CORRESPONDENCE

THE STATE of ALASKA
GOVERNOR MIKE 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 8, 2022

The Pot Shop, LLC
DBA: The Pot Shop
Via email: thepotshopak@gmail.com

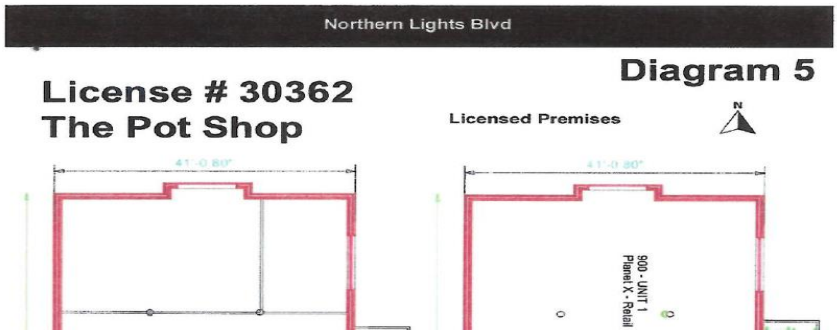
Re: Retail Marijuana Store license #30362

Dear applicant,

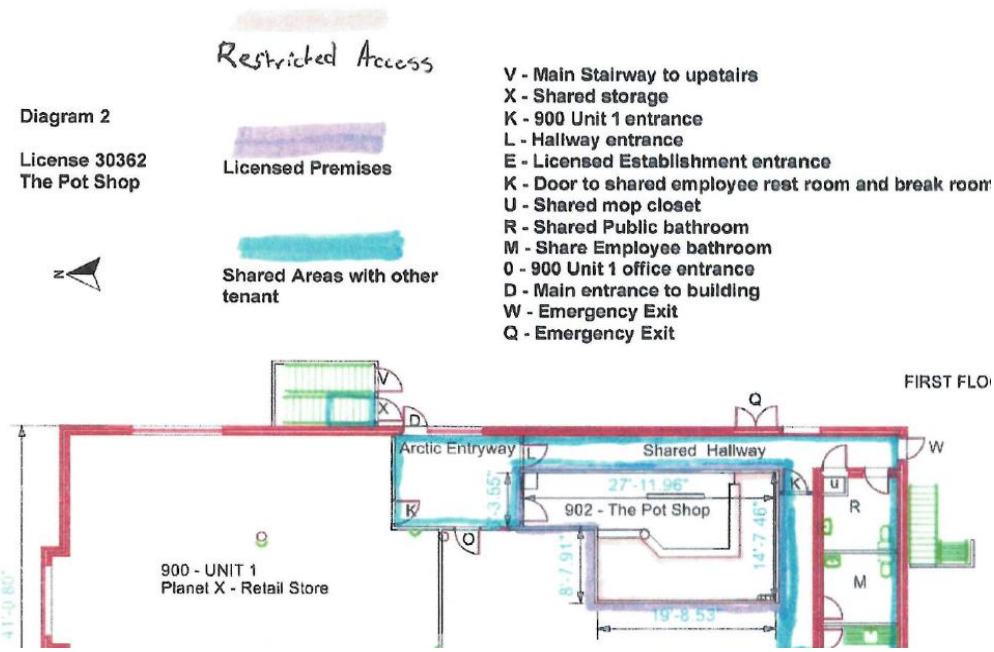
AMCO has reviewed the documents submitted for the proposed marijuana establishment license referenced above. This letter is notice under 3 AAC 306.025(e)(2) that your application is incomplete and additional items are needed to complete the application. The additional items that need correction or resubmittal 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 2, 3.1 & 3.2, Restricted Access Area signs should read: "Restricted access area. Visitors must be escorted" Please re-review 3 AAC 306.710 and make sure you understand that, as well as the licensee/employee/agent to visitor ratio in restricted access areas.
  - Page 9, 9.1, Scot, I am not very good at measurements, so how many square inches is 4ft by 20ft, 4ft by 6ft, and 2ft by 2ft? please make sure that the signs described in 3 AAC 306.770 do not exceed 4,800 square inches and correct this box if necessary.

- **MJ-02 Premises Diagram**
  - Scot, if I understand your lease and your diagram, the retail marijuana store will be a section of unit 2 (as opposed to entire unit 2) correct? or is there an actual different unit number for this section? which would be fine, we just need to understand the diagram.
  - the image below is from your diagram 5, please look at your diagram. The entire building is NOT the proposed licensed premises, correct? this is just showing the building. Can you please just remove the words "licensed premises" so there is no confusion.



- in the image below, the purple which depicts the proposed licensed premises is also the only portion that The Pot Shop, LLC has right to possession, correct? can you also label that purple line as right to possession on the actual diagram IF that is the case.



- **MJ-03 Retail Supplemental**
  - Page 5, section 8.1, in this box, it seems like you are describing immediately rendering the marijuana unusable and disposing of it. However, 3 AAC 306.740(c) calls for a three-day waiting period before rendering the marijuana or marijuana product unusable and it also requires notice to our enforcement section. Please re-review 3 AAC 306.740 and answer the box reflecting your understanding of this regulation. https://www.commerce.alaska.gov/web/amco/MarijuanaRegulations.aspx

- **Proof of Possession for Proposed Premises**

- Scot, if I understand your lease and your diagram, the retail marijuana store will be a section of unit 2 (as opposed to entire unit 2) correct? or is there an actual different unit number for this section? which would be fine, we just need to understand the diagram.
- Please address the following regarding the commercial lease agreement itself:
  - The tenant should be The Pot Shop, LLC (you are missing the suffix 'LLC' where the lease refers to the tenant). The LLC is the applicant of the marijuana license in this context.
  - Incorporate a clause that reads along the lines of Landlord/lessor will not remove or take possession of marijuana or marijuana product, and AMCO will be contacted. This is usually in the default section of the lease.

- **Entity Documents**
  - Please provide me with a copy of your LLC's Operating Agreement. If you do not have one or do not know what this is, Google the term. I cannot give you advice of any kind.

- **Applicant's Residency**
  - Scot, will you be filing for PFD this year? If you are, is it possible you can apply now, and let me know when you have. If you are not filing for PFD this year, please also let know. Please do not send me personal identifiable information by email, I do not need it.

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. That deadline is May 9, 2022.

Respectfully,

Jane P. Sawyer, Regulations Specialist
For,
Glen Klinkhart, Director
marijuana.licensing@alaska.gov