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

August 9, 2018

RCJ Legacy, LLC
DBA: RCJ Legacy, LLC
Via email: jojo77@mtaonline.net

Re: Limited Marijuana Cultivation Facility #16791

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.

- **Online Application**
  - The application was initiated with a P.O. Box given as the physical/proposed premises address. I have rolled the application back to "New" status so you can correct the proposed licensed premises location in your MyAlaska for this application.
  - Your retail marijuana store has a unit number, and your diagram shows "empty units". If the proposed premises has a unit number, it must be included in the premises address. The unit number would also need to be included on all other forms in the application.
  - Once you have made the above corrections, a new Public Notice, Advertisement Notice template will be generated, you will need these for your corrections.
  - Please call if you have any questions before submitting your Online Application.
- **MJ-01 Operating Plan**
  - Page 1, premises address: you may need to add a unit number to the premises address on this page.
  - Section 3 – Security**:**
    - 3.2 - Please re-review the requirements listed under 3 AAC 306.710 and add to your answer by describing how you will meet the licensee/employee/agent to visitor ratio.
    - 3.5 – Please re-review 3 AAC 306.715 and add to your answer by thoroughly describing how you will meet the requirement of your alarm system being activated on all exterior doors and windows when the licensed premises is closed for business. Furthermore, you need to describe the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach. Additionally, who is notified of a breach in security?
    - 3.6 – Policies and procedures to prevent diversion of marijuana or marijuana product by employees have not been described, please add to your answer in this box.
    - 3.13 – Your answer here only talks about the number of cameras, but does not answer the question thoroughly. Please provide more information in your

response to describe how the placement of video cameras will meet the requirements listed under 3 AAC 306.720.

- Section 4 – Business Records:
  - 4.2 – in this box you state the file cabinet where you will store documents/records will be kept in a file cabinet located in your retail establishment. As a reminder, you need to keep at least six months of records ON the licensed premises of the cultivation facility (you initialed this on 4.1), older records may be archived on or off the licensed premises.
- Section 8 – Transportation and Delivery of Marijuana and Marijuana Products:
  - 8.1 – Please re-review the requirements under 3 AAC 306.750 and provide more details in your response that indicate how you will meet these requirements.
- Section 9 – Signage and Advertising:
  - 9.2 – Please expand upon your answer to include a description of what AK Cannex is and how it will be utilized.

- **MJ-02 Premises Diagram**
  - Diagram #1:
    - The licensed premises must be outlined and labeled. I see that the restricted access area has been outlined and labeled, but the licensed premises must be included also.
    - Please remove all security cameras from your diagram.
    - Entrances and exits have not been labeled.
    - The security equipment/secure office on this diagram is actually part of the licensed premises for your retail marijuana store (according to our records). Licensed premises for one license cannot overlap with another license's licensed premises.
    - On MJ-04 you indicated that the tables in the area labeled "limited cultivation area" will be stacked on top of each other. Please show this in your diagram with the number of layers specified.
  - Diagram #2:
    - The licensed premises must be outlined and labeled. I see that the restricted access area has been outlined and labeled, but the licensed premises must be included also.
    - Please specify what type of structure the premises will be located in on your diagram.
    - The security equipment/secure office on this diagram is actually part of the licensed premises for your retail marijuana store (according to our records). Licensed premises for one license cannot overlap with another license's licensed premises.
    - The diagram appears to indicate that toilets are located in the area labeled "Security Storage/TGS Secure Off". Is this accurate?
  - Diagram #3:
    - The legend indicates that the red line represents the Green Spot, but this application is for RCJ Legacy LLC. Please correct the legend accordingly.
    - Please use different colors for the property line and the depiction of the proposed licensed premises.
    - A portion of the licensed premises of the Green Spot, LLC has been included in the licensed premises of RCJ Legacy LLC.

- Diagram #4:
  - The legend indicates that the red line represents the Green Spot. Please correct the legend accordingly.

- **MJ-04 Cultivation Supplemental**
  - Page 1, premises address: you may need to add a unit number to the premises address on this page.
  - Section 4 – Cultivation Plan:
    - 4.1 – The dimensions provided for the area under cultivation do not include the area labeled "cloning and veg." on your diagram, or the dimensions of the tables being used as growing spaces. Please also elaborate on how the total of sixteen tables was determined.
    - 4.6 – Please categorize and label the items listed in this section to indicate which are fertilizers, chemicals, gases, and/or delivery systems.
  - Section 5 – Waste Disposal:
    - 5.2 – Please re-review 3 AAC 306.740 and provide a more thorough answer to the question(s) being asked. There is a specific sequence to follow for marijuana Waste Disposal procedures that you are not outlining in this box.
  - Section 7 – Testing Procedure and Protocols:
    - 7.3 - Please re-review 3 AAC 306.455 provide more detail in your response regarding testing procedures and protocols that the marijuana cultivation facility will follow.
  - Section 8 – Packaging and Labeling:
    - 8.1 – The answer in this section does not describe how the cultivation facility will meet the packaging requirements under 3 AAC 306.470 specifically for a retail marijuana store, and references bulk sales. Additionally, a sample label was not provided.
    - 8.2 - The answer in this section does not describe how the cultivation facility will meet the packaging requirements under 3 AAC 306.470 specifically for wholesale. Additionally, a sample label was not provided.
- **MJ-07 Public Notice Posting Affidavit**
  - Because the premises address on the Online Application was a P.O. Box, the Public Notice did not have the correct address listed, it is necessary to repost a copy of your corrected Public Notice at both the proposed premises and another conspicuous location (the Big Lake Post Office is fine) for an additional ten-day period after your Online Application has been corrected. A new Form MJ-07 will then need to be completed and submitted.
- **Publisher's Affidavit:**
  - After the Online Application has been corrected, it will be necessary to run a new advertisement once a week for three consecutive weeks and provide a new affidavit from the publisher that includes a copy of the newspaper ad when this has been completed.
- **MJ-08 Local Government Notice Affidavit**
  - Because the premises address on the Online Application was a P.O. Box, the Public Notice did not have the correct address listed. After your Online Application has been corrected, a new copy of the Public Notice will need to be submitted to your local government and community council. Please provide a new Form MJ-08 when this has been completed.
- **Proof of Possession for Proposed Premises**

- The deed that was submitted is inadequate to show that RCJ Legacy LLC has possession of the proposed premises. If a lease is submitted, the lease must be a legally binding lease and it must contain the following:
  - Acknowledgement from the landlord/lessor that the premises will be used as a marijuana establishment.
  - A disclaimer that the landlord/lessor will not take possession of or remove marijuana from the premises, and that AMCO will be contacted in the event that this is necessary (typically under the "Default" section of the lease).
  - I am not able to give you advice, please consult an attorney.

- **Entity Documents**
  - A copy of the LLC's Operating Agreement was not provided with your application.

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,

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

From:	Marijuana Licensing (CED sponsored)
To:	Jolyn Jillson
Cc:	Marijuana Licensing (CED sponsored)
Subject:	Incomplete Application - RCJ Legacy LLC License #16791
Date:	Thursday, August 09, 2018 11:46:21 AM
Attachments:	16791 Incomplete Application Notice.pdf image001.png

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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:	Jolyn Jillson
Cc:	Marijuana Licensing (CED sponsored)
Subject:	RE: Incomplete Application - RCJ Legacy LLC License #16791
Date:	Wednesday, August 15, 2018 1:43:47 PM
Attachments:	image001.png

Good afternoon,

I have received your revised documents, and included Form MJ-00 and MJ-09 with your application. However, some additional revisions are required on some of the diagrams included in Form MJ-02.

Diagram #1-2

One of the walls in the area labeled "security equipment/secure office" has been colored in black, but please use the same color to mark the other three walls as well. You will still want to use red lines to mark the walls of the licensed premises around this room, however.

Diagram #4

The image within the yellow circle is faded and difficult to read. It may be due to how the page was scanned, but please provide a clearer copy of this diagram.

If you have any questions, they can be directed 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: Jolyn Jillson <jojo77@mtaonline.net>
Sent: Tuesday, August 14, 2018 9:49 AM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: License #16791

From:	Marijuana Licensing (CED sponsored)
To:	Jolyn Jillson
Cc:	Marijuana Licensing (CED sponsored)
Subject:	RE: Incomplete Renewal Application - RCJ Legacy, LLC License #16791
Date:	Wednesday, August 22, 2018 9:45:29 AM
Attachments:	Diagram 4 - Original.pdf Diagram 4 - Most Recent.pdf Diagram 4 - Original (Numbered).pdf image001.png

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Good morning,

I have received four emails with attached documents and am in the process of reviewing them, but I did notice that some of the documents have missing information or pages.

- In the Operating Agreement that was provided, please also submit pages 3-5.
- On your lease, the commencement date (under #5, Term) has been left blank.

My statement about Diagram 4 (Form MJ-02) in my previous email may have been unclear ("The image within the yellow circle is faded and difficult to read. It may be due to how the page was scanned, but please provide a clearer copy of this diagram"), so I have attached the most recent copy of Diagram 4 and the diagram that was originally submitted. In the most recent copy, the area within the red circle is very faded and difficult to read but was still legible in the original diagram. Additionally, you originally provided a second diagram labeled #4 that had the lots numbered to correspond with the list of parcel identifiers. You still included the list of parcel identifiers with the most recent submission, but did not include the numbered lots for reference. If you still want to provide this list, please also provide a corresponding diagram (however, the legend on the original copy identified the red square as being "Green Spot").

Additionally, I do have one question about the bunk bed tables and racks in the cultivation area. Are both levels of these tables and racks being used as growing spaces?

Sincerely,

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

From: Jolyn Jillson <jojo77@mtaonline.net>
Sent: Thursday, August 16, 2018 9:50 PM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: License #16791

From:	Jolyn Jillson
To:	Marijuana Licensing (CED sponsored)
Subject:	License #16791
Date:	Thursday, August 23, 2018 9:49:42 AM
Attachments:	diagrans.pdf

Good morning,
I have resent the entire mj 02 . I have enclosed both diagram 4's as for some reason I am unable to get the one to scan clearly for you to see. Although I did attach it I also attached the numbered one as well with parcel identifiers.
As to you question regarding the bunk bed tables. Yes, they will all be used as growing spaces as to be able to maximize the usage of the under 500sq ft. I will send the entity documents as well for some odd reason my email dropped pages 3-5. I apologize for that.

Thank you
Jolyn Jillson

From:	Marijuana Licensing (CED sponsored)
To:	Jolyn Jillson
Cc:	Marijuana Licensing (CED sponsored)
Subject:	RE: Incomplete Application - RCJ Legacy, LLC License #16791
Date:	Monday, August 27, 2018 11:34:31 AM
Attachments:	image001.png

Good morning Jolyn,

Thank you for that information. There is still some information required on some of the revised forms that were submitted, which will be listed below.

Form MJ-01 Operating Plan

Page 3, Section 3.3 (Sample Badges) – this is not a correction, but am just letting you know that since the badges must be produced by the licensee, the copies of the Marijuana Handlers Permits will not be included with your application.

Page 6, Section 4.2 – I see that you have revised your answer in this section to state that original records will be maintained and stored on the licensed premises, but please specify where since the previous sentences states that records will be maintained on a different licensed premises (of your retail establishment).

Form MJ-04 Marijuana Cultivation Facility Operating Plan Supplemental

Under 3 AAC 306.990((37)(A), the square feet under cultivation is measured from the perimeter of the floor or growing space used for growing marijuana. Because both bunks will be used as growing spaces, you will need to include the area of both bunks in the area under cultivation. For example, in your response on Page 2, Section 4.1, you state that six tables are 4'x8' for a total of 192 square feet. Because that only counts one layer, the actual square footage of those tables would be 384'. Taking the other tables and areas into consideration, I calculated the overall area under cultivation to be approximately 630 square feet. Revisions to your Operating Plan (and premises diagram on Form MJ-02) will be necessary to bring the cultivation area below 500 square feet for a limited marijuana cultivation facility.

POPPP

The start date of the term in your lease is May 31, 2019 (according to page 3). Can you verify if this is the correct start date?

Entity Documents

I received the missing pages of your Operating Agreement. The other document required for this section is a list of all LLC members and their ownership interest. Based on the table of contents, it appeared that this list would be on one of the missing pages, but Page 5 states that this information is set forth on "Schedule 2". Please provide either Schedule 2 from your Operating Agreement, or a list of the LLC members and their ownership interest.

I also received your revised Form MJ-07 and see that the necessary corrections were made.

Please let me know if you would like copies of any documents you had submitted.

Sincerely,

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

From: Jolyn Jillson <jojo77@mtaonline.net>
Sent: Thursday, August 23, 2018 9:48 AM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: License #16791

Good morning,
I have resent the entire mj 02 . I have enclosed both diagram 4's as for some reason I am unable to get the one to scan clearly for you to see. Although I did attach it I also attached the numbered one as well with parcel identifiers.
As to you question regarding the bunk bed tables. Yes, they will all be used as growing spaces as to be able to maximize the usage of the under 500sq ft. I will send the entity documents as well for some odd reason my email dropped pages 3-5. I apologize for that.

Thank you
Jolyn Jillson

From:	Marijuana Licensing (CED sponsored)
To:	Jolyn Jillson
Cc:	Marijuana Licensing (CED sponsored)
Subject:	RE: Incomplete Application - RCJ Legacy, LLC License #16791
Date:	Tuesday, August 28, 2018 8:53:01 AM
Attachments:	image001.png

Good morning Jolyn,

I am confirming receipt of two emails with attached revisions for Forms MJ-01, MJ-02, and MJ-04. No additional corrections are required for Form MJ-01: Marijuana Establishment Operating Plan.

The issue that I see with the current response on Section 4.1 of Form MJ-04 is that the cultivation area does not include the area of your licensed premises labeled "cloning and veg". Any area that is used for growing marijuana must be calculated into the square feet under cultivation, so you would not need to include the areas labeled "processing" and "secure storage and drying area", unless marijuana was also being grown there.

Sincerely,

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

From: Jolyn Jillson <jojo77@mtaonline.net>
Sent: Monday, August 27, 2018 5:43 PM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: License#16791

Tj,
Please find attached the correction to the mj 01. Please let me know if you require the entire mj 01.

From:	Marijuana Licensing (CED sponsored)
To:	Jolyn Jillson
Cc:	Marijuana Licensing (CED sponsored)
Subject:	RE: Incomplete Renewal Application - RCJ Legacy, LLC License #16791
Date:	Tuesday, September 04, 2018 3:06:08 PM
Attachments:	image001.png

Good afternoon Jolyn,

Thank you, I have received your emails with the attached documents. I have included the Publisher's Affidavit with your application, but can you rescan and submit Form MJ-08 again? The copy that I received is only displaying half of the page (everything below the line for Premises Address was cut off).

I have reviewed your revisions to Form MJ-02 and MJ-04, but I am sorry to say that a further reduction to the area under cultivation will be required. Under 3 AAC 306.410, a limited marijuana cultivation facility must have under 500 square feet under cultivation, and your revision has the area right at 500 square feet.

Sincerely,

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

From: Jolyn Jillson <jojo77@mtaonline.net>
Sent: Tuesday, September 04, 2018 12:35 PM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: License#16791

Tj,
Please find attached the publishers affidavit and mj 08. I guess I missed your question regarding the date of commencement on the lease and I see that it says 2019 it should be 2018 so I will get that corrected and submit it.
Thank you
Jolyn

From:	Marijuana Licensing (CED sponsored)
To:	Jolyn Jillson
Cc:	Marijuana Licensing (CED sponsored)
Subject:	RE: License#16791
Date:	Tuesday, September 04, 2018 3:20:45 PM
Attachments:	image001.png

Thank you, I have received the scanned document in full and have included it with your application.

Sincerely,

TJ Zielinski

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

From: Jolyn Jillson <jojo77@mtaonline.net>
Sent: Tuesday, September 04, 2018 3:13 PM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: License#16791

Please find attached the mj 08.
Thank you

From:	Marijuana Licensing (CED sponsored)
To:	Jolyn Jillson
Cc:	Marijuana Licensing (CED sponsored)
Subject:	RE: Incomplete Application - RCJ Legacy, LLC License #16791
Date:	Thursday, September 06, 2018 11:48:30 AM
Attachments:	image001.png

Good morning Jolyn,

Thank you, I have received and reviewed the attached documents, as well as your other email with a revised lease. No additional corrections are required for your lease.

The area under cultivation is now showing as being under 500 square feet, so no additional revisions will be required in that regard. However, on the revised Diagram 1 for Form MJ-02, please add back the "cloning and veg." label that was present on an earlier version of the diagram in order to make it clear what this room is being used for.

Upon review of your revised Form MJ-04, I noticed that the Yes/No questions on Page 6, Sections 8.1 and 8.2 have been left blank and will need to be corrected. In addition, the sample label appears to be intended as a sample of the label that will be used for packing marijuana for a retail marijuana store to sell without repackaging (for Section 8.1), but please also provide a label for transporting wholesale marijuana (for Section 8.2).

Sincerely,

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

From: Jolyn Jillson <jojo77@mtaonline.net>
Sent: Wednesday, September 05, 2018 3:38 PM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: License #16791

Tj,
Please find attached the revised mj 04.
Also diagram 1 showing revision.
Thank you
Jolyn Jillson

From:	Marijuana Licensing (CED sponsored)
To:	Jolyn Jillson
Cc:	Marijuana Licensing (CED sponsored)
Subject:	RE: Incomplete Application - RCJ Legacy, LLC License #16791
Date:	Thursday, September 06, 2018 3:47:46 PM
Attachments:	image001.png

Hi Jolyn

Received, thank you. The revised diagram in your other email was included with Form MJ-02, as well as the revised Page 6 of Form MJ-04.

The sample label provided also lists the different growing mediums and fertilizers, but please remove them from this sample. In addition, please label this page to make it clear that this is intended as a sample wholesale label.

Sincerely,

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

From: Jolyn Jillson <jojo77@mtaonline.net>
Sent: Thursday, September 06, 2018 1:31 PM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: License #16791

Tj,
Please find attached the mj 04 page 6 also label required for whole sale also. Diagram 1 to include verbiage “cloning and veg”
Thank you
Jolyn Jillson