CORRESPONDENCE

THE STATE of ALASKA
GOVERNOR BILL WALKER

Department of Commerce, Community, and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

May 4, 2018

Chongkee Farms LLC
DBA: Chongkee Farms LLC
Via email: dbrower@startmail.com

Re: Standard Marijuana Cultivation Facility #13827

Dear applicant,

The AMCO Office is reviewing the documents submitted for the proposed marijuana establishment license referenced above. The following items need to be corrected and/or resubmitted**.** Please be sure to read the entire letter.

- **MJ-00 Application Certifications**
  - Page 1 of Daniel's form: In Section 1, the License Number is your marijuana license number, you entered your state business license number, please correct.
  - Page 1 of Carlos' form: The "Licensee" portion under Section 1 should say- Chongkee Farms LLC. Additionally, the "Doing Business As" portion under Section 1 should say- Chongkee Farms LLC, since that's what your online application states. Please correct.

- **MJ-01 Operating Plan**
  - Page 1: In Section 1, the License Number is your marijuana license number, you entered your state business license number, please correct.
  - Page 2, second box: please accordingly incorporate in the Operating Plan the following: a marijuana establishment shall limit the number of visitors to not more than five visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors. Also, any visitor to the restricted access area must show identification to prove that person is 21 years of age or older and obtain a visitor identification badge before entering the restricted access area.
  - Page 3, second box: The Marijuana Handlers Permit is not an adequate example of a sample identification badge to be displayed by each licensee, employee, or agent while on the premises. The sample badge should at least have a picture of the employee and the name and license number of the establishment.
  - Page 4, boxes 1 & 2: Please re-review 3 AAC 306.715 and expand upon your answer; for example, how will all of the exterior lighting be suitable to facilitate surveillance? Additionally, according to 3 AAC 306.715(d), "a marijuana establishment shall use commercial grade, non-residential door locks on all exterior entry points to the licensed premises." Please accordingly incorporate in your answer.
  - Page 5, first box: please include in your answer your policies and procedures for preventing diversion of marijuana or marijuana product by employees.

- Page 5, second box: please include in your answer your policies and procedures for preventing loitering by non-employees.
- Pages 12-13: please re-review 3 AAC 306.740 and adjust your answers accordingly. For example, you do not mention the ratio of ground marijuana waste to compostable/non-compostable material. Additionally, the board must be given notice not later than three days before rendering the waste unusable. Furthermore, you are not describing how you will store, manage, and dispose of the waste, etc…
- Page 15, first box: please re-review 3 AAC 306.470 & 3 AAC 306.475 and expand upon your answer to this box describing how you will meet those regulations.
- Page 15, second box: please re-review 3 AAC 306.750 and expand upon your answer.

- **MJ-02 Premises Diagram**
  - Page 1: In Section 1, the License Number is your marijuana license number, you entered your state business license number, please correct.
  - Please provide a google-like, zoomed in, aerial view diagram/map of the building in which this cultivation premises will be. In that aerial view, you need to clearly show the building and what surrounds that building (what business, other buildings, streets, etc.), please label it.
  - The diagram you submitted of the proposed cultivation facility needs some work, please show the following (more questions may come up once we receive a new diagram from you):
    - Outline the entire perimeter of the proposed licensed premises and restricted access area (use separate colors and labels).
    - Clearly label the interior layout of the proposed licensed premises, including unlabeled spaces within the premises, and entrances and exits to and from the premises.
    - Clearly label the surveillance area/room/rack.
    - Clearly label the entrances, exits, and storage areas.
    - Very clearly label the interior layout of the cultivation premises, including any rooms within the cultivation premises and dimensions.
    - The two structures that you intend to have as the cultivation facility must be connected internally, **OR** you may submit a diagram with both structures and some way to control the restricted access area, such as a fence or the like. In other words, the licensed premises and restricted access area must be contiguous.
    - Page 2, Section 3 of the MJ-04 will need to be answered completely in order to compare the calculations with the diagram.

- **MJ-04 Cultivation Supplemental**
  - Page 1: In Section 1, the License Number is your marijuana license number, you entered your state business license number, please correct.
  - Page 2, Section 3: Please provide a detailed answer in this box that is congruent with the diagram from MJ-02. Be very specific.
  - Page 3, second box: What, if any, chemicals will be used?
  - Page 4, first box: your answer does not really answer the waste disposal arrangements. Please fix accordingly. Also, please make sure that this box is congruent with pages 12-13 of MJ-01.
  - Page 5: please re-review 3 AAC 306.455 and correct your answer accordingly.

- Page 6: please provide a sample of the label(s) (including logo(s) if you will have one) of how you will comply with the labeling and packaging under 3 AAC 306.470 & 3 AAC 306.475.

- **MJ-07 Public Notice Posting Affidavit**
  - In Section 1, the License Number is your marijuana license number, you entered your state business license number, please correct.

- **MJ-08 Local Government Notice Affidavit**
  - In Section 1, the License Number is your marijuana license number, you entered your state business license number, please correct.
  - In Section 2, please correct the Local Government to say, Fairbanks North Star Borough.

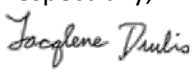
- **MJ-09 Statement of Financial Interest**
  - Page 1, on both Daniel's and Carlos' forms: The License Number on page 1 is your marijuana license number, you entered your state business license number, please correct.
  - Page 1 of Carlos' form: the "Licensee" portion under Section 1 should say- Chongkee Farms LLC since that's what your online application states. Please correct.

- **Proof of Possession for Proposed Premises**
  - Please provide proof of right to possession for the LLC. I know you submitted a warranty deed, but we need proof that the LLC has the right to the proposed premises.
  - If you are going to provide a commercial lease, the lease must be a legally binding lease and it should include the following:
    - An acknowledgment from the landlord/lessor that the premises will be used as a marijuana establishment, and
    - A disclaimer that the landlord/lessor may not take possession or remove marijuana from the premises and AMCO will be contacted (this is usually under the "Default" section).

- **Entity Documents**
  - Please file the Initial Report for the LLC with the Division of Corporations, Business, & Professional Licensing.
  - Please submit the Operating Agreement for Chongkee Farms LLC.

It is very important that you submit the above corrections and/or documents as soon as possible. AMCO staff needs adequate time to review the documents and determine if additional corrections and/or documents are necessary to complete your application. If you fail to complete this application within 90 days of the date of this notice, you must file a new application and pay a new fee, per 3 AAC 306.025(f).

Respectfully,



Jacqlene Drulis, Occupational Licensing Examiner
For,

Erika McConnell, Director
marijuana.licensing@alaska.gov

From:	Marijuana Licensing (CED sponsored)
To:	"dbrower@startmail.com"
Cc:	Marijuana Licensing (CED sponsored)
Subject:	Incomplete Application-Chongkee Farms LLC license #13827
Date:	Friday, May 04, 2018 4:06:00 PM
Attachments:	13827 Incomplete Letter.pdf image001.png

Hello,

Your application has been reviewed, attached is correspondence regarding corrections, additional documents, and/or resubmittals that need to be addressed. Please send any documents/correspondence to marijuana.licensing@alaska.gov.

Please let me know if you need any of the documents I have for this application. I want to make sure you receive this email and incomplete letter attached first.

Thank you,

Jacqlene Drulis
Occupational Licensing Examiner
Alcohol & Marijuana Control Office
Direct: (907) 754-3588
550 West 7th Avenue, Suite 1600
Anchorage, Alaska 99501

From:	Marijuana Licensing (CED sponsored)
To:	"Daniel Brower"
Cc:	Marijuana Licensing (CED sponsored)
Subject:	RE: Chongkee Farms 13827 MJ-02
Date:	Tuesday, July 17, 2018 3:42:00 PM
Attachments:	image001.png

Good afternoon,

I have reviewed the corrections that were submitted. There are further corrections needed:

-MJ-02:

- Page 1: In Section 1, the License Number is your marijuana license number, you entered your state business license number, please correct.
- Outline the entire perimeter of the proposed licensed premises and restricted access area (use separate colors and labels).
    - Note- the bathroom can be a part of the licensed premises, but it should not be designated as the restricted access area because restricted access areas need cameras, and bathrooms should not have cameras.

-Entity Documents:

- I did not see the Operating Agreement attached to the emails with your corrections. Please submit the Operating Agreement.

*Note- I will be out of the office from July 19th-27th. Please get your corrections in by close of business on July 27th to be considered for the August 15-17 Board Meeting. Additionally, if you are unable to get your corrections in by July 27th, the 90 day deadline for your application to be deemed complete is August 2, 2018.

Please send any documents/correspondence to marijuana.licensing@alaska.gov.

Respectfully,

Jacqlene Drulis
Occupational Licensing Examiner
Alcohol & Marijuana Control Office
550 West 7th Avenue, Suite 1600
Anchorage, Alaska 99501

From: Daniel Brower <dbrower@startmail.com>
Sent: Sunday, June 24, 2018 4:09 PM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: RE: Chongkee Farms 13827 MJ-02

On Friday, June 22, 2018 at 8:13 AM, Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov> wrote:

Received, thank you. It looks like we are just waiting on the corrections for the MJ-02.

Respectfully,

[Blue]

Jacqlene Drulis

Occupational Licensing Examiner

Alcohol & Marijuana Control Office

550 West 7th Avenue, Suite 1600

Anchorage, Alaska 99501

From: Daniel Brower <dbrower@startmail.com>
Sent: Thursday, June 21, 2018 7:02 PM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: Chongkee Farms 13827 Misc Documents Email # 1

From:	Marijuana Licensing (CED sponsored)
To:	Daniel Brower
Cc:	Marijuana Licensing (CED sponsored)
Subject:	RE: Chongkee Farms 13827 MJ-02 Drawing
Date:	Wednesday, July 18, 2018 10:58:47 AM
Attachments:	image001.png

Good morning,

Thank you for the corrections. I have not had time to do a comprehensive review of the corrections, but after a brief look at your diagram there is additional information needed:

-At the bottom of the page where it says, "Red Boundary Denotes RESTRICTED AREA", please correct that wording to say, Red Boundary Denotes RESTRICTED ACCESS AREA and LICENSED PREMISES.
-Additionally, for the bathroom, please correct the green wording to say, "Bathroom- Licensed Premises, unrestricted."

Thank you,

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Alcohol & Marijuana Control Office
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From: Daniel Brower <dbrower@startmail.com>
Sent: Wednesday, July 18, 2018 10:32 AM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: RE: Chongkee Farms 13827 MJ-02 Drawing

On Tuesday, July 17, 2018 at 3:42 PM, Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov> wrote:

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Please send any documents/correspondence to marijuana.licensing@alaska.gov.

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To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: RE: Chongkee Farms 13827 MJ-02

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> Respectfully,
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> **Jacqlene Drulis**
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> Occupational Licensing Examiner
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Sent: Thursday, June 21, 2018 7:02 PM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: Chongkee Farms 13827 Misc Documents Email # 1