CORRESPONDENCE

From:	Marijuana Licensing (CED sponsored)
To:	"Phillip Izon"
Cc:	Marijuana Licensing (CED sponsored)
Subject:	RE: Incomplete Application- Outpost license #17068
Date:	Friday, October 05, 2018 11:26:00 AM
Attachments:	17068 (2)Incomplete Application Letter.pdf image001.png

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Hi Phil,

Attached is the revised Incomplete Letter to remove the unit number components.

Thank you,

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

From: Phillip Izon <phil@kushtopia.co>
Sent: Friday, October 05, 2018 10:13 AM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: Re: Incomplete Application- Outpost license #17068

Hello Jacqlene. We used unit number for reference only. There are no unit numbers anywhere on the property. The 200ft+ is how we differentiate from the grow and retail store. OutPost, LLC does not have any units, we just added that to show the different sections of the building. I will update that to show no unit numbers.

Can you please provide me with the necessary updates without unit numbers. We have no legal separation from one area of the retail store to the other. Both the grow and retail are located on the same property.

Thank You,
Phil

On Fri, Oct 5, 2018, 8:11 AM Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov> wrote:

> Hello,
>
> Your application has been reviewed, and attached is correspondence regarding corrections, additional documents, and/or resubmittals that need to be addressed.

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 Letter.

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.

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

Thank you,

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

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 5, 2018

Outpost LLC
DBA: Outpost
Via email: phillip.izon@kushtopia.co

Re: Retail Marijuana Store #17068

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.**

- **Online Application**
  - The wrong Local Government was provided (Palmer); according to your MJ-08, the Local government should be the Matanuska-Susitna Borough. Furthermore, there was no community council provided (Butte). I have corrected your online application in our database to reflect this.

- **MJ-00 Application Certifications**
  - On pages 2 and 3 of Kenneth's and Phillip's forms: it appears that the initials provided are a certain font instead of your actual initials; they need to be written initials. Please correct accordingly.

- **MJ-01 Operating Plan**
  - Page 1: please correct the Doing Business As portion under Section 1 to say, Outpost, by removing the word "The", since that is what your online application says.
  - Page 1: Please include the zip code in the premises address and the mailing address.
  - Page 2, Section 3.2: Please accordingly incorporate in the Operating Plan the following-
    - Any visitor to the restricted access area must obtain a visitor identification badge before entering the restricted access area.
    - Any visitor to the restricted access area must be escorted at all times by a licensee, employee, or agent of the marijuana establishment.
    - 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.

- Page 3, Section 3.3: for the licensee-produced identification badge provided, please include the license number
  - Additionally, please provide a sample of the visitor identification badge that will be worn by all visitors while in restricted access areas.

- **MJ-02 Premises Diagram**
  - Page 1: Please correct the Doing Business As portion under Section 1 to say, Outpost, by removing the word "The", since that is what your online application says.
  - Diagram 1: As it, it is difficult to picture the facility and confusing since you reference Unit numbers. The premises appears to be noncontiguous until the small Legend of Units is seen at the bottom of the page. Please remove the unit numbers. Additionally, make the larger depictions contiguous by creating a diagram with floor one and floor two.
    - For Diagram 1: outline/shade the entire perimeter/area of the proposed <u>licensed premises AND restricted access area</u> (use separate colors and labels, and provide a legend/key).
      - Note- the bathrooms should be a part of the licensed premises, but not be designated as the restricted access area because restricted access areas need cameras, and bathrooms should not have cameras.
        - If preferred/applicable, you can label the bathrooms as licensed premises, but not restricted access area.
  - Diagram 3: Please clearly indicate which areas(s) will be part of the licensed premises by outlining the licensed premises in the same color used for the licensed premises in Diagram 1.
  - Diagram 5: there was no Diagram 5 provided. Please provide Diagram 5 so that we may see the entire building in which the licensed premises is located.

- **MJ-03 Retail Supplemental**
  - Page 4, Section 6.2: for your sample label, the wording for the warning statements must be verbatim. You have the correct wording above in Section 6.1. Please correct your sample label accordingly and make sure that the warning statements are word-for-word.

- **MJ-07 Public Notice Posting Affidavit**
  - Because you certified this form before the posting period had ended, please get the MJ-07 re-notarized and resubmit it so that it is notarized after 09/16/18.

- **MJ-08 Local Government Notice Affidavit**
  - Please correct the Doing Business As portion under Section 1 to say, Outpost, by removing the word "The", since that is what your online application says.

- **MJ-09 Statement of Financial Interest**
  - On page 1 of Phillip's form, please correct the Doing Business As portion under Section 1 to say, Outpost, by removing the word "The", since that is what your online application says.

- **Proof of Possession for Proposed Premises**
  - For the Lease Attachment 1, are the signatures provided your actual signatures? When comparing the signatures from the Lease Attachment to your signatures from the other

forms, they appear to be a certain font instead of your actual signatures; they need to be actual signatures. Please correct accordingly.

- The commercial lease you submitted states the tenant is "The OutPost", when the tenant should be OutPost, LLC (the applicant of this retail marijuana store), the rest of the lease (besides the Lease Attachment 1 mentioned above) looked adequate. So, the lease either needs to have the tenant corrected throughout the entire lease with all parties' initials, or I need a new legally binding lease to OutPost, LLC specifically to the Cabin that include the following clauses:
  - The premises will be used as a marijuana establishment
  - The landlord/lessor will not remove from the premises, or take possession of marijuana or marijuana product, and AMCO enforcement will be contacted in the event that this is necessary.

- **Entity Documents**
  - Please submit the Operating Agreement for Outpost LLC.

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,

Jacqlene Drulis, Occupational Licensing Examiner
For,
Erika McConnell, Director
marijuana.licensing@alaska.gov

From:	Marijuana Licensing (CED sponsored)
To:	phillip.izon@kushtopia.co
Cc:	Marijuana Licensing (CED sponsored)
Subject:	Incomplete Application- Outpost license #17068
Date:	Thursday, October 25, 2018 11:19:00 AM
Attachments:	image001.png MJ-02 Page 1.pdf Full page photo.pdf

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Good morning, Phil,

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

-MJ-02: Premises Diagram

- Page 1- you submitted your correction on an old form. I have attached page 1 of your MJ-02. Please make the previously requested correction on the most updated form (attached).
- Diagram 1- Again, it is difficult to picture the facility. I had to print your diagram and use scissors to cut the rooms so the upstairs appears to be upstairs and the downstairs appears to be downstairs in relation to the Legend of Building. We must review the diagram and refer to the doors throughout the facility to make sure they match up and are contiguous, etc. Attached is a picture of your diagram that I had to adjust.
    - Please move the pictures around so that they match the Legend of Building; in other words, keep Left Side- Floor 1 where it is, put Left Side Floor 2 above Left Side- Floor 1. Move Right Side Floor 1 to where Left Side Floor 2 is currently, and keep Right Side Floor 2 where it is currently. Essentially, switch places of Right Side Floor 1 with Left Side Floor 2. That way, the picture will somewhat match the Legend of Building at the bottom of the page.
        - Additionally, there appears to be no door leading to the utility mechanical room/area. And, it is white on the diagram, but yellow in the Legend of Building. Is this area supposed to be included in the licensed premises or restricted access area? If so, please shade this area in yellow or red and show the door. If there is not a door, remove the black outline that appears to be walls. And, please remove the wording, “Unit C” so that there is no confusion about unit numbers.
        - Also, I did not notice this on my first review. What are the 2 doors going from the upstairs to the outside? Are there stairs leading to these doors from outside? Please clarify and show on your diagram.
- Furthermore, thank you for submitting Diagram 5; however, because the diagrams are so confusing as is, I will most likely not include Diagram 5 with your MJ-02, so there is no need to make corrections to Diagram 5.

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