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-31: Walk-Up or Drive-Through Exterior Window Pick-Up Diagram and Operating Plan

**Why is this form needed?**

This form and your attached diagram is required for all marijuana retail establishment licensees seeking to alter the functional floor plan to include a walk-up or drive-through exterior window at the establishment's existing licensed premises.
**There is a $250 application fee which may be made online or by check, cashier's check, or money order.**

**This form must be completed, submitted to AMCO's Anchorage office, approved by the MCB Board and inspected prior to altering the existing floor plan and/or operating an exterior window.**

## Section 1 – Establishment Information

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

| | | | |
|---|---|---|---|
| **Licensee:** | Richard C. Ebenezer | **MJ License #:** | 10273 |
| **License Type:** | Marijuana Retail Store | | |
| **Doing Business As:** | Pine Street Cannabis Company | | |

## Section 2 – Required Diagram Information

**A new diagram is required with this form. For your security, do not include locations of security cameras, motion detectors, panic buttons, and other security devices. However, AMCO will require full coverage of the walk-up or drive-through exterior window area as required by 3 AAC 306.380(b) and (g).**

**The following details must be included:**

- **License number and DBA**
- **Legend or key**
- **Color coding**
- **Dimensions**
- **Labels**
- **True north arrow**
- **Surveillance room**
- **Licensed premises boundary**
- **Restricted access areas**
- **Storage areas**
- **Entrances, exits, and windows, including walk-up or drive-through exterior window**
- **Walls, partitions, and counters**

**Any other areas that must be labeled for specific license types**

- **Serving area****
- **Employee monitoring area****
- **Ventilation exhaust points, if applicable****

*Items marked with a double asterisks (**) are only required for those retail marijuana establishments that are submitting the MJ-14 form in conjunction with an onsite consumption endorsement application.*



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## Section 3 – Exterior Window Service Operating Plan

**Describe how you will comply with the requirements set forth in 3 AAC 306.380 and 3 AAC 306.715. Your response must include include policies and procedures regarding video surveillance, ID verification, display of marijuana or marijuana products, security features including alarm systems and locks, measures to prevent consumers from unlawfully accessing marijuana and funds through the exterior window and licensee control of the area outside of the exterior window.**

The exterior pick up window will be accessed from our private lot, away from any public streets, sidewalks, or parking lots. Customers can place orders on line through an app or in person at the window, but all orders will be paid for in person by the consumer placing the order. The menu can be found through an app or a menu will be offered on site, but no marijuana products will be displayed at the exterior window. Before completing a sale, our staff will physically view and inspect the consumers photo ID. Our Staff will verify that each person in a vehicle at the exterior window is 21 years of age or older, unless the person is the consumer's own child, grandchild, or ward who is not older than seven years of age seated or otherwise required by local or state law to be seated in a car seat or booster seat. All sales will occur within the licensed premises by a method approved under 3 AAC 306.380. The exterior pick up window is a secure, locking window with metal grills or other security shutters in place and is equipped with an alarming proximity switch and glass break detection. The area around the exterior pick up window is well illuminated. The video surveillance cameras will cover the exterior of the pick-up window and surrounding area as well as the employee verifying the photo ID and performing the transaction in the store. All video records will be stored in compliance with 3 AAC 306.720.

## Section 4 – Declarations

| **Read each statement below, and then sign your initials in the corresponding box to the right [if applicable]:** | Initials |
|---|---|
| If a local building permit is required, attach a copy of the license, permit, application to this form. | DE |
| The proposed changes conform to all applicable public health, fire, and safety laws. | DE |
| I have included a title, lease or other documentation showing sole right of possession to the additional area(s), including the exterior window area, if the additional area(s) are not already part of my approved licensed premises. | DE |
| I certify the area immediately outside the walk-up or drive-through exterior window does not include any public property including public streets, public sidewalks, or public parking lots. | DE |
| I certify I have read, understood and will comply with all requirements set forth in 3 AAC 306.380, 3 AAC 306.715 and 3 AAC 306.720. | DE |
| I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification. | DE |

Richard C. Ebenezer

Printed Name of licensee

Signature of licensee



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## Section 5 – Approvals

Local Government Review is required to be completed before submission to the Alcohol and Marijuana Control Office.

| **Local Government Review** (to be completed by an appropriate local government official): | Yes | No | Pending |
|---|---|---|---|
| The proposed changes shown on this form conform to all local restrictions and laws. | ☑ | ☐ | ☐ |
| A local building permit is required for the proposed changes. | ☐ | ☑ | |

Ryan Raidmae
Signature of local government official

NA
Building Permit #

04-03-2024
Date

RYAN RAIDMAE
Printed name of local government official

PLANNER
Title

## Section 6 – AMCO Review

| **AMCO Review:** | Approved | Disapproved |
|---|---|---|
| | ☐ | ☐ |

Signature of Director

Printed Name of Director

Date

| **Final Inspection:** | Approved | Disapproved |
|---|---|---|
| | ☐ | ☐ |

Signature of Enforcement Investigator

Printed Name of Enforcement Investigator

Date

**AMCO Comments:**



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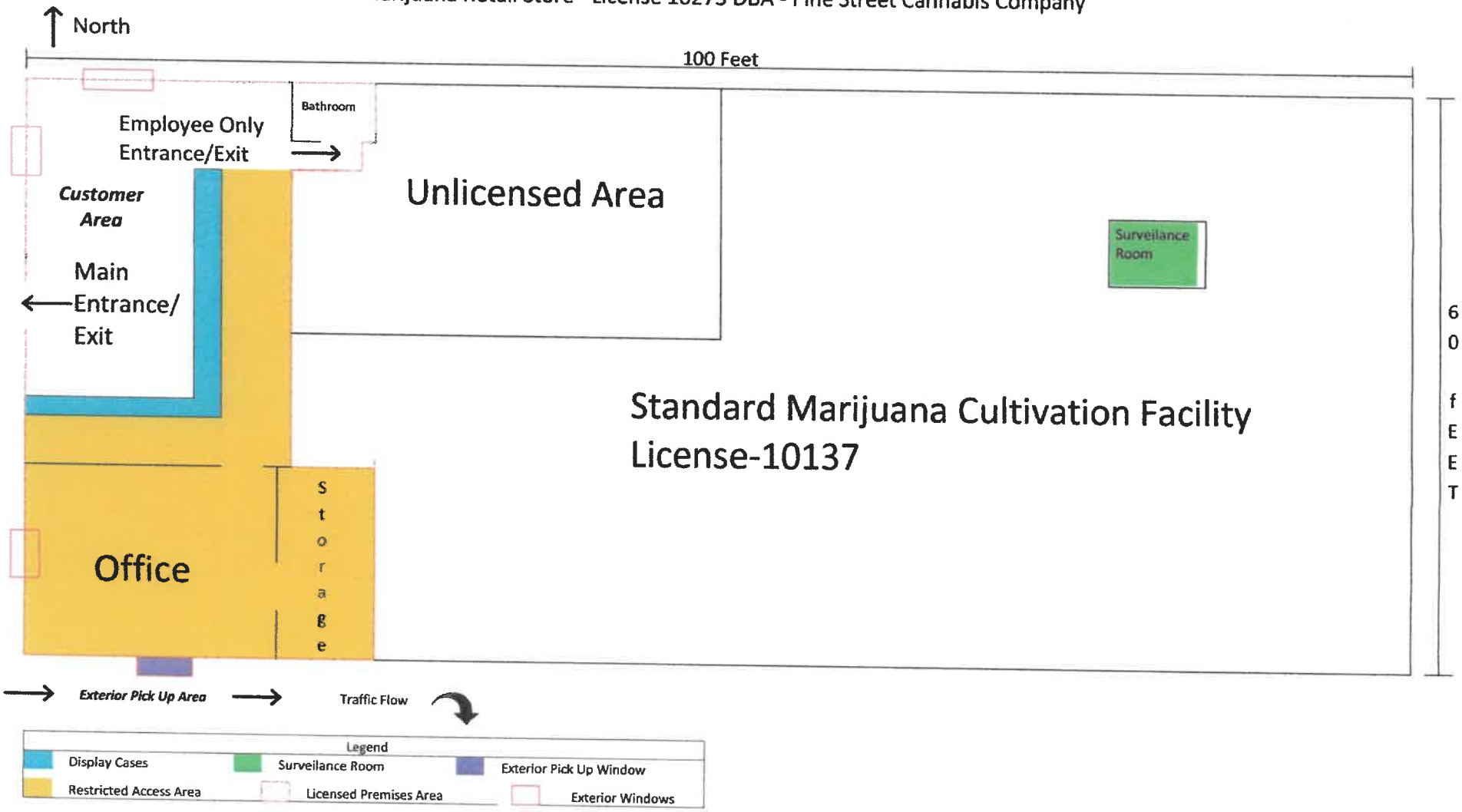
Marijuana Retail Store - License 10273 DBA - Pine Street Cannabis Company

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STATE OF ALASKA
49TH
GERARD L. JOHNSON
7328 - S
REGISTERED PROFESSIONAL LAND SURVEYOR

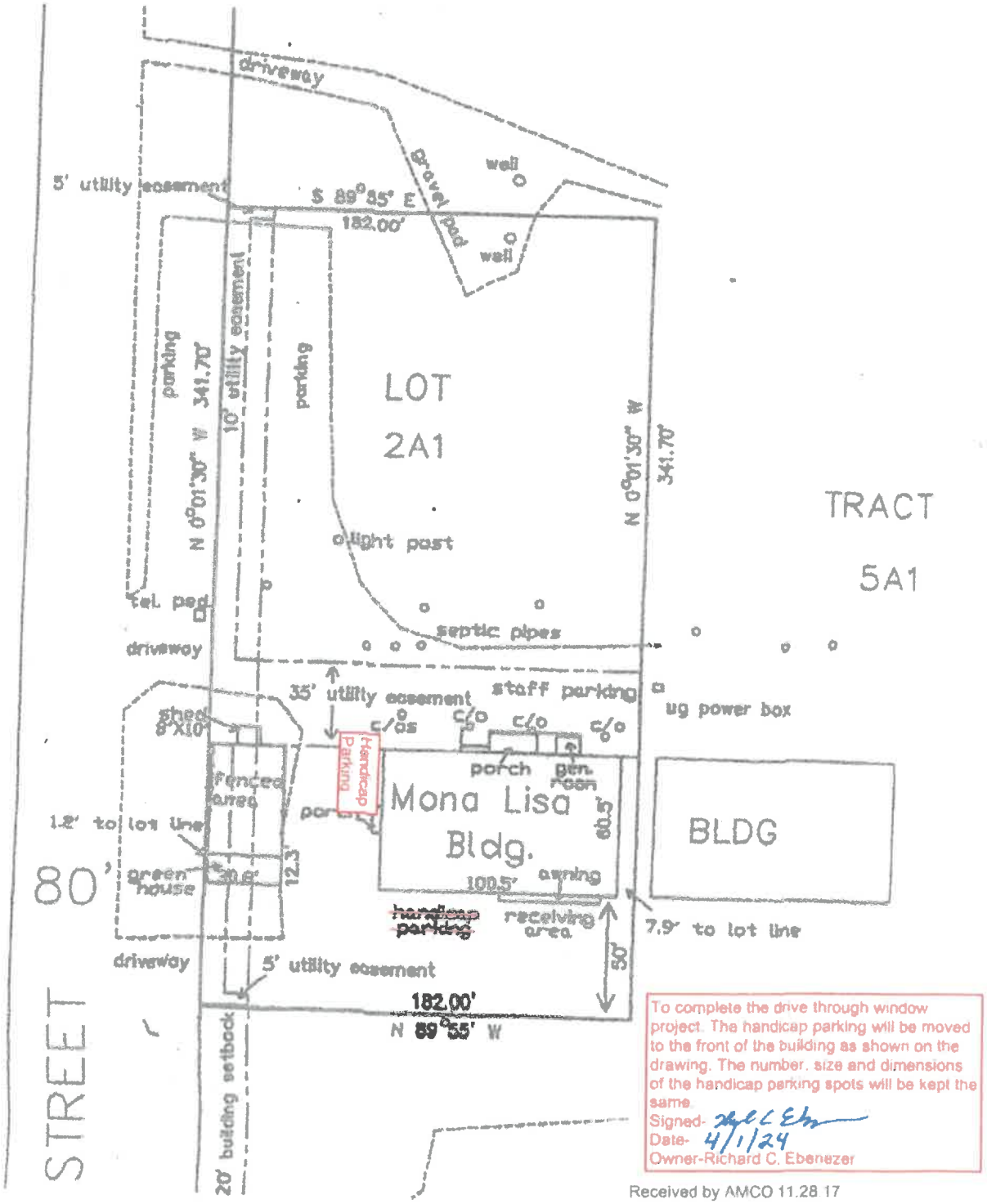
**Prepared for**

James Michael Harris
36142 Pine St.
Soldotna, AK 99669

**Prepared by**

Johnson Surveying
Box 27 ,
Clam Gulch, Ak 99568

SCALE 1" = 60'  AREA = 1.428 acres  17 October, 20




To complete the drive through window project. The handicap parking will be moved to the front of the building as shown on the drawing. The number, size and dimensions of the handicap parking spots will be kept the same.
Signed- [signature]
Date- 4/1/24
Owner-Richard C. Ebenezer

Received by AMCO 11.28 17

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