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

October 2, 2018

David C Towne
DBA: Susitna Gardens
Via email: arcticus@mtaonline.net

Re: Limited Marijuana Cultivation Facility Facility #16208

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 3.1:
    - There is specific wording that must be used on signs marking the entrances to restricted access areas. Please re-review 3 AAC 306.710 for the required verbiage.
  - Page 2, Section 3.2:
    - Include in your response the ratio of visitors to licensees, employees, or agents of the licensee(s), as required under 3 AAC 306.710.
  - Page 4, Section 3.5:
    - The requirements under 3 AAC 306.715 have been updated since your application was submitted. Please review 3 AAC 306.715(e) and expand upon your response to specify when AMCO is contacted in the event of an unauthorized breach.
  - Page 4, Section 3.7:
    - Include in your response the steps that will be taken in the event that loitering is suspected.
  - Page 8, Section 7.7:
    - Your response in this box states that toilet facilities are on site but off premises. However, your diagrams depict a Toilet & Washroom Facility located within the restricted access area of the premises. Please correct accordingly.
- **MJ-02 Premises Diagram**
  - Page 2, Section 2 – Required Information:
    - The page provided is faded and difficult to read. Please resubmit a legible copy of this page.

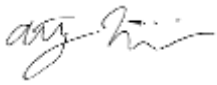
- Diagram 1:
  - The boundary of the licensed premises has not been clearly depicted and labeled.
  - The borders of the restricted access area depicted go beyond the walls of the premises in some areas (outside Cultivate 1 and the Secured Closet Entrance, for example). Please redraw the lines depicting restricted access areas to follow the walls closely.
  - Provide the room dimensions for the closet, toilet & washroom facility, and office & surveillance areas. Please also include the overall dimensions of the licensed premises.
  - The bathroom has been included as a restricted access area, which would require it to be under surveillance. Using a different color, outline the restroom and label it as part of the licensed premises but not a restricted access area.
  - A licensed premises must be contiguous, but your diagram depicts a non-contiguous premises because it is required to leave the premises when moving between the Secured Closet Entrance and Office & Surveillance rooms. Please correct accordingly, and call or email if you have any questions.
  - Partitions or counters must be depicted on this diagram if present. Please also depict any tables or benches used in the Cultivation rooms that are used as growing spaces, as applicable.
- Diagram 2 and 5:
  - The licensed premises must be contiguous.
  - Please clearly label the licensed premises and unlicensed areas.
  - The lines depicting the restricted access area include areas within the Private Residence. It will be necessary to redraw these lines to follow the walls closely.

- **MJ-04 Cultivation Supplemental**
  - Many of the pages submitted for this form are faded and difficult to read. When you submit the corrections below, please also include legible copies of all other pages in this form.
  - Page 2, Section 4.1:
    - Please describe the cultivation rooms in more detail and specify if any tables or benches are used, for example. If tables or benches are used as growing spaces, their dimensions should be included in the calculations for the areas under cultivation.
    - The calculations provided for Room C1 appear to be incorrect.
  - Page 3, Section 4.6:
    - Expand upon your response to include specific examples of other liquid fertilizers or growing aids that will be used.
    - Please specify in this section if any pesticides, herbicides, or fungicides will be used.
  - Page 4, Section 5.2:
    - Include in your response the ratio of materials mixed with ground marijuana waste to render it unusable.
- **Form MJ-07 Public Notice Posting Affidavit**
  - The form provided is faded and difficult to read. Please resubmit a legible copy of this form.
- **Form MJ-08 Local Government Notice Affidavit**
  - The form provided is faded and difficult to read. Please resubmit a legible copy of this form.

- **Form MJ-09 Statement of Financial Interest**
  - The form provided is faded and difficult to read. Please resubmit a legible copy of this form.
- **Proof of Possession for Proposed Premises**
  - The lessee named in the lease provided is "Sunshine Gardens, David C Towne – Owner/Operator", but should be the licensee, David C Towne.
  - A lease must contain 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).

It is very important that you submit the above corrections and/or documents in a timely manner 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:	arcticus@mtaonline.net
Cc:	Marijuana Licensing (CED sponsored)
Subject:	Incomplete Application - Susitna Gardens License #16208
Date:	Tuesday, October 02, 2018 2:07:48 PM
Attachments:	16208 Incomplete Notice.pdf image001.png

Good afternoon,

Your application for your marijuana establishment license has been reviewed, and at this time is considered incomplete. See the attached notice regarding corrections, additional documents, and/or resubmittals that need to be addressed in your application.

Please make sure to read the entire letter. If the submitted corrections 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. Essentially, we will accept corrections one time within your 90-day deadline period. Feel free to call or email if you need clarification on any items from the Incomplete Notice.

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:	arcticus@mtaonline.net
Cc:	Marijuana Licensing (CED sponsored)
Subject:	Incomplete Application - Susitna Gardens License #16208
Date:	Thursday, November 08, 2018 9:52:08 AM
Attachments:	image001.png

Good morning,

I have received and reviewed the revised documents for your application, and most of the needed corrections have been addressed. However, they are not adequate for your application to be deemed complete.

On **Form MJ-02: Premises Diagram**, several of the corrections required were not made to Diagram 1, but they were made for Diagrams 2 and 5. They include:

- Designating the restroom as a part of the licensed premises but NOT a restricted access area
- Listing the dimension for the bathroom, storage space, and office & surveillance area
- Listing the overall dimensions of the licensed premises
- Including details in the Cultivation areas (work bench/tables, a clone terrarium, and a mobile clone table)

Additionally, the revised lease that was provided still names a lessee other than the licensee. Your revised lease names the lessee as Sunshine Gardens, David C Towne – Licensee. If you are going to use a lease, the lease must name the licensee of this proposed establishment as the lessee.

Because most of the other corrections have been addressed, I will give you an additional opportunity to correct the remaining deficiencies. However, your application will be returned to you if the corrections are still inadequate for the application to be deemed complete.

Let me know if you require copies of any documents that were submitted.

Sincerely,

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