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

September 14, 2018

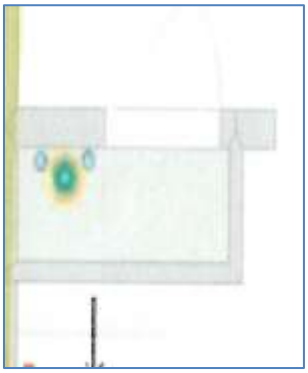
Potter's Harvest, LLC
DBA: Potter's Harvest, LLC
Via email: jayci.caldwell@icloud.com

Re: Limited Marijuana Cultivation Facility Facility #16181

Dear applicant,

The AMCO Office has reviewed the documents submitted for the proposed marijuana establishment license referenced above. This letter is notice under 3 ACC 306.025(e)(2) that your application is incomplete and additional items are needed to complete the application. The additional items that need correction or resubmittal are listed below—please be sure to read the entire letter. **Please note that if the corrections and/or additional documents submitted in response to this letter are not found to be complete, your application will be returned to you in accordance with 3 AAC 306.025(e)(1), and you will need to file a new application and pay a new fee should you wish to continue pursuing licensure.**

- **MJ-01 Operating Plan**
  - Page 2, Section 2.1:
    - Your response references manufactured products being stored in a temperature controlled room within a locked safe or commercial refrigerator/freezer. Which marijuana products is your response referring to, and where is this temperature-controlled room or refrigerator/freezer located?
  - Page 4, Section 3.5:
    - Please re-review 3 AAC 306.715 and expand upon your response to include when AMCO is contacted in the event of an unauthorized breach.
- **MJ-02 Premises Diagram**
  - Diagram that shows the interior layout:
    - Please remove the locations of security cameras and light/motion detectors from the diagram.
    - Please clearly indicate where doors are located.
    - Please outline (in color) and label the boundary of the licensed premises in addition to the restricted access area.
    - It is difficult to tell by the legend what color represents Worktable/Storage. In addition, the color that was used for this area appears to be the same color used for Veg/Flower Table/Tent.
    - The image below is included in this diagram. What does it depict?



- Diagram labeled DWG 4:
  - Many of the labels and dimensions listed on this diagram are illegible. Please provide a legible copy.
  - According to the diagram, it appears that the only way to access the house is through the limited cultivation facility. Is this accurate?
- Please provide an aerial photo of the entire lot and surrounding lots, showing a view of the entire property and surrounding properties, and clearly indicating which areas will be part of the licensed premises. This photo can come from sources such as Google Earth, for example.

- **MJ-04 Cultivation Supplemental**
  - Page 2, Section 4.1:
    - Expand upon your response in this section to include the size and dimensions of the tables and tents present in the cultivation area.
  - Page 6, Section 8.1:
    - Your response regarding how the cultivation facility will meet the packaging requirements for a retail marijuana store to sell to consumers without repackaging also includes information regarding transporting marijuana and packaging marijuana in wholesale packages.
    - The sample label provided does not include the name of the cultivation facility where the marijuana was grown.
  - Section 8.2:
    - The sample label provided for wholesale packages does not include the name of the cultivation facility where the marijuana was grown.
    - The sample label provided does not contain all of the required information. Please re-review 3 AAC 306.475 for the requirements pertaining to packaging marijuana in wholesale packages.
- **Publisher's Affidavit**
  - Please provide a copy of the advertisement that was used.

It is very important that you submit the above corrections and/or documents as soon as possible so that AMCO staff has adequate time to review the corrections and/or additional documents which must be found to be complete within 90 days of the date of this letter.

Respectfully,

TJ Zielinski, Occupational Licensing Examiner
For,
Erika McConnell, Director
marijuana.licensing@alaska.gov

From:	Marijuana Licensing (CED sponsored)
To:	jayci.caldwell@icloud.com
Cc:	Marijuana Licensing (CED sponsored)
Subject:	Incomplete Application - Potter"s Harvest, LLC License #16181
Date:	Friday, September 14, 2018 9:55:16 AM
Attachments:	16181 Incomplete Notice.pdf image001.png

Good morning,

Your application for your marijuana establishment license has been reviewed, and at this time is considered incomplete. Please see the attached notice regarding corrections, additional documents, and/or resubmittals that need to be addressed in your application. Let us know if you require copies of any documents that were submitted.

If you have any questions or concerns, please address them to marijuana.licensing@alaska.gov.

Sincerely,

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

From:	Marijuana Licensing (CED sponsored)
To:	jayci.caldwell@icloud.com
Cc:	Marijuana Licensing (CED sponsored)
Subject:	Incomplete Application - Potter"s Harvest, LLC License #16181
Date:	Tuesday, September 25, 2018 11:48:00 AM
Attachments:	16181 MJ-02 Revised Diagram 1.pdf 16181 MJ-04 - Additional Page 7.pdf image001.png

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Good morning,

I have finished reviewing the revisions submitted for your application and see that many of the needed corrections have been made, but some additional revisions may be necessary.

On the attached diagram titled "**16181 MJ-02 Revised Diagram 1",** red "1"s were used to depict the restricted access areas. However, it is difficult to tell where the boundaries of these areas begin and end due to the way they are labeled. In order to make the boundaries of the restricted access areas more clear, please use a different-colored highlighter to mark and label the restricted access areas. If the restricted access areas and licensed premises boundaries are the same, you can use the same color and update the legend to indicate that the blue highlighter represents both the licensed premises and restricted access area.

The second attachment titled "**16181 MJ-04 – Additional Page 7**" that was originally submitted with Form MJ-04 Cultivation Supplemental contained combined responses for Sections 2.1, 8.1, and 8.2. In the Incomplete Notice sent on 9/14/2018, it was noted that the response on Page 6 of Section 8.1 combined packaging marijuana for sale to a retail store without repackaging and packaging marijuana for wholesale (which is asked about in Section 8.2). This was not specifically mentioned in the Incomplete Notice, but a portion of the incomplete response was written on the additional Page 7. In light of the revisions that were made on Page 6 of Form MJ-04, some additional revisions will also be required (in the sections of the page labeled **8.1 Continued Response** and **8.1 and 8.2 Continued Response**) for the responses to be consistent.

Please let me know if you have any questions.

Sincerely,

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

LANCE CHRISTIAN WELLS
Law Offices of Lance Christian Wells, LLC.
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Phone 907-274-9696 Fax 907-277-9859

September 24, 2018 HAND COURIER DELIVERY ONLY

Mr. Anthony "TJ" Zielinski
Occupational Licensing Examiner
Alcohol Marijuana Control Office
550 W. 7th Avenue, Suite 1600
Anchorage, AK. 99501

RE: Your Letter Dated September 14, 2018
Potter's Harvest, LLC.
Lic. No. 16181

Dear Mr. Zielinski:

Thank you for your letter dated September 14, 2018. Set forth below and attached hereto are all corrections as requested.

-MJ-01: Operating Plan

-P. 2, Sec. 2.1: Corrected: There are to be no manufactured products being stored in a temperature controlled room. Nor is there a refrigerator or freezer. I am not sure how this was included but was in err. This reference has been deleted in its entirety.

-P. 4, Sec. 3.5: Corrected. See attached supplemental response.

-MJ-02: Premises Diagram

-Security cameras and motion detectors eliminated.
-Doors are clearly marked. There are two ways in/out to the limited cultivation licensed premises and both have been marked clearly and identified.
-The boundary of the entire licensed premises has been outlined in "blue."
-The restricted areas have been marked with the number "1" and in "red."
-Workable storage area has been colored in with "yellow," marker for identification.
-Veg, flower table and tents have been marked with "green" outline.
-The image (Diagram labeled DWG 4) you referred to was the front porch of the home leading up to the front door of the residence. It is not part of the licensed premises and as such, I eliminated in its entirety from the diagram.

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-All dimensions are clearly marked.
-You can access the home from the front door to the residence or in the rear of the home. You do not have to go through the limited cultivation in order to gain access to the residence. There are two separate entrances to the home itself. The front door and the rear sliding glass door.
-See attached aerial photo showing a view of the entire lot, surrounding lots, showing a view of the entire property and surrounding properties, and clearly indicating which area will be part of the licensed premises. Photo taken form Google Earth.

-MJ-04: Cultivation Supplemental

-P. 2, Sec. 4.1: Corrected. See attached.
-P. 6, Sec. 8.1: Corrected. All information referencing packaging and transporting of marijuana has been removed per directives within your letter.
-P. 6, Sec. 8.1: Corrected. Label corrected to reflect name of vendor/cultivator Potter's Harvest, LLC. See attached.
-8.2 Label Corrected: Includes name of cultivation facility where marijuana was grown: Potter's Harvest, LLC. including their license number as well as all other information required under 3 AAC 306.475. See attached.

-Publisher's Affidavit

-See attached copy of advertisement that was published within the newspaper for three consecutive weeks.

Pursuant to your letter, this completes all changes and corrections. Thank you for your attention to this matters. Should you have any additional questions, or require additional documentation, please do not hesitate to contact me.

Sincerely Yours,
Law Offices of Lance C. Wells, LLC.

By: _____
Lance C. Wells, Atty.

cc: Client Potter's Harvest, LLC.

Enclosure

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September 25, 2018 HAND COURIER DELIVERY ONLY

Mr. Anthony "TJ" Zielinski
Occupational Licensing Examiner
Alcohol Marijuana Control Office
550 W. 7th Avenue, Suite 1600
Anchorage, AK. 99501

RE: Your Email Dated September 25, 2018
Potter's Harvest, LLC.
Lic. No. 16181

Dear Mr. Zielinski:

Thank you for your email dated September 25, 2018 and taking the time to speak with me regarding the final correction. Set forth below and attached hereto are all corrections as requested.

-MJ-02: Premises Diagram

-The "blue" outline set forth on the attached diagram represents not only the licensed premises but the restricted access area as well. See attached with amended Key to diagram.

-MJ-04: Cultivation Supplemental

-p. 7 of 7: Corrected. Corrections made pursuant to our phone conversation of 09/25/2018 and set forth on the attached page 7 of 7.

Pursuant to your email, and our telephone conversation today, this completes all changes and corrections. Thank you for your attention to this matters. Should you have any additional questions, or require additional documentation, please do not hesitate to contact me.

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ALCOHOL MARIJUANA CONTROL OFFICE
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Sincerely Yours,
Law Offices of Lance C. Wells, LLC.

By: _____
Lance C. Wells, Atty.

cc: Client Potter's Harvest, LLC.

Enclosure

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