CORRESPONDENCE

From:	Marijuana Licensing (CED sponsored)
To:	"Jenny@AlaskaCannabis.com"
Cc:	Marijuana Licensing (CED sponsored); Lance Wells
Subject:	Incomplete Application- Seeds & Stems, LLC license #18929
Date:	Wednesday, February 13, 2019 9:37:00 AM
Attachments:	image001.png 18929 Incomplete Application Letter.pdf 18929 MJ-02 Premises Diagram.pdf

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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
550 West 7th Avenue, Suite 1600
Anchorage, Alaska 99501

THE STATE of ALASKA
GOVERNOR MICHAEL J. DUNLEAVY

Department of Commerce, Community, and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

February 13, 2019

Seeds & Stems, LLC
DBA: Seeds & Stems, LLC
Via email: Jenny@AlaskaCannabis.com

Re: Retail Marijuana Store #18929

Dear applicant,

The AMCO Office has reviewed the documents submitted for the proposed marijuana establishment license referenced above. This letter is notice under 3 AAC 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**
  - According to the Lease submitted, there are unit #s associated with your address. There was no unit # included in the Online Application. I have rolled the application back to "New" status so the unit # can be added. An updated Public Notice and Advertisement Template will generate which you will need as part of your corrections outlined below. Once you make these corrections to the Online Application, please send an email notifying me that you have done so, so that I may update the application status.

- **MJ-00 Application Certifications**
  - On David's MJ-00: in Section 1, please correct the Doing Business As to say, Seeds & Stems, LLC; and correct the address to include the unit #.
  - On Robert's MJ-00: in Section 1, please write the license #, correct the Doing Business As to say, Seeds & Stems, LLC, and correct the address to include the unit #.
  - On John's MJ-00: in Section 1, please write the license #, correct the Doing Business As to say, Seeds & Stems, LLC, and correct the address to include the unit #.
  - On Jenny's MJ-00: in Section 1, please write the license #, and correct the address to include the unit #.
  - On Dwain's MJ-00: in Section 1, please correct the Licensee to say, Seeds & Stems, LLC, correct the Doing Business As to say, Seeds & Stems, LLC, and correct the address to include the unit #.
  - On Jason's MJ-00: in Section 1, please correct the Doing Business As to say, Seeds & Stems, LLC; and correct the address to include the unit #.

- **MJ-01 Operating Plan**
  - Page1, Section 1: please correct the premises address to include the unit #, and correct the License Type to say, Retail Marijuana Store.
  - Page 3, Section 3.3: please include the license # on the sample badges.

- **MJ-02 Premises Diagram**
  - I have attached your MJ-02 to the email for your reference because new diagrams were submitted. Please make sure that this is the correct MJ-02 for your application.
  - Page 1, Section 1: please correct the premises address to include the unit #, and correct the License Type to say, Retail Marijuana Store.
  - Please label the recently submitted diagrams date stamped on 1/22/2019 as Diagram 2 and Diagram 2 continued, or something similar.
  - When comparing the diagrams, it seems as though the true north arrows are conflicting, possibly on the aerial diagram. Please fix the true north arrow on whichever diagram needs to be fixed, unless I am mistaken, then please disregard.
  - Diagram 1:
    - The red outline for the restricted access area needs some corrections.
      - In the office, connect the red outline to itself by outlining around the utility closet, to exclude the utility closet.
      - Remove the red line in between the two restricted access areas by the restroom.
      - In the areas where the display cases are, for the smallest of the three display cases, make sure to include the display case in the restricted access area by having the red outline go along the wall behind the display case.

- **MJ-03 Retail Supplemental**
  - Page 1, Section 1: please correct the premises address to include the unit #, and correct the License Type to say, Retail Marijuana Store.

- **MJ-07 Public Notice Posting Affidavit**
  - Section 1: please correct the premises address to include the unit #.
  - Once you have updated your online application as mentioned above, under Online Application, you will need to post the updated Public Notice at both, the location of the proposed premises and another conspicuous location for five days.
  - I will need a new MJ-07 completed and signed in front of a notary.

- **MJ-08 Local Government Notice Affidavit**
  - Section 1: please correct the premises address to include the unit #, and correct the License Type to say, Retail Marijuana Store.
  - Once you have updated your online application as mentioned above, under Online Application, you will need to re-notify the local government by submitting to them the updated Public Notice.
  - I will need a new MJ-08 completed and signed in front of a notary.

- **MJ-09 Statement of Financial Interest**
  - On David's MJ-09: in Section 1, please correct the Doing Business As to say, Seeds & Stems, LLC; and correct the address to include the unit #. In Section 2, please write your Title.
  - On Robert's MJ-09: in Section 1, please write the license #, correct the Doing Business As to say, Seeds & Stems, LLC, and correct the address to include the unit #.
  - On John's MJ-09: in Section 1, please write the license #, correct the Doing Business As to say, Seeds & Stems, LLC, and correct the address to include the unit #.
  - On Jenny's MJ-09: in Section 1, please write the license #, correct the Doing Business As to say, Seeds & Stems, LLC, and correct the address to include the unit #.
  - On Dwain's MJ-09: in Section 1, please correct the Licensee to say, Seeds & Stems, LLC, correct the Doing Business As to say, Seeds & Stems, LLC, and correct the address to include the unit #.
  - On Jason's MJ-09: in Section 1, please correct the Doing Business As to say, Seeds & Stems, LLC; and correct the address to include the unit #.

- **Publisher's Affidavit**
  - You will need to do a one-time correction advertisement to show the correct address with the unit number(s). Once the application has been rolled back and corrected, take the updated Advertisement Notice to a newspaper of regular circulation and advertise a one-time correction ad. Then, please submit a new Publisher's Affidavit with a copy of the newspaper clipping.

- **Proof of Possession for Proposed Premises**
  - What you provided as proof of possession is inadequate because it is for the wrong lessee, and the Lease Amendment is also insufficient. Please submit the legally binding lease or sublease for Seeds & Stems, LLC with the unit number(s) included in the premises address. Make sure the lease includes the following:
    - An acknowledgment from the landlord/lessor that the premises will be used as a marijuana establishment, and
    - A disclaimer that the landlord/lessor may not take possession of or remove marijuana from the premises, and that AMCO will be contacted in the event that this is necessary.
  - Additionally, as an FYI, I noticed that your lease for your cultivation license (Alaska Cannabis Company License #12618) will most likely need to be amended due to the unit numbers; however, we can address this issue during renewal season. I have left a note in our database for the examiner to address the lease at the time of renewal.

- **Entity Documents**
  - In Article 3 of your Operating Agreement, it references Jenny Foster as having 100% ownership of the LLC; is there an amendment to this Operating Agreement?
    - If so, please submit an updated Operating Agreement with the correct address, with the correct ownership structure, and any other applicable corrections needed throughout the Operating Agreement.

- **Food Permit Application**
  - We received a letter from the Department of Environmental Conservation (DEC) with a blank Food Establishment Permit Application attached. Do you have the completed copy of the application that was submitted to DEC? Please submit a copy of the application that was submitted to DEC.

- **Applicant's Residency**
  - David, Robert, John, Dwain, and Jason, will you be applying for the Permanent Fund Dividend this year? If so, is it possible that you can do it right away, and then let me know? If not, then please also let me know, respectfully.

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

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

From: Marijuana Licensing (CED sponsored)
To: "Jenny@AlaskaCannabis.com"
Cc: Marijuana Licensing (CED sponsored); "Lance Wells"
Subject: Incomplete Application- Seeds & Stems, LLC license #18929
Date: Friday, March 22, 2019 1:23:00 PM
Attachments: image001.png

Good afternoon,
Thank you for the corrections. Everything appears to be in order, except for a few additional items:

- **Proof of Possession for Proposed Premises**
  - Out of curiosity, respectfully, why is Toby Foster signing the lease and sublease as the Lessee and Sublessee?
  - Additionally, please submit written consent from Zan Inc. to Hempco, LLC to sublet to Seeds & Stems, LLC.

- **Entity Documents**
  - The Operating Agreement does not have the signature page(s) attached. Please submit the signature page(s) signed by the entity officials.

- **Applicant's Residency**
  - John, I checked on the status of your PFD, and it shows that you applied, but it does not say that you are eligible, yet. Please contact the Permanent Fund Dividend Division, then follow up with me with the resolution.
  - Dwain, I checked on the status of your PFD, and it does not show that you applied in 2019. Will you be applying this year? If so, can you do it right away, and then let me know? If not, then please also let me know.

Please send all 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