



City & Borough of Sitka
Municipal Clerk's Office
100 Lincoln Street, Sitka AK 99835
Telephone: 907-747-1811 Fax: 907-747-4004



Memorandum

To: Utility Billing Clerk – Diana
Collections - Leisha
Municipal Billings – Lindsey
Sales Tax/Property Tax - Hannah
Fire Department
Police Department
Building Official(s)

From: Sara Peterson, Municipal Clerk

Date: March 29, 2017

Subject: Liquor License Renewal Application – Totem Square Inn

Our office has received notification of the following liquor license renewal application:

Lic #: 5249
DBA: Totem Square Inn
License Type: Beverage Dispensary - Tourism
Licensee: JL Totem, Inc.
Premises Address: 201 Katlian Street

Please notify no later than **noon on Tuesday, April 4th** of any reason to protest this renewal request.

Thank you.



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

March 28, 2017

City and Borough of Sitka

Attn: Sara Peterson, Municipal Clerk

Via Email: sara.peterson@cityofsitka.org
melissa.henshaw@cityofsitka.org

Re: Notice of 2017/2018 Liquor License Renewal Application

License Type:	Beverage Dispensary – Tourism	License Number:	5249
Licensee:	JL Totem, Inc.		
Doing Business As:	Totem Square Inn		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director and the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jedediah Smith".

Jedediah Smith, Local Government Specialist
amco.localgovernmentonly@alaska.gov



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

**Department of Commerce, Community,
and Economic Development**

ALCOHOLIC BEVERAGE CONTROL BOARD
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

November 1, 2016

JL Totem, Inc.
330 Seward Street
Sitka, AK 99835

Dear Licensee:

Enclosed is your liquor license renewal application for the 2017/2018 calendar years. The complete renewal application, corresponding fees, and any additional information requested on the application must be received at the Alcohol and Marijuana Control Office (AMCO) or postmarked no later than January 3, 2017. Any corporations or limited liability organizations that submit a renewal application must be in good standing with the Alaska Division of Corporations in order for the renewal application to be considered complete.

A personal or bank check, money order, or credit card (Visa, MasterCard, or Discover only) are all acceptable forms of payment for a renewal application. If you choose to pay by credit card, please write in your name and a valid contact phone number on the line below for the AMCO employee to call once the application is received.

Name: Lisa Laudon Phone: 907-230-4095

I understand that an AMCO employee will be calling me at the above number for payment information. If the call is unanswered, I must contact AMCO by close of business (4:30pm AST) the following business day and remit payment information in order to avoid having my application returned as incomplete.

AN APPLICATION THAT IS INCOMPLETE FOR ANY REASON, INCLUDING USE OF OUT-DATED FORMS OR OMISSION OF REQUIRED DOCUMENTS OR FEES, WILL BE RETURNED TO THE APPLICANT, PER 3 AAC 304.105(e).

Applications postmarked, emailed, or brought into the AMCO office after close of business at 4:30pm on January 3, 2017 will be assessed a \$500.00 late fee in addition to the regular renewal fees per AS 04.11.270(b)(3). Any incomplete applications or liquor license applications and required fees not postmarked or received in the ABC Board office by February 28, 2016 will be expired per AS 04.11.540.

This renewal season, we will be mailing out temporary licenses to all applicants that will allow you to operate while your application is in delegation and awaiting approval from the Alcoholic Beverage Control (ABC) Board. If a protest or objection is received for your application, under AS 04.11.480 or AS 04.11.470 respectively, or if AMCO staff identifies an issue, your application will be considered individually by the ABC Board, and a public hearing will be held, if required by statute. Upon ABC Board approval, your 2017/2018 liquor license will be mailed to you at the mailing address on file.

Please scan and email complete applications and documents to amco.admin@alaska.gov, or mail all complete application documents to the address above. Applications **will not be accepted** via fax machine due to State equipment shortages.

Sincerely,

Sarah Daulton Oates
Program Coordinator





Alaska Alcoholic Beverage Control Board
Renewal License Application
Form AB-17d: Beverage Dispensary – Tourism

What is this form?

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing beverage dispensary – tourism license that will expire on December 31, 2016. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only needs to be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

This form must be completed correctly and submitted to the Alcohol & Marijuana Control Office (AMCO)'s main office, along with all other required documents and fees, before any renewal license application will be considered complete.

Section 1 – Establishment and Contact Information

Enter information for the business seeking to have its license renewed.

Licensee:	JL Totem, Inc.	License #:	5249
License Type:	Beverage Dispensary-Tourism AS 04.11.400(d)	Statute:	AS 04.11.400(d)
Doing Business As:	Totem Square Inn		
Premises Address:	201 Katlian Street		
Local Governing Body:	City & Borough of Sitka		
Community Council:	None		

Mailing Address:	330 Seward Street				
City:	Anchorage Sitka	State:	Alaska	ZIP:	99835

Enter information for the licensee who will be designated as the primary point of contact regarding this application and the license.

Designated Licensee:	Lisa J. Laudon		
Contact Phone:	907-230-4095	Business Phone:	Same
Contact Email:	lisalaudon@gmail.com		

Seasonal License? Yes No
 If "Yes", write your six-month operating period: _____





Alaska Alcoholic Beverage Control Board
Renewal License Application
Form AB-17d: Beverage Dispensary – Tourism

Section 2 – Sole Proprietor Ownership Information

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 3.
 If more space is needed, please attach a separate sheet with the required information.
 The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: applicant affiliate

Name:				
Address:				
City:	State:	ZIP:		
Email:				
Contact Phone:				

This individual is an: applicant affiliate

Name:				
Address:				
City:	State:	ZIP:		
Email:				
Contact Phone:				

Section 3 – Entity Ownership Information

This subsection must be completed by any licensee that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC). Partnerships may skip to Page 3. Sole proprietors should skip to Section 4.

Alaska DOC Entity #:	10047952
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Alaska Division of Corporations: Yes No

Is your entity in good standing with the Alaska Division of Corporations?





Alaska Alcoholic Beverage Control Board
 Renewal License Application
 Form AB-17d: Beverage Dispensary – Tourism

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

This subsection must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a corporation, the following information must be completed for each stockholder who owns 10% or more of the stock in the corporation, and for each president, vice-president, secretary, and managing officer.
- If the applicant is a limited liability organization, the following information must be completed for each member with an ownership interest of 10% or more, and for each manager.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each partner with an interest of 10% or more, and for each general partner.

Entity Official:	Lisa J. Laudon			
Title(s):	Owner	Phone:	907-230-4088	% Owned: 50
Address:	3205 Lakeside Drive			
City:	Anchorage	State:	Alaska	ZIP: 99515

Entity Official:	John E. Emmi			
Title(s):	Owner	Phone:	907-229-7135	% Owned: 50
Address:	2819 Dawson Street			
City:	Anchorage	State:	Alaska	ZIP: 99503

Entity Official:				
Title(s):		Phone:		% Owned:
Address:				
City:		State:		ZIP:

Entity Official:				
Title(s):		Phone:		% Owned:
Address:				
City:		State:		ZIP:

Entity Official:				
Title(s):		Phone:		% Owned:
Address:				
City:		State:		ZIP:



**Alaska Alcoholic Beverage Control Board
Renewal License Application
Form AB-17d: Beverage Dispensary – Tourism**

Alcohol and Marijuana Control Office
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Section 4 – Authorization

Communication with AMCO staff:

Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

If "Yes", disclose the name of the individual and the reason for this authorization:

Sharon Bryant or Susan Doyle (Managers)

Section 5 – License Operation

Check the box that best describes your liquor license operations in calendar years 2015 and 2016:

The license was regularly operated continuously throughout each year, for 8 or more hours each day.

The license was regularly operated during a specific season each year, for 8 or more hours each day.

The license was only operated to meet the minimum requirement of 30 days each year, 8 hours each day.
If this box is checked, an AMCO employee will contact you after reviewing your application.

The license was not operated at all or was not operated for at least the minimum requirement of 30 days each year, 8 hours each day, during one or both of the calendar years.
If this box is checked, an AMCO employee will contact you after reviewing your application.

Section 6 – Convictions

Applicant convictions in calendar years 2015 and 2016:

Yes No

Has any person named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2015 or 2016?

If "Yes", list all convictions:

N/A





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Alaska Alcoholic Beverage Control Board
Renewal License Application
Form AB-17d: Beverage Dispensary – Tourism

Section 7 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and if the licensee is an organized entity, that all current entity officials and stakeholders are listed with the Alaska Division of Corporations.

Initials: *SL*

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

Initials: *SL*

I certify that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.

Initials: *SL*

I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers or stakeholders) from what is currently on file with the Alcoholic Beverage Control Board.

Initials: *SL*

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Alcoholic Beverage Control Board.

Initials: *SL*

I have submitted a written statement as part of this application that meets the attached Tourism Statement Guidelines.

Initials: *SL*

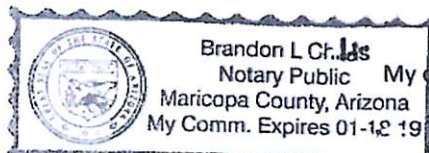
As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board 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 to me as incomplete.

[Signature]
 Signature of licensee

[Signature]
 Signature of Notary Public

Lisa J. Laudon
 Printed name of licensee

Notary Public in and for the State of *Arizona*



My commission expires: *01-18-2019*

Subscribed and sworn to before me this _____ day of _____, 20____.

License Fee:	\$ 2500.00	Filing Fee:	\$ 200.00	TOTAL:	\$ 2700.00
Late Fee of \$500.00 – if received or postmarked after 01/03/2017:					
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					\$ 2,700.00



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