

**LBCB/LRA**  
**Rules and Procedures**

**Hours of Operation**

Retail marijuana stores in the City of Kotzebue shall be closed from 10:00 p.m. to 6:00 a.m., local time. [7.02.090]

**Number of Retail Operations**

No licensee may operate more than one (1) retail store in the City of Kotzebue. There shall be no more than four (4) retail marijuana stores in the City of Kotzebue. [7.02.030(B)(7)]

**Sales Taxes and Utility Payments**

Licensees operating retail marijuana stores must stay current on their sales tax collections, remittances and reporting pursuant to Kotzebue Municipal Code, Chapter 3.20. Licensees operating retail marijuana stores must stay current on their water, utility and refuse obligations and payments pursuant to Kotzebue Municipal Code, Chapters 8.04 and 13.04. Failure to do so shall be grounds for a protest to the Alaska Marijuana Control Office and revocation of the licensee's business license in the City of Kotzebue. [7.02.060(12) and (13) and 7.02.100]

**Complaints Regarding the Operation of Retail Stores**

Written complaints regarding the operation of retail stores may be filed with the Local Beverage Control Board/Local Regulatory Authority by filing such written complaints with the City Clerk of the City of Kotzebue on the form provided by the City. Notice of any such complaint shall be provided to the licensee by mail within ten (10) working days of receipt of the complaint. [7.02.120]

**Investigation of Complaints**

The Local Beverage Control Board/Local Regulatory Authority shall investigate complaints filed regarding retail marijuana stores using the City of Kotzebue's Police Department, Fire Department, Public Works Department and/or City Attorney. Results of the investigation shall be provided to the licensee. Based upon results of the investigation, the Local Beverage Control Board/Local Regulatory Authority may take whatever action is deemed appropriate including, but not limited to, reporting such to the Alaska Marijuana Control Office, revoking the licensee's business license in the City of Kotzebue and/or imposing fines and civil penalties as set out herein.

**Hearings on Complaints**

If the Local Beverage Control Board/Local Regulatory Authority determines that a complaint regarding the operation of a retail marijuana store has apparent merit, the Local Beverage Control Board/Local Regulatory Authority shall set a hearing at which time the licensee shall have an opportunity to present a formal response to the complaint before the Local Beverage Control Board/Local Regulatory Authority to determine the appropriate action to be taken regarding the complaint. [7.02.040]

### **Fines/Civil Penalties**

Pursuant to Kotzebue Municipal Code 1.20.030, *Violations – Fines – Separate Offenses*, the Local Beverage Control Board/Local Regulatory Authority may impose a fine of up to Three Hundred Dollars (\$300.00) and/or pursuant to Kotzebue Municipal Code 1.20.040, seek a civil penalty of up to One Thousand Dollars (\$1,000.00), including costs, interest and attorney's fees. Failure by the licensee to pay any such fine and/or civil penalty duly imposed shall be reported to the Alaska Marijuana Control Board and may be grounds for revocation of the licensee's business license in the City of Kotzebue. [7.02.040(C)]

### **Signs, Merchandise, Advertisements and Promotions**

The Local Beverage Control Board/Local Regulatory Authority shall monitor and strictly enforce the requirements and mandates of 3 AAC 306.770, *Signs, merchandise, advertisements and promotions*. Any violations thereof shall be promptly reported to the Alaska Marijuana Control Office and may be grounds for fines and/or civil penalties, as set out herein and revocation of the licensee's business license in the City of Kotzebue. [7.02.040(C)]

### **Marijuana Handler Permit**

The Local Beverage Control Board/Local Regulatory Authority shall monitor and strictly enforce the requirements and mandates of 3 AAC 306.700, *Marijuana handler permit*. Any violations thereof shall be promptly reported to the Alaska Marijuana Control Office and may be grounds for fines and/or civil penalties, as set out herein and revocation of the licensee's business license in the City of Kotzebue. [7.02.040(C)]

### **Educational Materials**

The Local Beverage Control Board/Local Regulatory Authority shall work with licensees in the City of Kotzebue to develop educational materials for distribution to underage students in Kotzebue about the adverse health effects of marijuana use on underage students.



**COMPLAINT REGARDING  
RETAIL MARIJUANA STORE**

[NOTE: This is a public record subject to disclosure under the laws of the City of Kotzebue and State of Alaska.]

NAME OF COMPLAINANT: \_\_\_\_\_  
[Printed]

MAILING ADDRESS FOR COMPLAINANT: \_\_\_\_\_  
\_\_\_\_\_

CONTACT NUMBERS FOR COMPLAINANT: Home \_\_\_\_\_  
Work \_\_\_\_\_  
Cell \_\_\_\_\_

E-MAIL ADDRESS OF COMPLAINANT: \_\_\_\_\_

DETAILS OF COMPLAINT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AFFIRMATION**

I, the above-named Complainant, affirm that the details of this Complaint are true and correct to the best of my knowledge and belief.

Dated: \_\_\_\_\_  
[Signature of Complainant]

Received this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, by the City Clerk.

\_\_\_\_\_  
City Clerk of the City of Kotzebue