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

June 4, 2018

Tanana Herb Company, LLC
DBA: Tanana Herb Company, LLC
Via email: tananaherbcompany@gmail.com

Re: Retail Marijuana Store License #15814

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-01 Operating Plan**
  - Page 2, second box: please add to your answer in this box and explain how you will comply with the licensee/employee/agent to visitor ratio.
  - Page 4, third box: the answer here does not address the question. Please add to your answer and describe how the alarm system will comply with activating it on all exterior doors and windows when the licensed premises is closed for business.
  - Page 11: will you have any in-house training? Please respond in the box.
  - Page 16: please add to your answer in this box with the approximate dimensions of your banner that will exceed the size requirement of the regulation.

- **MJ-02 Premises Diagram**
  - Please provide a Google-like aerial view that very clearly labels the proposed retail marijuana store, and that shows what surrounds the premises and the property (businesses, houses, etc.) Make sure you label it.
  - On the diagram that shows only the proposed retail A101, show the following:
    - Very clearly outline in color the perimeter of the proposed licensed premises, label it (I do see what you are designated as restricted access area).
    - Clearly label your surveillance room/area.
    - What is the Storage room that is not designated as restricted access area? What type of storage is that being used for?
    - Clearly label entrance(s) and exit(s).

- **MJ-07 Public Notice Posting Affidavit**
  - Is there a public bulletin board at the Lunch Café?. What is the Lunch Café?

- **Proof of Possession for Proposed Premises**
  - Alaska Railroad Corporation master lease:

- Please provide the master lease from the Alaska Railroad Corporation (make sure the physical address of the location being leased is present on the lease, and not just the legal description).
- The Amendment to Lease and Assignment of Lease between Well Street, LLC and Bear Electric, Inc. Contract No. 20221 only allows for marijuana cultivation, not marijuana retail. Any changes in use requires prior written approval of lessor, in this case the Alaska Railroad Corporation which I did not see.
- The Schedule 1, Legal Description, does not include the physical address of the proposed marijuana retail store location. We need to be able to connect legal descriptions to proposed physical address.

- The lease/sublease between Bear Electric, Inc. and Tanana Herb Company, LLC:
  - Please add the "Inc." to Bear Electric on the first page of the lease.
  - Please add the "LLC" to Tanana Herb Company on the first page of the lease.

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,

Jane Sawyer, Occupational Licensing Examiner
For,
Erika McConnell, Director
marijuana.licensing@alaska.gov

From:	Marijuana Licensing (CED sponsored)
To:	"tananaherbcompany@gmail.com"
Cc:	Marijuana Licensing (CED sponsored)
Subject:	Corrected-Incomplete Application Notice-Tanana Herb Company, LLC license #15814
Date:	Monday, June 04, 2018 11:50:00 AM
Attachments:	15814 Incomplete Application Notice.pdf

Leslea,

Resending. I had to correct your establishment information on the second page.

Thank you
Jane Sawyer
Occupational Licensing Examiner
Alcohol and Marijuana Control Office
907-269-0350

From: Marijuana Licensing (CED sponsored)
Sent: Monday, June 04, 2018 11:47 AM
To: 'tananaherbcompany@gmail.com' <tananaherbcompany@gmail.com>
Cc: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: Incomplete Application Notice-Tanana Herb Company, LLC license #15814

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.

Let me know if you need copies of the paperwork I have for this application. I want to make sure you receive this email and incomplete notice first.

Thank you
Jane

AMCO Staff
State of Alaska-DCCED
Alcohol and Marijuana Control Office (AMCO)
550 W 7th Avenue Ste. 1600

Anchorage, AK 99501
907-269-0350

From: Marijuana Licensing (CED sponsored)
To: "Leslea Nunley"
Cc: Marijuana Licensing (CED sponsored)
Subject: RE: Corrected-Incomplete Application Notice-Tanana Herb Company, LLC license #15814
Date: Wednesday, July 11, 2018 9:14:00 AM

Good morning, Leslea, I'm sorry I missed your call yesterday.

I do understand that the master/ground lease from the railroad could go back even decades, and that they are particularly complicated, and that the way the railroad transfers over the lease to a new tenant is by reassignments of such master/ground lease. However, we do require to have the master/ground lease when the applicant, or licensee submits a sublease. I do need the ground lease.

As far as the physical address, I see the borough's paperwork you are referring to. This will suffice.

I do need the railroad to authorize retail marijuana store, and marijuana product manufacturing (Jacq is working on that one). This is separate to the requirement of the master/ground lease.

Thank you.

Jane Sawyer
Occupational Licensing Examiner
Alcohol and Marijuana Control Office
907-269-0350

From: Leslea Nunley <tananaherbcompany@gmail.com>
Sent: Sunday, July 08, 2018 6:27 PM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: Re: Corrected-Incomplete Application Notice-Tanana Herb Company, LLC license #15814

Jane,

I have been working with Erin Ealum at the Alaska Railroad Leasing Office to arrange getting the documents you need for a complete application. I have asked her for a Master Lease and her response is that the Master Lease is the original lease on the property the very first time it was leased to anyone. That may very well have been back in the 1970's. Anything after that is an Amendment to that Master Lease, such as anytime the property changes hands or there is a change in use or significant construction. Their agreement with me is the Amendment to Lease and Assignment of Lease that has given me the right of use to that property. It also gives me a new contract number from the Master Lease and other subsequent leases.

Her office is willing to copy all of the documents back to the start of the leasing of that

property, to get to the Master Lease, and submit them to give to you if that is indeed what you want. I told her I would clarify that with you and make sure before she scanned all of that in from the old files. I am getting a lease from her that makes it clear the use is approved for Marijuana Cultivation, Retail Sales and Manufacturing. If that is what you were looking for it is currently in process and I will get it to you as soon as I receive it. If that is what you were referring to as the Master Lease, because it included all 3 license types, then she won't need to scan the entire history of the property. Please let me know if that is OK.

I also asked her to put the physical address on the Lease and she said they don't do that because a physical address can change and the legal address does not. She did say she would be willing to add an addendum to my lease stating that at the time of the lease the physical address is known as 1200 Well Street in Fairbanks, if that would work for you. When I sent in my application for the Retail Store I included documents from the Borough that showed the legal address on the lease was equal to what the Borough determined was the physical situs address of 1200 Well Street in order to try to meet that requirement. As that was not acceptable will you accept an addendum to my lease/contract with the Alaska Railroad to verify I am leasing 1200 Well Street since they are not willing to put that on the Amendment to Lease documents?

Please give me a call if I'm not being clear and you need to talk to me. My cell phone number is 907-388-8023.

Thank you,
Leslea Nunley
Tanana Herb Company, LLC

On Jun 8, 2018, at 7:30 AM, Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov> wrote:

You can submit your corrections as you get them done if you would like.

Jane Sawyer
Occupational Licensing Examiner
Alcohol and Marijuana Control Office
907-269-0350

From: Tanana Herb Company <tananaherbcompany@gmail.com>
Sent: Friday, June 08, 2018 7:21 AM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: Re: Corrected-Incomplete Application Notice-Tanana Herb Company, LLC license #15814

Good Morning Jane,

I wanted to get the documents back to you today but I will need my Architect to

define the drawings for you and I will need the Railroad to revise their lease paperwork. They are not on the same schedule as I am so those documents will not be ready today. That brings me to the question, would you like me to submit the requested changes back to you as they are completed and received or would you prefer I hold them and submit them to you all at the same time?

Leslea Nunley
907-388-8023

> On Jun 6, 2018, at 12:11 PM, Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov> wrote:
>
> Leslea,
>
> The sublease that you have from the landlord is subject to the master lease from the railroad, the railroad should know what the master lease is.
>
> Jane
>
> ---
>
> **From:** Tanana Herb Company <tananaherbcompany@gmail.com>
> **Sent:** Wednesday, June 06, 2018 11:19 AM
> **To:** Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
> **Subject:** Re: Corrected-Incomplete Application Notice-Tanana Herb Company, LLC license #15814
>
> Jane,
>
> I have a question about one of the requests for additional information. On page 2, the first paragraph asks for the Master Lease from the Alaska Railroad Corporation. The only lease they provided me was the one that I submitted. I understand your request to have them specify retail store instead of cultivation and I will contact them for that change. Is that what you are referring to or is there a separate document you are looking for?
>
> Leslea
>
>> On Jun 5, 2018, at 10:25 AM, Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov> wrote:
>>
>> Okay. Thank you
>> Jane
>>
>> ---
>>
>> **From:** Tanana Herb Company

<tananaherbcompany@gmail.com>
Sent: Tuesday, June 05, 2018 10:15 AM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: Re: Corrected-Incomplete Application Notice-Tanana Herb Company, LLC license #15814

Jane,
Thank you, we have received the notice. I will be working on this and my goal is to get it back in to you by Friday. I will let you know if I need copies but I shouldn't.
Thank you,
Leslea

> On Jun 4, 2018, at 11:50 AM, Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov> wrote:
>
> Leslea,
>
> Resending. I had to correct your establishment information on the second page.
>
> Thank you
> Jane Sawyer
> Occupational Licensing Examiner
> Alcohol and Marijuana Control Office
> 907-269-0350
>
> ---
>
> **From:** Marijuana Licensing (CED sponsored)
> **Sent:** Monday, June 04, 2018 11:47 AM
> **To:** 'tananaherbcompany@gmail.com' <tananaherbcompany@gmail.com>
> **Cc:** Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
> **Subject:** Incomplete Application Notice-Tanana Herb Company, LLC license #15814
>
> 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.

Let me know if you need copies of the paperwork I have for this application. I want to make sure you receive this email and incomplete notice first.

Thank you
Jane

AMCO Staff
State of Alaska-DCCED
Alcohol and Marijuana Control Office (AMCO)
550 W 7th Avenue Ste. 1600
Anchorage, AK 99501
907-269-0350

<15814 Incomplete Application Notice.pdf>

From:	Marijuana Licensing (CED sponsored)
To:	"tananaherbcompany@gmail.com"
Cc:	Marijuana Licensing (CED sponsored)
Subject:	Following up on corrections received 8.6.18-Tanana Herb Company, LLC License 15814 *Retail*
Date:	Thursday, August 23, 2018 2:17:00 PM
Attachments:	MJ-01-page4-third box.pdf Diagram showing restroom.pdf

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Leslea,

I am following up on the corrections received 8.6.18. Couple more things to address:

- On page 4, third box, of MJ-01 (attached here), you talk about the sensors on the exterior doors, but you do not talk about exterior window(s). Now, your diagram doesn't show window(s) on the retail side (which is this application), so I can draw the conclusion that that is the reason you do not mention window(s) here. But will you please notate in this box that you do not have window(s), if that's the case.

- On the diagram that shows the restroom (attached here), please remove the red line that indicates Restricted Access Area and just leave it with the green outline. The bathroom should not be designated as Restricted Access Area but should be part of the licensed premises.

- Lastly, what is the status with the railroad, does it look like you will have the master lease in time?

As a reminder, the deadline to get this application complete is 9/2/2018, or you will have to reapply from the beginning.

Respectfully,

Jane P Sawyer
Occupational Licensing Examiner | Alcohol & Marijuana Control Office
550 W 7th Avenue, Ste. 1600, Anchorage, AK 99501 | 907-269-0350