



## MEMORANDUM

TO: Robert Klein, Chair, and  
Members of the ABC Board

DATE: April 6, 2017

FROM: Erika McConnell  
Director, ABC Board

RE: Cyrano's Crepes & Books  
#2724

In its renewal application, Cyrano's Crepes and Books did not provide information showing it met the minimum operating requirements found in 3 AAC 304.170(j). Information provided indicates there are potential issues with number of hours opened, the business name under which alcohol is being served, and whether or not they are a restaurant. See memo from Investigator Whiteman.

Recommendation:

Deny the renewal application for lack of meeting minimum operational requirements per AS 04.11.330(a)(3) and 3 AAC 304.170(j), or require a waiver of operations application for 2016.



## MEMORANDUM

TO: Sarah Oates  
Program Coordinator

FROM: Kendrick Whiteman  
AMCO Investigator

DATE: March 31, 2017

RE: Cyrano's Crepes and Books, LLC  
License #2724

In early February 2017, Business Registration Examiner Shilo Senquiz had exchanged information with Lynn Murphy, bookkeeper for Cyrano's Crepes and Books, regarding minimum operation requirements for 2015 and 2016, Cyrano's Crepes and Book, LLC operated under the minimum operating requirements of 3 AAC 304.170 & AS 04.11.330.

On February 24, 2017, Enforcement Supervisor James Hoelscher advised me that Cyrano's Crepes & Books LLC, License 2724 did not provide the adequate documentation of minimum operation to the Licensing department.

On February 24<sup>th</sup>, 2017 I did contact Lynn Murphy through email and advised that documents were needed to confirm Cyrano's Crepes & Books complied with the minimum operating requirements.

Lynn replied by sending a revised application, a letter addressing each point of 3 AAC 304.170 and an excel spreadsheet of combined food and alcohol sales. These items did not meet the minimum operating requirements. On the revised application it was written "we ar (sic) open only on show day – usually 6 hours".

On February 27<sup>th</sup>, 2017 James Hoelscher and I did go to Cyrano's Crepes and Books to speak with Proprietor Sandy Harper and Bookkeeper Lynn Murphy. At 1:00 pm the Store front was closed and it was also noted:

There were several different business names besides their DBA.

They did advertise alcoholic beverages for sale in the Ghost Light Café, also Cyrano's.

A Facebook page advertising food and alcoholic beverages sold by the Ghost Light café.

Photos were taken of the advertisements and storefront, during the meeting with Ms. Harper and Murphy a tour of the license premises was done and again it was noted: Their license was on display but there was not an RDP.

There was alcohol being stored behind the POS area.

The Kitchen did not have a working stove or ventilation hood required for an RDP.

There was a question of the correct address for the DBA.

During a discussion of what was required it was mentioned by Ms. Harper and Murphy that there was an agreement to have Ms. Murphy operated the Ghost Light Café sales and another party operate the theater and sales, lease agreements are an item of interest should there be any.

Lynn was given a list of items needed for renewal – sales receipts and diagram, updated menu and the RDP if found, change the Facebook advertising.

On 3/2/2017 Lynn Murphy sent in an updated menu with a wine and beer list. Calls were made to Lynn and were not answered; messages were left requesting sales receipts and an updated diagram.

By 3/17/2017 the receipts of sale for 2015 & 2016, new diagram or diagram had not been received an email was sent requesting those items.

On 3/26/2017 Lynn emailed a transaction sheet with a diagram that did not meet requirements for 30 eight hour day operation for 2015 & 2016.

Cyrano's Crepes and Book, LLC operated under minimum operating requirements.



**Kendrick Whiteman**  
**Investigator III**  
**Enforcement Unit**  
**Alcohol & Marijuana Control Office**  
550 West 7<sup>th</sup> Ave. Suite 1600  
Anchorage, AK 99501  
Office (907) 334-2529  
Cell (907) 310-9535  
[kendrick.whiteman@alaska.gov](mailto:kendrick.whiteman@alaska.gov)



## Alaska Alcoholic Beverage Control Board Renewal License Application Form AB-17a: Restaurant / Eating Place

### What is this form?

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing restaurant / eating place license that will expire on December 31, 2016. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only needs to be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

**This form must be completed correctly and submitted to the Alcohol & Marijuana Control Office (AMCO)'s main office, along with all other required documents and fees, before any renewal license application will be considered complete.**

### Section 1 – Establishment and Contact Information

Enter information for the business seeking to have its license renewed.

Licensee:	Cyrano's Crepes & Books, LLC	License #:	2724
License Type:	Restaurant/Eating Place	Statute:	AS 04.11.100
Doing Business As:	Cyrano's Crepes & Books		
Premises Address:	413 D Street		
Local Governing Body:	Municipality of Anchorage		
Community Council:	Downtown		

Mailing Address:	SAME				
City:		State:		ZIP:	

Enter information for the licensee who will be designated as the primary point of contact regarding this application and the license.

Designated Licensee:	LYNN R. MURPHY		
Contact Phone:	907-240-6938	Business Phone:	
Contact Email:	lynn.murphy@live.com		

Seasonal License?  Yes  No  
If "Yes", write your six-month operating period: \_\_\_\_\_





Alaska Alcoholic Beverage Control Board  
**Renewal License Application**  
**Form AB-17a: Restaurant / Eating Place**

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

**Section 2 - Sole Proprietor Ownership Information**

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 3. If more space is needed, please attach a separate sheet with the required information. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an:  applicant  affiliate

Name:	SANDY HARPER			
Address:	413 D STREET			
City:	ANCHORAGE	State:	AK	ZIP: 99501
Email:	cyrano@ak.net			
Contact Phone:	907-222-1566			

This individual is an:  applicant  affiliate

Name:				
Address:				
City:		State:		ZIP:
Email:				
Contact Phone:				

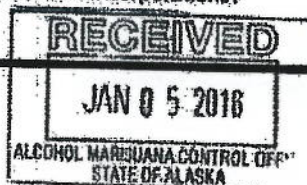
**Section 3 - Entity Ownership Information**

This subsection must be completed by any licensee that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC). Partnerships may skip to Page 3. Sole proprietors should skip to Section 4.

Alaska DOC Entity #:	1090405
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Alaska Division of Corporations: Yes No

Is your entity in good standing with the Alaska Division of Corporations?





Alaska Alcoholic Beverage Control Board

Renewal License Application

Form AB-17a: Restaurant / Eating Place

Alcohol and Marijuana Control Office

550 W 7<sup>th</sup> Avenue, Suite 1600

Anchorage, AK 99501

alcohol.licensing@alaska.gov

https://www.commerce.alaska.gov/web/amco

Phone: 907.269.0350

This subsection must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a corporation, the following information must be completed for each stockholder who owns 10% or more of the stock in the corporation; and for each president, vice-president, secretary, and managing officer.
- If the applicant is a limited liability organization, the following information must be completed for each member with an ownership interest of 10% or more, and for each manager.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each partner with an interest of 10% or more, and for each general partner.

Entity Official:	SANDY HARPER			
Title(s):	MANAGER MEMBER	Phone:	907-222-1666	% Owned: 90%
Address:	413 D STREET			
City:	ANCHORAGE	State:	AK	ZIP: 99501

Entity Official:	SUSANNAH HARPER			
Title(s):	MEMBER	Phone:	907	% Owned: 10%
Address:	3001 BRIDLE LANE			
City:	ANCHORAGE	State:	AK	ZIP: 99508

Entity Official:				
Title(s):		Phone:		% Owned:
Address:				
City:		State:		ZIP:

Entity Official:				
Title(s):		Phone:		% Owned:
Address:				
City:		State:		ZIP:

Entity Official:				
Title(s):		Phone:		% Owned:
Address:				
City:		State:		ZIP:

[Form AB-17a] (rev 10/25/2016)

RECEIVED  
 JAN 05 2016  
 ALCOHOL MARIJUANA CONTROL OFFICE  
 STATE OF ALASKA

RECEIVED  
 FEB 13 2017  
 ALCOHOL MARIJUANA CONTROL OFFICE  
 STATE OF ALASKA



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Renewal License Application  
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**Section 4 - Authorization**

Communication with AMCO staff:

Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

If "Yes", disclose the name of the individual and the reason for this authorization:

LANN R. MURPHY - BOOKKEEPER

**Section 5 - License Operation**

*We are open only on 30 days - usually 4 hours*  
Check the box that best describes your liquor license operations in calendar years 2015 and 2016:

The license was regularly operated continuously throughout each year, for 8 or more hours each day.

The license was regularly operated during a specific season each year, for 8 or more hours each day.

The license was only operated to meet the minimum requirement of 30 days each year, 8 hours each day.  
If this box is checked, an AMCO employee will contact you after reviewing your application.

The license was not operated at all or was not operated for at least the minimum requirement of 30 days each year, 8 hours each day, during one or both of the calendar years.

If this box is checked, an AMCO employee will contact you after reviewing your application.

SA

**Section 6 - Convictions**

Applicant convictions in calendar years 2015 and 2016:

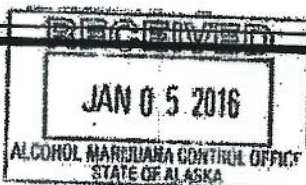
Yes No

Has any person named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2015 or 2016?

If "Yes", list all convictions:

[Empty box for listing convictions]

[Form AB-17a] (rev. 10/25/2016)





**Alaska Alcoholic Beverage Control Board  
Renewal License Application  
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Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
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<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

**Section 7 – Certifications**

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

Initials

I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and if the licensee is an organized entity, that all current entity officials and stakeholders are listed with the Alaska Division of Corporations.

SH

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

SH

I certify that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.

SH

I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers or stakeholders) from what is currently on file with the Alcoholic Beverage Control Board.

SH

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Alcoholic Beverage Control Board.

SH

I certify that the gross receipts for the sale of food at the restaurant equal at least 50% of the total gross receipts for calendar years 2015 and 2016.

SH

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete.

Signature of licensee

SANDY HARPER

Printed name of licensee

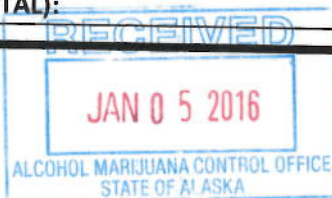
Signature of Notary Public

Notary Public in and for the State of Alaska

My commission expires: w/office

Subscribed and sworn to before me this 17 day of January, 2017.

License Fee:	\$ 600.00	Filing Fee:	\$ 200.00	TOTAL:	\$ 800.00
Late Fee of \$500.00 – if received or postmarked after 01/03/2017:					
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					





Cyrano's Crepes and Books  
413 D Street  
Anchorage, AK 99501  
(907) 222-1566

February 9, 2017

Ms. Shilo Senquiz  
Business Registration Examiner  
Alcoholic Beverage Control  
550 W. 7th Avenue - Suite 1600  
Anchorage, AK 99501

Dear Ms. Senquiz,

We have received the letter stating that Cyrano's Crepes and Books had turned in an incomplete application for the renewal of license #2724.

I have made the changes on the application as requested, including the percentages owned by myself and Susannah Harper, adding our DOC Entity number and revising Section 5 to show the 30 days each year, 8 hours per day.

I offer the following for burden of proof for our premises operating as a Restaurant/Eating Establishment.

- 1: we have signage on our window showing the hours of the Cafe
- 2: we have available a variety of beverages for our patrons including beer and wine
- 3: n/a - we are not a licensed package store
- 4: we have a maximum capacity of 89 persons; we have seating capacity for all 89
- 5: we are in compliance with all State and Municipal health, fire and zoning laws and ordinances
- 6: we have detailed records of all purchases of alcoholic beverages available for inspection
- 7: we have detailed records of all sales and have recently upgraded to the Square POS system and are available for inspection
- 8: we have detailed records showing that we operated over the 30 day minimum requirement and are available for inspection

I have attached the revised application and look forward to hearing from you soon.

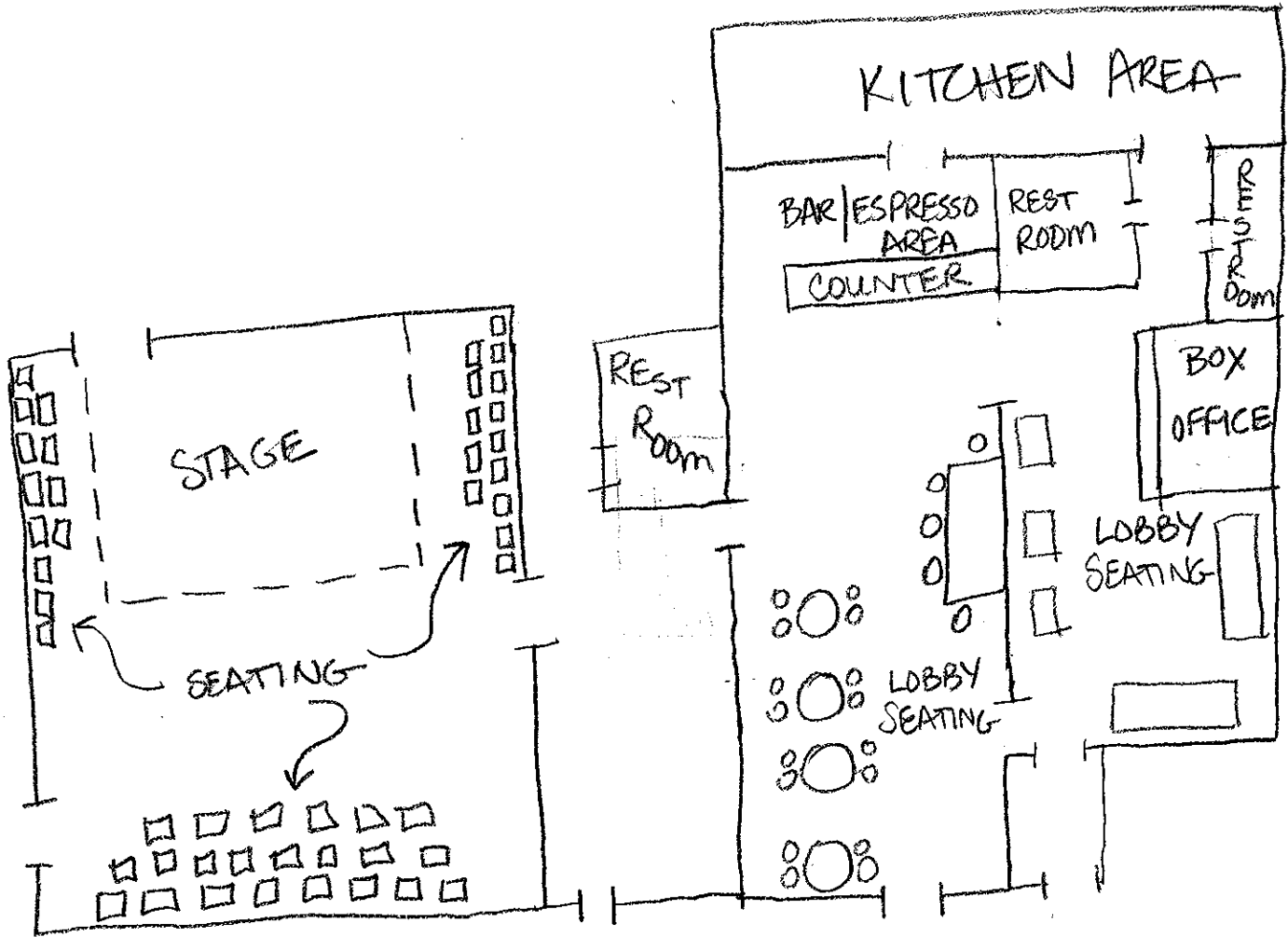
Respectfully,

  
Sandy Harper



# CYRANO'S CREPES & BOOKS

## UPDATED FLOOR PLAN 3.17.17



Lynn R Murphy

Date	Time	Gross Sales	Description	Location
9/9/2016	20:28:37	\$4.00	2 x Soda	(R) Cyrano's
9/9/2016	20:22:54	\$10.00	Wine	(Regu) Cyrano's
9/9/2016	20:21:57	\$15.00	2 x Wine	(R) Cyrano's
9/9/2016	20:19:47	\$14.00	Large Chee	Cyrano's
9/9/2016	20:18:45	\$16.00	Wine	(Regu) Cyrano's
9/9/2016	18:59:10	\$13.00	Wine	(Regu) Cyrano's
9/9/2016	18:57:23	\$7.00	Beer	(Regu) Cyrano's
9/9/2016	18:56:21	\$2.00	Hot Chocol	Cyrano's
9/9/2016	18:54:12	\$14.00	2 x Wine	(R) Cyrano's
9/9/2016	18:51:51	\$5.00	Beer	(Regu) Cyrano's
9/9/2016	18:41:45	\$14.00	Wine	(Regu) Cyrano's
9/9/2016	18:24:27	\$14.00	2 x Wine	(R) Cyrano's
9/9/2016	13:30:11	\$19.00	B.L.T	(Regu) Cyrano's
9/9/2016	13:04:21	\$10.00	Hot Italian	Cyrano's
9/9/2016	12:37:39	\$20.00	Mocha	(Re) Cyrano's
9/9/2016	11:34:16	\$2.00	Pour Over	(C) Cyrano's
9/9/2016	11:33:40	\$5.00	Latte	(Regu) Cyrano's
9/9/2016	10:18:09	\$13.50	Greater Tur	Cyrano's