



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

June 13, 2025

From: Alcohol.licensing@alaska.gov; amco.localgovernmentonly@alaska.gov;

Licensee: BPO Elks Lodge #1662

DBA: BPO Elks Lodge #1662

VIA email: sitka1662@outlook.com;

CC: None

Local Government 1: City & Borough of Sitka

Via Email: sara.peterson@cityofsitka.org; holley.bayne@cityofsitka.org;

Community Council: n/a

Via Email: n/a

Re: Club License #363 Combined Renewal Notice for 2025-2026 Renewal Cycle

License Number:	#363
License Type:	Club
Licensee:	BPO Elks Lodge #1662
Doing Business As:	BPO Elks Lodge #1662
Physical Address:	412 Sawmill Creek Road Sitka, AK, 99835
Designated Licensee:	Jon Shennett
Phone Number:	907-747-6822
Email Address:	sitka1662@outlook.com;

☒ License Renewal Application

☐ Endorsement Renewal Application

Dear Licensee:

Our staff has reviewed your application after receiving your application and the 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(s), your community council if your proposed premises are 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(s) will have 60 days to protest the renewal of your license.

Your application will be scheduled for the **June 24th, 2025** 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 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 endorsements, 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 a 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.

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 the 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

Sincerely,
Alysha Pacarro, Licensing Examiner II
For
Kevin Richard, Director



Document reference ID : 4876

Renewal Application Summary

Application ID:	4876
License No:	363
License Type applied for Renewal:	Club License (CL)
Licensee Name:	Bpo Elks Lodge #1662
Application Status:	In Review
Application Submitted On:	12/26/2024 05:09 PM AKST

Entity Information

Business Structure:	Non Profit
FEIN/SSN Number:	
Alaska Entity number (CBPL):	16209D
Alaska Entity Formed Date:	
Home State:	

Entity Contact Information

Entity Address:	412 Sawmill Creek Rd, Sitka, AK, 99835
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Renewal Information

Are there any changes to your ownership structure that have not been reported to AMCO prior to this application?:

No

As set forth in AS 04.11.330, how many hours did you operate during the first calendar year for this renewal period?:

The license was regularly operated continuously throughout the first calendar year for this renewal period.

As set forth in AS 04.11.330, how many hours did you operate during the second calendar year for this renewal period?:

The license was regularly operated continuously throughout the second calendar year for this renewal period.

Please select the seasonality:

Year-round

Has any person or entity in this application been convicted or disciplined for a violation of Title 04, 3 AAC 304 or 305, or a local ordinance adopted under AS 04.21.010 in the preceding two calendar years?:

No

Have any notices of violation or citations been issued for this license during the preceding two years?:

No

Attestations

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.

Signature

This application was digitally signed by : Melinda Lowrance on 12/26/2024 05:21 PM AKST


Payment Info

Payment Type : CC

Payment Id: 6b6708fc-25c5-49f3-8a5a-f4971ddf29e4

Receipt Number: 100999278

Payment Date: 12/26/2024 05:25 PM AKST



Jon Shennott



Document reference ID : 4876

Licensing Application Summary

Application ID: 4876

Applicant Name: Bpo Elks Lodge #1662

License Type applied for: Club License (CL) (AS 04.09.220)

Application Status: In Review

Application Submitted On: 12/26/2024 05:09 PM AKST

Entity Information

Business Structure: Non Profit

Alaska Entity Number (CBPL): 16209D

Entity Contact Information

Entity Address: 412 Sawmill Creek Rd, Sitka, AK, 99835, USA

Ownership / Principal Party Details

Principal Parent Entity	Principal Party	Role	%Ownership
Bpo Elks Lodge #1662	Jon Earl Shennett	Secretary	
Bpo Elks Lodge #1662	Jack Greenhalgh	President	
Bpo Elks Lodge #1662	Wayne Patterson	Vice President	
Bpo Elks Lodge #1662	Bethany Lowrance	Vice President	

Premises Address

Address: 412 Sawmill Creek Rd, Sitka, AK, 99835, USA

Does the proposed site include a valid street address? Yes

Basic Business information

Business/Trade Name: BPO Elks Lodge #1662

Local Government and Community Council Details

City/Municipality Sitka (City and Borough of)

Attestations

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

I certify 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.

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 305.700.

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

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.

I certify that all proposed licensees have been listed with Division of Corporation, Business, and Professional Licensing.

I certify that I and any individual identified in the business entity ownership section of this application, has or will read AS 04 and its implementing regulations.

I certify that in accordance with AS 04.09.220(c) the club, fraternal organization, patriotic organization, or social organization listed as the licensee in this application has been chartered by a state or national organization for a period of 10 consecutive years before the application for a license, or has been chartered by a national organization that has maintained a chartered club or organization in the state for a period of at least 20 years.

Signature

This application was digitally signed by : Melinda Lowrance on 12/26/2024 05:21 PM AKST

Payment Info

Payment Type : CC

Payment Id: 6b6708fc-25c5-49f3-8a5a-f4971ddf29e4

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