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 9, 2018

Haley Essig
DBA: Pipe and Leaf
Via email: haley@thirdstate.co

Re: Retail Marijuana Store Facility #17250

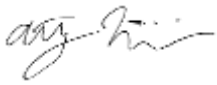
Dear applicant,

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 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 include when AMCO is contacted in the event of an unauthorized breach.
- **MJ-02 Premises Diagram**
  - Diagram 1 & 2:
    - Outline and label the boundary of the licensed premises for this establishment.
    - The restroom has been included as a restricted access area, which would require it to be under surveillance. Using a different color, clearly mark the restroom as a part of the licensed premises but not restricted.
    - Please add a label to the Display/Retail Area to specify that marijuana samples stocked here are for display only and not for sale or storage.
- **Proof of Possession for Proposed Premises**
  - **(Amended on October 9, 2018)** The lease provided designates the premises address as Suite B, which is inconsistent with your Online Application. A lease that does not designate a suite number will be required.
  - A lease must contain 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).

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:	Haley Essig
Cc:	Marijuana Licensing (CED sponsored)
Subject:	Incomplete Application - Pipe and Leaf License #17250
Date:	Monday, October 08, 2018 8:51:36 AM
Attachments:	17250 Incomplete Notice.pdf image001.png

Good morning,

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:	Haley Essig
Cc:	Marijuana Licensing (CED sponsored)
Subject:	RE: Incomplete Application - Pipe and Leaf License #17250
Date:	Tuesday, October 09, 2018 8:39:31 AM
Attachments:	17250 Incomplete Notice 2 - Amended.pdf image001.png

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Good morning,

Thank you, I have received your email and correspondence with your landlord. Please see attached for an amended Incomplete Notice that removes references to adding "Suite B" to your application forms. Note that the start date of the 90-day period to submit corrections for this application will still be October 8, 2018 (when the first notice was sent).

Sincerely,

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

From: Haley Essig <haley@thirdstate.co>
Sent: Monday, October 08, 2018 9:10 PM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: Re: Incomplete Application - Pipe and Leaf License #17250

TJ,

Please see attached correspondence between my landlord, Bill St. Pierre (Tanana Valley Holdings), and I. I will send you the revised signed lease as soon as it is returned to me.

Thank you,
Haley Essig

Regards,

Haley Essig

GM & Co-Founder

P: 907.317.7346

On Mon, Oct 8, 2018 at 11:35 AM Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov> wrote:

> Hello,
>
> Yes, I can answer questions by telephone. We can be reached at **(907) 269-0350** from 8:00 AM to 4:00 PM Monday through Friday, but we are closed from noon to 1:00 PM for lunch.
>
> Sincerely,
>
> **TJ Zielinski**
> Occupational Licensing Examiner
> Alcohol & Marijuana Control Office
> 550 West 7th Avenue, Suite 1600
> Anchorage, Alaska 99501
>
> **From:** Haley Essig <haley@thirdstate.co>
> **Sent:** Monday, October 08, 2018 11:10 AM
> **To:** Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
> **Subject:** Re: Incomplete Application - Pipe and Leaf License #17250
>
> TJ,
>
> I have just spoke with my landlord, are you available for a quick chat?
>
> Essentially, my landlord has told me that we do not have to delineate suite numbers. So, in essence, I should only have to change the sheet(s) in which I did suggest a "Suite B"
>
> Thank you
> Haley Essig
>
> On Mon, Oct 8, 2018 at 8:51 AM Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov> wrote:
>
> > Good morning,
> >
> > 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.
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> > **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**

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

Sincerely,

TJ Zielinski
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