CORRESPONDENCE

From: Marijuana Licensing (CED sponsored)
To: "highrise907@gmail.com"
Cc: Marijuana Licensing (CED sponsored)
Subject: FW: Incomplete Application- High Rise, LLC license #20113
Date: Wednesday, February 13, 2019 3:33:00 PM
Attachments: 20113 Incomplete Application Letter.pdf
image001.png

My apologies, the name of the establishment and the license number have been corrected in the Subject line above.

Thank you,

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

From: Marijuana Licensing (CED sponsored)
Sent: Wednesday, February 13, 2019 3:31 PM
To: 'highrise907@gmail.com' <highrise907@gmail.com>
Cc: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: Incomplete Application- Seeds & Stems, LLC license #18929

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

High Rise, LLC
DBA: High Rise, LLC
Via email: highrise907@gmail.com

Re: Retail Marijuana Store #20113

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.**

- **MJ-01 Operating Plan**
  - Page 3, Section 3.3: please include the license # on the sample badges.

- **MJ-02 Premises Diagram**
  - On most of your diagrams (excluding the aerial photo), the wording/labels/dimensions are too blurry to read. Please submit diagrams with clearer wording/labels/dimensions. Please note, once the clearer diagrams are submitted, there may be further corrections needed.
  - On all applicable diagrams, please correct the wording of, "Restricted access" to say Restricted Access Area.
  - On all applicable diagrams, please correct the wording of, "Proposed premises" to say Licensed Premises or Proposed Licensed Premise.
  - On Diagram 1, it appears that there is a hallway in between the restricted access areas that says Restricted Access. If this is a restricted access area, please outline it in red. If not, then please remove the wording of Restricted Access to avoid confusion.

- **MJ-03 Retail Supplemental**
  - Page 5, Section 8.1: The marijuana waste must be ground to render it unusable. Please adjust your answer accordingly.

- **Proof of Possession for Proposed Premises**
  - There is a discrepancy on your lease regarding the physical address. In section 1. Premises, where is says, "That certain office space of approximately 966 square feet, known as Suite(s) 1st on the 201 floor of that certain Building…", this address does not match the

address on you Online Application (104 Center Ave. Suite 102 Kodiak AK, 99615). Is the address provided on you Online Application and all corresponding forms the correct address? If so, please submit a lease with the correct address. If not, please let me know because there will be further corrections needed.

- Additionally, please include 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.

- **Entity Documents**
  - Please provide the Operating Agreement for the LLC.

- **Applicant's Residency**
  - Jack, 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, Occupational Licensing Examiner
For,
Erika McConnell, Director
marijuana.licensing@alaska.gov

From: Marijuana Licensing (CED sponsored)
To: "highrise907@gmail.com"
Cc: Marijuana Licensing (CED sponsored)
Subject: Incomplete Application- High Rise, LLC license #20113
Date: Tuesday, February 26, 2019 4:38:00 PM
Attachments: image001.png

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

- **MJ-02: Premises Diagram**
  - Diagrams 1 and 2:
    - Please label the counter.
    - Additionally, there are certain requirements in order to gain access to a restricted access area such as, including but not limited to, posting signs, requiring identification, and escorting visitors in compliance with 3 AAC 306.710. Although I cannot tell you exactly what to do, it does not seem to me that the retail floor area should be included in the restricted access area, but the counter should be included. Essentially, every customer that comes into the store would need to be signed in, given a visitor badge, and be escorted at all times, with no more than five visitors for each employee. Please review 3 AAC 306.710 and correct your diagrams accordingly.
    - Furthermore, it does not appear that the office/employee area is included in the restricted access area. The office/employee area does not necessarily have to be included, but in case you are not aware, anywhere that marijuana or marijuana product is stored, must be a restricted access area.
      - So, either, include the office/employee area in the restricted access area, or if there is not going to be any marijuana in the office/employee area, then you may leave it as is.

- **MJ-03: Retail Supplemental**
  - Page 5: I realize that I told you in an email that the corrected pages do not need to be re-notarized, and this is still the case; however, if you are going to make corrections to the page with the notary, this page will need to replace the page that is already on file. In other words, either, get page 5 re-notarized, OR make the requested correction to the page that has already been notarized and resubmit it.

- **Proof of Possession for Proposed Premises**
  - On page 1 of your lease where it says, "LOTS 4, 5, 6, 7 and 8, Block 13, New Kodiak Subdivision, Kodiak, Alaska otherwise known as 104 Center Street, Kodiak Alaska", the address on your lease must match the address on your application. This minor discrepancy is for the word Street versus Avenue. Your Online Application, all corresponding forms, and Kodiak Gateway Borough's website all say that the address is Avenue instead of Street. As long as Avenue is correct, please correct the lease to say Avenue in the section described above.

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