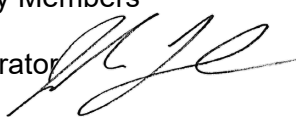


# City and Borough of Sitka

PROVIDING FOR TODAY . . . PREPARING FOR TOMORROW

*Coast Guard City, USA*

## MEMORANDUM

**To:** Mayor Eisenbeisz and Assembly Members  
**Thru:** John Leach, Municipal Administrator   
**From:** Sara Peterson, Municipal Clerk  
**Date:** April 19, 2021  
**Subject:** Approve liquor license renewal application for Allen Marine Tours

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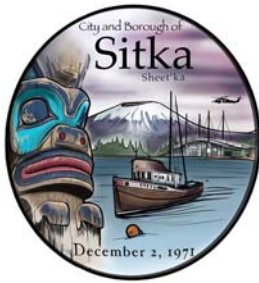
Our office has received notification of the following liquor license renewal application:

**Lic #:** 5746  
**DBA:** Allen Marine Tours  
**License Type:** Restaurant/Eating Place – Public Convenience - Seasonal  
**Licensee:** Allen Marine Tours, Inc.  
**Premises Address:** Lot 6, Finn Island - Sitka

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

**Recommendation:**

**Approve a liquor license renewal application for Allen Marine Tours, Inc at Lot 6 Finn Island and forward this approval to the Alcoholic Beverage Control Board without objection.**



# City and Borough of Sitka

PROVIDING FOR TODAY...PREPARING FOR TOMORROW

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*Coast Guard City, USA*

## MEMORANDUM

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

**From:** Sara Peterson, Municipal Clerk

**Date:** April 12, 2021

**Subject:** Liquor License Renewal Application – Allen Marine Tours

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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:

**Lic #:** **5746**  
**DBA:** Allen Marine Tours  
**License Type:** Restaurant/Eating Place – Public Convenience - Seasonal  
**Licensee:** Allen Marine Tours, Inc.  
**Premises Address:** Lot 6, Finn Island - Sitka

Please notify no later than **noon on April 19** of any reason to protest this renewal request. This request is scheduled to go before the Assembly on April 27.

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

April 9, 2021

City and Borough of Sitka

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

**Re: Notice of Liquor License Renewal Application**

License Number	DBA	Type	City	Borough	Community Council
5746	Allen Marine Tours	Restaurant/Eating Place - Public Convenience- Seaso	Sitka	Sitka	NONE

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,

Glen Klinkhart, Director

[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)



STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED

3/26/2021

ABC BOARD

LIQUOR LICENSE  
2021 - 2022

5746

LICENSE RENEWAL APPLICATION DUE  
DECEMBER 31, 2022 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT  
FEBRUARY 28, 2023 UNLESS DATED BELOW

TYPE OF LICENSE: Restaurant/Eating  
Convenience Se

04/15 - 10/15

LICENSE FEE: \$300.00

1139

CITY / BOROUGH: Sitka  
Sitka

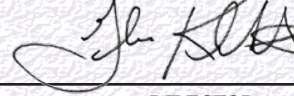
D/B/A: Allen Marine Tours  
Lot 6, Finn Island, Sitka, AK 9

Mail Address:  
Allen Marine Tours, Inc.  
PO Box 1049  
Sitka, AK 99835

This license cannot be transferred without permission  
of the Alcoholic Beverage Control Board

[ ] Special restriction - see reverse side

ISSUED BY ORDER OF THE  
ALCOHOLIC BEVERAGE CONTROL BOARD



DIRECTOR

04-900 (REV 9/09)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED

3/26/2021

ABC BOARD

LIQUOR LICENSE  
2021 - 2022

5746

LICENSE RENEWAL APPLICATION DUE  
DECEMBER 31, 2022 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT  
FEBRUARY 28, 2023 UNLESS DATED BELOW

TYPE OF LICENSE: Restaurant/Eatin  
Convenience Se

04/15 - 10/15

LICENSE FEE: \$300.00

CITY / BOROUGH: Sitka  
Sitka

D/B/A: Allen Marine Tours  
Lot 6, Finn Island, Sitka, AK 99835

Mailing Address:  
Allen Marine Tours, Inc.  
PO Box 1049  
Sitka, AK 99835

This license cannot be transferred without permission  
of the Alcoholic Beverage Control Board

[ ] Special restriction - see reverse side

ISSUED BY ORDER OF THE  
ALCOHOLIC BEVERAGE CONTROL BOARD

COPY

DIRECTOR

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 9/09)



## Alaska Alcoholic Beverage Control Board

**Master Checklist: Renewal Liquor License Application**

Doing Business As:		License Number:	
License Type:			
Examiner:		Transaction #:	

Document	Received	Completed	Notes
AB-17: Renewal Application			
App and License Fees			

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement			
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation			
AB-30: Minimum Operation			
AB-33: Restaurant Affidavit			
COI / COC / 5 Star			
FP Cards & Fees / AB-08a			
Late Fee			

Names on FP Cards:	
--------------------	--

	Yes	No
Selling alcohol in response to written order (package stores)?	<input type="checkbox"/>	<input type="checkbox"/>
Mailing address and contact information different than in database (if yes, update database)?	<input type="checkbox"/>	<input type="checkbox"/>
In "Good Standing" with CBPL (skip this and next question for sole proprietor)?	<input type="checkbox"/>	<input type="checkbox"/>
Officers and stockholders match CBPL and database (if "No", determine if transfer necessary)?	<input type="checkbox"/>	<input type="checkbox"/>

LGB 1 Response: City &amp; Borough of Sitka

LGB 2 Response:

☐

Waive

☐

Protest

☐

Lapsed

☐

Waive

☐

Protest

☐

Lapsed



Alaska Alcoholic Beverage Control Board

## Form AB-17: 2021/2022 License Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2020 per AS 04.11.270, 3 AAC 304.160, 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 02/28/2021 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- 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.

### Establishment Contact Information

Licensee (Owner):	Allen Marine Tours, Inc.	License #:	5746
License Type:	Restaurant/Eating Place - Public Convenience - Seasonal		
Doing Business As:	Allen Marine Tours		
Premises Address:	Lot 6, Finn Island, Sitka, AK 99835		
Local Governing Body:	City & Borough of Sitka		
Community Council:			

If your mailing address has changed, write the NEW address below:

Mailing Address:					
City:		State:		ZIP:	

### Section 1 – Licensee Contact Information

**Contact Licensee:** The individual listed below must be listed in Section 2 or 3 as an Official/Owner/Shareholder of your entity and must be listed on CBPL with the same name and title.

This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	David C. Allen	Contact Phone:	907-747-8100
Contact Email:	dallen@allenmarine.com		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee about your license, list them below:

Name of Contact:	Susan Ginn	Contact Phone:	907-747-8100
Contact Email:	sginn@allenmarine.com		

Name of Contact:		Contact Phone:	
Contact Email:			

Name of Contact:		Contact Phone:	
Contact Email:			



**Form AB-17: 2021/2022 License Renewal Application****Section 2 – Entity or Community Ownership Information****Sole Proprietors should skip this Section.**

Use the link from Corporations, Business and Professional Licensing (CBPL) below to assist you in finding the Entity #.

<https://www.commerce.alaska.gov/cbp/main/search/entities>

Alaska CBPL Entity #:	50333D
-----------------------	--------

**READ BEFORE PROCEEDING:** Any new or changes to Shareholders (10% or more), Managers, Corporate Officers, Board of Directors, Partners, Controlling Interest or Ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI-approved card stock, AB-08a's, payment of \$48.25 for each new officer with a date-stamped copy of the CBPL change per AS 04.11.045, 50 & 55, or a Notice of Violation will be issued to your establishment and your application will be returned.

The only exception to this is a Corporation who can meet the requirements set forth in AS 04.11.050(c).

**DO NOT LIST OFFICERS OR TITLES THAT ARE NOT REQUIRED FOR YOUR ENTITY TYPE.**

- **Corporations of any type including non-profit** must list **ONLY** the following:
  - All shareholders who own 10% or more stock in the corporation
  - Each President, Vice-President, Secretary, and Managing Officer regardless of percentage owned
- **Limited Liability Corporations, of any type** must list **ONLY** the following:
  - All Members with an ownership interest of 10% or more
  - All Managers (of the LLC, not the DBA) regardless of percentage owned
- **Partnerships of any type, including Limited Partnerships** must list **ONLY** the following:
  - Each Partner with an interest of 10% or more
  - All General Partners regardless of percentage owned

**Important Note:** All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You **must** list full legal names, all required titles, phone number, percentage of shares owned (if applicable) and a full mailing address for each official of your entity whose information we require. **If more space is needed: attach additional completed copies of this page. Additional information not on this page will be rejected.**

Name of Official:	David C. Allen				
Title(s):	Director, President, Secretary, Treasurer	Phone:	907-747-8100	% Owned:	100
Mailing Address:	PO Box 1049				
City:	Sitka	State:	AK	ZIP:	99835

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	

**Form AB-17: 2021/2022 License Renewal Application****Section 3 – Sole Proprietor Ownership Information**

**Corporations, LLC's and Partnerships of ALL kinds should skip this section.**

**READ BEFORE PROCEEDING:** Any new or changes to the ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI approved cardstock, AB-08a's, payment of \$48.25 for each new owner or officer and a date stamped copy of the CBPL change per AS 04.11.045, or a Notice of Violation will be issued to your establishment and your application will be returned.

**Important Note:** All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, phone number, and mailing address for each owner or partner whose information we require.

**If more space is needed, attach additional copies of this page. Additional owners not listed on this page will be rejected.**

This individual is an: ☐ Applicant ☐ Affiliate

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

This individual is an: ☐ Applicant ☐ Affiliate

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

**Section 4 – License Operation**

Check **ONE BOX** for EACH CALENDAR YEAR that best describes how this liquor license was operated:

- |   | 2019                                | 2020                                |
|---|-------------------------------------|-------------------------------------|
| 1. The license was regularly operated continuously throughout each year. (Year-round)   | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 2. The license was only operated during a specific season each year. (Seasonal)<br><i>If your operation dates have changed, list them below:</i><br>4/15                    to                    10/15   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.<br><i>A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.</i>  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 4. 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. <i>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.</i> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

**If you have not met the minimum number of hours of operation in 2020, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "OTHER" and COVID is listed as the reason.**

**Section 5 – Violations and Convictions**

Have ANY Notices of Violation been issued for this license OR 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 2019 or 2020?

Yes ☐ No ☒

**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.**

AMCO

DEC 14 2020



**Form AB-17: 2021/2022 License Renewal Application****Section 6 – 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 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

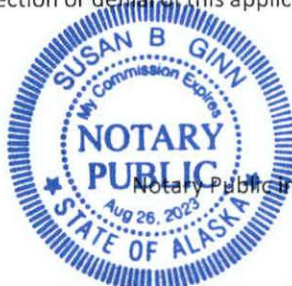
- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and 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.
- 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 accurately listed, and I have provided AMCO with all required changes of Shareholders (10% or more), Managers, Corporate Officers/Board of Directors, Partners, Controlling Interest or Ownership of the business license, and have provided all required documents for any new or changes in 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 304.465.
- 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 from what is currently approved and on file with the Alcoholic Beverage Control Board.

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.

Signature of licensee

David C. Allen

Printed name of licensee



Signature of Notary Public

Notary Public in and for the State of: AlaskaMy commission expires: Aug. 26, 2023Subscribed and sworn to before me this 19th day of October, 2020.

**Restaurant/Eating Place** applications must include a completed AB-33: Restaurant Receipts Affidavit

**Recreational Site** applications must include a completed Recreational Site Statement

**Tourism** applications must include a completed Tourism Statement

**Wholesale** applications must include a completed AB-25: Supplier Certification

All renewal and supplemental forms are available online

Any application that is not complete or does not include **ALL** required completed forms and fees will not be processed and will be returned per AS 04.11.270, 3 AAC 304.105.

**FOR OFFICE USE ONLY**

License Fee:	\$ <u>300</u>	Application Fee:	\$ 300.00	Misc. Fee:	\$
Total Fees Due:					\$ <u>600</u>

AMCO

DEC 14 2020

Department of Commerce, Community, and Economic Development

# CORPORATIONS, BUSINESS & PROFESSIONAL LICENSING

[State of Alaska](#) / [Commerce](#) / [Corporations, Business, and Professional Licensing](#) / [Search & Database Download](#) / [Corporations](#) / Entity Details

## ENTITY DETAILS

### Name(s)

Type	Name
Legal Name	ALLEN MARINE TOURS, INC.

**Entity Type:** Business Corporation

**Entity #:** 50333D

**Status:** Good Standing

**AK Formed Date:** 9/24/1992

**Duration/Expiration:** Perpetual

**Home State:** ALASKA

**Next Biennial Report Due:** 1/2/2022

**Entity Mailing Address:** PO BOX 1049, SITKA, AK 99835

**Entity Physical Address:** 1512 SAWMILL CREEK RD, SITKA, AK 99835

### Registered Agent

**Agent Name:** DAVID ALLEN

**Registered Mailing Address:** PO BOX 1049, SITKA, AK 99835

**Registered Physical Address:** 1512 SAWMILL CREEK RD, SITKA, AK 99835

### Officials

☐ Show Former

AK Entity #	Name	Titles	Owned
	DAVID ALLEN	Director, President, Shareholder, Secretary, Treasurer	100.00

### Filed Documents

Date Filed	Type	Filing	Certificate
9/24/1992	Creation Filing	<a href="#">Click to View</a>	
10/07/1992	Initial Report	<a href="#">Click to View</a>	
2/07/1994	Biennial Report	<a href="#">Click to View</a>	
2/02/1996	Biennial Report	<a href="#">Click to View</a>	
12/29/1997	Biennial Report	<a href="#">Click to View</a>	
12/30/1999	Biennial Report	<a href="#">Click to View</a>	
12/24/2001	Biennial Report	<a href="#">Click to View</a>	
12/22/2003	Biennial Report	<a href="#">Click to View</a>	
11/07/2005	Biennial Report	<a href="#">Click to View</a>	
8/19/2010	Biennial Report	<a href="#">Click to View</a>	
8/19/2010	Biennial Report	<a href="#">Click to View</a>	
1/05/2011	Biennial Report	<a href="#">Click to View</a>	
6/19/2013	Certificate of Compliance		<a href="#">Click to View</a>
5/12/2014	Biennial Report	<a href="#">Click to View</a>	
12/14/2015	Biennial Report	<a href="#">Click to View</a>	
10/19/2017	Change of Officials	<a href="#">Click to View</a>	
10/19/2017	Agent Change	<a href="#">Click to View</a>	
11/15/2017	Biennial Report	<a href="#">Click to View</a>	
2/28/2020	Biennial Report	<a href="#">Click to View</a>	



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

Division of Corporations, Business, and Professional Licensing

PO Box 110806, Juneau, AK 99811-0806

This is to certify that

**ALLEN MARINE TOURS, INC**

PO BOX 1049, SITKA, AK 99835-1049

owned by

ALLEN MARINE TOURS, INC.

is licensed by the department to conduct business for the period

November 13, 2019 to December 31, 2021  
for the following line(s) of business:

48 - Transportation and Warehousing



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.  
It is not transferable or assignable.

Julie Anderson  
Commissioner