAA entrance, which is located within the store. The RAA entrance will be posted with a sign that says "Restricted access area. Visitors must be escorted." A trained FAIRDANKS CANNABIS employee will be posted at the RAA entrance at all times, during open business hours. In accordance with 3 AAC 306.710, FAIRDANKS CANNABIS will limit the number of visitors to not more than five visitors for each licensee, employee or agent of the licensee and must be actively engaged in supervising visitors.

The rear exit to FAIRDANKS CANNABIS connects to the RAA but will remain locked to the outside at all times. At no time will the rear exit be used as an exit by authorized visitors. At no time will anyone be allowed entry into FAIRDANKS CANNABIS through the rear entrance.

All visitors to the RAA must show photo identification as required in 3 AAC 306.350 to prove that they are 21 years of age or older. A trained FAIRDANKS CANNABIS employee posted at the RAA entrance will ensure the ID provided is government issued, non-expired, and verified for legitimacy. Upon verification, a FAIRDANKS CANNABIS employee will produce a visitor identification badge for the authorized visitor before allowing access to the RAA. Authorized visitors will be escorted at all times by a licensee, employee, or agent of FAIRDANKS CANNABIS.

Each RAA visitor must log their visit in the FAIRDANKS CANNABIS visitor log. The visitor log will document: each visitor's name; date and time of entry; purpose of visit; the escorting employee's name and signature; and a signature of the visitor acknowledging and agreeing to be subject to FAIRDANKS CANNABIS policies and procedures, as well as conforming to regulations pursuant to 3 AAC 306.710. Upon the visitor's exit, the escorting employee of FAIRDANKS CANNABIS will be responsible for ensuring that each visitor logs their time of departure from the RAA in the visitor log.

Should any photo identification presented to the trained FAIRDANKS CANNABIS employee appear expired, altered, or fraudulent, the person presenting the ID will be denied entry into the Marijuana Retail Area (MRA) and the RAA and will be asked to leave. All FAIRDANKS CANNABIS employees will be trained to identify altered or fraudulent IDs.



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

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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

Each Restricted Access Area (RAA) visitor must log their visit in the FAIRDANKS CANNABIS visitor log. The visitor log will document: each visitor's name; date and time of entry; purpose of visit; the escorting employee's name and signature; and a signature of the visitor acknowledging and agreeing to be subject to FAIRDANKS CANNABIS policies and procedures, as well as conforming to regulations pursuant to 3 AAC 306.710. Upon the visitor's exit, the escorting employee of FAIRDANKS CANNABIS will be responsible for ensuring that each visitor logs their time of departure from the RAA in the visitor log.

All visitor log records will be kept for a minimum of five (5) years in restricted access electronic records storage located on and off site. Pursuant to 3AAC 306.755, visitor logs that are six (6) months old or newer will be maintained in secured storage within the licensed premises for immediate access. For records that are older than six (6) months, they will be provided within three (3) business days.

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

[Blank space for photo]	
PHOTO	FAIRDANKS CANNABIS
	LICENSE: 12964
	NAME:
	HANDLER PERMIT #: 123456
	EXP: 10/1/2018
[Blank space for photo]	



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:

Pursuant to 3 AAC 306.715, retail marijuana store, FAIRDANKS CANNABIS will install security lighting at its retail location. FAIRDANKS CANNABIS will use mounted luminaries which are designed for general security lighting and will mount the lighting to adequately illuminate the front entrance and rear exit. Only the front and rear of the licensed premises will have exterior security lighting as FAIRDANKS CANNABIS shares a wall with other stores on both sides of the retail marijuana store.

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

Pursuant to 3 AAC 306.715 (2), the licensed premises, FARIDANKS CANNABIS, will have a security alarm system on all exterior doors and windows. In addition, FAIRDANKS CANNABIS will strategically place duress buttons around the store to immediately alert the police of an emergency situation. Fire and Carbon Monoxide alarms will be installed within the licensed premises for general safety purposes.

The front entrance and rear exit will have a monitored alarm system which will be deactivated by PIN code at the start of the business day and activated at the closing of the business day. The monitored alarm system will alert law enforcement upon a forced unauthorized entry into FAIRDANKS CANNABIS.

All exterior windows of FAIRDANKS CANNABIS will have glass break detectors. Upon a glass break of any exterior window, law enforcement will be alerted through the monitored alarm system. All security alarms will have a back up battery.

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:

FAIRDANKS CANNABIS will train all staff on how to properly activate the security alarm system at the close of the business day. The last employee to leave the premises will be responsible to ensure all doors and windows are closed and locked. The last employee will then activate the alarm system that will alert a third party security firm upon a physical security breach. When an alarm is triggered, the third party security firm will alert pre-determined FAIRDANKS CANNABIS staff and law enforcement.



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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

Pursuant to 3AAC 306.715, FAIRDANKS CANNABIS will have policies and procedures in place to prevent diversion of marijuana from employees and members of the public. FAIRDANKS CANNABIS will screen all employees with background checks, past employment references and interviews. Upon hire, new employees of FAIRDANKS CANNABIS will be placed in a training period and given copies of government marijuana regulations and the FAIRDANKS CANNABIS training manual. (The FAIRDANKS CANNABIS training manual will cover the POS system used by retail store, as well as how to prevent customer diversion, and the use of METRC.) At the end of the training period, employees must pass a written test to prove they understand all regulations and expectations of FAIRDANKS CANNABIS. Employees will be subject to random bag checks at the end of each business day.

FAIRDANKS CANNABIS, in accordance with 3 AAC. 630.720 (1)(2) will prevent customer diversion by posting a sign, which will state "NO LOITERING. Violators will be prosecuted" at the entrance of the retail store. (The following signage posted at the store will be no less than 12" x 12", with lettering at least one-half inch in height in black and against a white background or in high contrast to lettering, background)
FAIRDANKS CANNABIS will also conduct random video surveillance checks on visitors as well as employees. Inventory of marijuana and cash will be counted by at least two employees at the end of each business day. Any discrepancies will be investigated immediately, by the store manager of FAIRDANKS CANNABIS.

If diversion is suspected, FAIRDANKS CANNABIS will conduct an internal investigation. If the investigation confirms diversion, or requires assistance with the investigation, FAIRDANKS CANNABIS will alert the local law enforcement authorities.

Describe your policies and procedures for preventing loitering:

FAIRDANKS CANNABIS will have a sign which states: "NO LOITERING. Violators will be prosecuted" at the entrance of the retail store. (The following signage posted at the store will be no less than 12" x 12", with lettering at least one-half inch in height in black and against a white background or in high contrast to lettering, background)

A video surveillance will be periodically checked by a FAIRDANKS CANNABIS employee to monitor violators of the "NO LOITERING" policy. Any violators of the policy will be asked to leave the area immediately.

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:

FAIRDANKS CANNABIS will have a training manual for employees with instructions on how to use the duress buttons placed around the retail marijuana store. These strategically placed duress buttons around the store will alert the police of an emergency situation upon activation.



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:

FAIRDANKS CANNABIS will train all staff on security provisions, including, but not limited to, anti-diversion strategy, unanticipated alarm notifications to law enforcement, security breaches, and use of the electronic alarm, and video surveillance security systems.

The Retail Marijuana Store Manager of FAIRDANKS CANNABIS will train necessary staff to properly activate and deactivate the monitored security system and duress buttons. Upon automatic or electronic notification to local law enforcement of an unauthorized breach of security, employees will immediately notify the licensee and manager of FAIRDANKS CANANBIS and, if possible, confirm that a breach was made at the licensed premise.

FAIRDANKS CANNABIS policy will dictate that all security incidents are logged with general description of events, approximate time-lines, the parties involved, resolution of the incident, external notifications required and recommendations for prevention and remediation will be developed immediately after a breach. After evaluation of video surveillance of security breach, FAIRDANKS CANNABIS will cooperate and coordinate with local law enforcement to assist in the apprehension and prosecution of the responsible parties.

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:

FAIRDANKS CANNABIS will have exterior cameras at the front entrance and rear exit of the retail store. FAIRDANKS CANNABIS will have indoor cameras facing the front entrance and rear exit which will capture clear images of anyone entering or exiting the retail store. Multiple cameras will be placed throughout the store to cover key areas as well.

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:

In accordance with 3 AAC 306.720, FAIRDANKS CANNABIS will ensure that all video surveillance recording equipment and records will be locked and in a secure area where they will be housed and stored, and in an area where they are only accessible to authorized personnel, law enforcement, or an agent of the board. Surveillance recording equipment and video surveillance records will be housed in a locked and secured cabinet within the Restricted Access Area (RAA). Surveillance records will also be stored off-site in the same manner as the on-site records. The RAA entrance will have a sign stating "Restricted access area. Visitors must be escorted" and is monitored by trained employees at all times, during business hours.

Records will only be accessible to authorized FAIRDANKS CANNABIS employees, to law enforcement personnel including a peace officers or an agent of the board. There will be three copies of the keys to the locked and secure cabinet; the licensee will have one, a store copy will be held on site and the licensee will place one copy off site. Each surveillance recording will be preserved for a minimum of 40 days, in a format that can be easily accessed for viewing. All recorded images will clearly and accurately display the time and date, and in a format that will not permit alteration of the recorded image.

Location of Surveillance Equipment and Video Surveillance Records:

Yes No

Surveillance room or area is clearly defined on the premises diagram

Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area

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

Video surveillance records are stored off-site



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Business Records (3 AAC 306.755):

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

Business Records Maintained and Kept on the Licensed Premises:

Yes No

All books and records necessary to fully account for each business transaction conducted under its license for the current year and three preceding calendar years; records for the last six months are maintained on the marijuana establishment's licensed premises; older records may be archived on or off-premises	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Records related to advertising and marketing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A current diagram of the licensed premises including each restricted access area	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A log recording the name, and date and time of entry of each visitor permitted into a restricted access area	<input checked="" type="checkbox"/>	<input type="checkbox"/>
All records normally retained for tax purposes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f)	<input checked="" type="checkbox"/>	<input type="checkbox"/>



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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records.

Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

In accordance with 3 AAC 306.755, all books and records necessary to fully account for each business transaction, for each business day, and conducted under its license will be accounted for the current year, as well as three preceding calendar years; records for the last six months will be maintained on the FAIRDANKS CANNABIS premises; Older records will be archived off site permanently. Business records kept off site will be stored in locked cabinets which only authorized employees of FAIRDANKS CANNABIS have keys to. There will only be three copies of the keys to the locked cabinet; the licensee will have one, a store copy will be held on site and the licensee will place one copy off site. Any electronic copies of records will be on a password protected drive which only the licensee and store manager will know the password to.



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:

In accordance with 3 AAC 306.730, FAIRDANKS CANNABIS will use Franwell's METRC system from seed to disposal. METRC is a hosted, real-time system that uses serialized tags with bar code, human-readable and Radio Frequency Identification (RFID) tags attached to every plant, and labels attached to wholesale packages to track marijuana inventory. METRC will be responsible for the technical and operational components of the marijuana inventory tracking system.

FAIRDANKS CANNABIS will also ensure that all employees complete the training sessions and webinars to provide a thorough understanding of METRC. Employees will also be required to demonstrate their knowledge of METRC as part of the Marijuana Control Board's licensing process.

To ensure METRC is capable of sharing information with the system the board implements, FAIRDANKS CANNABIS will ensure the connection between the systems are in place. Any issues with information sharing will be immediately escalated to licensee and employees will coordinate with METRC technical support to resolve the issue.



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 4 – Employee Qualification and Training

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

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

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

Marijuana Handler Permit:	Yes	No
Each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the premises of a retail marijuana store, marijuana cultivation facility, or marijuana product manufacturing facility) when on the licensed premises	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

FAIRDANKS CANNABIS employees must have the required certifications in marijuana handling, which will be sent to AMCO, if approved they will receive their marijuana handler's permit. All employees will renew their certifications and permits yearly through a continuing education and state approved training requirement. All records of employees will be kept on and off site. Failure to comply will result in termination of employment. In addition, FAIRDANKS CANNABIS will receive the retail marijuana store's training.



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:

FAIRDANKS CANANBIS will give the Enforcement Board of AMCO at least 3 days notice via email prior to making waste unusable and disposing of it. Marijuana solid waste will be weighed on the industrial scale pursuant to 3 AAC 306.745 and waste will be ground up using a grinder which will then be mixed with equal parts compostable material waste. Once the marijuana is ground up and combined with a material to make it unusable, it will be placed in a closed, pest-resistant garbage bag and will be stored in restricted access area until its disposable at the end of each business day.

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

FAIRDANKS CANNABIS will use soil and sawdust to mix with ground marijuana waste to make it unusable.



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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 and marijuana product unusable before disposal of product, FAIRDANKS CANNABIS will follow regulations pursuant to 3 AAC 306.740. FAIRDANKS CANNABIS will give the Enforcement Board of AMCO at least 3 days via email notice prior to making waste unusable and disposing of it. Marijuana solid waste will be weighed on the industrial scale pursuant to 3 AAC 306.745 and waste will be ground up using a grinder which will then be mixed with equal parts compostable material waste. All marijuana waste will be weighed at the closing of each working business day into METRC, and weighed on a scale registered in compliance with 3 AAC 306.745 by authorized FAIRDANKS CANNABIS employees. Then marijuana plant waste will be made unusable by grinding the marijuana plant waste and mixing it with at least an equal amount of other non-marijuana, compostable material pursuant to 3 AAC 306.740 until mixture contains no more than 50% ground marijuana plant material. FAIRDANKS CANNABIS will record all waste logs to meet AMCO's and business record retention requirements. Employees must clean all supplies, equipment, and work surfaces that were exposed to marijuana and non-marijuana waste. Final destination of marijuana waste will be input into METRC.



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 6 – Transportation and Delivery of Marijuana and Marijuana Products

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

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

Marijuana Transportation:

Yes No

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

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

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

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

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

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

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



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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

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

When FAIRDANKS CANNABIS packages marijuana for sale: (1) ALL employees will wash hands in accordance with 3 AAC 306.735 and FAIRDANKS CANNABIS training manual before handling marijuana. (2) All employees will also wear synthetic polymers gloves, such as vinyl and nitrile gloves, when handling marijuana and/or marijuana product to ensure the product will not be contaminated in any way. (3) Packaging of marijuana will not have any printed images, including cartoon characters, that specifically target persons under 21 years of age. In addition, the packaging will protect the product from contamination and will not impart any toxic or damaging substance to the marijuana. (4) Marijuana and/or marijuana product will be packaged in opaque, resealable, child-resistant packaging. The packaging will be designed or constructed to be significantly difficult for children under five years of age to open, but not normally difficult for adults to use properly. (5) Each package prepared in compliance with 3 AAC 306.470 will be identified by a tracking label generated for tracking by the marijuana cultivation facility's marijuana inventory tracking system, METRC, from seed to disposal. (6) FAIRDANKS CANNABIS will ensure that EVERY marijuana package sold contains each of the following statements: (a) "Marijuana has intoxicating effects and may be habit forming and addictive."; (b) "Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence."; (c) "There are health risks associated with consumption of marijuana."; (d) "For use only by adults twenty-one and older. Keep out of the reach of children."; (e) "Marijuana should not be used by women who are pregnant or breast feeding." (5) No such statements such as "Organic" will be allowed on packaging/label. (6) The label which FAIRDANKS CANNABIS will place on product will identify the retail marijuana store by its name: "FAIRDANKS CANNABIS", and state its marijuana establishment license number, the total amount of THC in the labeled product, the marijuana product's unique name, and its effect on a person (as mentioned herein), and ensure that label requirements is affixed in accordance with 3 AAC 306.470, 3 AAC 306.570, and 3 AAC 306.645.

METRC will log the type of products destined for transport will be packaged in an opaque container, limited to five pounds per package, with tamper evident seal. A complete printed transport manifest will be kept with marijuana at all times. METRC will be used to record the type, amount, weight of marijuana product being transported, name of transporter, time of departure and expected delivery, the make, model, and license plate number for transporting vehicle. In the event cannabis products need to be transported off premises marijuana will be stored in a lockable compartment of the vehicle where it will remain until arrival at the destination.

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

Pursuant to 3 AAC 306.750, FAIRDANKS CANNABIS may transport marijuana or a marijuana product to another retail marijuana store. In doing so, FAIRDANKS CANNABIS shall ensure that: Products destined for transport will be packaged in an opaque container, limited to five pounds per package, with tamper evident seal. A complete printed transport manifest will be kept with marijuana at all times. METRC will be used to record the type, amount, weight of marijuana product being transported, name of transporter, time of departure and expected delivery, the make, model, and license plate number for transporting vehicle. In the event cannabis products need to be transported off premises, marijuana will be stored in a lockable compartment of the vehicle where it will remain until arrival at another retail marijuana store. Only authorized FAIRDANKS CANNABIS employees will have the key to the lock of the safe in the transport vehicle.

The transporting vehicle will travel directly to destination. The recipients will only include licensed marijuana retail locations. A signature, printed name, marijuana handler permit number, and time of arrival will be required from the receiving party before any transfers can be deemed complete.



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:

FAIRDANKS CANNABIS will have two signs with its name. The first sign will be at the top of the front entrance of the store; it will be 2' x 10'. The second sign will be 5'11" x 4'10" on the store-front window. Neither of these signs will exceed 4,800 square feet.□

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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Promotes excessive consumption	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Represents that the use of marijuana has curative or therapeutic effects	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Depicts a person under the age of 21 consuming marijuana	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>



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


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

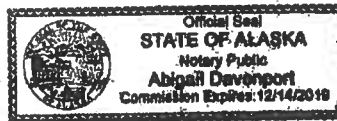
Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

FAIRDANKS CANNABIS will have access control procedures in place to ensure no one under the age of 21 gains access to any portion of the licensed premises and marijuana items. The only entrance for public use is the front entrance. The front entrance will be posted with a sign that says "No one under 21 years of age allowed." The sign will not be less than 12 inches long and 12 inches wide, with letters at least one-half inch in height in high contrast to the background of the sign.

No member of the public will be allowed into the licensed premises or marijuana products, until government issued, non-expired photo identification is checked and verified for legitimacy by a trained employee of FAIRDANKS CANNABIS at the front entrance. Should any photo identification presented to the trained FAIRDANKS CANNABIS employee appear expired, altered, or fraudulent, the person presenting the ID will be denied entry into the licensed premises and will be asked to leave. All FAIRDANKS CANNABIS employees will be trained to identify altered or fraudulent IDs. If an individual asked to leave the licensed premises by a FAIRDANKS CANNABIS employee refuses to leave, local law enforcement will be notified to escort the person out.


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
BUIK Honey



Printed name

Subscribed and sworn to before me this 2 day of October, 2017.


Notary Public in and for the State of Alaska.

My commission expires: 12/14/19



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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

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What is this form?

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

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

Section 1 – Establishment Information

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

Licensee:	West Front Andrew LLC	License Number:	12964		
License Type:	Retail Marijuana Store				
Doing Business As:	FAIRDANKS CANNABIS				
Physical Address:	29 College Road, Suite 8C				
City:	Fairbanks	State:	AK	Zip Code:	99701 - 1739
Designated Licensee:	Buik Hong				
Email Address:	westfrontandrew@gmail.com				

Section 2 – Attached Items

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

Attached Items:	<p style="font-size: 1.2em; color: blue;">MJ-03 Operational Plan Supplemental</p>
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OFFICE USE ONLY

Received Date:		Payment Submitted Y/N:		Transaction #:	
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Alaska Marijuana Control Board Operating Plan Supplemental Form MJ-03: Retail Marijuana Store

What is this form?

This operating plan supplemental form is required for all applicants seeking a retail marijuana store 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 3** 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 306.315(2).

What additional information is required for retail stores?

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

- Prohibitions
- On-site consumption
- Displays and sales
- Exit packaging and labeling
- Security

This form must be submitted to AMCO's main office before any retail marijuana store 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:	West Front Andrew LLC	License Number:	12964		
License Type:	Retail Marijuana Store				
Doing Business As:	Fairdanks Cannabis				
Premises Address:	29 College Road, Suite 8C				
City:	Fairbanks	State:	ALASKA	ZIP:	99701



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

Section 2 – Prohibitions

Applicants should review 3 AAC 306.310 and be able to answer “Agree” to all items below.

The retail marijuana store will not:

Agree Disagree

Sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product in a quantity exceeding the limit set out in 3 AAC 306.355

Sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product over the internet

Offer or deliver to a consumer, as a marketing promotion or for any other reason, free marijuana or marijuana product, including a sample

Offer or deliver to a consumer, as a marketing promotion or for any other reason, alcoholic beverages, free or for compensation

Allow a person to consume marijuana or a marijuana product on the licensed premises, except as provided in 3 AAC 306.305(a)(4)

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

To ensure that West Front Andrew, LLC DBA as “FAIRDANKS CANNABIS” will not sell, give, distribute, or deliver marijuana or marijuana products to any persons who is under the influence of an alcoholic beverage, inhalant, or controlled substance, as stated in 3 AAC 306.310, FAIRDANKS CANNABIS will: (1) Have a sign which will be posted by entrance of retail store. Sign will state: “WE RESERVE THE RIGHT TO REFUSE SERVICE TO ANYONE” [Signs posted at the store will be no less than 12” x 12”, with black lettering at least one-half inch in height in high contrast to the background of the sign.] (2)FAIRDANKS CANNABIS will have the manager on duty to have an ultimate decision-making authority to determine if an individual is at a level of intoxication or impairment to deny service. (3)No on-site consumption will be allowed, including opening packages within the licensed premise. Alcohol will also be prohibited within the retail store. (4)Any incidents will be recorded and retained in accordance with 3 AAC 306.755



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

Section 3 – On-site Consumption

Yes No

Do you plan to request approval of the board with your initial application to permit consumption of marijuana or marijuana product in a designated area on the proposed premises?

If "Yes", describe how you ensure that only marijuana or marijuana products that were purchased at your proposed premises are being consumed, per 3 AAC 306.305(a)(4):

Section 4 – Displays and Sales

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

Pursuant to 3 AAC 306.735, 3 AAC 306.730, 3 AAC 306.720, and 3 AAC, 306.310, FAIRDANKS CANNABIS will ensure all codes are compliant with AMCO and official standards, in relation to storing, displaying, and selling marijuana and marijuana products.
When stored, marijuana and marijuana product will be placed in a dry and locked container, and will be stored and held in the restricted access area, in a manner that prevents the growth of bacteria, microbes, or other undesirable microorganisms.
Marijuana and marijuana products will be displayed in a humidity controlled, well lit, container/display case, away from direct light and water. Marijuana and marijuana product, when displayed, will be kept in a glass display case, in the counter, where there will be adequate lighting.
FAIRDANKS CANNABIS will also maintain a thorough record of the all marijuana and marijuana product in its marijuana inventory tracking system, METRC, including the name, lot number, sale, and final disposition. All sales with qualifying persons over the age of 21 will be recorded via the surveillance camera, with time and date stamp. Visitors will not have access to marijuana and marijuana product without the assistance of an employee.



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

Section 5 – Exit Packaging and Labeling

Review the requirements under 3 AAC 306.345, and identify how the proposed establishment will meet the listed requirements.

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

As a licensed retail marijuana store, FAIRDANKS CANNABIS will package and label its products in accordance with 3 AAC 306.345.

When FAIRDANKS CANNABIS packages and labels marijuana for sale: (1) All employees will wash hands in accordance with 3 AAC 306.735 and FAIRDANKS CANNABIS training manual before handling marijuana. (2) All employees will also wear synthetic polymers gloves, such as vinyl and nitrile gloves, when handling marijuana and marijuana product to ensure the product will not be contaminated in any way. (3) Packaging, packing, and labeling of any or any marijuana and its product(s) will be conducted in restricted access area. (4) As a retail marijuana store, FAIRDANKS CANNABIS will not sell marijuana and marijuana product that will exceed more than an ounce, per person, and in accordance with 3 AAC 306.745 (5) Packaging of marijuana will not have any printed images, including cartoon characters, that specifically target persons under 21 years of age. (6) Marijuana and/or marijuana product will be packaged in opaque, resealable, child-resistant packaging. The packaging will be designed or constructed to be significantly difficult for children under five years of age to open, but not normally difficult for adults to use properly. It will either be in double sealed zip-locked bag or in child-proof container, such as a prescription bottle. (7) Each package prepared in compliance with 3 AAC 306.470 will be identified by a tracking label generated for tracking by the marijuana cultivation facility's marijuana inventory tracking system, from seed to disposal. (8) FAIRDANKS CANNABIS will ensure that EVERY marijuana package sold contains each of the following statements :

- (1) "Marijuana has intoxicating effects and may be habit forming and addictive.";
- (2) "Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence.";
- (3) "There are health risks associated with consumption of marijuana.";
- (4) "For use only by adults twenty-one and older. Keep out of the reach of children.";
- (5) "Marijuana should not be used by women who are pregnant or breast feeding.";

• No such statements such as "Organic" will be allowed on packaging/label.

The label which FAIRDANKS CANNABIS will place on product will identify the retail marijuana store by its name: "FAIRDANKS CANNABIS", and state its marijuana establishment license number, the total estimated amount of THC in the labeled product, and the marijuana product's unique name. FAIRDANKS CANNABIS will also ensure that marijuana sold on its licensed premises is packaged and labeled in compliance with 3 AAC 306.470 and 3 AAC 306.475; 3 AAC 306.565, and 3 AAC 306.570;

Each package prepared in compliance with 3 AAC 306.470 will be identified by a tracking label generated for tracking by the marijuana cultivation facility's marijuana inventory tracking system, from seed to disposal. All unique information on a label affixed to the package along with all product information required by AMCO, including the date and time of the sealing of the package for shipment, will be recorded by an authorized FAIRDANKS CANNABIS employee and re-checked by store manager. In addition, the packaging will protect the product from contamination and will not impart any toxic or damaging substance to the marijuana.

Provide a sample label that the retail marijuana store will use to meet the labeling requirements under 3 AAC 306.645(b):

Please see attached on page 6 of this document for sample label.



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

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

Section 6 – Security


Identification Requirement to Prevent Sale to Person Under 21 (3 AAC 306.350):

Describe the retail marijuana store’s procedures for ensuring a form of valid photographic identification has been produced before selling marijuana or marijuana product to a person, per 3 AAC 306.350(a):

FAIRDANKS CANNABIS procedure to ensure that valid proofs of photographic identification are produced by people who enter the retail marijuana store will include, placing a strategically placed and trained FAIRDANKS CANNABIS employee, by entrance of retail marijuana store, by ID check podium. IDs will be screened for legitimacy, is not expired, and is government issued. FAIRDANKS CANNABIS will also post signs: “NO ONE UNDER 21 YEARS OF AGE ALLOWED.” and “WE RESERVE THE RIGHT TO REFUSE SERVICE TO ANYONE.”

To further deter and inform public all persons/potential customers, and authorized visitors, the retail marijuana store will post clear, large signs; it will state: “NO LOITERING. Violators will be prosecuted” “NO TRESPASSING. VIOLATORS WILL BE PROSECUTED.” “VIDEO RECORDING IN PROCESS. ALL CUSTOMERS, VISITORS, AND EMPLOYEES ARE MONITORED AT ALL TIMES.”

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.

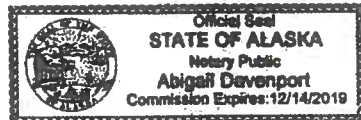


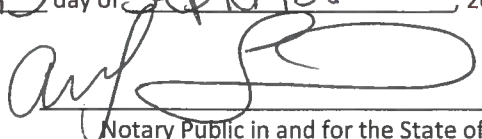
Signature of licensee

BUIK Hong

Printed name

Subscribed and sworn to before me this 15 day of September, 2017.





Notary Public in and for the State of Alaska.

My commission expires: 12/14/19



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

(Additional Space as Needed):

FAIRDANKS CANNABIS

LICENSE # 12964

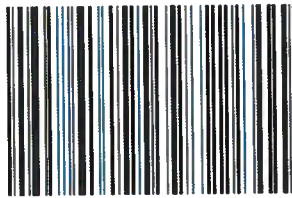


THC: 14.6%

DATE TESTED: 7/6/2017 BY: THC LABS

USE BY 8/6/2017

METRC ID BATCH: 12345



(1) "Marijuana has intoxicating effects and may be habit forming and addictive.";

2) "Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence.";

(3) "There are health risks associated with consumption of marijuana.";

(4) "For use only by adults twenty-one and older. Keep out of the reach of children.";

(5) "Marijuana should not be used by women who are pregnant or breast feeding.".



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

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

What is this form?

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

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

Section 1 – Establishment Information

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

Licensee:	West Front Andrew LLC	License Number:	12964		
License Type:	Retail Marijuana Store				
Doing Business As:	FAIRDANKS CANNABIS				
Physical Address:	29 College Road, Suite 8C				
City:	Fairbanks	State:	AK	Zip Code:	99701 - 1739
Designated Licensee:	Buik Hong				
Email Address:	westfrontandrew@gmail.com				

Section 2 – Attached Items

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

Attached Items:	<p>MJ-02 Premise Diagram</p>
------------------------	----------------------------------

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

What is this form?

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

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

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

Yes No

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

Section 1 – Establishment Information

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

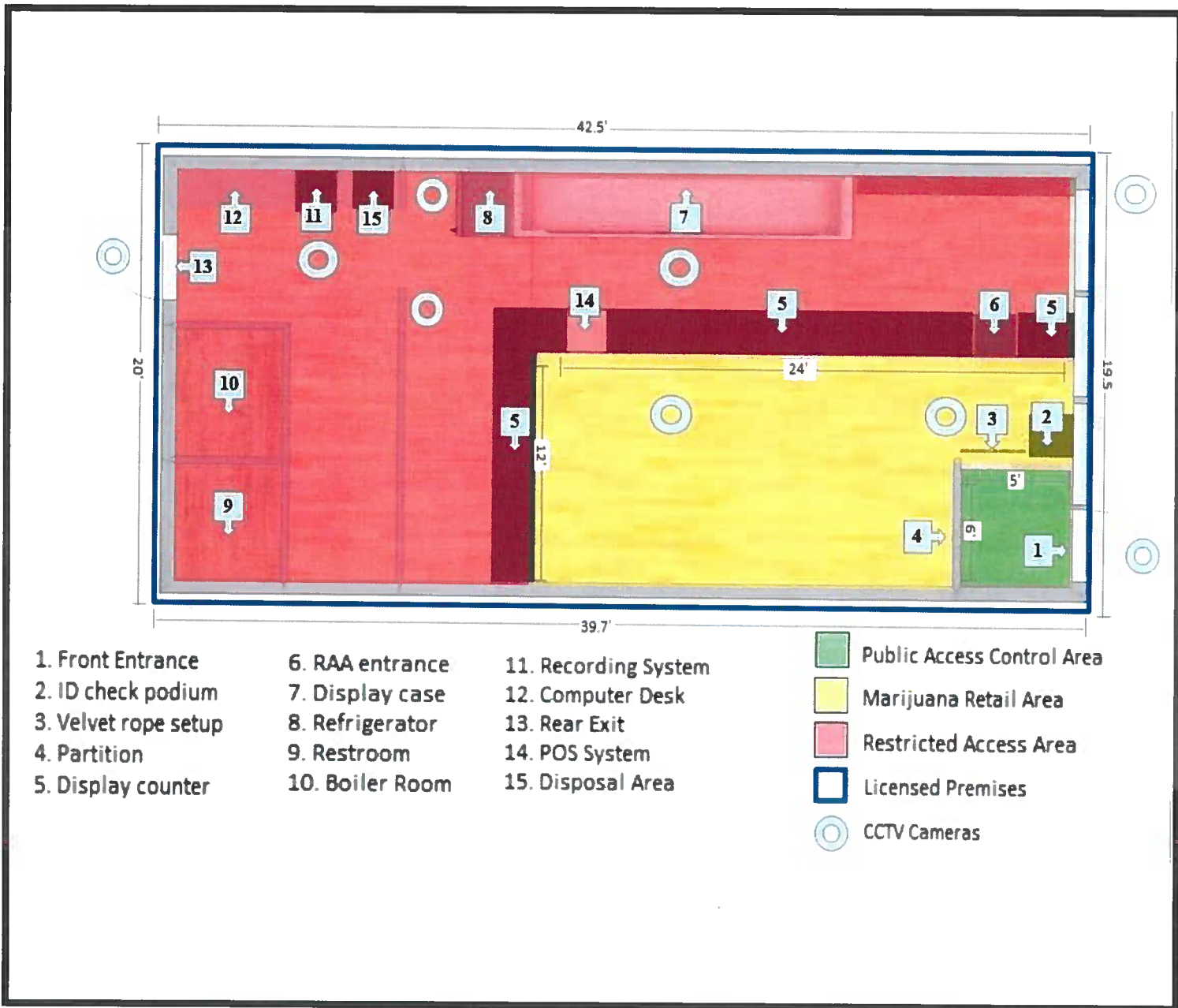
Licensee:	West Front Andrew LLC	License Number:	12964
License Type:	Retail Marijuana Store		
Doing Business As:	Fairdanks Cannabis		
Premises Address:	29 College Road, Suite 8C		
City:	Fairbanks	State:	AK
		ZIP:	99701



Alaska Marijuana Control Board
Form MJ-02: Premises Diagram

Section 2 – Detailed Premises Diagram

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

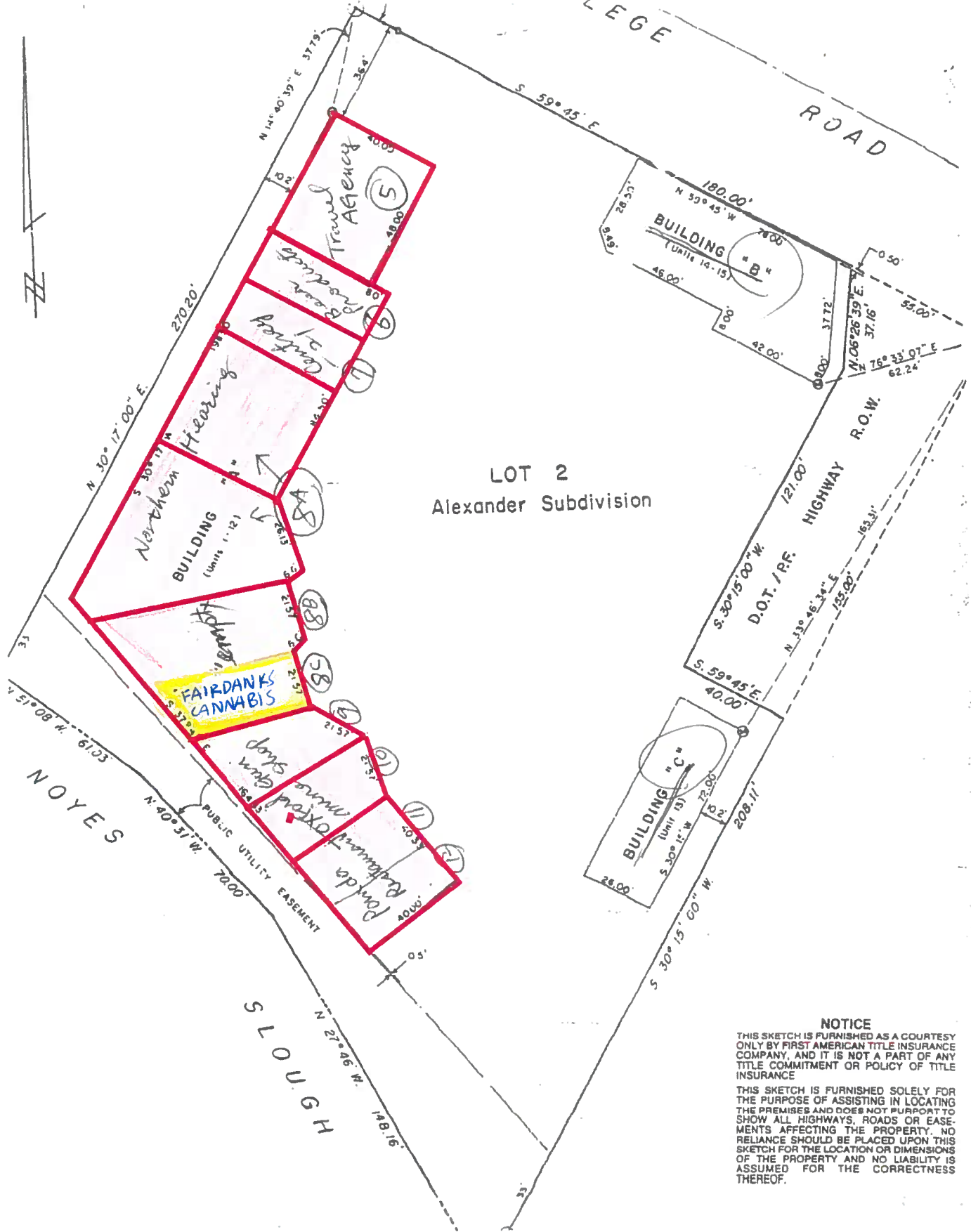


FAIRDANKS CANNABIS

Parking Lot Diagram:

- License # 12964

MJ-02 SUPPLEMENTARY Diagram



LOT 2
Alexander Subdivision

NOTICE
THIS SKETCH IS FURNISHED AS A COURTESY ONLY BY FIRST AMERICAN TITLE INSURANCE COMPANY, AND IT IS NOT A PART OF ANY TITLE COMMITMENT OR POLICY OF TITLE INSURANCE
THIS SKETCH IS FURNISHED SOLELY FOR THE PURPOSE OF ASSISTING IN LOCATING THE PREMISES AND DOES NOT PURPORT TO SHOW ALL HIGHWAYS, ROADS OR EASEMENTS AFFECTING THE PROPERTY. NO RELIANCE SHOULD BE PLACED UPON THIS SKETCH FOR THE LOCATION OR DIMENSIONS OF THE PROPERTY AND NO LIABILITY IS ASSUMED FOR THE CORRECTNESS THEREOF.



**Alaska Food Code
2017 Establishment Permit**

Division of Environmental Health
Food Safety & Sanitation

Permit Number: 351022463
Issued to: Buik Hong
For: West Front Andrew LLC
For Operation of: FM-1 MJ Convenience with MJ (retail sales of edibles)
Located at: 29 College Avenue Suite 8C; Fairbanks; 99701

This permit, issued under the provisions of 18 AAC 31, is valid until the noted expiration date unless suspended or revoked by the department.

This permit is not transferable for change of ownership, facility location, or type of operation. It must be posted in plain view in the establishment and is the property of the State of Alaska.

Expiration Date:
December 31, 2017

Program Manager

A handwritten signature in black ink, appearing to read "Kimberly E. Brown", is written over the printed name of the Program Manager.

**If you have questions or concerns regarding
safe food handling practices call toll free:**

1-87-SAFE-FOOD

(in Anchorage call 334-2560)





Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

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

What is this form?

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

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

Section 1 – Establishment Information

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

Licensee:	West Front Andrew LLC	License Number:	12964		
License Type:	Retail Marijuana Store				
Doing Business As:	FAIRDANKS CANNABIS				
Physical Address:	29 College Road, Suite 8C				
City:	Fairbanks	State:	AK	Zip Code:	99701 - 1739
Designated Licensee:	Buik Hong				
Email Address:	westfrontandrew@gmail.com				

Section 2 – Attached Items

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

Attached Items:	<p>Affidavit of Publication (Daily News Miner)</p>
------------------------	--

OFFICE USE ONLY

Received Date:		Payment Submitted Y/N:		Transaction #:	
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AFFP
40750 West Front Andrew LLC

Affidavit of Publication

UNITED STATES OF AMERICA }
STATE OF ALASKA } SS.
FOURTH DISTRICT }

43006

West Front Andrew LLC is applying
under 3 AAC 306.300 for a new Retail Marijuana
Store

license, license #12964, doing
business as
FAIRDANKS
CANNABIS, located at 29 College Road Ste
8C, Fairbanks, AK, 99701-1739 UNITED STATES.

Before me, the undersigned, a notary public, this day
personally appeared Tameka Ambersley, who, being first duly
sworn, according to law, says that he/she is an Advertising
Clerk of the Fairbanks Daily News-Miner, a newspaper (i)
published in newspaper format, (ii) distributed daily more than
50 weeks per year, (iii) with a total circulation of more than 500
and more than 10% of the population of the Fourth Judicial
District, (iv) holding a second class mailing permit from the
United States Postal Service, (v) not published primarily to
distribute advertising, and (vi) not intended for a particular
professional or occupational group. The advertisement which is
attached is a true copy of the advertisement published in said
paper on the following day(s):

Interested persons should submit written comment
or objection to their local
government, the
applicant and to the Alcohol & Marijuana Control
Office at 550 W 7th Ave, Suite 1600, Anchorage,
Ak 99501 or marijuana.licensing@alaska.gov no
later than 30 days after this
notice of application.

Publish: 09-15, 09-22, 09-29-17

September 15, 2017, September 22, 2017, September 29,
2017

and that the rate charged thereon is not excess of the rate
charged private individuals, with the usual discounts.



Advertising Clerk

Subscribed to and sworn to me this 29th day of September
2017.



Marena Burnell, Notary Public in and for the State Alaska.

My commission expires: December 07, 2017

NOTARY PUBLIC
M. BURNELL
STATE OF ALASKA
My commission Expires December 7, 20____

00005552 00043006 374-3042

BUICK HONG
FAIRDANKS CANNABIS
201 OLD STEESE HWY #2
FAIRBANKS, AK 99701



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

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

What is this form?

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

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

Section 1 – Establishment Information

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

Licensee:	West Front Andrew LLC	License Number:	12964		
License Type:	Retail Marijuana Store				
Doing Business As:	ANDY'S TOKING				
Physical Address:	29 College Road, Suite 8C				
City:	Fairbanks	State:	AK	Zip Code:	99701 - 1739
Designated Licensee:	Buik Hong				
Email Address:	ie1004@me.com				

Section 2 – Attached Items

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

Attached Items:	<h2>Publisher's Affidavit - Fairbanks News Miner</h2>
------------------------	---

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AFFP

West Front Andrew LLC is apply

Affidavit of Publication

UNITED STATES OF AMERICA }
STATE OF ALASKA } SS.
FOURTH DISTRICT }

40750

West Front Andrew LLC is applying under 3 AAC 306.300 for a new Retail Marijuana Store license, license #12964, doing business as ANDY'S TOKING, located at 29 College Road Ste 8C, Fairbanks, AK, 99701-1739 UNITED STATES.

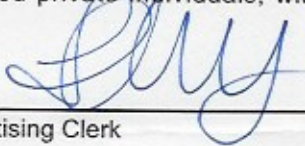
Before me, the undersigned, a notary public, this day personally appeared Tameka Ambersley, who, being first duly sworn, according to law, says that he/she is an Advertising Clerk of the Fairbanks Daily News-Miner, a newspaper (i) published in newspaper format, (ii) distributed daily more than 50 weeks per year, (iii) with a total circulation of more than 500 and more than 10% of the population of the Fourth Judicial District, (iv) holding a second class mailing permit from the United States Postal Service, (v) not published primarily to distribute advertising, and (vi) not intended for a particular professional or occupational group. The advertisement which is attached is a true copy of the advertisement published in said paper on the following day(s):

Interested persons should submit written comment or objection to their local government, the applicant and to the Alcohol & Marijuana Control Office at 550 W 7th Ave, Suite 1600, Anchorage, Ak 99501 or marijuana.licensing@alaska.gov no later than 30 days after this notice of application.

Publish: 05-07, 05-14 & 05-21-17

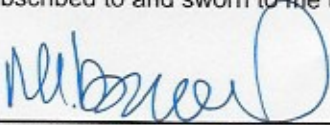
May 07, 2017, May 14, 2017, May 21, 2017

and that the rate charged thereon is not excess of the rate charged private individuals, with the usual discounts.



Advertising Clerk

Subscribed to and sworn to me this 21st day of May 2017.



Marena Burnell, Notary Public in and for the State Alaska

My commission expires: December 07, 2017

NOTARY PUBLIC
M. BURNELL
STATE OF ALASKA
My commission Expires December 7, 20____

00008726 00040750 907-347-3042

BUIK HONG
201 OLD STEESE HWY #2
FAIRBANKS, AK 99701



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

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

What is this form?

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

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

Section 1 – Establishment Information

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

Licensee:	West Front Andrew LLC	License Number:	12964		
License Type:	Retail Marijuana Store				
Doing Business As:	FAIRDANKS CANNABIS				
Physical Address:	29 College Road, Suite 8C				
City:	Fairbanks	State:	AK	Zip Code:	99701 - 1739
Designated Licensee:	Buik Hong				
Email Address:	westfrontandrew@gmail.com				

Section 2 – Attached Items

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

Attached Items:	<p>MJ-07 Public Notice Posting Affidavit</p>
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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-07: Public Notice Posting Affidavit

What is this form?

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

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

Section 1 - Establishment Information

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

Licensee:	West Front Andrew LLC	License Number:	12964
License Type:	Retail Marijuana Store		
Doing Business As:	Fairdanks Cannabis		
Premises Address:	29 College Road, Suite 8C		
City:	Fairbanks	State:	AK
		ZIP:	99701

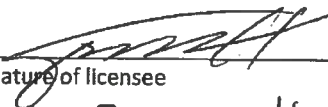
Section 2 - Certification

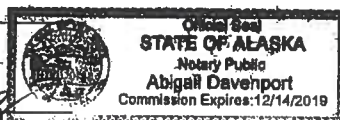
I certify that I have met the public notice requirement set forth under 3 AAC 306.025(b)(1) by posting a copy of my application for the following 10-day period at the location of the proposed licensed premises and at the following conspicuous location in the area of the proposed premises:

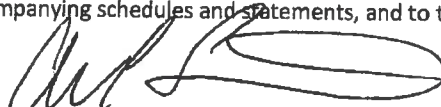
Start Date: 9/22/2017 End Date: 10/2/2017

Other conspicuous location: 201 Old Steese Highway #2, Fairbanks, AK 99701

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 of licensee
Buik Hong




 Notary Public in and for the State of Alaska
 My commission expires: 12/14/19

Subscribed and sworn to before me this 2 day of October, 2017.



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

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

What is this form?

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

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

Section 1 – Establishment Information

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

Licensee:	West Front Andrew LLC	License Number:	12964		
License Type:	Retail Marijuana Store				
Doing Business As:	FAIRDANKS CANNABIS				
Physical Address:	29 College Road, Suite 8C				
City:	Fairbanks	State:	AK	Zip Code:	99701 - 1739
Designated Licensee:	Buik Hong				
Email Address:	westfrontandrew@gmail.com				

Section 2 – Attached Items

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

Attached Items:	<p>MJ-08 Local Government Notice Affidavit</p>
------------------------	---

OFFICE USE ONLY

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

Form MJ-08: Local Government Notice Affidavit

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

What is this form?

A local government notice affidavit is required for all marijuana establishment license applications with a proposed premises that is located within a local government, per 3 AAC 306.025(b)(3). As soon as practical after initiating a new marijuana establishment license application, an applicant must give notice of the application to the public by submitting a copy of the application to the local government and any community council in the area of the proposed licensed premises. For purposes of this notification, the document that must be submitted is the application document produced by the online application system titled "Public Notice".

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

Section 1 - Establishment Information

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

Licensee:	West Front Andrew LLC	License Number:	12964
License Type:	Retail Marijuana Store		
Doing Business As:	Fairdanks Cannabis		
Premises Address:	29 College Road, Suite 8C		
City:	Fairbanks	State:	AK
		ZIP:	99701

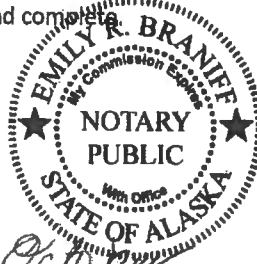
Section 2 - Certification

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

Local Government: City of Fairbanks Name of Official: Emily Braniff
 Title of Official: Deputy City Clerk II Date Submitted: 10/10/2017
 Community Council: _____ Date Submitted: _____
 (Municipality of Anchorage and Matanuska-Susitna Borough only)

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

[Signature]
 Signature of licensee
BUICK HONG
 Printed name of licensee



Emily Braniff
 Notary Public in and for the State of Alaska
 My commission expires: with position

Subscribed and sworn to before me this 10 day of October, 20 17.



Public Notice

Application for Marijuana Establishment License

License Number: 12964
License Status: Incomplete
License Type: Retail Marijuana Store
Doing Business As: FAIRDANKS CANNABIS
Business License Number: 1059784
Email Address: westfrontandrew@gmail.com
Latitude, Longitude: 64.850326, -147.705410
Physical Address: 29 College Road
Suite 8C
Fairbanks, AK 99701-1739
UNITED STATES

RECEIVED
SEP 19 2017
CITY OF FAIRBANKS

Licensee #1

Type: Entity
Alaska Entity Number: 10011288
Alaska Entity Name: West Front Andrew LLC
Phone Number: 646-732-0271
Email Address: hong@andystoking.com
Mailing Address: 29 College Road
Suite 8C
Fairbanks, AK 99701-1739
UNITED STATES

Entity Official #1

Type: Individual
Name: Bulk Hong
Phone Number: 646-732-0271
Email Address: hong@andystoking.com
Mailing Address: 201 Old Steese Highway #2
Fairbanks, AK 99701-3160
UNITED STATES

Note: No affiliates entered for this license.

Interested persons should submit written comment or objection to their local government, the applicant, and to the Alcohol & Marijuana Control Office at 550 W 7th Ave, Suite 1600, Anchorage, AK 99501 or to marijuana.licensing@alaska.gov not later than 30 days after this notice of application.

POSTING DATE Sept 14, 2017

Comm. Planning Dept

SEP 14 2017 MS

RECEIVED



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

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

What is this form?

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

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

Section 1 – Establishment Information

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

Licensee:	West Front Andrew LLC	License Number:	12964		
License Type:	Retail Marijuana Store				
Doing Business As:	FAIRDANKS CANNABIS				
Physical Address:	29 College Road, Suite 8C				
City:	Fairbanks	State:	AK	Zip Code:	99701 - 1739
Designated Licensee:	Buik Hong				
Email Address:	westfrontandrew@gmail.com				

Section 2 – Attached Items

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

Attached Items:	<p>MJ-08 Local Government Notice Affidavit</p>
------------------------	---

OFFICE USE ONLY

Received Date:		Payment Submitted Y/N:		Transaction #:	
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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-08: Local Government Notice Affidavit

What is this form?

A local government notice affidavit is required for all marijuana establishment license applications with a proposed premises that is located within a local government, per 3 AAC 306.025(b)(3). As soon as practical after initiating a new marijuana establishment license application, an applicant must give notice of the application to the public by submitting a copy of the application to the local government and any community council in the area of the proposed licensed premises. For purposes of this notification, the document that must be submitted is the application document produced by the online application system titled "Public Notice".

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

Section 1 – Establishment Information

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

Licensee:	West Front Andrew LLC	License Number:	12964
License Type:	Retail Marijuana Store		
Doing Business As:	FAIRDANKS CANNABIS		
Premises Address:	29 College Road, Suite 8C		
City:	Fairbanks	State:	AK
		ZIP:	99701

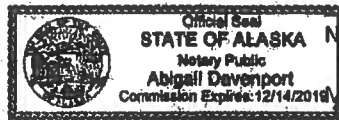
Section 2 – Certification

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

Local Government: Fairbanks North Star Borough Name of Official: Manish Singh
 Title of Official: Planner II Date Submitted: 10/2/2017
 Community Council: Not Applicable Date Submitted: N/A
 (Municipality of Anchorage and Matanuska-Susitna Borough only)

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

Signature of licensee: [Signature]
 Printed name of licensee: Baik Hong



Notary Public in and for the State of Alaska
[Signature]
 My commission expires 12/14/19

Subscribed and sworn to before me this 2 day of October, 2017.



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

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

What is this form?

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

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

Section 1 – Establishment Information

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

Licensee:	West Front Andrew LLC	License Number:	12964		
License Type:	Retail Marijuana Store				
Doing Business As:	FAIRDANKS CANNABIS				
Physical Address:	29 College Road, Suite 8C				
City:	Fairbanks	State:	AK	Zip Code:	99701 - 1739
Designated Licensee:	Buik Hong				
Email Address:	westfrontandrew@gmail.com				

Section 2 – Attached Items

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

Attached Items:	<p>PROOF OF OWNERSHIP OF LICENSED PREMISE</p>
------------------------	---

OFFICE USE ONLY

Received Date:		Payment Submitted Y/N:		Transaction #:	
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Fairbanks North Star Borough

All Data Report

PAN# 0417459

Printed on: 09/14/2017



Property Information for PAN#: 0417459

PROPERTY DESCRIPTION: RIVER MALL CONDO, LOT: 08C
 OWNER: West Front Andrew Llc [ownership]
 BILLING ADDRESS: 201 Old Steese Hwy # 2 Fairbanks, AK 99701
 SITUS ADDRESS: 29 College Rd 8c
 PARCEL SIZE: 1 CO
 NEIGHBORHOOD: Northeast City (0120)
 LAND CLASS: Condominiums
 PRIMARY USE: Commercial
 FLOOD ZONE: N/A
 SPECIAL REG. AREAS: None
 ZONING: None
 COMP PLAN: None
 PLANNING DISTRICT: None
 ROAD DISTRICT: N/A
 URBAN BOUNDARY (2003): NO
 ROAD SERVICE AREA: None
 EMS RESPONSE AGENCY: N/A
 FIRE SERVICE AREA: None
 FIRE SERVICE (Property DB): City of Fairbanks
 STRUCTURES: Wood, Open Steel (0 Units)
 BUSINESS ON SITE: ANDYS SMOKE SHOP
 MILL GROUP: River Mall Condo (0116) (Est. Mill Rate: 17.113)
 PLAT NUMBER: River Mall (FRD1984_300_001-002)
 DESCRIPTION (VAULT): UNIT 8C RIVER MALL BUILDING A RIVER MALL CONDOMINIUM
 PREVIOUSLY ASSESSED AS UNIT 8C RIVER MALL CONDO OUT OF LOT 2 ALEXANDER
 PREVIOUSLY ASSESSED ON TL 226 1S 1W
 COMMUNITY PLANNING PERMITS:
 Zoning: 17471

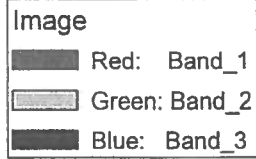


Photo Date: 12, 2015 Photo No: 00



Assessment History

Year	Land	Improvements	Total
2017	\$0	\$110,000	\$110,000
2016	\$0	\$110,000	\$110,000
2015	\$0	\$106,188	\$106,188
2014	\$0	\$106,188	\$106,188
2013	\$0	\$106,188	\$106,188

The Fairbanks North Star Borough does not warrant the accuracy of maps or data provided, nor their suitability for any particular application. There may be errors in the data.

2017

FAIRBANKS NORTH STAR BOROUGH

907 TERMINAL STREET PO BOX 71320
PHONE: (907) 459-1441 FAIRBANKS ALASKA 99707-1320

TAXES ARE LEVIED FOR THE CALENDAR
YEAR JANUARY 1ST TO DECEMBER 31ST

PARCEL ACCT NUMBER	DESCRIPTION	CURRENT TAXES LEVIED FOR	TAX RATE PER \$1000 OF VALUE	\$ AMOUNT
0417459	RIVER MALL CONDO 08C	FAIRBANKS	5.874	646.13
UNIT 8C RIVER MALL BUILDING A RIVER MALL CONDOMINIUM PREVIOUSLY ASSESSED AS UNIT 8C RIVER MALL CONDO OUT OF LOT 2 ALEXANDER		GENERAL GOV	5.437	598.07
		EDUCATION	5.829	641.19
		SCHOOL BOND	.637	70.07
		LIBRARY BND	.010	1.10
		Sub Total	17.787	1,956.56
		TOTAL CURRENT TAX	17.787	1,956.56

2935 1 AV 0.373 **<13>***1**G50*****AUTO**5-DIGIT 99701
WEST FRONT ANDREW LLC
29 COLLEGE RD STE 8C
FAIRBANKS AK 99701-1739



PENALTY & INTEREST PENALTY & INTEREST ARE CHARGED TO DELINQUENT PAYMENTS IN ACCOR- DANCE WITH BOROUGH ORDINANCE. PENALTY ON TAXES DUE 5% ANNUAL RATE OF INTEREST 8%	DELINQUENT TAXES					TOTAL
	YEAR	TAX	PENALTY	INTEREST	LEGAL/ADV	
	PRIOR YEARS					

TAXES ARE DUE JULY 1 AND DELINQUENT AFTER THE DATES SHOWN BELOW.

FIRST HALF	09/01/2017	978.28
SECOND HALF	11/01/2017	978.28
TOTAL DUE		1,956.56

PROPERTY TAX HISTORICAL INFORMATION					CLASSIFICATION	\$ AMOUNT
Y-AR	ASSESSED VALUE	TAXES LEVIED	TOTAL MILL LEVY	MILL CHANGE +/-	ASSESSED VALUE	
17	110,000	1,957	17.787	+ .718	BOROUGH/CITY RESIDENTIAL EXEMPTION	0
16	110,000	1,878	17.069	- .208	SERVICE AREA RESIDENTIAL EXEMPTION	0
15	106,188	1,835	17.277	+ .372	STATE EXEMPTION	0
14	106,188	1,795	16.905	- .027	BLDG FIRE SYS EXEMPTION	0
13	106,188	1,798	16.932	N/A	VOLUNTEER EMS/FIRE EXEMPTION	0
					TOTAL ALL OTHER TAXABLE VALUES	110,000
					TOTAL SERVICE AREA TAXABLE VALUES	N/A

**FOR PAYMENTS MADE AFTER THE DUE DATES, PLEASE CALL THE
TREASURY AND BUDGET DIVISION AT 907-459-1441 FOR THE CORRECT AMOUNT.**

TAXPAYER:
MAKE ALL CHECKS PAYABLE TO
FAIRBANKS NORTH STAR BOROUGH.
YOUR CANCELLED CHECK WILL BE YOUR RECEIPT.

FAIRBANKS NORTH STAR BOROUGH
907 TERMINAL STREET PO BOX 71320
PHONE: (907) 459-1441 FAIRBANKS ALASKA 99707-1320

PARCEL ACCT. NUMBER **0417459**

FOR ONLINE PAYMENT OPTIONS
GO TO: www.fnsb.us

TOTAL TAXES **1,956.56**

ADDRESS CHANGE

RETURN THIS STUB WITH
SECOND HALF PAYMENT.

DELINQUENT TAXES MUST BE PAID
WITH CASHIERS CHECK, MONEY
ORDER OR CASH.

PRIOR YEARS DELINQUENT **.00**

FIRST INSTALLMENT
MUST BE PAID BY **978.28
09/01/2017**

SECOND INSTALLMENT
MUST BE PAID BY **978.28
11/01/2017**

WEST FRONT ANDREW LLC

04174590000978280001956565

Introduced by: Council Members Pruhs, Cleworth,
Bagwill, and Huntington
Finance Committee Review: November 9, 2017
Date: November 20, 2017

ORDINANCE NO. 6066

**AN ORDINANCE AMENDING FAIRBANKS GENERAL CODE
SECTION 74-34 RESIDENTIAL PROPERTY TAX EXEMPTION TO
CLARIFY AMOUNT OF EXEMPTION**

WHEREAS, in April of 1982, the City Council passed Ordinance No. 4119 that placed the issue of a residential property tax exemption before the voters; and

WHEREAS, in October of 1982, City voters approved ballot Proposition A, which read: “Shall Ordinance No. 4119, providing for a residential property tax exemption in the city of Fairbanks in the maximum amount allowed under state law, as amended from time to time, be ratified?”; and

WHEREAS, in 2016 the State legislature amended AS 29.45.050(a) to increase the maximum allowable municipal residential property tax exemption to \$50,000; and

WHEREAS, the Borough, by Ordinance No. 2016-10 (ratified by the voters in October of 2016), approved an increase in the Borough’s residential property tax exemption to \$50,000, effective December 31, 2017; and

WHEREAS, in 2007, the City Council adopted Ordinance No. 5716 that amended FGC Sec. 74-32 to clarify that the grant of an optional property tax exemption by the Fairbanks North Star Borough under AS 29.45.050 or any other statute would not apply to real property within the city unless the City Council concurred by ordinance; and

WHEREAS, based upon City Ordinance No. 4119 and the language of the ballot proposition approved by that ordinance, the increase in the maximum allowable residential property tax exemption would go into effect absent action by the City Council; and

WHEREAS, certain amendments to the language of Sec. 74-34 are needed to update the code and make its language consistent with the Borough’s filing requirements.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS, ALASKA, as follows:

SECTION 1. That Fairbanks General Code Section 74-34. Residential property tax exemption is hereby amended as follows [new text in **underlined bold** font; deleted text in ~~striketrough~~ font]:

Sec. 74-34. Residential property tax exemption.

(a) Residential real property within the city shall be exempt from property tax as set forth in AS 29.45.050(a), provided that:

- (1) The property is owned and occupied **as a residence** by the owners of record.
- (2) There are no property taxes or penalties or interest owing at the time of application **or on April 1 of each successive tax year after initial application.**
- (3) The owners of record shall ~~annually~~ sign a real property exemption statement and file the statement with the borough assessor **prior to April 1 of the tax year**~~on or before May 10 of each year.~~ **The owners of record need not file such a statement for successive tax years if there is no change in ownership and no change in occupation as a residence by the owners of record.**

(b) The maximum amount of the real property tax exemption provided for under AS 29.45.050(a) and this section shall be \$20,000.

SECTION 2. That the effective date of this Ordinance shall be the ___ day of December 2017.

Jim Matherly, City Mayor

AYES:
NAYS:
ABSENT:
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, CMC, City Clerk

Paul J. Ewers, City Attorney

Introduced by: Mayor Matherly
Date: November 20, 2017

ORDINANCE NO. 6067

**AN ORDINANCE APPROVING AMENDMENTS TO THE 1997
WASTEWATER TREATMENT PLANT LEASE AGREEMENT BETWEEN
THE CITY OF FAIRBANKS AND GOLDEN HEART UTILITIES**

WHEREAS, the City and Golden Heart Utilities, Inc. (GHU), entered into a lease in October of 1997 under which GHU leased the Wastewater Treatment Plant (WWTP), including the land, located at 4247 Peger Road in Fairbanks; and

WHEREAS, the City and GHU mutually desire to amend that lease to extend the original term and to modify the terms addressing GHU's option to purchase; and

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS, ALASKA, as follows:

SECTION 1. That the Mayor is authorized and directed to execute Lease Amendment No. 1 (Attachment "A" to this ordinance) to the 1997 Lease Agreement with Golden Heart Utilities, Inc., the execution of which shall not take place less than 30 days from the effective date of this ordinance, as prescribed by City Charter Sec. 8.3 and FGC Sec. 70-56.

SECTION 2. That the effective date of this Ordinance shall be the ___ day of December 2017.

Jim Matherly, City Mayor

AYES:
NAYS:
ABSENT:
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, CMC, City Clerk

Paul J. Ewers, City Attorney

LEASE AMENDMENT NO. 1

This Lease Amendment No. 1, entered into by the City of Fairbanks, 800 Cushman Street, Fairbanks Alaska, 99701 (the "City") and Golden Heart Utilities, Inc., 3691 Cameron Street, Suite 201, Fairbanks, Alaska 99708 ("GHU"),

RECITALS

(1) The City and GHU entered into a lease dated October 6, 1997, under which GHU leases the Wastewater Treatment Plant, including land located at 4247 Peger Road, Fairbanks, Alaska (the "Lease").

(2) The City and GHU mutually desire to amend said Lease, and do hereby enter into this Amendment No.1 for the purposes stated below.

NOW THEREFORE:

A. Lease Paragraph 1; Premises, Term, and Rent:

Subparagraph (b): The original Lease termination date is October 6, 2027. GHU may extend the lease for up to twenty-five years from said date. GHU may exercise this lease extension(s), first having given written notice to the City six months in advance of such exercise.

Subparagraph (c): The current annual rent of \$396,900.00 shall remain unchanged for the duration of the lease, including any lease extension(s).

B. Lease Paragraph 5; Option to Purchase:

Subparagraph (a):

(a.1) The term of the Option shall not expire, but shall continue as a right of GHU through the end of the Lease term, or any extension(s) thereof. GHU may exercise its Option to Purchase at any time, first having given written notice to the City.

(a.2) Purchase Price at Time of Exercise. From October 6, 2017 through October 6, 2027, the purchase price is fixed at \$5,200,000.00. If the option is not exercised by October 6, 2027, the purchase price shall be reduced at the end of each subsequent year by 5%, but never less than \$400,000, the unimproved land value, hereby agreed and established.

(a.3) Credit Toward Purchase Price. A credit is hereby established in favor of GHU in the amount of \$4,000,000.00, to be applied against the purchase price at time of exercise. The credit is valid through October 6,

2030. This credit is fixed and shall remain available to GHU at any such time as GHU may elect to exercise its option to purchase on or before October 6, 2030. After October 6, 2030, the net purchase price shall be \$400,000, the agreed and established unimproved land value. This credit does not apply to the agreed unimproved land value stated in Subparagraph a.2.

Subparagraph (b): [reserved]

- C. Future Financial Assistance. The City previously provided financial assistance to GHU in the form of pass-through low interest loans and grants not otherwise available to GHU. The City will continue to seek such funds as and when available from State or Federal sources for the benefit of GHU's ratepayers.
- D. Terms Unaffected. Except as set forth in this Amendment, the original Lease is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this Amendment and the Lease, the terms of this Amendment will prevail.
- E. Succession: This agreement, while in force, shall be binding upon the heirs, successors or assigns of the parties hereto.

LESSEE
Golden Heart Utilities, Inc.

LESSOR
City of Fairbanks

By: Oran Paul
Title: President

By: Jim Matherly
Title: Mayor

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, CMC
City Clerk

Paul Ewers
City Attorney

ACKNOWLEDGMENT

THIS IS TO CERTIFY that on this _____ day of _____ 2017 the undersigned, a Notary Public for the State of Alaska, duly commissioned and sworn as such, personally appeared **JIM MATHERLY** and **D. DANYIELLE SNIDER** and that they acknowledged before me that they executed the same for and on behalf of the City of Fairbanks and under the authority of said municipal corporation so granted by the City Council as their free and voluntary act and deed of said corporation.

IN WITNESS, I have set my hand and affixed my official seal on this _____ day of _____, 2017.

Notary Public
My Commission Expires: _____

ACKNOWLEDGMENT

State of Alaska)
) ss
Fourth Judicial District)

THIS IS TO CERTIFY that on this _____ day _____ 2017 before me, the undersigned, a NOTARY PUBLIC in and for the State of Alaska, personally appeared **ORAN PAUL** of Golden Heart Utilities, Inc. and that he acknowledged before me that he executed the same on behalf of said entity, with authority to do so.

IN WITNESS, I have set my hand and affixed my official seal on this _____ day of _____, 2017.

Notary Public
My Commission Expires: _____

City of Fairbanks



MEMORANDUM

To: City Council Members
From: Jim Matherly, City Mayor
Subject: Request for Concurrence – Permanent Fund Review Board
Date: November 7, 2017

The term of Seat C on the Permanent Fund Review Board currently filled by Mr. Jeff Johnson will expire on December 31, 2017. Mr. Johnson has indicated that he does not wish to continue serving on the Board.

Bernard Gatewood, former Council Member and Council Representative to the Permanent Fund Review Board, has applied to serve on the Board.

I hereby request your concurrence to the following appointment:

Seat C: Mr. Bernard Gatewood Term to expire: December 31, 2020

Mr. Gatewood's application and resume are attached.


Thank you.


dds/





PERMANENT FUND REVIEW BOARD

BOARD DETAILS

 OVERVIEW

 **SIZE** 5 Seats

 **TERM LENGTH** 3 Years

 **TERM LIMIT** N/A

The Permanent Fund Review Board shall advise and make recommendations to the City Council concerning investment policy, strategy, and asset selection and allocation of the permanent fund. The Board may use the services of a professional investment advisor/manager in rendering its advice and recommendations to the City Council.



DETAILS

BOARD/COMMISSION CHARACTERISTICS

The Mayor, with confirmation from the City Council, shall appoint five members to the Permanent Fund Review Board. Members shall possess some background in any one or more fields in accounting, banking, financial investment advisement, securities regulation, public finance, or other similar professional fields regulated by the State of Alaska or other professional or national organizations. Each member shall serve a three-year term.

MEETINGS

The Permanent Fund Review Board was formed in accordance with the Fairbanks Home Rule Charter, Section 8.8(b). Meetings are held quarterly at City Hall in the Council Chambers and are open to the public. Special meetings may be called by the chairman or by a majority of the members. A majority of the board shall constitute a quorum and a majority shall be necessary to carry any question. Minutes shall be kept as a permanent record of all meetings and shall be filed in the Office of the City Clerk.

[Meeting Minutes](#)

ENACTING LEGISLATION

FGC 2-256 through 2-262

ENACTING LEGISLATION WEBSITE

<http://bit.ly/1sG9Rfd>

JOINT COMMISSION DETAILS

N/A

Profile

Bernard

First Name

Gatewood

Last Name

[Redacted]

Email Address

[Redacted]

Street Address

[Redacted]

Suite or Apt

Fairbanks

City

AK

State

[Redacted]

Postal Code

Mailing Address

[Redacted]

Are you a City of Fairbanks resident? *

Yes

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Retired

Employer

retiree

Job Title

Which Boards would you like to apply for?

Permanent Fund Review Board: Submitted

Interests and Experiences

Why are you interested in serving on a City board or commission? What experiences can you contribute to the benefit of the board or commission?

I believe it is very important for citizens to serve the communities in which they reside. As a former council member, i served on the permanent fund review board for about 7 years; additionally, i have some experience with foundations having served on the Golden Heart Community Foundation for 3 years, the North Star Community Foundation for 5 years and presently serve on the Greater Fairbanks Hospital Foundation (8 years) and the Anchorage Alumni Foundation (20 years). These foundation/board experiences give me a keen understanding of investments and the importance of creating wealth for the future.

Please provide a brief personal biography in the space below, or attach a resume.

I am a retired juvenile correctional administrator, having worked for the State of Alaska for 30 years. I hold a BA in Sociology from Howard Univ. in Wash. D.C. and an MS in Counseling from the Univ. of LaVerne in LaVerne, Calif. I have been married to Traci Gatewood for the past eleven years and the proud step-father of two adult children.

Upload a Resume 

List any professional licenses or training you believe are relevant to the seat you are applying for.

N/A

HIGHLIGHTS OF QUALIFICATIONS

- Over 30 years working with children and families in a variety of human services areas including education, mental health, and juvenile corrections.
- Over 28 years with Division of Juvenile Justice, eighteen in management
- Masters degree in Counseling
- Seven years on Fairbanks North Star Borough Health and Social Services Commission, Two as Chair
- Local Govt. Elected Official Experience (Fairbanks City Council for 8 years)
- Especially adept at working with different ethnicities in an effective and progressive manner
- Demonstrated ability to bridge delicate balance between rural and urban needs
- Particularly skilled at securing the “capital” for capital projects

WORK EXPERIENCE

Small Business Consultant

G2 Diversified Services, Fairbanks, Alaska 2016-present

- Conduct organizational assessments and develop comprehensive reports, including prioritized recommendations and timelines, that identify areas where action is needed to improve organizational functioning or address compliance issues/areas of risk.
- Assist with strategic planning sessions that result in concrete goals, objectives, and action plans that guide organizational direction.
- Provide professional guidance, mentoring and support to management level staff.
- Provide creative, agile, next level thinking to address organizational needs.
- Assist organizations to develop projects and to prepare proposals for local, state, federal and private funding sources.

Public Address Announcer

Lathrop High School Fairbanks, Alaska 2012-present

- Provide timely information to the assembled crowd during football and basketball games.
- Although Lathrop is my primary employer, I am available for any high school in the Fairbanks area and have worked for West Valley, Monroe Catholic, North Pole, as well as the State basketball tournament in Anchorage.

Superintendent (Retired)

Fairbanks Youth Facility • Fairbanks, Alaska 2000- 2015

- Oversight responsibility for juvenile correctional facilities in Fairbanks, Bethel and Nome with 70 plus employees and a budget in excess of \$12,000,000.00.
- Led the successful efforts to obtain legislative funding for multiple building additions and a parking lot expansion in Fairbanks and complete building renovations and expansions in Nome and Bethel.

EDUCATION

M.S., Counseling 1987

University of LaVerne, LaVerne, California

B.A., Sociology 1982

Howard University, Washington, D.C.

COMMUNITY AFFILIATIONS/CIVIC PARTICIPATION

- Kappa Alpha Psi Fraternity Inc., President, Anchorage Alumni Chapter 1997-present
- Anchorage Alumni Foundation, Board of Trustees Chair 1997-present
- Alaska Juvenile Justice Advisory Committee, Member 1999-04
- NAACP, Fairbanks Branch, Board of Directors 2000-05, Vice-President 2001-03
- Big Brothers/Big Sisters, Board of Directors 2001-03; 2011- 2014
- United Way of the Tanana Valley, Board of Directors 2001-03
- Resource Center for Parents and Children (RCPC), Board Chair 2001-05
- Fairbanks North Star Borough, Health and Social Services Commission, 2001-08, Chair 2005-07
- Greater Fairbanks Chamber of Commerce, Board of Directors 2002-03; 2004-08
- Fairbanks Community Behavioral Health Center, Board of Directors 2003-06
- J.P Jones Community Development Center, Board of Directors 2004-06
- Compass Coalition, 2004-2011, Vice-Chair 2006-2008, Chair 2008-2011
- Governor's Advisory Board on Alcoholism and Drug Abuse, Member 2007- 2011
- NorthStar Community Foundation, President 2007-2012
- Black Role Model Initiative, Co-Founder and Secretary 2007-present
- Statewide Suicide Prevention Council, Member 2008- 2011
- Howard University Alumni Association, Region VI Rep., 2008-2011
- Fairbanks City Council Member, Appointed March 2008; Elected October 2008- 2016
- Fairbanks Memorial Hospital Foundation, Board of Trustees 2009- present
- Golden Heart Community Foundation, Advisory Board/Grant Making Chair 2012-2015

SPECIAL RECOGNITIONS & PROJECTS

- *Profiled as an American Graduate Champion, KUAC-Fairbanks 2014*
- Search Committee/Interview Team for Police Chief –Fairbanks 2014
- *Elected Official of the Year, NASW Fairbanks Chapter, 2010*
- *Carol Brice Community Service Award, Arctic Alliance for People, Fairbanks, AK 2009*
- Interview Team OCS Children's Service Manager-Northern Region, 2008
- *Alaska Recipient, Commissioner's Award for Child Abuse Prevention, National 2007*
- Restorative Justice Award, Alaska Native Justice Center, Fairbanks, AK 2007
- Interview Team Fairbanks Police Dept. Sgt. and Lt. promotion process, Fairbanks, AK 2007
- Search Committee/Interview Team for Chamber of Commerce CEO/Pres., Fairbanks, AK 2006
- APEA EPIC Representative for Supervisory Union (Political Action), Alaska 2004-06
- Search Committee/Interview Team for RCPC Executive Director, Fairbanks, AK 2003
- Coalition of Juvenile Justice, Board of Editors, National 2003
- NAACP Youth Summit Presenter on Violence Prevention, Anchorage, AK 1997
- ASEA Negotiating Team (union member), Alaska 1988-89

City of Fairbanks

MEMORANDUM



To: City Council Members
From: Jim Matherly, City Mayor
Subject: Request for Concurrence – Public Safety Commission
Date: November 7, 2017

The term of Seat D on the Public Safety Commission currently filled by Ms. Belinda “Buzzy” Chiu will expire on December 31, 2017. Ms. Chiu has applied for re-appointment.

I hereby request your concurrence to the following **reappointment**:

Seat D: Ms. Belinda “Buzzy” Chiu Term to expire: December 31, 2020

Ms Chiu’s application and resume are attached.


Thank you.

dds/





PUBLIC SAFETY COMMISSION


BOARD DETAILS



OVERVIEW

 **SIZE** 8 Seats

 **TERM LENGTH** 3 Years

 **TERM LIMIT** N/A

The purpose of the Public Safety Commission is:

- 1) To research issues that are delegated by the Mayor and/or City Council and provide advice to the Mayor or City Council on referred issues,
- 2) To advise the Mayor and City Council regarding police, fire suppression and prevention, emergency medical services and operation of emergency dispatch services, and
- 3) To receive and analyze public comments and complaints and make recommendations to the Mayor and City Council.



DETAILS

BOARD/COMMISSION CHARACTERISTICS

There shall be seven voting members of the Public Safety Commission, appointed by the City Mayor and confirmed by the City Council. A chairperson shall be selected from among the voting members and all voting members shall serve three-year terms. One City Council Member shall be a non-voting member of the Commission, nominated by the Mayor and confirmed by the City Council. The City shall ensure the following staff are available to attend meetings: Chief of Police or his/her designee; one current police department employee; Fire Chief or his/her designee; one current fire department employee; Emergency Services Dispatch Director or his/her designee; one current dispatch employee.

MEETINGS

The Public Safety Commission is a Committee operating under the authority as described in Fairbanks General Code 2-471 through 2-474. Meetings of the Commission are held quarterly or on an "as needed" basis and all meetings are open to the public. The Commission does not have the power to meet privately in executive session. Please contact the Office of the City Clerk for meeting locations and time.

[Meeting Minutes](#)

ENACTING LEGISLATION

FGC 2-471 through 2-474

ENACTING LEGISLATION WEBSITE

<http://bit.ly/1sG9Rfd>

JOINT COMMISSION DETAILS N/A

EMAIL THE COMMISSION MEMBERS publicsafetycommission@fairbanks.us

Profile

Belinda (Buzzy)

First Name

Chiu

Last Name

[Redacted]

Email Address

[Redacted]

Street Address

[Redacted]

Suite or Apt

Fairbanks

City

AK

State

[Redacted]

Postal Code

Mailing Address

[Redacted]

Are you a City of Fairbanks resident? *

Yes

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Premier Alaska Tours

Employer

Director of Interior Operations

Job Title

Which Boards would you like to apply for?

Public Safety Commission: Submitted

Interests and Experiences

Why are you interested in serving on a City board or commission? What experiences can you contribute to the benefit of the board or commission?

For 10 years I managed the Bridgewater Hotel on First Avenue. It was during my time at the Bridgewater I became super interested in public safety particularly where inebriates were concerned. It was at that point I first applied for the Public Safety Commission. I am interested in continuing my involvement on the Public Safety Commission because it has been very gratifying and I feel that I have more to contribute with my perspective of living in the heart of the city and working for a company that counts on public safety when bringing visitors to Fairbanks. I am very interested in whatever I can do to help Fairbanks be a safe place for its residents and visitors. Much of my experience comes from being on the Public Safety Commission for about 8 years, attending every meeting (except 2 or 3) and taking advantage of every opportunity to ride along, visit and learn what each public safety department does. In addition I have worked in the legal field (Attorney General's Office and private law firm) which has been a benefit to understanding some of the information we have had presented.

Please provide a brief personal biography in the space below, or attach a resume.

See attached biography.

[Upload a Resume](#)

List any professional licenses or training you believe are relevant to the seat you are applying for.

I do not have a professional license or any particular training in the public safety area.

Lived in Alaska and the Fairbanks area since 1978.

Work experience

1979-1980	Pipeline Coordinator's Office for Gas Pipeline
1980-1983	Attorney General's Office
1983-1985	Law Offices of Call, Barrett & Burbank
1985-1987	Regional State Parks Office
1987-1991	Governor's Council for Handicapped and Gifted
1992-2001	Westmark Hotels
2001-2004	Catholic Schools of Fairbanks
2004-2014	Bridgewater Hotel
2014-present	Premier Alaska Tours

Boards

Boys and Girls Club
Farthest North Girl Scout Council (committee only now)
Downtown Association (current)
Explore Fairbanks (current)

Other Significant Activities

Downtown Rotary Club
Stevie's Place
American Heart Association Go Red for Women

City of Fairbanks



MEMORANDUM

To: City Council Members
From: Jim Matherly, City Mayor
Subj: Request for Concurrence – Chena Riverfront Commission
Date: November 7, 2017

The term of one of the City seats on the Joint City/Borough Chena Riverfront Commission will expire on December 31, 2017. The incumbent, Lee Wood, has applied for re-appointment.

I hereby request your concurrence to the following **reappointment**:

Ms. Lee Wood Term to Expire: December 31, 2020

Ms. Wood's application is attached.


Thank you.




dds/



JOINT FNSB - CHENA RIVERFRONT COMMISSION

BOARD DETAILS

 OVERVIEW

-  **SIZE** 5 Seats
-  **TERM LENGTH** 3 Years
-  **TERM LIMIT** N/A

The Chena Riverfront Commission is charged with the planning and development of riverfront property along the Chena River from Fort Wainwright to the confluence of the Chena and Tanana rivers. The Commission is a joint Commission between the City of Fairbanks and the Fairbanks North Star Borough per FNSB Code and City Code. The Commission is supported administratively by the FNSB Community Planning Department and under the Fairbanks General Code, Division 10, Section 2. This Commission is up for reauthorization every six years, by ordinance.



DETAILS

BOARD/COMMISSION CHARACTERISTICS

The Chena Riverfront Commission shall consist of 11 people who are residents of the Borough. The Borough Mayor shall appoint six members, who shall be confirmed by the Assembly. The City Mayor shall appoint five members, who shall be confirmed by the City Council. The terms of office shall be three years.

MEETINGS

The Chena Riverfront Commission shall meet at least once quarterly. A quorum of the Commission shall consist of six members. Approval of an action of the Commission shall require a majority of affirmative votes of the members present.

<http://bit.ly/2ghzhiX>

ENACTING LEGISLATION

FGC 2-421 through 2-431

ENACTING LEGISLATION WEBSITE

<http://bit.ly/1sG9Rfd>

JOINT COMMISSION DETAILS

This is a Joint Commission with appointments from multiple jurisdictions. Only City-appointed seats are listed on the membership roster. If there is a vacancy for one of the five City-appointed seats, you may apply through this website. For a complete member listing, visit the Fairbanks North Star Borough website at <http://bit.ly/2ghzhiX>.

Profile

Lee
First Name

Wood
Last Name

[Redacted]
Email Address

[Redacted]
Street Address

[Redacted]
Suite or Apt

Fairbanks
City

AK
State

[Redacted]
Postal Code

Mailing Address

[Redacted]

Are you a City of Fairbanks resident? *

Yes

[Redacted]

Primary Phone
Dapper Interiors & Cleaning and
Arctic Dragon Tai Chi
Association
Employer

[Redacted]

Alternate Phone
Owner
Job Title

Which Boards would you like to apply for?

Joint FNSB - Chena Riverfront Commission: Submitted

Interests and Experiences

Why are you interested in serving on a City board or commission? What experiences can you contribute to the benefit of the board or commission?

I have served on the Chena Riverfront Commission for several years and would like to continue serving the City of Fairbanks in this capacity. I am a longtime city resident and am deeply committed to seeing that our community continues with its stewardship of the Chena River.

Please provide a brief personal biography in the space below, or attach a resume.

Came to Alaska 1960 Came to Fairbanks 1981 UAF graduate BS Anthropolgy 1983 Owner of Arctic Dragon Tai Chi Owner of Dapper Interiors and Cleaning, retired Tanana Valley Kennel Club Tracking Dog instructor Owner of 2 historic homes between 1st and 2nd Ave

Upload a Resume

List any professional licenses or training you believe are relevant to the seat you are applying for.

I have already served several terms on the Chena Riverfront Commission.

City of Fairbanks



MEMORANDUM

To: City Council Members
From: Jim Matherly, City Mayor
Subject: Request for Concurrence – City Finance Committee
Date: November 7, 2017

The three-year term of one of the non-voting positions on the City Finance Committee currently filled by Mr. Ron Woolf will expire on December 31, 2017. Mr. Woolf has applied to continue serving on the Committee.

I hereby request your concurrence to the following **reappointment** to the City Finance Committee:

Mr. Ron Woolf Term to Expire: December 31, 2020

Mr. Woolf's application and resume are attached.


Thank you.


dds/





FINANCE COMMITTEE

BOARD DETAILS

 OVERVIEW

 **SIZE** 11 Seats

 **TERM LENGTH** 3 Years

 **TERM LIMIT** N/A

The Finance Committee shall consider all matters relating to the fiscal operation of the City and shall make recommendations regarding fiscal matters to the full City Council on matters such as budget requests, ordinances amending the budget estimate, applications for grants, and annual audits.



DETAILS

BOARD/COMMISSION CHARACTERISTICS

The Finance Committee shall consist of the City Mayor, all current members of the City Council and two non-voting public members with experience in finance, accounting or management appointed by the City Mayor for a term of three years subject to confirmation by the City Council. Council members whose term of office is concluded shall be replaced. The City Chief Financial Officer and Chief of Staff shall be ex-officio members of the Committee.

MEETINGS

The Finance Committee shall meet at regular times in compliance with section 2-118.

[Meeting Minutes](#)

ENACTING LEGISLATION

FGC 2-118.1

ENACTING LEGISLATION WEBSITE

<http://bit.ly/1sG9Rfd>

JOINT COMMISSION DETAILS

N/A

EMAIL THE COMMISSION MEMBERS

financecommittee@fairbanks.us

Profile

Ron
First Name

Woolf
Last Name

[Redacted]
Email Address

[Redacted]
Street Address

[Redacted]
Suite or Apt

Fairbanks
City

AK
State

[Redacted]
Postal Code

Mailing Address

[Redacted]

Are you a City of Fairbanks resident? *

No

[Redacted]
Primary Phone

[Redacted]
Alternate Phone

GVEA
Employer

VP of Finance and CFO
Job Title

Which Boards would you like to apply for?

Hotel/Motel Discretionary Fund Committee: Submitted

Interests and Experiences

Why are you interested in serving on a City board or commission? What experiences can you contribute to the benefit of the board or commission?

I enjoy being involved in the community. My experience as City of Fairbanks CFO, Finance Officer of a non-profit for 10 years, and volunteering on non-profit boards contribute to me benefiting this board.

Please provide a brief personal biography in the space below, or attach a resume.

I've been unable to attach my resume to this application. Your system won't take my text or Word document. I can email to someone.

Upload a Resume

List any professional licenses or training you believe are relevant to the seat you are applying for.

CPA, government and other accounting training.

**Fairbanks North Star Borough / City of Fairbanks
CHENA RIVERFRONT COMMISSION
MINUTES
June 14, 2017**

The Fairbanks North Star Borough/City of Fairbanks Chena Riverfront Commission (CRFC) met on Wednesday, June 14, 2017 Chair Olson presiding. The following Commission members were in attendance: Julie Jones, Lee Wood, Kelley Hegarty-Lammers, Ben Jaffa, Anna Plager (via phone), Bob Henszey, Gordy Schlosser, Ian Olson and Buki Wright.

Also present were: Andrew Ackerman, City of Fairbanks; Kellen Spillman; FNSB Community Planning Deputy Director; Bryn McElroy, TVWA; Joe Kemp, DOT; Donna Gardino, FMATS; Brittany Smart, FNSB Mayors Office; Brian Charlton, FNSB Parks & Recreation; Laura McLean, FNSB Recording Clerk; Ann Worhatch, FNSB Public Works Engineer; Nancy Durham, FNSB Floodplain Administrator and Merritt Helffrich, member of the public.

Absent Commissioners: Carrie McEnteer, Susan Rainey

1. CALL TO ORDER

Olson called the meeting to order at 12:00 p.m.

2. APPROVAL OF AGENDA

Olson announced that Gary George will not be attending the meeting. Item #1 will be postponed to a later date.

*A motion was made by **Hegarty-Lammers**, seconded by **Wood** to approve the Agenda for June 14, 2017, as amended. There were no objections.*

3. APPROVAL OF MINUTES OF May 10, 2017

*A motion was made by **Hegarty-Lammers**, seconded by **Wright**, to approve the minutes for May 10, 2017 as presented. There were no objections.*

4. COMMUNICATIONS TO THE COMMISSION

Olson communicated that Mark Peterburs with the Alaska Railroad has resigned from the railroad and will not be representing them as a liaison anymore.

Hegarty-Lammers reported on the worksession that was given to the Planning Commission on June 2nd regarding the planning process of the Chena Riverfront Plan and its applicability to Planning Commission decisions.

Henszey reported on the worksession that he and Mitch Osborne gave to the Planning Commission on June 2nd regarding the Riparian Bank Habitat and recent restoration projects on the Chena River.

5. PUBLIC COMMENTS

None

6. NEW BUSINESS

1. Ruth Burnette Fish Hatchery – Gary George

Postponed to a later date.

2. Warm Water Discharge – Buki Wright

Wright gave a presentation regarding the Warm Water Discharge into the Chena River at Aurora Energy. He further commented that they anticipate their permit request to go to public hearing later this year.

A brief question and answer period followed the presentation by Wright.

3. DOT Projects

Joe Kemp, DOT, addressed the CRFC. He gave a brief update on the projects that DOT currently have that affect the river and this Commission.

He suggested that this commission contact Lauren Little with ideas for the project at the University Avenue bridge over the Chena River, specifically for the lot northeast of said project.

Kemp commented that the Phillips Field project is ready to go to advertising. They are currently waiting on some railroad approvals for temporary construction permits.

Also, the Cushman Street bridge project did get reactivated. They are estimating construction in 2020 or 2021.

Kemp also reported on a project at Mile 356 to 362 of the Mitchell Expressway with bridge work over the Chena River.

Gardino reported on the Chena Riverwalk from Peger Road to the existing pedestrian bridge behind the hotel near Pioneer Park.

Olson asked for volunteers to meet as a working group to discuss the possibilities for the lot on the northeast side of the bridge over the Chena River on University Avenue. Plager, Jaffa and Schlosser volunteered.

Gardino requested that Kemp give an update on the Airport Way West project. **Kemp** updated the commission with what he knew. He will report back at the next meeting.

4. Draft Ordinance authorizing CRFC review of Quasi-judicial and legislative matters

Spillman addressed the CRFC and gave a brief background to the Commission regarding this ordinance and its need.

Spillman reported that a working group did meet to discuss the draft ordinance. The draft version handed out today is a reflection of that meeting.

Wood gave a recap of the working group meeting. She further commented that this draft ordinance will correct the fact that there is not an ordinance providing for the CRFC to comment on projects along the Chena River. The process for review will stay essentially the same as it has in the past. There will be a 24 day window for the Commission to review and comment.

Wood further explained that this draft ordinance will change the 200' river corridor to 150' from the ordinary high water mark.

Spillman commented that Mayor Kassel intends to introduce this ordinance to the Assembly on June 22nd and refer it to three different bodies, the CRFC, the Planning Commission and the City Council.

Wood asked if Community Planning will still be notifying this commission of projects along the river corridor while this ordinance is moving forward. **Spillman** replied that this could happen.

Spillman went through the ordinance explaining each change and the justification for each.

Suggestions were made for changes to the draft by the Commission. Unfortunately, **Spillman** confirmed that it is too late to make changes to this draft version. However, this Commission will have the opportunity for recommendations as this ordinance moves forward through the Assembly, the City Council and this Commission for recommendation.

5. Potential Field Trip for the July meeting

Wood suggested either the Fish Hatchery or the Aurora Power Plant. This item will be discussed further at the next meeting.

6. UNFINISHED BUSINESS

1. Phillips Field Safety Improvement Project

Postponed to the next meeting.

2. Project List

Postponed to the next meeting.

3. Potential January Meetings

Postponed to the next meeting.

7. STAFF AND LIASION COMMENTS

Andrew Ackerman, City of Fairbanks, reported on the annual Stream Clean-up project along Noyes Slough.

Bryn McElroy, TVWA, commented that they are hosting a nomination campaign for "Green Streets". She provided fliers for the event. Nominations can be made on-line at the TVWA website.

8. COMMISSIONERS COMMENTS

Hegarty-Lammers thanked **Spillman** for his work on the draft ordinance.

Henszey inquired about the plan to develop property along the river near the Carlson Center. He commented that this commission should have an opportunity to comment on this project.

*A motion was made by **Hegarty-Lammers**, seconded by **Henszey** to extend the meeting for five (5) minutes. There were no objections.*

Spillman clarified for the commission that due to the zoning on this parcel, they aren't required to get a zoning permit. However, the owner did apply for a zoning permit. As the Department of

Community Planning only has five (5) days to approve a zoning permit request, the permit was issued without notification to this commission.

Wood thanked Spillman for his work on the draft ordinance.

Jones commented that she was embarrassed by the behavior of certain members of this Commission after the last meeting. She continued that a special working group meeting was held to discuss with DOT the color of the wall. It was her understanding that they had a letter that went out recommending the Green Streets color scheme. Therefore, this commission did make a recommendation. For this commission to spend another entire meeting addressing this issue again, she felt, was a waste of her time.

9. AGENDA SETTING FOR July 12, 2017 COMMISSION MEETING

10. ADJOURNMENT

*A motion was made by **Henszey**, seconded by **Wright** to adjourn. There were no objections. The meeting was adjourned at 1:35 pm.*

**FAIRBANKS NORTH STAR BOROUGH/CITY OF FAIRBANKS
CHENA RIVERFRONT COMMISSION**

**MINUTES
September 13, 2017**

A regular meeting of the Fairbanks North Star Borough/City of Fairbanks Chena Riverfront Commission was held in the Ester Conference Room, Juanita Helms Administration Center, 907 Terminal Street, Fairbanks, Alaska. The meeting was called to order at 12:03 p.m. by Ian Olson, Chairperson.

MEMBERS PRESENT: Bob Henszey Kelley Hegarty Lammers
 Julie Jones Ben Jaffa (joined 12:04 pm)
 Anna Plager Susan Rainey (left 1:16 pm)
 Lee Wood Gordon Schlosser (joined 12:05 pm)
 Ian Olson

MEMBERS ABSENT: Carrie McEnteer Buki Wright

OTHERS PRESENT: Joe Kemp, DOT&PF
 Bryn McElroy, TVWA
 Nancy Durham, FNSB Floodplain Administrator
 Brittany Smart, FNSB Mayor's Office
 Kellen Spillman, FNSB CP Deputy Director
 Nicole Nordstrand, FNSB Recording Clerk

A. ROLL CALL

B. COMMUNICATIONS TO THE COMMISSION

1. Chair's Comments

Mr. Olson explained an error in the order of business on the Agenda and noted that in the future it would be corrected.

2. "Thank you" to Mayor Kassel and Assemblyman Davies on Ordinance 2017-46.

Mr. Olson recognized Mayor Kassel for his support of the Chena Riverfront Commission and presented a letter of appreciation. Mayor Kassel gave an acceptance speech and offered his appreciation to the Commission. **Ms. Plager, Ms. Hegarty Lammers, and Mr. Olson** gave additional praise to the Mayor.

Mr. Olson recognized former Commission Clerk, Laura McLean, for her support and service to the Chena Riverfront Commission for the past five (5) years, and presented a letter of appreciation. Ms. McLean accepted and thanked the Commission for honoring her. **Mr. Schlosser** gave additional praise.

(Meeting recessed at 12:16 pm for a brief reception and reconvened at 12:22 pm)

3. Communications to Chena Riverfront Commission

a. Riparian Management Zones, September 2002

Mr. Spillman and Mr. Henszey introduced the Riparian Management Zone document and explained the history of its development and how it is utilized today.

4. Citizen's Comments

Ms. Christy Evert on behalf of Tanana Valley Watershed Association spoke about the Riparian Management Zone and introduced the publication "Living Alongside Salmon Homes". **Ms. Plager** commented on the beneficial use of the word "Salmon" in the publication and inquired on outreach efforts. **Ms. Evert** explained the purposefulness of the title in drawing attention to the Chena River and explained planned future distribution. **Mr. Henszey** emphasized the photograph on the pamphlet, "Living Alongside Salmon Homes", shows that small streams are important to the large streams.

C. * APPROVAL OF AGENDA AND CONSENT AGENDA

Approval of Consent Agenda passes all routine items indicated by asterisk (*) on agenda. Consent Agenda items are not considered separately unless any Commission member or citizen so requests. In the event of such request, the item is returned to the general agenda.

MOTION: To approve the agenda by **Ms. Rainey** and seconded by **Ms. Plager**.

PASSED WITHOUT OBJECTION

D. MINUTES

1. *Minutes from July 12, 2017 meeting.

Ms. Plager moved to have the minutes removed from the Consent Agenda.

Discussion ensued about the format of the minutes and handling of excused absent members, and how Commissioners are excused. **Ms. Smart** explained the goals of participation of members of all FNSB Boards and Commissions. It was agreed that this matter would be tabled and added to the October meeting agenda.

MOTION: To approve the July 12, 2017 meeting minutes with corrections under section B, removing the word "Planning" and in section G, noting that Mr. Henszey was also excused.

PASSED WITHOUT OBJECTION

E. UNFINISHED BUSINESS

1. University Avenue at Chena River Bridge Update

Mr. Joe Kemp reported that there were no new updates on this project.

2. Airport Way West Improvement Project Update

Mr. Carl Heim reported that there currently is no construction funding for this project. He stated that in the next year and a half to two years, work will be completed on the design with current funding. He further communicated that DOT&PF has the CRFC's concerns and will continue to work towards incorporating some of the concepts, including the rain garden concept.

Ms. Plager asked if there was anything the Commission could do to help speed the project along. Mr. Heim mentioned that when the next STIP comes out, there is a comment period, and encouraged people to comment. **Mr. Spillman** explained that the Borough and this Commission has commented before and agreed to bring it up in a future meeting.

Ms. Hegarty Lammers and Ms. Plager questioned that only "some" of the Commissions' design ideas may be included, and indicated that if some are not, it should be reported back to the Commission prior to going out to bid.

Mr. Heim clarified that he has not, not considered any of the ideas in the letter and reported that in approximately a year the 65% design will be complete and a walk-around conducted that the Commission can attend.

3. Review of CRFC Project List

Mr. Olson postponed this item to the next meeting.

F. NEW BUSINESS

1. Recommendation on RZ2018-02, an application by the Alaska Railroad Corporation to rezone Tract 4 and Tract 5 of Chena Landings Subdivision from General Use one (GU-1) to Multiple-Family Residential/Professional Office District (MFO) with a waterways setback designation.

Ms. Wood expressed concern about the process established for handling these types of matters which included notice to the CRFC. Mr. Spillman responded that as much of the process that could be followed, given the new ordinance, was followed. Discussion ensued about timing for recommendation and deadlines.

Mr. Spillman introduced Paula Hicks of Northland Survey as the Applicant's representative, and explained potential actions available to the Commission on this request.

Ms. Stacy Wasinger gave a presentation of the application request and provided preliminary findings on behalf of the Borough's Planning Department.

Mr. Spillman oriented everyone to the landmarks in the area from the map on the screen.

Ms. Jones commented that there is a right-of-way for the Chena River Walk that goes to lot number 3 and starts again after lot number 5 and that a permit is in place.

Ms. Wasinger resumed her presentation.

Mr. Henszey inquired if the trees and shrubs would remain intact and **Ms. Wasinger** replied that it is not required under zoning and setbacks.

Mr. Jaffa asked if there is a cap to the number of 1,500 square foot residential units to be constructed in the MFO, and **Ms. Wasinger** responded that there is not that it is dependent on the size of the lot.

Ms. Hegarty Lammers inquired if pathways are allowed in the setback. **Ms. Wasinger** responded that they are and clarified that setbacks are for structures and the definition is a building that is enclosed.

The Commission briefly discussed setback requirements.

Ms. Wasinger resumed and concluded her presentation.

Questions by Commissioners

Ms. Wood asked what types of businesses are allowed in the MFO.

Ms. Wasinger indicated that in addition to the general residential type of uses, there are permitted uses such as bed and breakfasts, daycare facilities, etc., and then there are those that are conditional uses.

Ms. Rainey commented on the potential for high density in the area and inquired about any requirements concerning access, particularly from Landing Road.

Ms. Wasinger stated that the road requirements would be under the authority of the City of Fairbanks.

Discussion ensued about access requirements, roadways and potential traffic issues. **Ms. Plager** brought the meeting back to order and reminded everyone of the need to focus on what the Commission is responsible for reviewing.

Ms. Jaffa inquired if Staff is going to be able to provide a recommendation prior to the Commission making a decision. Discussion ensued about the new process, timeline, and options available to the Commission.

Applicant's Presentation

Ms. Paula Hicks and **Mr. Jon Cook**, Chairman of the Board of Directors for the Alaska Railroad, were present before the Commission.

Discussion followed on the platted map presented by Ms. Hicks which she indicated was used to create tract 4 and 5, and the relative setbacks and ordinary high water markings.

Mr. Cook offered background information on the past use of the land in the area, including existing permits, and provided insight on the Railroad's goals for potential development of the proposed property if it were to be rezoned.

Questions by Commissioners

Ms. Wood asked what benefit this area would have by going MFO versus single family. **Mr. Cook** replied it offers options to allow operation of a small office type business or even a duplex, and still offers compatible uses while allowing flexibility in development.

Mr. Schlosser inquired of any known erosion along the river and if that will be a consideration when building. **Mr. Cook** stated that he is unsure of any erosion issues, and pointed out that there a 25 foot setback will be maintained, and that it is not the Railroad's intent to do any work along the bank. **Mr. Schlosser** further sought a commitment from Mr. Cook that during the subdivision process that covenants be established requiring all property owners to treat the riverbank as a fish habitat. **Mr. Cook** pointed again to the 25 foot setback.

Mr. Henszey communicated that he is working on a draft report that includes how the Chena River width has changed since 1938, and explained how the area in question has accreted due to channel narrowing caused by the Chena Flood Control Project".

Mr. Jaffa inquired why tract 3 is not included in the rezone. **Mr. Cook** replied that the Railroad's development plan does not allow for that at this time.

MOTION: To extend the meeting by 20 minutes to 1:50 p.m., by **Ms. Jones** and seconded by **Ms. Lee**.

PASSED WITHOUT OBJECTION

Ms. Plager expressed her concern for the waterway setback since it could be lawn all the way to the waters' edge, but noted the protection offered by the additional approval requirements for certain types of activity such as bank restoration, etc. She further stated that the waterways protection promotes the riparian habitat, and questioned if the 25 foot setback moves if there is erosion. **Mr. Spillman** responded that the waterway setback runs with the property, so if the property shifts, the waterway setback shifts.

Discussion followed on permissible building within the waterway setback and concerns over potential developments in the setback, riparian management, potential lot sizes and number of structures, maintaining the walkways, and future developments on other lots.

MOTION: To endorse the proposed rezone including the 25 foot setback by **Ms. Plager** and seconded by **Mr. Jaffa**.

Discussion on the Motion

Mr. Henszey stated he would prefer the waterway protection zone, and stated his appreciation for what the Railroad is doing.

Ms. Hegarty Lammers agreed with Mr. Henszey and asked Mr. Cook to speak to the developers prospective.

(Chair allowed out-of-order question and allowed Mr. Cook to respond)

Mr. Cook asked for flexibility on the waterway issues to allow for maximum marketability of the tracts.

Ms. Plager clarified her position on the Motion in that it gives the Commission the ability to work with the Railroad and do necessary community outreach on matters concerning the riverbank, etc.

Mr. Schlosser expressed similar concerns to Mr. Henszey, but also agreed with Ms. Plager on education outreach opportunities.

MOTION: To extend the meeting by 5 minutes to 1:55 p.m., by **Ms. Hegarty Lammers** and seconded by **Mr. Schlosser**.

PASSED WITHOUT OBJECTION

ROLL CALL (Motion to Endorse)

Eight (8) in Favor: Ms. Jones, Ms. Plager, Mr. Schlosser, Ms. Wood, Ms. Hegarty-Lammers, Mr. Henszey, Mr. Jaffa, and Mr. Olson.

Zero (0) Opposed:

MOTION PASSED

2. CRFC Rules and Procedures Amendment to Rule 16

Matter is postponed to the next meeting.

3. Letters of Appreciation

Ms. Plager stated she would like to send out a letter to the Fort Wainwright Commanding Officer thanking him for the generosity of the members for their participation in the CRFC's August field trip. No one objected, so Ms. Plager will draft a letter for Mr. Olson's signature.

G. EXCUSE ABSENT MEMBERS

Clerk commented that Ms. McEnteer had communicated her inability to be at today's meeting.

H. COMMISSIONER'S COMMENTS/COMMUNICATIONS

1. Agenda Setting
 - a. FNSB Board & Commission Policy
 - b. Project List
 - c. University Avenue Bridge Update from Lauren Little
 - d. Presentation from Gary George on Fish Hatchery
 - e. STIP comments.

K. ADJOURNMENT

There being no further business, the meeting was adjourned at 1:57 p.m.

**FAIRBANKS NORTH STAR BOROUGH/CITY OF FAIRBANKS
CHENA RIVERFRONT COMMISSION**

**MINUTES
October 11, 2017**

A regular meeting of the Fairbanks North Star Borough/City of Fairbanks Chena Riverfront Commission was held in the Ester Conference Room, Juanita Helms Administration Center, 907 Terminal Street, Fairbanks, Alaska. The meeting was called to order at 12:01 p.m. by Ian Olson, Chairperson.

MEMBERS PRESENT: Bob Henszey Anna Plager (telephonic)
 Susan Rainey Buki Wright (left at 12:48 p.m.)
 Ian Olson

MEMBERS ABSENT: Carrie McEnteer Kelley Hegarty Lammers
 Ben Jaffa Julie Jones
 Lee Wood Gordan Schlosser

OTHERS PRESENT: Andrew Ackerman, City of Fairbanks
 Joe Kemp, DOT&PF
 Donna Gardino, FMATS
 Bryn McElroy, TVWA
 Ann Worhatch, FNSB Public Works
 Nancy Durham, FNSB Floodplain Administrator
 Krista Major, FNSB Mayor's Office
 Kellen Spillman, FNSB CP Deputy Director
 Nicole Nordstrand, FNSB Recording Clerk

A. ROLL CALL

B. COMMUNICATIONS TO THE COMMISSION

1. Chair's Comments

Mr. Olson read a letter of appreciation prepared by Commissioner Plager to Col Sean Fisher, Commander, US Army Garrison Fort Wainwright concerning the August 9th Tour of Chena River Revetments.

Mr. Olson announced he would be absent from the November, December, and January meetings, with Commissioner Wright chairing the December meeting. **Mr. Olson** sought to find someone to chair the November and January meetings, and stated he would look to Commissioners Plager, Hegarty Lammers, and McEnteer for chair coverage. Discussion ensued about necessity of a January meeting.

Mr. Kellen Spillman brought up that the rules required election of Chair and Vice-Chair in October, but it was left off this month's agenda, and advised it will be added to the November agenda.

2. Communications to Chena Riverfront Commission

Mr. Spillman reported that the October 10, 2017 Planning Commission meeting, it heard the rezone of approximately 13 acres in the Chena Landing Loop area, and recommended approval of the rezone with the 25 foot waterway setback.

3. Citizen's Comments

No citizens were present.

C. * APPROVAL OF AGENDA AND CONSENT AGENDA

Approval of Consent Agenda passes all routine items indicated by asterisk (*) on agenda. Consent Agenda items are not considered separately unless any Commission member or citizen so requests. In the event of such request, the item is returned to the general agenda.

Mr. Olson advised that Gary George is unable to give his presentation on the Fish Hatchery and postponed it to a future meeting.

Ms. Plager inquired about "excused absences" not making the agenda. Discussion ensued and it was determined that item number 3 under New Business related to the FNSB Board & Commission Policy which is what brought up the topic at the September meeting.

Mr. Henszey stated that if the minutes remain under the consent agenda then there is no discussion and **Mr. Olson** concurred. **Mr. Henszey** requested the September 13, 2017 minutes be pulled for discussion. Discussion ensued about there not being a quorum and the proper process for discussion of the minutes.

(Chair moved back up to Chair's Comments)

D. MINUTES

1. *Minutes from July 12, 2017 meeting.

Ms. Plager requested to hear Commissioner Henszey's requested changes.

Mr. Henszey noted that page 2 of the minutes, under Citizen's Comments, he would like his statement to read "**Mr. Henszey** emphasized the photograph on the pamphlet, Living Alongside Salmon Homes, shows that small streams are important to the large streams.

Mr. Henszey requested a change on page 5, third paragraph, should read: "**Mr. Henszey** communicated that he is working on a draft report that includes how the Chena River width has changed since 1938, and explained how the area in question has accreted due to channel narrowing caused by the Chena Flood Control Project".

Further discussion ensued about the proper processes for removing the minutes as a Consent Agenda Item.

E. NEW BUSINESS

1. Presentation of the Ruth Burnette Fish Hatchery

Mr. Olson reiterated that Gary George was not able to be present and advised this matter would be heard at a later date.

2. CRFC Rules and Procedures Amendment to Rule 16 (Commissioner Plager)

Mr. Olson communicated that a modification of Rule 16 is necessary to be in alignment to the ordinance passed relating to the center line and review period.

Mr. Spillman drew attention to the existing Rule 16 and a draft of a new Rule 16, in the meeting packet, and advised he worked with Commission Plager on the draft to align it with the new ordinance.

Ms. Rainey inquired if the distribution is to the Chair or the entire Commission since it does not specifically indicate who is on the distribution list.

Mr. Henszey commented that all projects will be coming before the Commission now, but that the Commission does not necessarily need to bring it forward.

Discussion ensued on the new Ordinance allowing the Commission to review projects, and no action being taken if it chooses.

Mr. Andrew Ackerman asked if the 150 feet of the ordinary high water mark is triggered from a parcel of property or 150 feet from a proposed project location on the parcel.

Mr. Spillman replied that conditional uses run with the entire property. He showed the 150 foot ordinary high water mark overlay on a map of a section of the Chena River to illustrate how properties are affected.

Mr. Olson communicated there was nothing further on this matter, and it would be held for action when a quorum could be established.

3. Review of the FNSB Board & Commission Policy

Ms. Krista Major reported the goals of the Mayor in keeping all Boards and Commission of the FNSB handling matters in a similar manner with the exception of the Boards of Adjustments and Equalization.

Mr. Spillman communicated that the policy is directed at Borough staff, and stated much of the policy related to proper public noticing requirements. He further pointed out that the Mayor will be getting a report of attendance for all Boards and Commissions.

Discussion ensued on the issues of formatting of agenda and minutes for standardization and past practices of the Commission in excusing absences, and Commissioner Plager's proposal that pre-notification to the Clerk of an absence would constitute an excused absence. It was determined that the issue of potential revisions to the CRFC Rules and Procedures will be added as new business for the November meeting.

(Commissioner Wright vacated meeting)

F. UNFINISHED BUSINESS

1. University Avenue at Chena River Bridge Update

Mr. Joe Kemp communicated there were no new updates and reported that Lauren Little will be seeking input sometime during the winter from the Commission on railing design/aesthetics.

Mr. Henszey inquired if a solid barrier is still being considered and Mr. Kemp indicated his understanding that it may be something similar to the design downtown.

Ms. Rainey asked about public input in the selection process and Mr. Kemp responded that DOT&PF holds public meetings and takes into consideration public comments within the scope and cost limitations of a project.

Ms. Plager requested that when DOT&PF comes to the Commission, it bring actual samples of potential options to maximize the feedback and Mr. Kemp said he understood.

Ms. Plager asked for an update on the Phillips Field Road project, and Mr. Kemp indicated it is awaiting some approval from the Alaska Railroad concerning an easement and advised the design is complete. Mr. Kemp indicated he could bring a design to the next meeting.

2. Review of CRFC Project List

Ms. Plager explained the October 2017 updated CRFC Project List and changes made with most being minor corrections and/or deletion of completed projects and/or updates. She explained her update to the North Side Bike Path related to the Alaska Railroad's willingness to work with the Commission in educating new property owners and asked if there were any objections to deleting the 50th Anniversary Flood Commemoration.

Mr. Spillman communicated that educating the entire community, not just the Alaska Railroad lots, is within the Community Planning department's efforts and it may be able to partner with TVWS to print more brochures on *Living Alongside Salmon Homes* brochure and sending them out to properties along the Chena River when rezones occur. **Ms. Rainey** communicated her support of any proactive measures.

Discussion ensued about printing costs, potential funding sources, and disseminating information. The issue of funding for future printing of brochures will be added to the November agenda.

Mr. Henszey spoke to the additional language in the new #3 about "encouraging revitalizing/updating the 2002 General Recommendations for Riparian Management Zones in Interior Alaska". No members present had any objection to adding the language.

Mr. Olson summarized the remaining changes involving changes to acronyms utilized throughout the Project List.

Ms. Plager asked that Mr. Spillman speak to Mayor Kassel on potential funding for item #6, Pioneer Park Upgrade or if there is anything the Commission can do to help in moving forward with this project. Ms. Bryn McElroy communicated that TVWA has a couple different plans and that Pioneer Plan had a different vision. Discussion ensued about possible options available to determine the vision from Pioneer Park's perspective and plans being pursued.

Ms. Plager requested that an update be given on the Elodea Contamination.

Discussion ensued about the Downtown Fairbanks Planning efforts and adding it to the Project List and rolling it into item #9, the future involvement of the Commission, and community outreach efforts.

Mr. Olson communicated that the Downtown Fairbanks Plan would appear as a regular agenda item.

(Commission Plager disconnected from the meeting)

G. EXCUSE ABSENT MEMBERS

Mr. Olson excused Commissioners Jaffa, Jones, McEnteer, Schlossser, and Wood from this meeting.

H. COMMISSIONER'S COMMENTS/COMMUNICATIONS

1. November 8th Agenda Setting
 - a. Election of Chair and Vice-Chair
 - b. Revisions to CRFC Rules and Procedures
 - c. Phillip Field Road Update (Joe Kemp DOT&PF)
 - d. Downtown Fairbanks Plan
 - e. Potential funding options for printing of pamphlet "Living Alongside Salmon Homes"
 - f. Project List Updates (create an action item for potentially electing a subcommittee on the Pioneer Park Upgrade project)

2. Commissioner's/Liaisons' Comments

Mr. Henszey thanked the Chair for running the meeting.

Mr. Olson commented that he had attended the Aurora Energy Permit Public hearing and commented on behalf of himself.

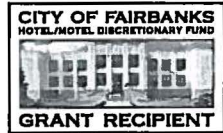
Ms. Ann Worhatch announced her retirement at the end of the month.

K. ADJOURNMENT

There being no further business, the meeting was adjourned at 1:38 p.m.



HOTEL/MOTEL DISCRETIONARY FUND COMMITTEE
 MINUTES – FEBRUARY 17, 2017, 6:00 PM
 FAIRBANKS CITY COUNCIL CHAMBERS
 800 CUSHMAN STREET, FAIRBANKS, ALASKA



The Hotel-Motel Discretionary Fund Committee convened at 6:00 p.m. on the above date to conduct a meeting at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, with Council Member June Rogers (Seat F) presiding and with the following members in attendance:

Members Present: Kathryn Fitzgerald, Seat A
 Ron Woolf, Seat B
 Randi Carnahan, Seat D
 Vivian Stiver, Seat E

Absent: John Nobles, Seat C

Also Present: D. Danyielle Snider, City Clerk
 Michelle Gutierrez, Deputy Clerk I
 Margarita Bell, City Controller

APPROVAL OF MEETING MINUTES – December 19, 2016

Ms. Carnahan, seconded by **Mr. Woolf**, moved to APPROVE the Meeting Minutes of December 19, 2016.

Chair Rogers called for objection and, hearing none, so ORDERED.

NEW BUSINESS

- a) Discussion Regarding Possible Changes to 2017 Application & Grant Process
 - i) Fiscal Year

Ms. Rogers asked **Ms. Bell** to explain any issues that came up during the application process. **Ms. Bell** stated that she has no proposed changes to the application process and that she believed the application requirements were clear.

Ms. Stiver, seconded by **Ms. Fitzgerald**, moved to REQUIRE that applicants include a year-to-date (YTD) financial statement (income statement and balance sheet) through August 31 in addition to the fiscal year report.

Chair Rogers called for objection and, hearing none, so ORDERED.

- ii) Miscellaneous Income/Expenses

Ms. Fitzgerald spoke against applicants listing significant portions of their annual income and expenses under the “miscellaneous” category. Ms. Bell suggested that a new item be added to the application requiring a detailed report if more than 10% of the total annual income/expenses are listed as “miscellaneous.”

Ms. Stiver, seconded by **Ms. Carnahan**, moved to ADD Item 15 to the application requiring a detailed listing of miscellaneous expenses if they total more than 10% of the organization's total expenses.

Ms. Fitzgerald, seconded by **Mr. Woolf**, moved to AMEND the motion by specifying miscellaneous income and expenses instead of only expenses.

Chair Rogers called for objection to the motion to AMEND the main motion and, hearing none, so ORDERED.

Chair Rogers called for objection to the motion to ADD Item 15 to the application requiring a detailed listing of miscellaneous income and/or expenses if they total 10% or more of the organization's total income and/or expenses and, hearing none, so ORDERED.

iii) Presentations by Organizations (requirement not mentioned in application)

Members discussed adding wording to the application to inform applicants of the required presentation and that presenters need to be prepared to answer financial questions from the Committee. Members commented that more than one representative may present to the Committee, and they suggested that it should be clarified in the application.

Ms. Stiver, seconded by **Ms. Fitzgerald**, moved that the Clerk ADD to the application a section that covers presentations and the expectation for the presenter(s) to have knowledge of their organization’s finances.

Chair Rogers called for objection and, hearing none, so ORDERED.

COMMITTEE MEMBER COMMENTS

Ms. Stiver recommended that the Hotel-Motel Discretionary Fund logo be improved and simplified so that it is easily identified to represent the City. Deputy Clerk Michelle Gutierrez volunteered to work on a new logo, and no members objected. **Ms. Stiver** also commented that organizations should be acknowledging the City of Fairbanks Discretionary Fund in printed materials. Members discussed adding a statement to the application that requires applicants to provide examples of how the logo was used to recognize the grant sponsorship, if applicable.

Ms. Stiver, seconded by **Ms. Carnahan**, moved to ADD language to the application that all grant recipients must acknowledge the Discretionary Fund Grant at the sponsorship level and provide examples of how the logo was used on promotional items, if applicable.

Chair Rogers called for objection and, hearing none, so ORDERED.

Members discussed Schedule A of the application and fiscal year reports.

Ms. Stiver, seconded by **Ms. Carnahan**, moved that the Clerk and Ms. Bell make all appropriate changes to the application per the Committee's discussion and recommendations.

Chair Rogers called for objection and, hearing none, so ORDERED.

It was agreed that the Clerk would send the revised application to Committee members for final review. **Ms. Bell** stated that she has received questions as to why there are presentations if organizations or individuals cannot present further information at that time. Members discussed the issue.

Ms. Stiver, seconded by **Ms. Fitzgerald**, moved to AMEND the Policies and Procedures by striking the sentence, "Electronic presentations are permitted as long as they stay under the three minute time period allotted" and by clarifying that electronic presentations and hard copy handouts of any kind are prohibited.

Chair Rogers called for objection and, hearing none, so ORDERED.

Ms. Fitzgerald, seconded by **Mr. Woolf**, moved to REQUIRE that the application have a place to designate which is the original and which ones are copies and a checklist to verify that each one is complete.

A lengthy debate ensued regarding the proposed requirement. Members also discussed at length whether applicants should be disqualified if information is missing from any of the eight total application packets submitted. They discussed ways to check for completeness of each packet submitted. Members debated how to designate an "original" application.

Ms. Stiver, seconded by **Ms. Carnahan**, moved to AMEND the motion by requiring the applicant to determine which application is the original and by requiring the applicant to complete the checklist.

Chair Rogers called for objection and, hearing none, so ORDERED.

Chair Rogers called for objection to REQUIRING that the application have a place to designate which is the original and which ones are copies and a checklist to verify that each one is complete; and requiring the applicant to determine which application is the

original and requiring the applicant to complete the checklist and, hearing none, so ORDERED.

Ms. Carnahan and Ms. Stiver left the meeting at 7:32 p.m., and there was no quorum present for the remainder of the meeting.

Remaining members discussed past practice for disqualifying applications and how best to move forward to ensure that no information is missing from application packets at the time of submittal. No action was taken.

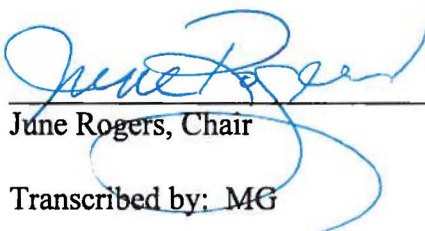
NEXT MEETING

The date of the next meeting is to be determined in the fall of 2017.

ADJOURNMENT

Mr. Woolf, seconded by **Ms. Fitzgerald**, moved to ADJOURN the meeting.

Hearing no objection, **Chair Rogers** declared the meeting ADJOURNED at 8:06 p.m.



June Rogers, Chair
Transcribed by: MG



Michelle Gutierrez, Deputy Clerk I