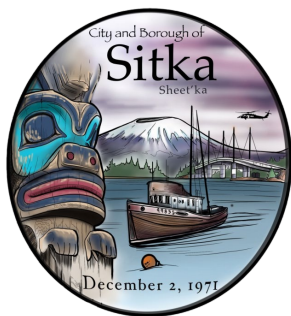


Should this item be pulled from the Consent Agenda the following motion is suggested:

## **POSSIBLE MOTION**


**I MOVE TO** approve a liquor license renewal application for Sitka Lodge No. 1350 Loyal Order of Moose, Inc. and forward to the Alcoholic Beverage Control Board without objection.



# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

## MEMORANDUM

**To:** Mayor Eisenbeisz and Assembly Members  
**Thru:** John Leach, Municipal Administrator   
**From:** Sara Peterson, Municipal Clerk  
**Date:** December 4, 2024  
**Subject:** Liquor License Renewal Application – Moose Lodge

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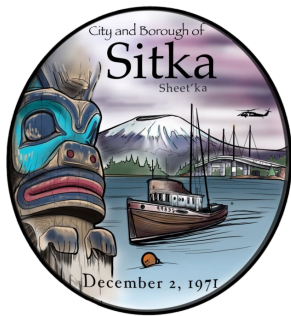
The Municipal Clerk's Office has received notification from the Alcohol and Marijuana Control Office of the liquor license renewal application listed below.

A memo was circulated to various departments who may have a reason to protest this request. No departmental objections were received.

<b>Lic #:</b>	<b>748</b>
License Type:	Club License
Licensee:	Sitka Lodge No. 1350 Loyal Order of Moose, Inc.
DBA:	Loyal Order of Moose #1350
Physical Address:	337 Lincoln St.
Designate Licensee:	Sitka Lodge No. 1350 Loyal Order of Moose, Inc.

### **Recommendation:**

Approve a liquor license renewal application for Sitka Lodge No. 1350 Loyal Order of Moose, Inc. and forward to the Alcoholic Beverage Control Board without objection.



# CITY AND BOROUGH OF SITKA

*A COAST GUARD CITY*

## MEMORANDUM

**To:** Utility Billing Clerk – Chelsey  
Collections - Carolyn  
Municipal Billings – Brooke  
Sales Tax/Property Tax – Justin  
Fire Department  
Police Department  
Building Official(s)  
Planning Department

**From:** Jess Earnshaw, Deputy Municipal Clerk

**Date:** November 11, 2024

**Subject:** Liquor License Renewal – Sitka Lodge No. 1350 Loyal Order of Moose, Inc.

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The Municipal Clerk's Office has been notified by the Alcohol and Marijuana Control Office of the following liquor license renewal application submitted by:

<b>Lic #:</b>	<b>748</b>
License Type:	Club License
Licensee:	Sitka Lodge No. 1350 Loyal Order of Moose, Inc.
DBA:	Loyal Order of Moose #1350
Physical Address:	337 Lincoln St.
Designate Licensee:	Sitka Lodge No. 1350 Loyal Order of Moose, Inc.

Please notify me if there is a reason to protest or not by noon on November 19. This request is scheduled to go before the Assembly on November 26.

Thank you.



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,  
and Economic Development

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

November 6, 2024

From: [Alcohol.licensing@alaska.gov](mailto:Alcohol.licensing@alaska.gov) ; [amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)

Licensee: **Sitka Lodge No. 1350 Loyal Order Of Moose, Inc.**

DBA: Loyal Order of Moose #1350

VIA email: lodge1350@gmail.com

CC: None

Local Government 1: Sitka

Local Government 2:

Via Email: [sara.peterson@cityofsitka.org](mailto:sara.peterson@cityofsitka.org); [holley.bayne@cityofsitka.org](mailto:holley.bayne@cityofsitka.org); [jessica.earnshaw@cityofsitka.org](mailto:jessica.earnshaw@cityofsitka.org)

Community Council: n/a

Via Email:

Re: Club License #748 Combined Renewal Notice

<b>License Number:</b>	#748
<b>License Type:</b>	Club License
<b>Licensee:</b>	Sitka Lodge No. 1350 Loyal Order Of Moose, Inc.
<b>Doing Business As:</b>	Loyal Order of Moose #1350
<b>Physical Address:</b>	337 Lincoln St, Sitka, AK 99835
<b>Designated Licensee:</b>	Sitka Lodge No. 1350 Loyal Order Of Moose, Inc.
<b>Phone Number:</b>	907 738-9339
<b>Email Address:</b>	lodge1350@gmail.com

☒ License Renewal Application

☐ Endorsement Renewal Application

**Dear Licensee:**

Our staff has reviewed your application after receiving your application and required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to the local governing body(ies), your community council if your proposed premises is in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body(ies) will have 60 days to protest the renewal of your license.

Your application will be scheduled for the **November 19<sup>th</sup>, 2024** board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

Please feel free to contact us through the [Alcohol.licensing@alaska.gov](mailto:Alcohol.licensing@alaska.gov) email address if you have any questions.

**Dear Local Government:**

We have received completed renewal applications for the above listed licenses within your jurisdiction. This is the notice required under AS 04.11.480. A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license with one or more endorsement, or issuance of an endorsement by sending the director and the applicant a protest and the reasons for the protest in a clear and concise statement within 60 days of the date of the notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer.

To protest any application(s) referenced above, please submit your written protest for each within 60 days to AMCO and provide proof of service upon the applicant and proof that the applicant has had reasonable opportunity to defend the application before the meeting of the local governing body. If you have any questions, please email [amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov).

**Dear Community Council (Municipality of Anchorage and Mat-Su Borough only)**

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This letter serves to provide written notice to the above referenced entities regarding the above application, as required under AS 04.11.310(b) and AS 04.11.525.

Please contact the local governing body with jurisdiction over the proposed premises for information regarding review of this application. Comments or objections you may have about the application should first be presented to the local governing body.

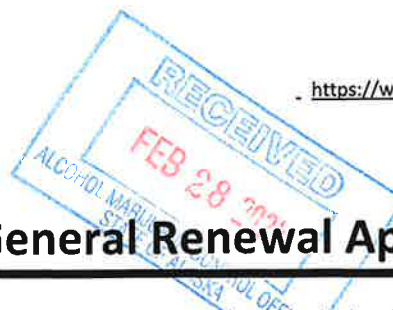
If you have any questions, please email [Alcohol.licensing@alaska.gov](mailto:Alcohol.licensing@alaska.gov)

Sincerely,  
Kyle Helie, Licensing Examiner II  
For  
Lizzie Kubitz, Acting Director



Alaska Alcoholic Beverage Control Board

550 W 7<sup>th</sup> Avenue,  
Suite 1600  
Anchorage, AK 99501  
alcohol.licensing@alaska.gov  
<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350



## Form AB-17: 2024/2025 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than January 2, 2024 per AS 04.11.270, 3 AAC 305.050, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any complete application for renewal or any fees for renewal that have not been postmarked by February 28, 2024 will be expired per AS 04.11.540, 3 AAC 305.050(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the mandatory fees and all documents required, or the application will be returned without being processed, per AS 04.11.270.
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

### Section 1 - Establishment Contact Information

Doing Business As:	Loyal Order of Moose #1350	License #:	748
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If your mailing address has changed, write the NEW address below:

Mailing Address:	337 Lincoln St		
City:	Sitka	State:	AK
ZIP:	99835		

### Section 2 - Licensee Contact Information

**Contact Licensee:** The individual listed below must be part of the ownership structure of the licensee listed in Section 1. This person will be the designated point of contact regarding this license unless the Optional contact is completed.

Contact Licensee:	Derrell Stuart	Contact Phone:	907-747-3344
Contact Email:	lodge1350@mooseunits.org		

**Optional:** If you wish for AMCO staff to communicate with anyone other than the Contact Licensee (such as legal counsel) about your license, list their information below:

Name of Contact:		Contact Phone:	
Contact Email:			

### Section 3 - for Package Stores ONLY: Written Order Information

Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in calendar years 2024 and/or 2025? If so, you will need to apply for a Shipping Endorsement here:  
<https://accis.elicense365.com/#>

YES	NO
<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Section 4 - Ownership Structure Certification

Did the ownership structure of the licensed business change in 2022/2023?

YES	NO
<input type="checkbox"/>	<input checked="" type="checkbox"/>

If Yes, and you have **NOT** notified AMCO, list the updated information on form AB-39: Change of Officers and submit with your renewal application.  
If No, certify the statement below by initialing the box to the right of the statement:

I certify that the ownership structure of the business who owns this alcohol license did not change in any way during the calendar years 2022 or 2023.

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## Form AB-17: 2024/2025 License Renewal Application

## Section 5 – License Operation

Unless you operated more than 240 hours in 2022 or 2023, check ONE BOX for EACH CALENDAR YEAR that best describes how this alcoholic beverage license was operated as set forth in AS 04.11.330:

1. The license was **only operated during a specified time** each year. (Not to exceed 6 months per year)

2022



2023



If your operation dates have changed, list them below:

\_\_\_\_\_ to \_\_\_\_\_

2. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.



A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.

3. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.



## Section 6 - Violations and Convictions

YES

NO

Have any Notices of Violation been issued for this license in 2022 or 2023?



Has any person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2022 or 2023?



*If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2). If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.*

## Section 7 – Certifications

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 305, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and the license being potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that in accordance with AS 04.11.450, no one other than the licensee(s), as defined in AS 04.11.260, has a direct or indirect financial interest in the licensed business.
- I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and I have provided AMCO with all required changes of the ownership structure of the business license and have provided all required documents for any new or changes of officers.
- I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 305.700.
- I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.



# Form AB-17: 2024/2025 License Renewal Application

Derrell Stuart

Printed name of licensee

[Signature]

Signature of licensee

- Restaurant and Eating Place** applications must include a completed AB-33: Restaurant Receipts Affidavit
- Recreational Site** applications must include a completed AB-36: Recreational Site Statement
- Tourism** applications must include a completed AB-37: Tourism Statement
- Wholesale** applications must include a completed AB-25: Supplier Certification
- Common Carrier** applications must include a current safety inspection certificate

All renewal and supplemental forms are available online:

<https://www.commerce.alaska.gov/web/amco/AlcoholLicenseApplication.aspx>



## FOR OFFICE USE ONLY

License Fee:	\$1200 <del>1500</del>	Application Fee:	\$ 300.00	Misc. Fee:	\$ 0
Total Fees Due:					\$4500 <del>1800</del>

#100779738 (need \$300 more)