

**MARIJUANA ADVISORY COMMITTEE  
Meeting Agenda**

**October 17, 2016, 6:00 p.m.  
Assembly Chambers**

- I. Call to Order
- II. Public Comments (Limited to three minutes)
- III. Presentation by the Fairbanks North Star Borough Community  
Planning Director.....1
- IV. Committee Comments

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# **How to Get Your Commercial Marijuana Facility Permit**

**THE PACKET**

## **18.96.240 Standards for commercial marijuana establishments**

### **A. General Standards.**

1. Applicability. Standards of this section shall apply to commercial marijuana establishments regardless of whether they are a permitted or conditional use.
2. A commercial marijuana establishment may only be allowed with the written consent of the owner of the property.
3. No marijuana establishment, except a marijuana testing facility, shall be located within the following buffer distances:
  - a. Five hundred feet of primary and secondary school buildings (K-12) including vocational programs, playgrounds, adult and juvenile correctional facilities and housing facilities owned by a public housing authority with children as residents; and
  - b. Two hundred feet of any post-secondary school buildings including but not limited to trade/technical/vocational schools, colleges and universities; and
  - c. One hundred feet of 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).
  - d. Buffer distances shall be measured from the lot line of the lot containing a use or zone listed in subsections (A)(3)(a) through (c) of this section to the commercial marijuana establishment.
  - e. Buffer distance measurements shall not extend beyond the nearest ordinary high water (OHW) mark of a river or lake or beyond the nearest edge of a right-of-way (ROW) of a controlled access facility.
4. Outdoor Storage. No outdoor storage of marijuana, marijuana products or hazardous substances shall be allowed.
5. In all zones in which marijuana establishments, with the exception of a marijuana testing facility, are a permitted or conditional use, the applicant shall include an area map drawn to scale indicating all land uses on complete parcels within a 500-foot proximity of the lot upon which the applicant is seeking a zoning permit or conditional use permit.
6. Marijuana establishments other than marijuana cultivation facilities, indoor small and marijuana testing facilities located in GU-1 or GU-5 zoning and adjacent to a lot upon which a

principal building used as a dwelling is located are a conditional use subject to the requirements of this title.

**B. Cultivation Facility Standards.**

1. Yard Setbacks. Outdoor marijuana cultivation facilities, including all land planted with marijuana, shall be located at least 50 feet from a lot line.

2. Height Limitations.

a. The maximum height for a marijuana cultivation facility, indoor small shall be 35 feet.

b. The maximum height for a marijuana cultivation facility, indoor large shall be 75 feet.

**18.04.010 Definitions**

**A. Rules of Construction.** The language set forth in the text of this title shall be interpreted in accordance with the following rules of constructions:

1. Words used in the present tense shall include the past and future tenses;

2. All references to the singular include the plural as well;

3. The word “shall” is mandatory and not discretionary;

4. The word “may” is permissive;

5. The word “person” shall include a corporation or partnership as well as an individual;

6. The masculine gender shall include the feminine and neuter genders;

7. The word “lot” shall include the words “plot,” “parcel,” or “tract”;

8. The word “building” shall include the word “structure”;

9. Any words not defined herein shall be construed according to their generally accepted meanings.

**B. Definitions.** For purposes of this title, the words and terms defined herein shall be defined and interpreted as follows:

“Marijuana” means all parts of the plant of the genus cannabis whether growing or not, the seeds thereof, the resin extracted from any part of the plant, and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or its resin, including marijuana concentrate. “Marijuana” does not include fiber produced from the stalks, oil, or cake made from the seeds of the plant, sterilized seed of the plant which is incapable of germination, or the weight of any other ingredient combined with marijuana to prepare topical or oral administrations, food, drink, or other products.

“Marijuana cultivation facility, indoor large” means a legally licensed, fully enclosed commercial marijuana cultivation facility as defined by state law, in which all growing, preparation and packaging activities are conducted completely indoors. Net floor area of all cultivation facility structures does not exceed 10,000 square feet.

“Marijuana cultivation facility, indoor small” means a legally licensed, fully enclosed commercial marijuana cultivation facility as defined by state law, in which all growing, preparation and packaging activities are conducted completely indoors. Net floor area of all cultivation facility structures does not exceed 1,500 square feet.

“Marijuana cultivation facility, indoor unlimited” means a legally licensed, fully enclosed commercial marijuana cultivation facility as defined by state law, in which all growing, preparation and packaging activities are conducted completely indoors and for which the net floor area of all cultivation facility structures exceeds 10,000 square feet.

“Marijuana cultivation facility, outdoor limited” means a legally licensed, commercial marijuana cultivation facility as defined by state law in which any portion of the growing, preparation and packaging activities are conducted outdoors or within buildings that are not fully enclosed or which utilize odor-permeable materials. Area of the marijuana cultivation facility does not exceed 20 percent of the total parcel area, including all land planted with marijuana and the net floor area of all temporary and permanent buildings utilized to grow, prepare and package marijuana.

“Marijuana cultivation facility, outdoor unlimited” means a legally licensed, commercial marijuana cultivation facility as defined by state law in which any portion of the growing, preparation and packaging activities are conducted outdoors or within buildings that are not fully enclosed or which utilize odor-permeable materials. Area of the marijuana cultivation facility exceeds 20 percent of the total parcel area, including all land planted with marijuana and the net floor area of all temporary and permanent buildings utilized to grow, prepare and package marijuana.

“Marijuana establishment” means a marijuana cultivation facility, a marijuana testing facility, a marijuana product manufacturing facility, a retail marijuana store, or a marijuana retail agricultural accessory facility.

“Marijuana product manufacturing facility, limited” means a legally licensed commercial marijuana product manufacturing facility as defined by state law, that packages, prepares or processes marijuana into a value-added form or product subject to testing, but excluding extraction processes utilizing hazardous substances, volatile chemicals or explosive materials or processes. Net floor area of the marijuana product manufacturing facility does not exceed 10,000 square feet.

“Marijuana product manufacturing facility, unlimited” means a legally licensed commercial marijuana product manufacturing facility as defined by state law that processes marijuana into a product via any means that utilizes hazardous substances, volatile chemicals or explosive

materials or processes, including, but not limited to, propane or butane, or for which the net floor area exceeds 10,000 square feet.

“Marijuana products” means concentrated marijuana products and marijuana products that are comprised of marijuana and other ingredients and are intended for use or consumption, such as, but not limited to, edible products, ointments, and tinctures.

“Marijuana retail agricultural accessory facility” means a legally licensed commercial marijuana agricultural retail facility that sells only marijuana plants, seeds and packaged marijuana grown at the legally licensed commercial marijuana cultivation facility located on the same lot. The agricultural accessory retail facility shall be clearly incidental and accessory to the marijuana cultivation facility and does not exceed a maximum of 1,000 square feet in net floor area.

“Marijuana testing facility” means a legally licensed commercial marijuana testing facility as defined by state law that is registered to analyze and certify the safety and potency of marijuana and marijuana products.

“Retail marijuana store” means a legally licensed commercial retail marijuana store as defined by state law. A retail marijuana store may sell marijuana accessories as defined by state law.



This sheet only presents FNSB zoning/requirements and does not present state or city law/requirements. This information is presented for illustrative purposes only; it may not be accurate and should not be relied upon. For complete and accurate zoning information, please review Title 18 of FNSB code.

TYPE OF MARIJUANA FACILITY	Zoning District															
	OR	RA	RF	RE	RR	SF	TF	MF	MFO	LC	GC	CBD	LI	HI	ML	GU
MJ CULTIVATION INDOOR SMALL		Z	Z							CUP	CUP		Z	Z		Z
MJ CULTIVATION INDOOR LARGE		Z	Z							CUP	CUP		Z	Z		Z+/CUP
MJ CULTIVATION INDOOR UNLIMITED		CUP	CUP								CUP		CUP	Z		Z+/CUP
MJ CULTIVATION OUTDOOR LIMITED		Z	Z													Z+/CUP
MJ CULTIVATION OUTDOOR UNLIMITED		CUP	CUP													CUP
MJ PRODUCT MANUFACTURING LIMITED		CUP	CUP							CUP	Z*/CUP**		Z	Z		Z+/CUP
MJ PRODUCT MANUFACTURING UNLIMITED																CUP
MJ RETAIL											Z		Z	Z		Z+/CUP
MJ RETAIL AGRICULTURAL ACCESSORY		CUP	CUP													Z+/CUP
MJ TESTING		CUP	CUP							Z	Z		Z	Z		Z

Residential Zones

**Notes:**

**Z = Permitted Use: Zoning Permit Required**

**CUP = Conditional Use Permit: Public Hearing Required**

\* Only in conjunction with a marijuana retail facility on the same site

\*\* If not in conjunction with a marijuana retail facility on the same site

† If not adjacent to a lot upon which a principal building used as a dwelling is located

**In addition, marijuana establishments must be located:**

- 1) 500 feet from primary and secondary schools (K-12) including vocational programs, playgrounds, adult and juvenile correctional facilities and housing facilities owned by a public housing authority with children as residents
- 2) 200 feet from any post-secondary school including but not limited to trade/technical/vocational schools, colleges and universities
- 3) 100 feet from youth centers, group homes serving persons age 18 and under, public swimming pools, state licensed daycare facilities, arcades, and state licensed substance use treatment provider or facility providing substance abuse treatment, church buildings and residential zones (RE, RR, SF, TF, MF, MFO)
- 4) Buffer distances shall be measured from the lot line of the lot containing a use or zone listed above to the marijuana facility
- 5) Buffer distance measurements shall not extend beyond rivers and lakes or beyond the nearest edge of a right-of-way (ROW) of an access-controlled highway



# COMMERCIAL MARIJUANA FACILITY PERMIT WORKSHOP: Use online FNSB maps and identify areas where commercial Marijuana Facilities are Permitted or Conditional

1. Go to [www.fnsb.us](http://www.fnsb.us)
2. Under 'Borough Functions' click on 'Maps and GIS'

The screenshot shows the website for Fairbanks North Star Borough. The navigation menu includes: RESIDENTS, CALENDAR, YOUR GOVERNMENT, BOROUGH FUNCTIONS, SOCIAL, CONTACT, JOBS, and Sign In. Under 'BOROUGH FUNCTIONS', the following links are listed: Air Quality, Animal Shelter, Borough Land Information, MACS Transit Bus System, Library, Maps and GIS (circled in blue), Van Han, Parks and Pools, Planning and Zoning, Purchasing and Bids, Real Property Database, Real Property Tax Information, Service Areas, Solid Waste and Transfer Sites, Murphy Road Service Area, and Meeting. Below the navigation menu, there is a 'Press Releases' section with a yellow background, listing 'FNSB Plans FNSB Workshops on Proposing Change to Commercial Marijuana Facility Permit' and '18 February 2016'. To the right, there is a 'Calendar' section with a green background, listing events for 2/19/2016 and 2/20/2016. Below the calendar, there is a 'Current Events' section with a yellow background, listing 'Summer Jobs with Parks and Recreation' and 'The Fairbanks North Star Borough is accepting applications for summer...'. At the bottom of the page, there is a 'News' section with a blue background, listing 'Mary Siah Recreation Center Closed for Repairs' and 'Exemption Deadline Information'.

For questions or comments,  
please contact FNSB  
Department of Community  
Planning at (907) 459-1260 or  
[planning@co.fairbanks.ak.us](mailto:planning@co.fairbanks.ak.us)

### 3. Select 'Marijuana Facilities Zoning Identifier'

Welcome to the Fairbanks North Star Borough's **Geographical Information System (GIS)**. We hope you find our GIS to be a valuable resource.

**WELCOME**

**ATTENTION!**

- The first time you enter the FNSBGIS, you will be asked to click "enter" to skip this. Please be certain on your pop-up blockers to add this web site to your exception list, then continue. This site should not be blocked again. Often more than one pop-up blocker is enabled. Common sources are the browser, Google Toolbar, Yahoo! Toolbar, Norton Security, or other security software. You may want to simply disable extra toolbars or blockers.
- Your browser must allow cookies for this site to operate properly.
- Map Issues** - a list of updates and reviews.
- Map Updates** - a list of updates and reviews.
- We strive to improve the usefulness of this site. You will periodically see additions or changes to the data available, and modifications to the interface to make it easier to use. We welcome your suggestions for improvement by contacting the [GIS Coordinator](#).
- Comprehensive Help documentation is available. To view the Help once you are in the GIS system, click the yellow question mark.
- Apologies in advance, but due to zoning levels, the Borough cannot provide technical support for our public users.
- This GIS system is built on [Esri's ArcInfo 9](#) Engine.

**TRY THESE SIMPLE, FAST MAP VIEWERS CREATED IN ArcGIS ONLINE:**

- Simple Base Map** - Base map viewer with several layers that can turn on and off, and some simple map tools. FNSB data includes Address points, Road Centelines, Parcels with Tax Roll data, Labels, DOT Markers, FMS Pipelines, City and Borough boundaries, Zip Codes. Base Map options are provided by Esri, USGS & other Federal agencies, National Geographic, Delorme, and Open Street Map.
- Tax Parcel Viewer** - Parcel viewer that searches by Owner, PAN, or Address, and includes parcels with taxroll data and street addresses. FNSB data includes Address points, Road Centelines, and Parcels with Tax Roll data. Base Map options are provided by Esri, USGS & other Federal agencies, National Geographic, Delorme, and Open Street Map.
- Street Address Locator** - Street address locator that searches by house number, street name, complete address, or owner, and includes search with taxroll data. FNSB data includes Address points, Road Centelines, and Parcels with Tax Roll data. Base Map options are provided by Esri, USGS & other Federal agencies, National Geographic, Delorme, and Open Street Map.
- Zoning Viewer** - Search by address, property owner, or PAN (Property Tax ID). FNSB data includes Zoning Boundaries, Zoning Labels, Zoning Districts, and Road Labels. Base Map options are provided by Esri, USGS & other Federal agencies, National Geographic, Delorme, and Open Street Map.
- Marijuana Facilities Zoning Identifier - Fairbanks No Conditional Aerial Photo Base Map provided by Esri**

### 4. Read the 'Data Accuracy and Disclaimer' and click 'OK' if you agree

**DATA ACCURACY AND DISCLAIMER**

Please note that while the information contained in our GIS is believed to be fairly reliable, it is preliminary and not guaranteed to be completely accurate or up-to-date. The maps and data, including shown buffers, are intended to provide users with a general idea of the provisions within Ordinance 2015-41 and should be used solely for general informational purposes only. If you need information related to a specific property, including requirements for conditional use permits or zoning permits, please contact the Department of Community Planning directly. Please note that when applying for a zoning permit or a conditional use permit for a marijuana facility, it is the applicant's responsibility to identify all of the users within a 500-foot proximity of the lot (FNSB18.150.300.A.5) as well as to comply with all other applicable legal requirements. The maps and data are made available on the condition that users agree that the FNSB will not be held liable for any loss, injury, or damage of any kind, whether direct or indirect, resulting from any errors or omissions in the maps, data, or other information contained therein. The maps and data on this site may not be reproduced, republished, or resold in any form, including the internet, and may not be used for any commercial purpose without the express written permission or prior agreement of the Fairbanks North Star Borough. Misuse of the maps and data may be considered a violation of the Copyright under 17 USC §101 et seq., and may cause the user to be subject to civil liability. If you understand and agree to the above terms, click the **OK** button. Otherwise, click **Cancel**.

**5. Select a map for Indoor Cultivation Small, Outdoor Cultivation Limited or Retail Facility**

Fairbanks North Star Borough Zoning Maps, identifying areas where commercial Marijuana Facilities are Permitted, Not Permitted, or Conditional.

Search maps

Fairbanks North Star Borough Zoning for Marijuana Facilities: **INDOOR CULTIVATION - SMALL**  
Web Mapping Application by internet\_gis\_FNSB Last Modified Dec 1, 2015.  
Interactive Map depicting Fairbanks North Star Borough Zoning where Commercial Small Indoor Cultivation Marijuana Facilities are Permitted, Not Permitted, or Conditional

Fairbanks North Star Borough Zoning for Marijuana Facilities: **OUTDOOR CULTIVATION - LIMITED**  
Web Mapping Application by internet\_gis\_FNSB Last Modified Dec 1, 2015.  
Interactive Map depicting Fairbanks North Star Borough Zoning where Commercial Limited Outdoor Cultivation Marijuana Facilities are Permitted, Not Permitted, or Conditional

Fairbanks North Star Borough Zoning for Marijuana Facilities: **RETAIL**  
Web Mapping Application by internet\_gis\_FNSB Last Modified Nov 25, 2015.  
Interactive Map depicting Fairbanks North Star Borough Zoning where Commercial Retail Marijuana Facilities are Permitted, Not Permitted, or Conditional

**DATA ACCURACY AND DISCLAIMER**

Please note that while the information contained in our GIS is believed to be fairly reliable, it is preliminary and not guaranteed to be completely accurate or up-to-date. The maps and data, including shown buffers, are intended to provide users with a general idea of the provisions within Ordinance 2015-41 and should be used solely for general informational purposes only. If you need information related to a specific property, including requirements for conditional use permits or zoning permits, please contact the Department of Community Planning directly. Please note that when applying for a

**6. Type full address in the search tab or simply zoom and pan to find a property**

File Edit View Favorites Tools Help

http://fnsh.mpsarcgis.com/apps/MapTools/index.html?appid=fca3f501fc4c4eb4b0e372f1...

FNSB | Geographical Info... | Marijuana Facilities Zon...

Convert | Select | Page | Safety | Tools

Search

Fairbanks North Star Borough Zoning for Marijuana Facilities: Retail (see Details)

**7. Refer to Legend on the left sidebar to understand the colors on the map**

City Boundaries

- City of Fairbanks
- City of North Pole

Fl Mainwright - Retail NOT PERMITTED

Eielson AFB - Retail NOT PERMITTED

Buffers from Sensitive Uses - Retail NOT PERMITTED

Zones where Retail NOT PERMITTED

Retail Permitted IF NOT adjacent to Dwelling Unit, OR Conditional Use IF adjacent to Dwelling Unit

809 Pioneer Road, Fairbanks Alaska, USA

809 Old Pioneer Way, Fairbanks, Alaska, USA

809 7th Rd, Fairbanks Twp, Michigan, USA

809 Smirls Rd, Fairbank, Victoria, AUS

809 JJ Rd, Fairbanks Twp, Michigan, USA

809 LL Rd, Fairbanks Twp, Michigan, USA

809 Pioneer Road, Fairbanks Alaska, USA

809 Old Pioneer Way, Fairbanks, Alaska, USA

809 7th Rd, Fairbanks Twp, Michigan, USA

809 Smirls Rd, Fairbank, Victoria, AUS

809 JJ Rd, Fairbanks Twp, Michigan, USA

809 LL Rd, Fairbanks Twp, Michigan, USA





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

809 Pioneer Road/P.O. Box 71267  
Fairbanks, Alaska 99707-1267  
(907) 459-1260 Fax: (907) 459-1255  
planning@fnsb.us

For Office Use Only  
Received By: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_

**MARIJUANA FACILITY  
ZONING PERMIT APPLICATION**

<b>Applicant:</b>		<b>Property Owner:</b>	
Contact Name:		Name:	
Business Name:		Mailing Address:	
Mailing Address:		City, State Zip:	
City, State Zip:		Phone:	
Contact Number:		Cell:	
E-mail:		E-mail:	

<b>Property Information:</b>	
Property Description:	
Situs Address:	Lot Size: <input type="checkbox"/> acres <input type="checkbox"/> square feet
Parcel Account Numbers (PAN):	Existing Zone:
Existing Use & Structures:	

<b>Proposed Use/Construction:</b>		
Description of proposed use:		
Include number of employees, seating capacity, net office or sales area (sq. ft.)		
Size of existing construction in square feet:	Size of proposed construction in square feet:	Building height/number of stories:

I have attached a detailed site plan drawn to scale and to the standards of the Commercial/Industrial Site Plan guidelines.

I certify that the information included in this application is to the best of my knowledge true and complete.

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**OWNER SIGNATURE (if different):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

If the applicant is not the sole property owner, written consent of all property owners must be provided pursuant to FNSBC 18.104.040(B).

I understand that the Zoning Permit is appealable and that said appeal must be submitted and perfected within 15 days of the date of the decision in accordance with FNSBC 18.104.090.

I can be notified of the decision at the above  (phone number)  (address)  (e-mail).

The Fairbanks North Star Borough is subject to the Alaska Public Records Act, AS 40.25 et seq. and this document may be subject to public disclosure under state law.

Revised 7/7/2016

# **COMMERCIAL MARIJUANA FACILITY ZONING PERMIT INTAKE CHECKLIST**

**1. A completed zoning permit application form including all of the following information:**

- Property description and address
- Total (maximum) number of employees working on the site, including full and part-time, temporary and seasonal
- Property owner's signature or signed letter authorizing use of the property for a commercial marijuana facility

**2. A site plan drawn to a verifiable scale with north arrow and dimensions in feet (i.e. 1" = 10' or 1" = 20', etc.), including all of the following information:**

**More than one site plan of different scales may be used to illustrate the site.**

- Location and dimensions of property lines
- Name of the access road and any other roads adjacent to the property lines
- Location and dimensions of all existing and proposed buildings and structures (including additions) such as greenhouses, barns, offices, employee washrooms/restrooms, sheds, carports, etc. Label as existing or proposed
- In the Light Commercial (LC) zone, list the height of all buildings
- Uses of all existing and proposed buildings and structures, portions of buildings, and areas of the property, such as residence, barn, storage, land in crops, etc.
- Setback distances of all existing and proposed buildings and structures from property lines, except in the General Use (GU) zones
- Location and dimensions of all existing and proposed signage, except in GU zones
- If adjacent to residentially zoned property, show the location of all outdoor lighting

- Location, type and depth of surface material and dimensions of existing and proposed driveways. *A driveway permit may be needed if accessing a Road Service Area (RSA) road or AKDOT&PF permitted right-of-way (ROW) or if located within city limits.*
- Location, type and depth of surface material and dimensions of off-street parking spaces, except in the GU zones. Off-street parking spaces are required to be at least 9' by 18', with sufficient back-up and maneuvering area such that all back-up and maneuvering actions occur on the site (FNSBC 18.96.060). Label parking spaces with dimensions.
- Location, type and depth of surface material and dimensions of loading areas. This requirement does not apply in the GU zones.
- Location, type and depth of surface material and dimensions of all traffic circulation areas, except in the GU zones. Show drive aisles, backing and maneuvering areas and all areas where motor vehicles will travel on the site.
- Show any obstructions located within the parking and vehicle maneuvering areas, such as a wall, post, guard rail, or other obstruction, except in GU zones.
- Demonstrate compliance with Marijuana Facility Standards listed in FNSBC 18.96.030.

### **3. OTHER REQUIRED INFORMATION:**

- Provide a floor plan drawn to scale. This requirement does not apply in GU zones unless using only a portion of a building. If using a portion of a building, show how portions of building are separated (i.e. fire wall with person door, etc.). Label with dimensions, square footage and specific use of each floor area used for:
  - Production activities such as cultivation, drying, processing, manufacturing, retail sales, etc.
  - Non-production activities such as storage, employee areas such as locker room, break room, rest rooms, and stairs or hallways, etc.
- Provide a map showing all lots and parcels within 500 feet of the subject property to be utilized as a marijuana facility. Label all specific land uses located on each property including the subject property such as dwelling, restaurant, church, retail store, etc. The land uses on each property may be listed by tax lot on a separate sheet.

- Provide total square footage of all areas to be used for the marijuana facility, including the location and square footage of portions of existing and proposed buildings/structures and land in cultivation.
  
- For a marijuana manufacturing facility, provide information on the type of manufacturing and a list of the chemicals utilized in manufacturing operations.

***Additional information may be required beyond the items listed above. All of the above permit submittal requirements may not be required if locating in a separate unit in a multi-unit building such as a strip-mall. Contact the Community Planning Department located on the second floor of the Juanita Helms Administrative Center at 809 Pioneer Road or call 907-459-1260 for specific requirements.***





## How to Draw a Commercial / Industrial Site Plan

A site plan is a detailed drawing which depicts the current and proposed structures and uses of a parcel of land. Site plans must be drawn to scale and are required for all zoning permits.

Drawing your own site plan is easier than you might expect. A site plan need not be professionally prepared and can be hand drawn. With a little work, you can draw an acceptable site plan for your project, if all information required on this guideline document is included. However, depending on the size, scope and complexity of the project you may need to obtain professional expertise. You may also submit multiple drawings at different scales.

### **A Commercial / Industrial Site Plan Includes the Following Information and More:** (See the Key Numbers on the Example Site Plan on reverse)

1. Scale at which site plan is drawn (for example 1"= 20')
2. North arrow
3. All property lines and their dimensions
4. Names of adjacent roads
5. Location, type and dimensions of all existing structures
6. Location, type and dimensions of all proposed structures and/or additions
7. If located in Light Commercial (LC) zone, height of all structures and/or additions
8. Setback distances of all existing and proposed structures and/or additions to all property lines, except in the General Use (GU) zones
9. Location, type and depth of surface material and dimensions of existing and/or proposed driveways
10. Location, type and depth of surface material and dimensions of off-street parking spaces, loading areas, and all traffic circulation area, except in the General Use (GU) zones. Off-street parking spaces are required to be at least 9' by 18', with sufficient back-up and maneuvering area such that all back-up and maneuvering actions occur on the site (FNSBC 18.96.060). Show any obstructions located within the parking and vehicle maneuvering areas such as a wall, post, sign or a guard rail.
11. Location and dimensions of all existing and proposed signage, except in General Use (GU) zones
12. Location of all outdoor lighting, if adjacent to residentially zoned property
13. Location of well on site (optional)
14. Location of septic on site (optional)
15. Landscaping (optional)

**Information may be required in addition to the items listed above.**

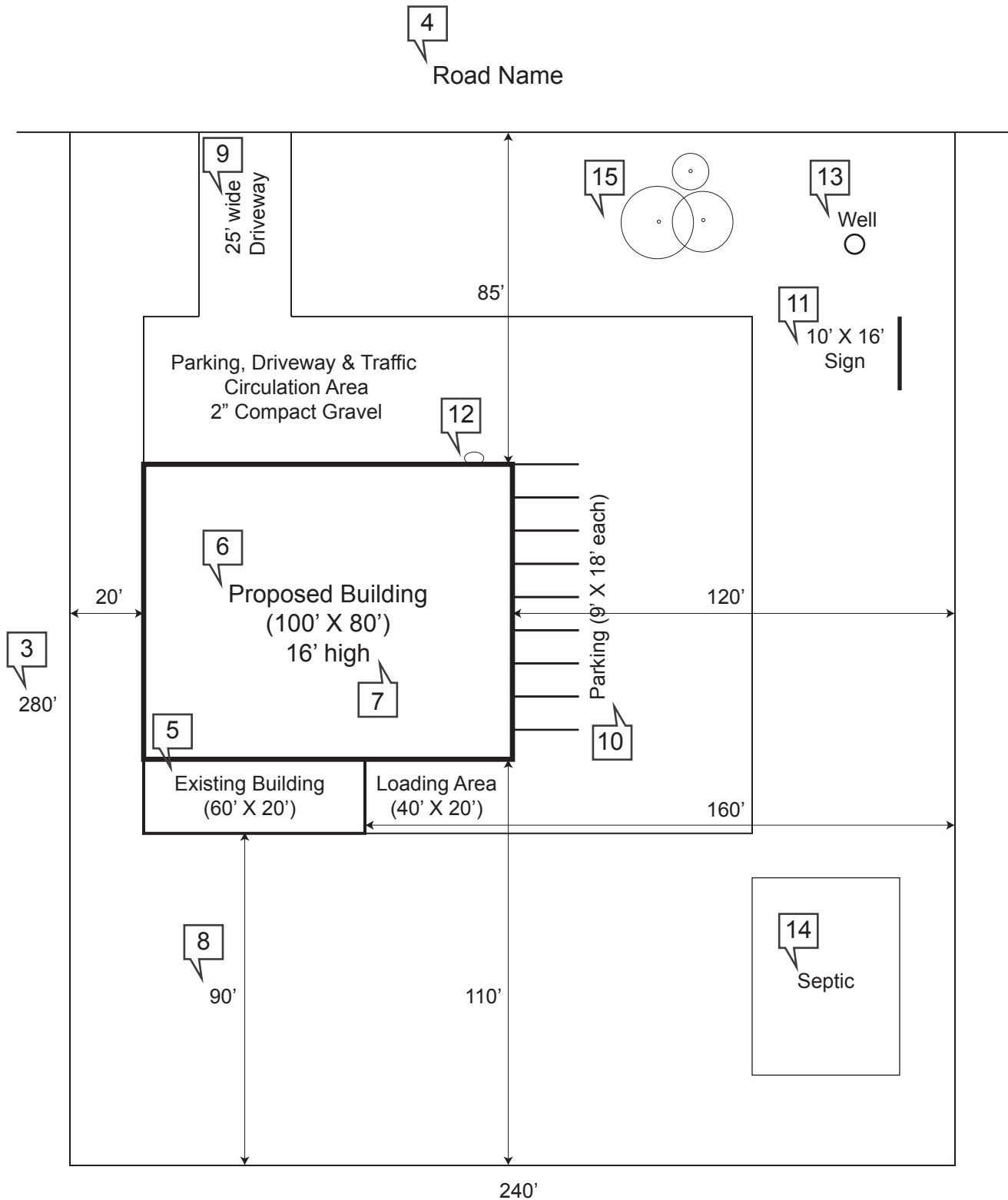
# Example of a Commercial/Industrial Site Plan (see Key Numbers on reverse)



Scale 1" = 40'



North





**Fairbanks North Star Borough**  
**Department of Community Planning**  
 809 Pioneer Road/P.O. Box 71267  
 Fairbanks, Alaska 99707-1267  
 (907) 459-1260 Fax: (907) 459-1255  
 planning@fnsb.us

For Office Use Only  
 Received By: \_\_\_\_\_  
 Receipt No.: \_\_\_\_\_  
 Sign #: \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_

**MARIJUANA FACILITY**  
**CONDITIONAL USE PERMIT APPLICATION**  
 File No. \_\_\_\_\_

- FEES:  \$800 conditional use permit application  
 \$250 verification of sensitive use buffers  
 \$200 sign deposit (check or cash only)

Applicant:		Property Owner:
Contact Name:		Name:
Business Name:		Mailing Address:
Mailing Address:		City, State Zip:
City, State Zip:		Phone:
Phone:	Cell:	Cell:
E-mail:		E-mail:

Property Information:	
Property Description:	
Street Address:	Lot Size:
Parcel Account Numbers (PAN):	Zoning District:
Existing Use(s):	

Conditional Use Request Information:
Proposed Use(s):
<i>Request Description and Reasons for the Request:</i>

I have attached a detailed site plan drawn to scale and to the standards of the Commercial/Industrial Site Plan guidelines.

I certify that the information included in this application is to the best of my knowledge true and complete.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER SIGNATURE (if different): \_\_\_\_\_ DATE: \_\_\_\_\_

If the applicant is not the sole property owner, written consent of all property owners must be provided pursuant to FNSBC 18.104.050(B).

# COMMERCIAL MARIJUANA FACILITY

## CONDITIONAL USE PERMIT INTAKE CHECKLIST

### **1. A completed conditional use permit application including the following:**

- Property description and address
- Specific type of commercial marijuana facility being requested as defined in FNSBC 18.04.010
- Property owner's signature or signed letter authorizing use of the property for a commercial marijuana facility

### **2. A legible site plan drawn to a verifiable scale (i.e. 1" = 10' or 1" = 20', etc.), with north arrow and dimensions in feet including all of the following:**

**More than one site plan of different scales may be used to illustrate the site.**

- Location and dimensions of property lines
- Location and dimensions of utility easements and access easements including section line easements.
- Name of the access road and any other roads adjacent to the property lines and widths of all right-of-ways.
- Location and dimensions of all existing and proposed buildings and structures such as greenhouses, barns, offices, sheds, employee washrooms/restrooms, etc. Include any proposed additions. Label each building or structure as existing or proposed. Provide height and number of stories for all buildings to be utilized for the conditional use.
- Uses of all existing and proposed buildings and structures, portions of buildings, and areas of the property, such as residence, barn, storage, land in crops, etc.
- Setback distances of all existing and proposed buildings and structures from property lines, except in the General Use (GU) zones.
- Distances between all existing and proposed buildings and structures
- Location of well on site, if applicable.
- Location of septic on-site, if applicable.
- Location and dimensions, including height, of all existing and proposed signage.
- Location of all outdoor lighting.
- Location of trash dumpster(s).
- Location of security fencing and gates. Include clearance width of all gates,

- Location, type and depth of surface material and dimensions of existing and proposed driveways including any aprons and distances to property corners. Include location and dimensions of existing and proposed curb cuts and sidewalks, if applicable.
- Location, type and depth of surface material and dimensions of each off-street parking space. Off-street parking spaces are required to be at least 9' by 18', with sufficient back-up and maneuvering area such that all back-up and maneuvering actions occur on the site (*FNSBC 18.96.060*). Label parking spaces with dimensions.
- Location, type and depth of surface material and dimensions of loading areas.
- Location, and type and depth of surface material of all traffic circulation areas. Provide dimensions of drive aisles, backing and maneuvering areas and all areas where motor vehicles will travel on the site.
- Show any obstructions located within the parking and vehicle maneuvering areas, such as a wall, post, guard rail, or other obstruction.
- Location and area of existing or proposed landscaping, screening, and existing vegetation to be retained, if applicable.
- Show any buffer and open space areas, if applicable.
- Vehicle maneuvering diagram(s) may be required to demonstrate adequate fire and emergency vehicle access.

### **3. OTHER REQUIRED INFORMATION:**

- Provide a map showing all lots and parcels within 500 feet of the subject property to be utilized as a marijuana facility. Label all specific land uses located on each property including the subject property such as dwelling, restaurant, church, retail store, etc. with specific business names preferred. The land uses on each property may be listed by tax lot on a separate sheet.
- Provide a floor plan drawn to scale for each floor utilized. If using a portion of a building, show how that portion of the building is separated from other portions (i.e. fire wall with person door, etc.). Provide room dimensions and label specific use of each portion of floor area used for: Provide square footage calculations for each type of use.
  - Production activities such as cultivation, drying, processing, manufacturing, retail sales, etc.; and
  - Non-production support activities such as office, storage, employee areas such as locker room, break room, restrooms, and stairs or hallways, etc.
- Provide total square footage calculations of all areas to be used for the marijuana facility, including the location and square footage of portions of existing and proposed buildings/structures and land in marijuana cultivation.

#### 4. **NARRATIVE**

- Provide a typed narrative addressing the following:
- Total (maximum) number of employees expected to be working on the site, including full and part-time, temporary and seasonal.
  - Type and frequency of other vehicle trips to the site such as deliveries, security, product transport, or other visitors.
  - Hours of operation
  - Activities occurring on the site on a daily, weekly, monthly, periodic, seasonal, occasional and annual basis
  - Phases of development, if applicable
  - Impacts of the proposed use that may cross property lines such as odor, noise, dust, light, etc.
  - Provide a list of the chemicals utilized or stored on the site.
  - Describe how plant waste and/or product waste materials will be handled and disposed of
  - Energy source serving the proposed use
  - Water source serving the proposed use
  - Method of sewage disposal for the proposed use
  - Method of wastewater management for the proposed use
  - Other public utilities and services to serve the proposed use such as garbage, communications, fire protection, police, etc.
  - For a marijuana manufacturing facility, provide information on the type of manufacturing process(es) to be utilized.
  - Compliance with state requirements for facility security.

#### 5. **NARRATIVE** Demonstrating conformance with conditional use approval criteria (FNSBC 18.104.050(C)1-3) including Title 18, the FNSB Regional Comprehensive Plan, other FNSB ordinances and applicable state statutes

*FNSBC 18.104.050(C):*

*The planning commission shall review, hear and decide whether or not to approve a request for a conditional use. **The planning commission shall also consider and adopt findings in each of the following:***

- 1. Whether or not the proposed conditional use conforms to the intent and purpose of this title and of other ordinances and state statutes;**
- 2. Whether or not there are adequate existing sewage capacities, transportation facilities, energy and water supplies, and other public services to serve the proposed conditional use;**
- 3. Whether or not the proposed conditional use will protect the public health, safety and welfare.**

The planning commission may approve or deny a conditional use request or may approve a conditional use request with conditions to ensure the protection of the public health, safety and welfare.

*Additional information may be required beyond the items listed above. If you have questions about the conditional use permit application requirements, the public hearing process and timelines, or any other concerns, please contact the Community Planning Department located on the second floor of the Juanita Helms Administrative Center at 809 Pioneer Road or by phone at 907-459-1260.*





**DEPOSIT / REFUND FORM**  
**PUBLIC NOTICE SIGN DEPOSITS &**  
**EXPERT REVIEW DEPOSITS**

**DEPOSITS**

SIGN DEPOSIT

EXPERT REVIEW DEPOSIT  (see box below)

Sign # \_\_\_\_\_  
(if required)

DATE Prepared: \_\_\_\_\_

Prepared By: \_\_\_\_\_  
Fairbanks North Star Borough

RECEIPT Number: \_\_\_\_\_

PAID By: Cash  CHECK  # \_\_\_\_\_

(if paying by check we **MUST** refund to name & address showing on check)

Name & Address on Check \_\_\_\_\_

If cash name and address for refund: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that I owe the actual cost for the expert review of my telecom application and that this is only a deposit towards the cost.

\_\_\_\_\_  
(applicant initials)

**REFUNDS**

Sign Returned: \_\_\_\_\_ Date: \_\_\_\_\_

Staff who took sign in: \_\_\_\_\_

Additional Damage Yes  No

Describe \_\_\_\_\_

Initiate Refund:  YES  NO

Be sure application has been completely acted on and the reconsideration has expired prior to taking in the sign. For Rezones, be sure the Assembly decision is final prior to taking in the sign.

Partial Refund  Yes \$ \_\_\_\_\_

Applicant Initial \_\_\_\_\_



## MARIJUANA LICENSING FREQUENTLY ASKED QUESTIONS

### THE MOST FAQ'S! UPDATED JANUARY 4, 2016

Included below are the most frequently asked questions regarding marijuana licensing and implementation of law relating to commercial marijuana establishments. If you have questions not answered here, please submit them in writing to [marijuana@alaska.gov](mailto:marijuana@alaska.gov) and the staff of the Alcohol and Marijuana Control Office will do it's best to answer your question in a timely manner. We will continue to update this page as appropriate in the coming months.

#### ▼ Can I apply for a marijuana license right now?

Yes, before initiating your application for a commercial marijuana license, please click on the link below. Be sure you have done the following:

- [Read the Final regulations as adopted and amended by the Marijuana Control Board](#)
- [Read the questions and answers on our Marijuana License Frequently Asked Questions](#)
- [Watch the entire training video on the Marijuana Application Process](#)

#### ▼ Where can I find the online application?

On the Alcohol and Marijuana Control Office (AMCO) under Marijuana Application. Before initiating your application for a commercial marijuana license, please click on the link below. Be sure you have done the following:

- [Read the Final regulations as adopted and amended by the Marijuana Control Board](#)
- [Read the questions and answers on our Marijuana License Frequently Asked Questions](#)
- [Watch the entire training video on the Marijuana Application Process](#)

#### ▼ When will licenses be issued?

Licenses will be issued within 90 days of receipt of a completed application, as outlined in the statute and regulations. The exact date is dependent upon several factors including the 1) type of license applied for, 2) response time from local governments, and 3) the implementation of the marijuana inventory tracking system.

1) Type of license and completed application –AS 17.38.100(b) calls for the board to begin accepting and processing applications one year after the effective date of the act; therefore, applications will be accepted beginning on February 24, 2016. The board will grant or deny an application for a license within 90 days after a completed application is received. It is possible the Marijuana Control Board will issue testing facility and cultivation facility licenses first, with retail store and product manufacturing facility licenses to follow. This sequential issuing of license types may be necessary so the latter license types can have legally grown and tracked marijuana in their inventory before opening for business.

2) Response time from local governments – After the director of the Alcohol and Marijuana Control Office deems an application to be complete, staff will transmit the application to the local government with jurisdiction over the proposed licensed premises. The local government has 60 days from the date of receipt of the notice of the application to file a protest to the application or waive its right to protest. If a protest is received, the Marijuana Control Board will consider the application and protest at its next meeting.

3) Marijuana inventory tracking system – All marijuana license types will be required to use the State of Alaska-selected marijuana inventory tracking system to assure that marijuana sold in licensed retail stores was grown, produced and tested by licensed establishments. The board will not issue any licenses before the marijuana inventory tracking system is implemented; the anticipated date of implementation is May 23, 2016.

#### ▼ How many licenses will the MCB issue?

The Marijuana Control Board is not limited in the number of marijuana licenses it can issue at the state level. However, AS 17.38.110(b) provides that local governments can restrict the time, place, manner and number of marijuana licenses.

#### ▼ Can I submit a paper application for a marijuana license?

No, the regulations anticipate that the entire process will be conducted electronically, other than attachment of non-electronic documents such as payment and fingerprint cards. 3 AAC 306.020 states that the application must be initiated electronically; the completed application and fees may be filed electronically, or mailed, or delivered to the director at the office of the board.

#### ▼ Why do I have to initiate my application online?

By regulation, applications must be submitted electronically in order for applicants to demonstrate their capability to enter and submit data/documents electronically. All marijuana licensees are required to use the statewide marijuana inventory tracking system, which is electronic and requires a stable internet connection and basic computer literacy.

#### ▼ Where do I get the marijuana regulations?

You may download and save the final regulations as amended and adopted by the Marijuana Control Board. Because of the length of the packet, if you choose to print the regulations you may want to consider printing two pages on one sheet of paper, i.e., the "booklet" option on your print properties screen.

**▼ What happens now that the Marijuana Control Board has adopted the regulations?**

The Department of Law is currently reviewing the regulations and will send them to Lt. Governor Mallott once their review is complete. The regulations will take effect 30 days after the Lt. Governor signs them into law. Lt. Governor Mallott will need to sign the regulations by January 24, 2016 in order for the Alcohol and Marijuana Control Office to begin accepting online applications by February 24, 2016, as outlined in AS 17.38.100(b).

**▼ Can I own more than one license?**

Yes, with one exception—testing facility licenses are independent of all other license types. According to 3 AAC 306.610, a licensed marijuana testing facility may not have any licensee, employee, or agent who holds any type of marijuana establishment license other than a testing facility license.

**▼ Can I own more than one license type at the same premises?**

Yes, except as set out in the previous question (Question 9).

**▼ The location of the premises I am considering is near a park. Is that allowed?**

The only location rules defined by the State of Alaska are the buffer zones set out in 3 AAC 306.010(a), which prohibit a marijuana establishment license from being issued within 500 feet of a school, recreation or youth center (defined in 3 AAC 306.900(35)), a building in which religious services are regularly conducted, or a correctional facility. Please see the regulation for instructions regarding how to measure the distance. All other zoning issues are locally established; contact your local government to inquire about zoning restrictions.

**▼ What can I do now, since I cannot apply for a license yet?**

Prepare to submit your application—

- 1) Read 3 AAC 306 articles 1, 7, 8, 9 and the specific article(s) that pertains to the type of license(s) you plan to apply for. When you apply for a license, you are stating that you have read and understand all of the marijuana regulations, and are prepared to follow them.
- 2) Work on your operating plan. All license types are required to submit an operating plan with their application. Requirements for the operating plan are set forth in 3 AAC 306.020(c). The format in which the operating plan will have to be submitted will be approved by the Marijuana Control Board on February 11, 2016. In the meantime, you can begin drafting your operating plan based on the information requirements outlined in the regulations.
- 3) Attend the Marijuana Control Board meeting on February 11, 2016 in Juneau. A public call-in number will be available for those unable to attend in person.

**▼ Are facilities expected to be 100% ready when we apply for license, or will we have time to finish construction between February and May, when licenses are expected to be issued?**

It is not expected that the physical premises is 100% ready at the time the applicant initiates their application. The applicant must ensure however, that their finished facility matches what is laid out in their operating plan. The premises will undergo a preliminary inspection before operations begin.

**▼ Can I take cuttings or clones from plants I have growing right now for use when my licensed is issued?**

It's expected that cultivators will either start their plants from seeds, or from cuttings, only after receiving a license from the Marijuana Control Board (MCB). The source of the cultivators' seeds or cuttings is not information that is required by regulation.

**▼ Do the existing regulations allow a home-rule municipality to protest the issuance of a marijuana license? Also, do they preclude home-rule municipalities from charging a permit fee to operate marijuana facilities in city limits?**

A home rule municipality is included in the definition of local government. Local governments have a right of protest under the regulations. Local governments can tax marijuana or charge fees for municipal licenses or permits.

## FAIRBANKS NORTH STAR BOROUGH

### **Community Planning**

- **Zoning Permits**
- **Conditional Use Permits**
- **Driveway Permits**

809 Pioneer Road  
Fairbanks, AK 99701  
(907) 459-1260  
[www.fnsb.us/cp](http://www.fnsb.us/cp)

### **Road Service Areas**

- **Technical Questions on Driveways**

<http://www.fnsb.us/pw/pages/Service-Area-Resident-Resources.aspx>  
Department of Rural Services  
Ann Worhatch  
[aworhatch@fnsb.us](mailto:aworhatch@fnsb.us)  
(907) 459-1333

## CITY OF FAIRBANKS

### **City of Fairbanks Fire Department**

- <http://www.fairbanksalaska.us/departments/fire-department/>
- **Ernie Misewicz, Assistant Fire Chief**  
[edmisewicz@ci.fairbanks.ak.us](mailto:edmisewicz@ci.fairbanks.ak.us)  
1101 Cushman Street  
Fairbanks, AK 99701  
Phone (907) 450-6615
- **Business Office**  
Phone (907) 450-6600  
Fax (907) 450-6666

### **City of Fairbanks Building Department**

- **Steven Anderson, Building Plans Examiner**  
[sranderson@ci.fairbanks.ak.us](mailto:sranderson@ci.fairbanks.ak.us)  
(907) 459-6703

## CITY OF NORTH POLE

### **City of North Pole Building Department**

- **William Butler, Building Official**  
**Director of City Services**  
[bill.butler@northpolealaska.org](mailto:bill.butler@northpolealaska.org)  
Phone (907) 488-8593  
Fax (907) 488-3002

### **City of North Pole Fire Department**

- <http://www.northpolealaska.com/fire/custom-contact-page/fire-contact-information>
- **Geoffrey Coon, Deputy Fire Chief**  
[Gcoon@northpolefire.org](mailto:Gcoon@northpolefire.org)  
110 Lewis Street  
North Pole, AK 99705  
Phone (907) 488-2232  
Fax (907) 488-3747

## STATE OF ALASKA

### **Alcohol & Marijuana Control Office (AMCO)**

- [www.commerce.alaska.gov](http://www.commerce.alaska.gov)
- **Anchorage Office (Main)**  
550 West 7th Ave, Suite 1600  
Anchorage, AK 99501  
Phone (907) 269-0350  
Fax (907) 334-2285
- **Amanda Bean, Investigator III**  
**Fairbanks Office**  
[amanda.bean@alaska.gov](mailto:amanda.bean@alaska.gov)  
455 3<sup>rd</sup> Ave, Suite 140.  
Fairbanks, AK 99701  
Phone (907) 451-2748

## Marijuana Resource and Contact Information

- **Richard Finney, Investigator III**  
**Fairbanks Office**  
[richard.finney@alaska.gov](mailto:richard.finney@alaska.gov)  
455 3rd Avenue, Suite 140  
Fairbanks, AK 99701  
Phone (907) 451-2030  
Fax (907) 451-2742

### **State of Alaska Department of Public Safety, Division of Fire & Life Safety**

- [www.dps.alaska.gov/fire/](http://www.dps.alaska.gov/fire/)
- **David Tyler – Alaska State Fire Marshal/Director**  
[david.tyler@alaska.gov](mailto:david.tyler@alaska.gov)  
Phone (907) 269-5491
- **Plan Review Bureau – Fairbanks Location**  
**David Aden, Building Plans Examiner I**  
[david.aden@alaska.gov](mailto:david.aden@alaska.gov)  
1979 Peger Road  
Fairbanks, AK 99709  
Phone (907) 451-5200  
Fax (907) 451-5218
- **Plan Review Bureau – Anchorage Location (Main)**  
**Diana Parks, Building Plans Examiner II**  
[diana.parks@alaska.gov](mailto:diana.parks@alaska.gov)  
(907) 269-2004

### **State of Alaska Department of Environmental Conservation**

- [www.dec.alaska.gov](http://www.dec.alaska.gov)
- **Jessica Davidson**  
[Jessica.davison@alaska.gov](mailto:Jessica.davison@alaska.gov) (\*NOTE: no second “d” in Davidson)  
Phone (907) 269-5491

### **State List of Daycare Facilities**

<https://dpsaysops.dhss.alaska.gov/FindProviderVS8/zSearch.aspx>

### **Drug & Alcohol Treatment Facilities:**

#### **Alaska Statewide Alcohol Safety Action Program**

## Marijuana Resource and Contact Information

- **Alaska Statewide Alcohol Safety Action Program:**  
<http://dhss.alaska.gov/dbh/Documents/ASAPPrivateReferralList10-20121.pdf>
- **Comprehensive Behavioral Health Treatment & Recovery (CBHTR):**  
[http://dhss.alaska.gov/dbh/Documents/TreatmentRecovery/Community%20Plannin%20and%20Service%20Areas/Community Planning and Service Areas-TR Providers.pdf](http://dhss.alaska.gov/dbh/Documents/TreatmentRecovery/Community%20Plannin%20and%20Service%20Areas/Community%20Planning%20and%20Service%20Areas-TR%20Providers.pdf)
- **Alcohol and Drug Information Schools**  
(\*NOTE: FNA address does not cover all locations – see FNA website link below)  
<http://dhss.alaska.gov/dbh/Documents/Prevention/programs/adis/ADISApprovedProgramListOct2013.pdf>
- **Fairbanks Native Association (FNA):**  
[www.fairbanksnative.org](http://www.fairbanksnative.org)  
Communications Director  
(907) 452-1648  
[info@fairbanksnative.org](mailto:info@fairbanksnative.org)

## MARIJUANA INDUSTRY

### **Coalition for Responsible Cannabis Legislation (CRCL)**

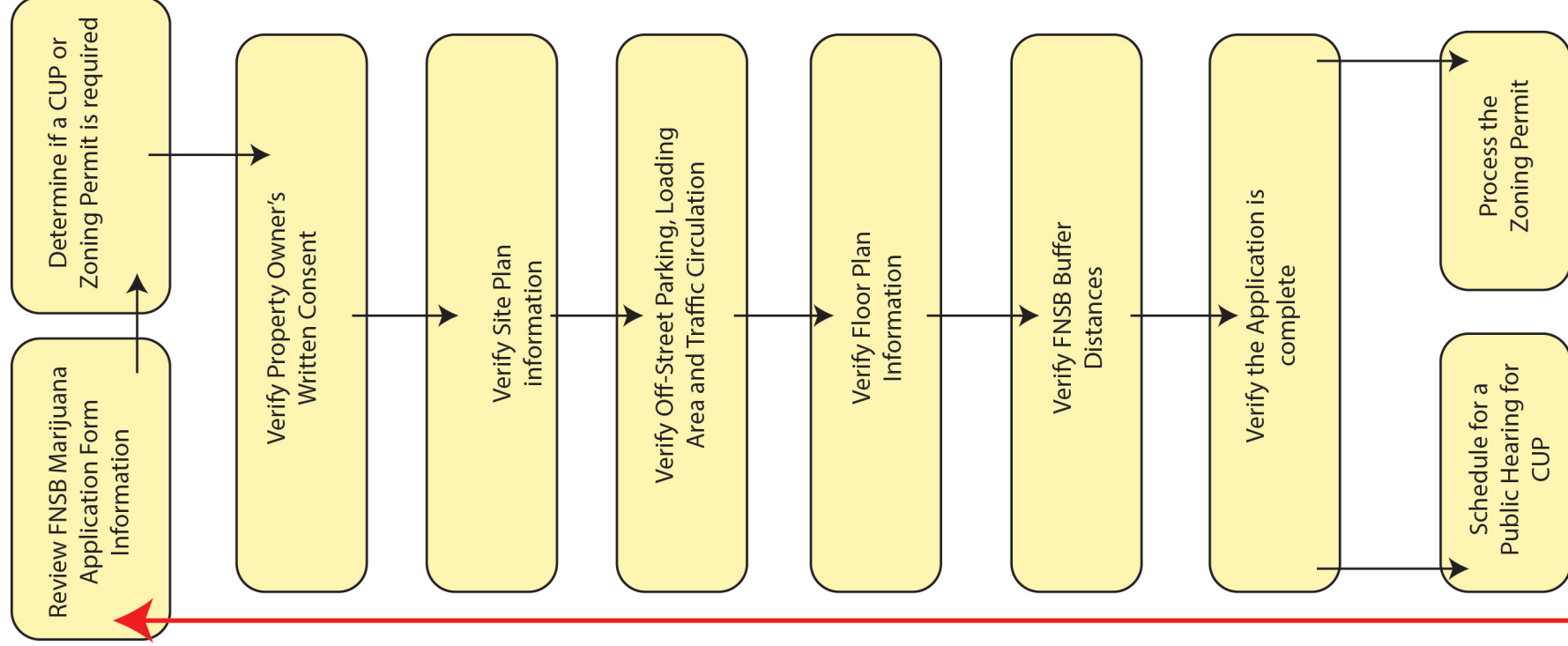
- <http://www.crclalaska.org/>
- **Brandon Emmett, Executive Director**  
[crcl13psum@gmail.com](mailto:crcl13psum@gmail.com)  
P.O. Box 80254  
Fairbanks, AK 99708  
Phone (907) 953-7590

### **Alaska Marijuana Industry Association (AMIA)**

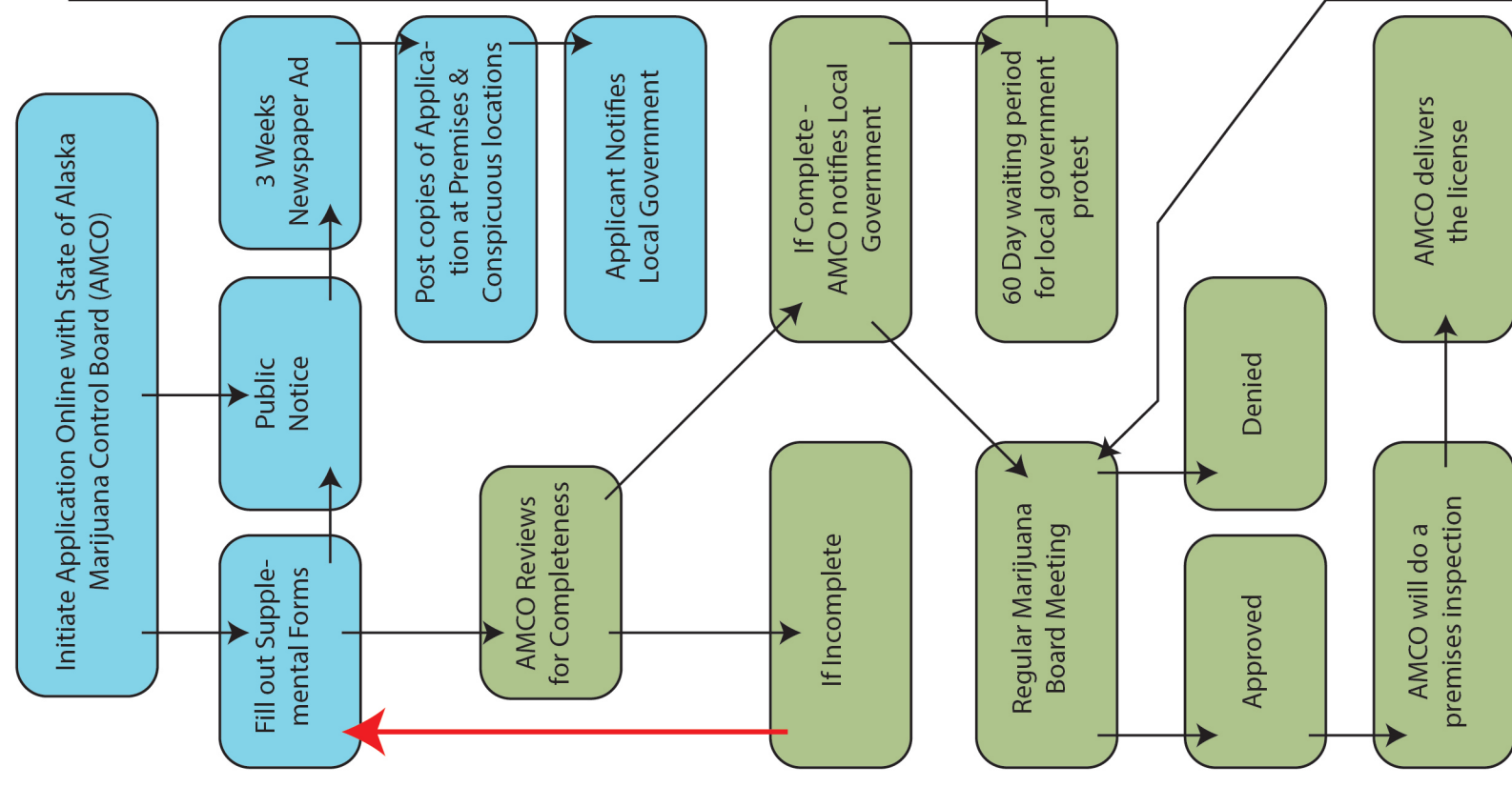
- <http://www.alaskamarijuanaindustry.org/>
- **Contact**  
[info@alaskamarijuanaindustry.org](mailto:info@alaskamarijuanaindustry.org)  
P.O. Box 93719  
Anchorage, AK 99509  
Phone (907) 632-3318



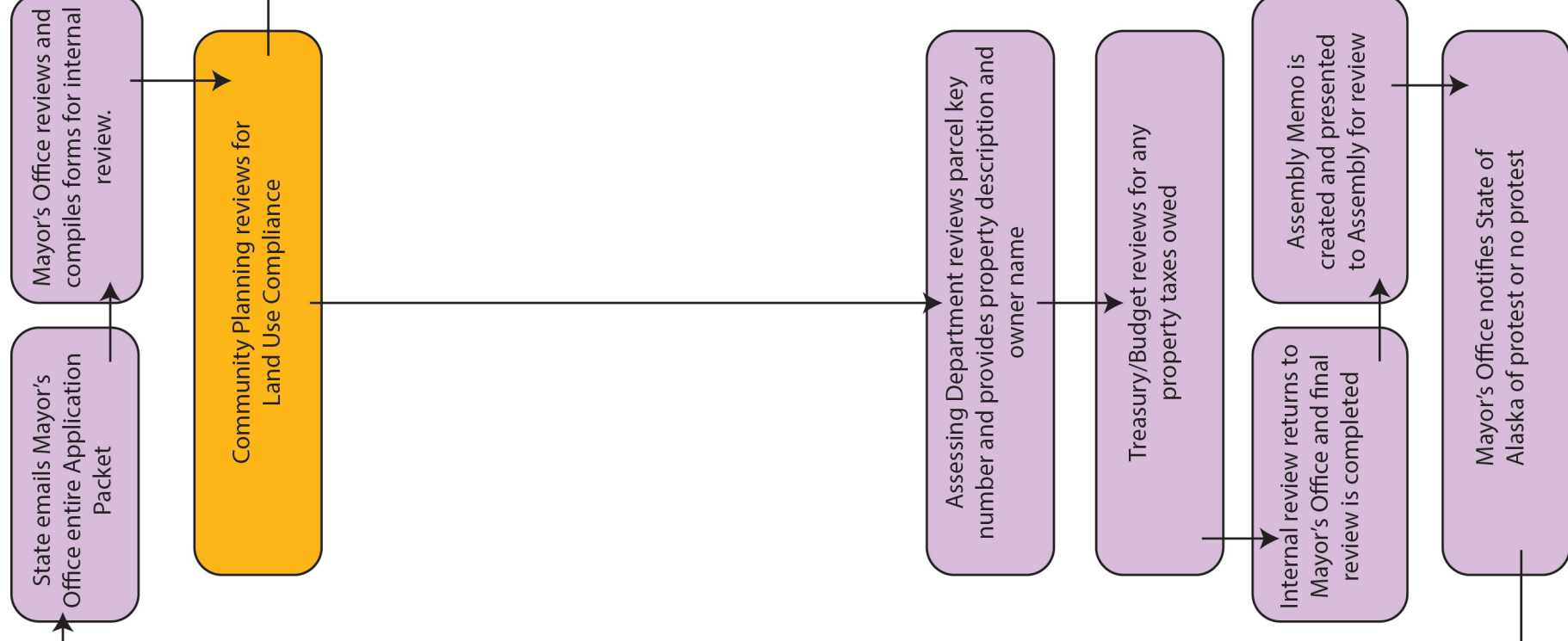
### Community Planning Flow Process for Marijuana Land Use Permits



### State of Alaska Flow Process for Marijuana Licenses



### FNSB Flow Process for Marijuana Licenses



### Community Planning Flow Process for Reviewing State Marijuana Licenses

