

**MEETING AGENDA  
5:30 P.M. / COUNCIL CHAMBERS**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES**
  - a. Minutes of November 8, 2018
- 4. APPROVAL OF AGENDA**
- 5. UNFINISHED BUSINESS**
  - a. Code Committee's To Do List
- 6. NEW BUSINESS**
  - a. Windmill Grille Liquor License Renewal
  - b. Sea Inn Liquor License Renewal
  - c. J & R Green Farm Marijuana Cultivation Facility License Application
  - d. Bristol Bay Bud Retail Marijuana Store License Application
- 7. PUBLIC COMMENT/COMMITTEE COMMENTS**
- 8. ADJOURNMENT**



**1. CALL TO ORDER**

The Code Review Committee met on Thursday, November 8, 2018, in the City Council Chambers, Dillingham, AK. Council Member Chris Maines chaired the meeting and called the meeting to order at 5:30 p.m.

**2. ROLL CALL**

Committee Members present:

Mayor Alice Ruby	Chris Maines	Gregg Marxmiller
Lori Goodell	Tod Larson	

Members absent:

Chris Napoli – excused (arrived at 5:42)

**3. APPROVAL OF MINUTES**

- a. Minutes of October 25, 2018

MOTION: Alice Ruby moved and Gregg Marxmiller seconded the motion to approve the minutes of October 25, 2018.

VOTE: The motion passed unanimously by voice vote.

**4. APPROVAL OF AGENDA**

MOTION: Gregg Marxmiller moved and Alice Ruby seconded the motion to approve the agenda.

VOTE: The motion passed unanimously by voice vote.

**5. UNFINISHED BUSINESS**

- a. Code Committee’s To Do List

Updates to the list;

- The Code Committee To Do List will be updated to remove the completed items; 4.15.030 Sunset Clause; 15.08 Building Code; and Senior/Disabled Veteran RP exemption overview. The City Clerk will discuss 4.20.020 1(a) with the Finance Director and report back to the committee.

- b. Ordinance 2018-07, Title 7 Animals

The updated ordinance was reviewed.

MOTION: Chris Napoli moved and Gregg Marxmiller seconded the motion to forward Ordinance 2018-07 Title 7, Animals to City Council for introduction at the December 6, 2018 meeting.

VOTE: The motion passed unanimously by voice vote.

**6. NEW BUSINESS**

There was no new business.

**7. PUBLIC COMMENT/COMMITTEE COMMENTS**

The next Code Review Committee Meeting will be scheduled in January 2019.

**8. ADJOURNMENT**

The meeting adjourned at 6:12 p.m.

\_\_\_\_\_  
Chris Maines, Chair

ATTEST:

\_\_\_\_\_  
Lori Goodell, City Clerk

Approval Date: \_\_\_\_\_

**CODE REVIEW COMMITTEE'S TO DO LIST**

Updated 10.09.18

<b>C#YR</b>	<b>DATE ASSIGNED</b>	<b>TASK</b>	<b>STATUS Resolved?</b>	<b>Finance &amp; Code</b>
	Feb. 1, 2018	4.20.020 1(a) Sales tax levied at time of purchase vs change of ownership	NO	
	August 2, 2018	Retail Plastic Bag Discussion	NO	
	Dec. 6. 2018	Review Sales Tax exemption regarding lease		
	Dec. 6. 2018	Review personal use v commercial use; fishing vessels		



Lori Goodell &lt;cityclerk@dillinghamak.us&gt;

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**4.20.020 1(a)**

1 message

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**Anita Fuller** <anita.fuller@dillinghamak.us>  
To: Lori Goodell <CityClerk@dillinghamak.us>

Mon, Jan 7, 2019 at 4:13 PM

Lori,

I have read the municipal code several times to see what Navin may have wanted to address. I do not see that there needs to be a change in the code. My recommendation is to drop this from the task lists for the Code Review Committee.

Finance Director

City of Dillingham

PO Box 889

Dillingham, AK 99576

907-842-1450 Direct

907-842-5211 Office

Anita.Fuller@dillinghamak.us

This message and any attachments are intended only for the addressee(s) and may contain privileged or confidential information. Any unauthorized disclosure is strictly prohibited. If you have received this message in error, please notify us immediately so that we may correct our internal records. Please then permanently delete the original message and any attachments and destroy any copies.

Thank you.



LIQUOR LICENSE APPLICATION REVIEW FORM

Received
_____
_____

<b>License Renewal</b>	<b>License Transfer</b>	<b>New License</b>	<b>Other</b>
<b>Doing Business As</b>	<b>License Type</b>	<b>Licensee</b>	<b>Physical Address</b>

This review covers the period \_\_\_\_\_ to \_\_\_\_\_.

Route to FINANCE \_\_\_\_\_ **Respond by:** \_\_\_\_\_ Info. Available as of \_\_\_\_\_  
Date Date Date

ACTIVITY	STATUS
<b>Sales Tax</b>  <b>Reports Filed and Payments Submitted</b>	Bal. Due _____ Date/Amt. of Last Payment _____  No. late payments _____ <b>Comment:</b> _____
<b>Real Property Tax</b>  <b>Owns the property?</b> <b>YES NO</b>	Bal. Due _____ Date/Amt. of Last Payment _____  No. late payments _____ <b>Comment:</b> _____
<b>Personal Property Tax</b>  <b>(Inventory, Supplies, Office Equipment)</b>	Bal. Due _____ Date/Amt. of Last Payment _____  No. late payments _____ <b>Comment:</b> _____
<b>Utility Bill</b>  <b>Responsible for utilities?</b> <b>YES NO</b>	Bal. Due _____ Date/Amt. of Last Payment _____  No. late payments _____ <b>Comment:</b> _____
<b>Most Current DLG Business License</b>	_____ License Year Date Applied <b>Comment:</b> _____
<b>Most Current AK State Bus. License</b>	_____ License Year Date Applied <b>Comment:</b> _____



Received
_____
_____

<b>License Renewal</b>	<b>License Transfer</b>	<b>New License</b>	<b>Other</b>
<b>Doing Business As</b>	<b>License Type</b>	<b>Licensee</b>	<b>Physical Address</b>

This review covers the period \_\_\_\_\_ to \_\_\_\_\_.

Route to Public Safety \_\_\_\_\_ **Respond by:** \_\_\_\_\_ Info. Available as of \_\_\_\_\_  
Date Date Date

Have there been any adverse reports filed in the past two years? YES NO

If yes, explain in detail and include dates. Use a separate sheet of paper if necessary. :

Serving to minors (under 21 years of age).

Intoxicated person on licenses premises.

Serving alcoholic beverages after hours.

Pattern of disturbances or fights on the licenses premises.

Open sale of prohibited drugs on the licenses premises.

Additional comments:



Received
_____
_____

<b>License Renewal</b>	<b>License Transfer</b>	<b>New License</b>	<b>Other</b>
<b>Doing Business As</b>	<b>License Type</b>	<b>Licensee</b>	<b>Physical Address</b>

This review covers the period \_\_\_\_\_ to \_\_\_\_\_.

Route to PLANNING \_\_\_\_\_ **Respond by:** \_\_\_\_\_ Info. Available as of \_\_\_\_\_  
Date Date Date

1) Does the structure, or use of land or a structure, including parking requirements at the proposed license location conform to Title 18. Explain.

2) License Transfer and New Licenses require a public hearing DMC 8.18.020, B. Provide a detail of the Public Notice Requirements.



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_____

<b>License Renewal</b>	<b>License Transfer</b>	<b>New License</b>	<b>Other</b>
<b>Doing Business As</b>	<b>License Type</b>	<b>Licensee</b>	<b>Physical Address</b>

Reviewed by: \_\_\_\_\_  
Date

Recommendation:

No Action

Deny

Explain the reason(s) for a denial of the application:

OTHER:

**During the two year period that the license is in effect, state statute allows the local governing body to protest the continued operation of a license during the second year of the biennial license period. This may be done by sending both the Alcohol Marijuana and Control Board and the licensee a protest and the reason for the protest by January 31 of the second year of the license.**

OTHER Comment:



January 2, 2019

City of Dillingham  
Attn: Lori Goodell  
Via Email: [cityclerk@dillinghamak.us](mailto:cityclerk@dillinghamak.us)

**Re: Notice of 2019/2020 Liquor License Renewal Application**

<b>License Type:</b>	Restaurant/Eating Place	<b>License Number:</b>	2652
<b>Licensee:</b>	Nina J Corbett		
<b>Doing Business As:</b>	Windmill Grille		

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,

Erika McConnell, Director  
[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)





Alaska Alcoholic Beverage Control Board

## Master Checklist: Renewal Liquor License Application

Doing Business As:	Windmill Grille	License Number:	2652
License Type:	Restaurant/Eating Place		
Examiner:	JOHN	Transaction #:	987971 ✓

Document	Received	Completed	Notes
AB-17: Renewal Application	12/7/18	12/26/18	
App and License Fees	12/7/18	12/7/18	

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	12/7/18	12/26/18	
COI / COC / 5 Star			
FP Cards & Fees / AB-08a			
Late Fee			

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

**LGB 1 Response:**

Waive     Protest     Lapsed

**LGB 2 Response:**

Waive     Protest     Lapsed



**Alaska Alcoholic Beverage Control Board**  
**Restaurant or Eating Place License**  
**Form AB-17a: 2019/2020 Renewal License Application**

**What is this form?**

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing restaurant or eating place liquor license that will expire on December 31, 2018. 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 should 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. Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees that an application will be considered complete, or that a license will be renewed.**

**Section 1 – Establishment and Contact Information**

Enter information for the business seeking to have its license renewed. If any populated information is incorrect, please contact AMCO.

<b>Licensee:</b>	Nina J. Corbett	<b>License #:</b>	2652
<b>License Type:</b>	Restaurant or Eating Place	<b>Statute:</b>	AS 04.11.100
<b>Doing Business As:</b>	Windmill Grille		
<b>Premises Address:</b>	1544 Kanakanak Road		
<b>Local Governing Body:</b>	City of Dillingham		
<b>Community Council:</b>	None		

<b>Mailing Address:</b>	PO Box 1216		
<b>City:</b> DIG	<b>State:</b> AK	<b>ZIP:</b>	99576

Enter information for the individual who will be designated as the primary point of contact regarding this application. This individual **must be a licensee** who is required to be listed in and authorized to sign this application.

<b>Contact Licensee:</b>	Nina Corbett	<b>Contact Phone:</b>	842-1246
<b>Contact Email:</b>	windmillgrille@yahoo.com		

**Optional:** If you wish for AMCO staff to communicate with individual who is not a licensee named on this form (eg: legal counsel) about this application and other matters pertaining to the license, please provide that person's contact information in the fields below.

<b>Name of Contact:</b>		<b>Contact Phone:</b>	
<b>Contact Email:</b>			



# Form AB-17a: 2019/2020 Restaurant Renewal License Application

## Section 2 – Entity or Community Ownership Information

This top 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, Business & Professional Licensing (CBPL). This number is neither your EIN/tax ID number, nor your business license number. You may view your entity's status or find your CBPL entity number by using the following site: <https://www.commerce.alaska.gov/cbp/main/search/entities>

General partnerships and local governments should skip to the second half of this page. Licensees who directly hold a license as an individual or individuals should skip to Section 3.

*- sole proprietor -*

<b>Alaska CBPL Entity #:</b>	
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**You must ensure that you are able to certify the following statement before signing your initials in the box to the right:** Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.

This subsection must be completed by any **community** or **entity**, including a corporation, limited liability company, 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**.

**Important Note:** The information provided in the below fields (including spelling of names, specific titles, and percentages held) must match that which is listed with CBPL. If one individual holds multiple titles mentioned in the bullets above, all titles must be listed for that individual on this application and with CBPL. Failure to list all required titles constitutes an incomplete application.

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

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

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



# Form AB-17a: 2019/2020 Restaurant Renewal License Application

## Section 3 – Sole Proprietor Ownership Information

This section must be completed by any licensee who directly holds the license as an **individual or multiple individuals** and is applying for license renewal. If more space is needed, please attach a separate sheet that includes all of the required information. Entities should skip to Section 4. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an:  applicant  affiliate (spouse)

Name:	Nina Corbett		Contact Phone:	842-1240	
Mailing Address:	PO Box 1216				
City:	Pittburgham	State:	AK	ZIP:	99576
Email:	windmillgrille@yahoo.com				

This individual is an:  applicant  affiliate (spouse)

Name:	Jon Corbett		Contact Phone:	842-1240	
Mailing Address:	PO Box 1216				
City:	Pittburgham	State:	AK	ZIP:	99576
Email:	windmillgrille@yahoo.com				

## Section 4 – Alcohol Server Education

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

Initials

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of a patron 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, as set forth in AS 04.21.025 and 3 AAC 304.465.

## Section 5 – License Operation

Check a single box for each calendar year that best describes how this liquor license was operated:

2017    2018

The license was regularly operated continuously throughout each year.

The license was regularly operated during a specific season each year.

The license was only operated to meet the minimum requirement of 240 total hours each calendar year. If this box is checked, a complete copy of Form AB-30: Proof of Minimum Operation Checklist, and all necessary documentation must be provided with this application.

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 of the calendar years.

If this box is checked, a complete copy of 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 for at least the minimum requirement, unless a complete copy of the form (including fees) has already been submitted for that year.



# Form AB-17a: 2019/2020 Restaurant Renewal License Application

## Section 6 – Violations and Convictions

Applicant violations and convictions in calendar years 2017 and 2018:

Yes No

Have any notices of violation (NOVs) been issued to this licensee in the calendar years 2017 or 2018?

*expired TAMS card 2018*

Yes  No

Has any person or entity 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 2017 or 2018?

Yes  No

If "Yes" to either of the previous two questions, attach a separate page to this application listing all NOVs and/or convictions.

## 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 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.

*MC*

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, managers, general partners, or stakeholders) from what is currently approved and on file with the Alcoholic Beverage Control (ABC) Board.

*MC*

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.

*MC*

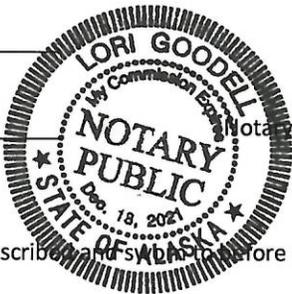
I am submitting as part of this application a completed copy of Form AB-33: Restaurant Receipts Affidavit, to provide evidence to the ABC Board that this establishment met the food sales requirement set forth in AS 04.11.100(e).

*MC*

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 or 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 to me as incomplete.

*Niva Corbett*  
Signature of licensee

*Niva Corbett*  
Printed name of licensee



*Lori Goodell*  
Signature of Notary Public

Notary Public in and for the State of Alaska

My commission expires: Dec 18, 2021

Subscribed and sworn to before me this 28 day of November, 2018.

Seasonal License?  Yes  No

If "Yes", write your six-month operating period: \_\_\_\_\_

License Fee:	\$ 600.00	Application Fee:	\$ 300.00	TOTAL:	\$ 900.00
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					

# Notice of Violation

(3AAC 304.525)

This form, all information provided and responses are public documents per Alaska Public Records ACT AS 40.25

Date: 6-20-18

License #/Type: #2652 / Restaurant / Eating Place

Licensee: Nina J. Corbett

Address: 1544 Kanakanak Road, Dillingham, AK

DBA: Windmill Grille

AMCO Case #: AB18-0696

This is a notice to you as licensee that an alleged violation has occurred. If the Alcoholic Beverage Control Board decides to act against your license, under the provisions of AS 44.62.330 - AS 44.62.630 (Administrative Procedures Act) you will receive an Accusation and Notice of your right to an Administrative Hearing.

Note: This is not an accusation or a criminal complaint.

On 6-20-18, an inspection was conducted at your establishment. A server was asked if the investigator could talk with the owner/manager. The server identified Jonathan R. Corbett as that person. Corbett was asked to provide proof of server education at which time he stated he did not have his card on him. When asked if he had taken the TAP course he replied he did. On 6-19-18, Investigator Hamilton contacted Alaska's CHARR and learned they had no record of Corbett .

Your attention is directed to AS 04.21.026: Alcohol server education

**You are directed to respond in writing to this Notice of Violation within 10 days of receipt to explain what action you have taken to prevent a re-occurrence of this violation. FAILURE TO RESPOND TO THIS NOTICE OF VIOLATION WITHIN 10 DAYS WILL RESULT IN YOUR APPEARANCE, EITHER IN PERSON OR TELEPHONICALLY, BEFORE THE ABC BOARD AT THEIR NEXT REGULARLY SCHEDULED BOARD MEETING.**

**\*Please send your response to the address below and include your alcohol license number in your response.**

3 AAC 304.525 (B) provides that upon receipt of a Notice of Violation, a licensee may request to appear before the Director and be heard regarding the Notice of Violation. The request must be made within ten days after receipt of the Notice and the Director must grant an appearance within ten days after receipt of a request. A Licensee shall respond, either orally or in writing, to the Notice.

**Alcohol & Marijuana Control Office**

**ATTN: Enforcement**

**550 W. 7<sup>th</sup> Ave, Suite 1600**

**Anchorage, Alaska 99501**

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

AMCO

DEC 07 2018

Issuing Investigator: J. Hamilton

Received by:

SIGNATURE: *JR Hamilton*

SIGNATURE:

Delivered VIA: Mail

Date:



LIQUOR LICENSE APPLICATION REVIEW FORM

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<b>Doing Business As</b>	<b>License Type</b>	<b>Licensee</b>	<b>Physical Address</b>

This review covers the period \_\_\_\_\_ to \_\_\_\_\_.

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Date Date Date

ACTIVITY	STATUS
<b>Sales Tax</b>  <b>Reports Filed and Payments Submitted</b>	Bal. Due _____ Date/Amt. of Last Payment _____  No. late payments _____ <b>Comment:</b>
<b>Real Property Tax</b>  <b>Owns the property?</b> YES      NO	Bal. Due _____ Date/Amt. of Last Payment _____  No. late payments _____ <b>Comment:</b>
<b>Personal Property Tax</b>  <b>(Inventory, Supplies, Office Equipment)</b>	Bal. Due _____ Date/Amt. of Last Payment _____  No. late payments _____ <b>Comment:</b>
<b>Utility Bill</b>  <b>Responsible for utilities?</b> YES      NO	Bal. Due _____ Date/Amt. of Last Payment _____  No. late payments _____ <b>Comment:</b>
<b>Most Current DLG Business License</b>	_____ License Year      Date Applied <b>Comment:</b>
<b>Most Current AK State Bus. License</b>	_____ License Year      Date Applied <b>Comment:</b>



Received
_____
_____

<b>License Renewal</b>	<b>License Transfer</b>	<b>New License</b>	<b>Other</b>
<b>Doing Business As</b>	<b>License Type</b>	<b>Licensee</b>	<b>Physical Address</b>

This review covers the period \_\_\_\_\_ to \_\_\_\_\_.

Route to Public Safety \_\_\_\_\_ **Respond by:** \_\_\_\_\_ Info. Available as of \_\_\_\_\_  
Date Date Date

Have there been any adverse reports filed in the past two years? YES NO

If yes, explain in detail and include dates. Use a separate sheet of paper if necessary. :

Serving to minors (under 21 years of age).

Intoxicated person on licenses premises.

Serving alcoholic beverages after hours.

Pattern of disturbances or fights on the licenses premises.

Open sale of prohibited drugs on the licenses premises.

Additional comments:



Received
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<b>Doing Business As</b>	<b>License Type</b>	<b>Licensee</b>	<b>Physical Address</b>

This review covers the period \_\_\_\_\_ to \_\_\_\_\_.

Route to PLANNING \_\_\_\_\_ **Respond by:** \_\_\_\_\_ Info. Available as of \_\_\_\_\_  
Date Date Date

1) Does the structure, or use of land or a structure, including parking requirements at the proposed license location conform to Title 18. Explain.

2) License Transfer and New Licenses require a public hearing DMC 8.18.020, B. Provide a detail of the Public Notice Requirements.



Received
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<b>Doing Business As</b>	<b>License Type</b>	<b>Licensee</b>	<b>Physical Address</b>

Reviewed by: \_\_\_\_\_  
Date

Recommendation:

No Action

Deny

Explain the reason(s) for a denial of the application:

OTHER:

**During the two year period that the license is in effect, state statute allows the local governing body to protest the continued operation of a license during the second year of the biennial license period. This may be done by sending both the Alcohol Marijuana and Control Board and the licensee a protest and the reason for the protest by January 31 of the second year of the license.**

OTHER Comment:



January 9, 2019

City of Dillingham  
Attn: Lori Goodell  
Via Email: [cityclerk@dillinghamak.us](mailto:cityclerk@dillinghamak.us)

**Re: Notice of 2019/2020 Liquor License Renewal Application**

<b>License Type:</b>	Beverage Dispensary	<b>License Number:</b>	1015
<b>Licensee:</b>	Sea Inn Properties, LLC		
<b>Doing Business As:</b>	Sea 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,

Erika McConnell, Director  
[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)





Alaska Alcoholic Beverage Control Board

**Master Checklist: Renewal Liquor License Application**

Doing Business As:	Sea Inn	License Number:	1015
License Type:	Beverage Dispensary		
Examiner:	JOHN	Transaction #:	987939 ✓

Document	Received	Completed	Notes
AB-17: Renewal Application	12/7/18	1/4/19	
App and License Fees	12/7/18	12/7/18	

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

LGB 1 Response:

Waive  Protest  Lapsed

LGB 2 Response:

Waive  Protest  Lapsed



Alaska Alcoholic Beverage Control Board

**Form AB-17: 2019/2020 Renewal License Application**

**What is this form?**

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing liquor license that will expire on December 31, 2018. 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 should 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. Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees that an application will be considered complete, or that a license will be renewed.**

**Section 1 – Establishment and Contact Information**

Enter information for the business seeking to have its license renewed. If any populated information is incorrect, please contact AMCO.

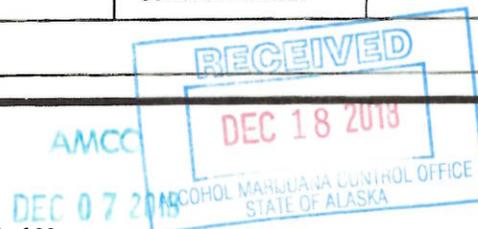
Licensee:	Sea Inn Properties LLC	License #:	1015
License Type:	Beverage Dispensary	Legal Ref.:	AS 04.11.090
Doing Business As:	Sea Inn		
Premises Address:	8 Alley Way, <del>203 W 2nd Ave</del> 8 ALLEY WAY D.V.		
Local Governing Body:	City of Dillingham		
Community Council:	None		
Mailing Address:	PO Box 1229		
City:	DILLINGHAM	State:	ALASKA
		ZIP:	99576

Enter information for the individual who will be designated as the primary point of contact regarding this application. This individual **must be a licensee** who is required to be listed in and authorized to sign this application.

Contact Licensee:	DEWIND VARNER	Contact Phone:	907-842-2233
Contact Email:	sealinnbqr@alaska.com		

**Optional:** If you wish for AMCO staff to communicate with individual who is not a licensee named on this form (eg: legal counsel) about this application and other matters pertaining to the license, please provide that person's contact information in the fields below.

Name of Contact:		Contact Phone:	
Contact Email:			





# Form AB-17: 2019/2020 Renewal License Application

## Section 2 – Entity or Community Ownership Information

This top 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, Business & Professional Licensing (CBPL). This number is neither your EIN/tax ID number, nor your business license number. You may view your entity's status or find your CBPL entity number by using the following site: <https://www.commerce.alaska.gov/cbp/main/search/entity>

General partnerships and local governments should skip to the second half of this page. Licensees who directly hold a license as an individual or individuals should skip to Section 3

Alaska CBPL Entity #:	121214
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You must ensure that you are able to certify the following statement before signing your initials in the box to the right: Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL

--

This subsection must be completed by any community or entity, including a corporation, limited liability company, 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

**Important Note:** The information provided in the below fields (including spelling of names, specific titles, and percentages held) must match that which is listed with CBPL. If one individual holds multiple titles mentioned in the bullets above, all titles must be listed for that individual on this application and with CBPL. Failure to list all required titles constitutes an incomplete application.

Name of Official:	DENNIS VARNER			
Title(s):	GENERAL MANAGER D.V. PARTNER	Phone:	907-841-7133	% Owned: 100 D.V.
Mailing Address:	PO BOX 1229			
City:	PILLOW HAY	State:	ALASKA	ZIP: 99576

Name of Official:	MELISSA VALUIN			
Title(s):	MANAGER VICE PARTNER D.V.	Phone:	907-841-7133	% Owned: 50 D.V.
Mailing Address:	PO BOX 1229			
City:	PILLOW HAY	State:	ALASKA	ZIP: 99576

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





# Form AB-17: 2019/2020 Renewal License Application

## Section 3 – Sole Proprietor Ownership Information

This section must be completed by any licensee who directly holds the license as an **individual or multiple individuals** and is applying for license renewal. If more space is needed, please attach a separate sheet that includes all of the required information. Entities should skip to Section 4. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an:  applicant  affiliate (spouse)

Name:	N/A			Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

This individual is an:  applicant  affiliate (spouse)

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

## Section 4 – Alcohol Server Education

This section must be completed only by the holder of a **beverage dispensary, club, or pub license or conditional contractor's permit**. The holders of all other license types should skip to Section 5.

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

Initials

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of a patron 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, as set forth in AS 04.21.025 and 3 AAC 304.465.

## Section 5 – License Operation

Check a single box for each calendar year that best describes how this liquor license was operated:

	2017	2018
The license was regularly operated continuously throughout each year.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
The license was regularly operated during a specific season each year.	<input type="checkbox"/>	<input type="checkbox"/>
The license was only operated to meet the minimum requirement of 240 total hours each calendar year. <i>If this box is checked, a complete copy of Form AB-30: Proof of Minimum Operation Checklist, and all necessary documentation must be provided with this application.</i>	<input type="checkbox"/>	<input type="checkbox"/>
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 of the calendar years. <i>If this box is checked, a complete copy of 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 for at least the minimum requirement, unless a complete copy of the form (including fees) has already been submitted for that year.</i>	<input type="checkbox"/>	<input type="checkbox"/>



**Alaska Alcoholic Beverage Control Board**  
**Form AB-17: 2019/2020 Renewal License Application**

**Section 6 – Violations and Convictions**

**Applicant violations and convictions in calendar years 2017 and 2018:**

	Yes	No
Have any notices of violation (NOVs) been issued to this licensee in the calendar years 2017 or 2018?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Has any person or entity 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 2017 or 2018?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If "Yes" to either of the previous two questions, attach a separate page to this application listing all NOVs and/or convictions.

**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 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.	<input type="checkbox"/> D.V.
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, managers, general partners, or stakeholders) from what is currently approved and on file with the Alcoholic Beverage Control Board.	<input type="checkbox"/> D.V.
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.	<input type="checkbox"/> D.V.

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 or 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 to me as incomplete.

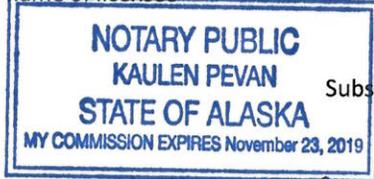
*[Signature]*  
 Signature of licensee

*[Signature]*  
 Signature of Notary Public

DENNIS VANURA  
 Printed name of licensee

Notary Public in and for the State of Alaska

My commission expires: 11/23/2019



Subscribed and sworn to before me this 3<sup>rd</sup> day of December, 2018.

Seasonal License?  Yes  No

If "Yes", write your six-month operating period: \_\_\_\_\_

License Fee:	\$ 2500.00	Application Fee:	\$ 300.00	TOTAL:	\$ 2800.00
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					\$ 2,800.00

Details

# ENTITY DETAILS

## Name(s)

Type	Name
Legal Name	Sea Inn Properties, LLC

**Entity Type:** Limited Liability Company

**Entity #:** 121214

**Status:** Good Standing

**AK Formed Date:** 2/2/2009

**Duration/Expiration:** Perpetual

**Home State:** ALASKA

**Next Biennial Report Due:** 1/2/2021

**Entity Mailing Address:** P.O. BOX 1229, DILLINGHAM, AK 99576

**Entity Physical Address:** 203 W. 2ND AVE, DILLINGHAM, AK 99576

## Registered Agent

**Agent Name:** Dennis Varner

**Registered Mailing Address:** P.O. Box 1229, DILLINGHAM, AK 99576

**Registered Physical Address:** 18 Alley Way, Dillingham, AK 99576

## Officials

AK Entity #	Name	Titles	<input type="checkbox"/> Show Former Owned
	Dennis Varner	Member, Manager	100
	Melissa Varner	Manager	

## Filed Documents

Date Filed	Type	Filing	Certificate
2/02/2009	Creation Filing	<a href="#">Click to View</a>	<a href="#">Click to View</a>
7/21/2009	Initial Report	<a href="#">Click to View</a>	
6/25/2012	Biennial Report	<a href="#">Click to View</a>	
1/15/2013	Biennial Report	<a href="#">Click to View</a>	



THE STATE  
of **ALASKA**  
GOVERNOR MICHAEL J. 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

January 4, 2019

Ray N. Kase, JR  
DBA J & R Green Farm  
Via: [weldingpipesteel@hotmail.com](mailto:weldingpipesteel@hotmail.com)

Re: J & R Green Farm, License #17948

Dear Mr. Ray N. Kase, JR,

At the December 20-21, 2018, meeting of the Marijuana Control Board in Anchorage, Alaska, the board voted to approve your limited marijuana cultivation facility with delegation to the director. Delegation means that the board has authorized me to issue the license once all outstanding approvals are received.

Attached are post-approval instructions and the pre-inspection checklist, which provide information on your next steps.

Please contact our office at [marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov) with any questions or updates.

Sincerely,

A handwritten signature in cursive script that reads "Erika McConnell".

Erika McConnell  
Director

cc: License File  
City of Dillingham





THE STATE  
of **ALASKA**  
GOVERNOR MICHAEL J. 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

January 4, 2019

Bristol Bay Bud Company, LLC  
DBA Bristol Bay Bud Company  
Via: [bristolbaybudcompany@gmail.com](mailto:bristolbaybudcompany@gmail.com)

Re: Bristol Bay Bud Company, License #16915

Dear Bristol Bay Bud Company, LLC,

At the December 20-21, 2018, meeting of the Marijuana Control Board in Anchorage, Alaska, the board voted to approve your retail marijuana store with delegation to the director. Delegation means that the board has authorized me to issue the license once all outstanding approvals are received.

Attached are post-approval instructions and the pre-inspection checklist, which provide information on your next steps.

Please contact our office at [marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov) with any questions or updates.

Sincerely,

A handwritten signature in cursive script that reads "Erika McConnell".

Erika McConnell  
Director

cc: License File  
City of Dillingham





## POST-APPROVAL INSTRUCTIONS FOR MARIJUANA RETAIL STORES

The following steps are to be taken after your application for a marijuana retail store license has been approved by the board. You may not operate your business until the following requirements have been met.

1. When all other approvals (Local Government, Fire Marshal, DEC, etc.) have been met, you will be contacted by this office to notify you that your license status has been changed to "active" in our database. This doesn't mean you can open your doors or start operating your business. The status change is a necessary step so that you may be credentialed into METRC.
2. You, the licensee, must have your marijuana handler permit. All licensees, affiliates, agents, and employees (see 3 AAC 306.700(a)) must have their handler permit at the time of inspection.
3. You, the licensee, must take a METRC training class and pass the test.  
<https://www.metrc.com/alaska>
4. Once you have passed the METRC test, place a request to the METRC Support Team to be credentialed into METRC.
5. Set up your facility in METRC and order labels. The labels should take 4-5 days to arrive.
6. When you have access to METRC, contact AMCO investigators at [AMCO.enforcement@alaska.gov](mailto:AMCO.enforcement@alaska.gov) to schedule your initial "empty shelf" inspection. Don't schedule an initial inspection unless you are within two weeks from being 100% ready to operate your business. Review the pre-inspection checklist and be sure that you will have completed all items by the time of your inspection. Do not bring any marijuana into the facility before your initial inspection. AMCO staff will place your account in METRC on an administrative hold until the inspection.
7. On the day of your inspection, the investigator will bring your license. If your facility matches what you've submitted to the board and all requirements are in place, you will receive your license, the administrative hold will be removed from METRC, and an "effective date" will be added in our database.
8. After the hold in METRC is removed, you may begin ordering and transporting marijuana and marijuana products from licensed cultivation and product manufacturing facilities. AMCO investigators will visit again to take a look at your store with marijuana and marijuana products in place.
9. Congratulations, you are now operating a marijuana retail store license in the State of Alaska!





## Alaska Marijuana Control Board Form MJ-21: Pre-Inspection Checklist

### What is this form?

This pre-inspection checklist form is for your reference to ensure that your marijuana facility is in compliance with all of the following security and basic operating requirements prior to your inspection. **Please complete all checklist items before requesting your inspection.** If you have any questions regarding this checklist, please contact AMCO enforcement at [amco.enforcement@alaska.gov](mailto:amco.enforcement@alaska.gov).

**Compliance with these checklist items and all statutes and regulations is mandatory before your license will be issued.**

<b>Doing Business As:</b>		<b>Date:</b>	
<b>License Type:</b>		<b>City:</b>	
<b>Licensee:</b>		<b>License Number:</b>	

### Section 1 – All Marijuana Establishments

	<b>COMPLETED</b>
<b>Surveillance System:</b> A video surveillance and camera recording system shall be installed, maintained, and operating with a camera resolution that allows for clear and certain identification of any person and activity in the area at all times.	
<b>a.)</b> Required video cameras must be placed in a way that produces a clear view adequate to identify any individual inside the licensed premises or within 20 feet of each entrance to the licensed premises. Both the interior and exterior to the facility must be recorded.	
<b>b.)</b> The video system must cover each restricted access area (to include each entrance to a restricted area). Any area where marijuana is grown, cured, manufactured, or where marijuana waste is destroyed must have a camera placement in the room facing the entry door, and in adequate fixed positions, at a height that will provide a clear, unobstructed view of the regular activity without a sight blockage from lighting hoods, fixtures, or other equipment, in order to allow for clear and certain ID of any person or activity at all times.	
<b>c.)</b> Surveillance recording equipment and video surveillance records must be housed in a locked and secure area or in a lock box, cabinet, closet or other secure area that is accessible only to the licensee or authorized employee, and to law enforcement personnel including a peace officer or agent of the board. A marijuana establishment may use an offsite monitoring service and offsite storage of video surveillance records if security requirements at the offsite facility are at least as strict as the onsite security requirements.	
<b>d.)</b> Recordings must be preserved for a minimum of 40 days, in a format that can be easily accessed for viewing. All recorded images must accurately display the date and time, and must be archived in a format that does not permit the alteration of the recorded image, so that the images can be readily authenticated. After 40 days, a marijuana establishment may erase video recordings, unless the licensee knows or should know of any pending criminal, civil, or administrative investigation for which the video recording may contain relevant information.	



# Form MJ-21: Pre-Inspection Checklist

	COMPLETED
<b>Alarm System:</b> A security alarm system is required on all exterior doors and windows. Motion detectors in every room with non-opening windows are required.	
<b>Locks:</b> Commercial grade, non-residential door locks on all exterior entry points to the licensed premises.	
<b>Lighting:</b> Exterior lighting must facilitate surveillance.	
<b>Marijuana Handler Permit:</b> All licensees and employees must have a valid permit.	
<b>Facility Identification Cards:</b> Each licensee, employee, or agent shall display an identification badge issued by the establishment at all times when on the licensed premises. Marijuana handler cards DO NOT satisfy this requirement.	
<b>Restricted Access Areas:</b> A marijuana establishment shall restrict access to any part of the licensed premises where marijuana or marijuana product is grown, processed, tested, stored, or stocked.	
<p>a.) Each entrance to a restricted access area must be marked by a sign that says <b>“Restricted access area. Visitors must be escorted.”</b> The sign must use this exact phrase, no variations will be accepted.</p>	
<p>b.) Ensure that any marijuana at the licensed premises cannot be observed by the public from outside. The premises must not emit an odor that is detectable by the public from outside the premises, except as allowed by a local government conditional use permit process.</p>	
<b>Certified Scales:</b> A marijuana establishment shall use certified scales in compliance with AS 45.75.080, the Alaska Weights and Measures Act. A marijuana establishment shall maintain registration and inspection reports of certified scales; and upon request by the board or the director, provide a copy of the registration and inspection reports of the certified scales to the board or the director for review.	

## Section 2 – Cultivation Facilities Only

	COMPLETED
A marijuana cultivation facility shall conduct any marijuana growing operation within a fully enclosed secure indoor facility or greenhouse with rigid walls, a roof, and doors. Where not prohibited by local government, outdoor production may take place in non-rigid greenhouses, other structures, or an expanse of open or cleared ground fully enclosed by a physical barrier. To obscure public view of the premises, outdoor production must be enclosed by a sight obscuring wall or fence at least six feet high.	
<b>Plants/Seeds:</b> At the time of your initial inspection you must be in compliance with the following guidelines.	
<p><b>a.) Plants over 8 inches- Tracked by plant tag</b></p> <ul style="list-style-type: none"> <li>• 12 mother plants (non-flowering plants of any size) tagged</li> <li>• Any number of immature plants no taller than 18 inches</li> <li>• All tagged correctly and in-line with training from METRC. Tags attached on first fastener around the “trunk” and above first branch after plant is able to support the tag.</li> </ul>	
<p><b>b.) Plants under 8 inches- Tracked by batch</b></p> <ul style="list-style-type: none"> <li>• Strain-specific batches with up to 50 plants</li> <li>• Unlimited number of batches</li> <li>• Batches should be in rows and columns for ease of verifying numbers</li> </ul>	
<p><b>c.) Seeds – Tracked by package tag</b></p> <ul style="list-style-type: none"> <li>• Strain-specific packages by count or by weight</li> <li>• Unlimited number of packages</li> </ul>	



# Form MJ-21: Pre-Inspection Checklist

## Section 3 – Signature & Acknowledgement

Licensee must initial and sign:

Initials

I understand that if I do not pass my preliminary inspection, a \$500 fee for a second or subsequent inspection may be assessed under 3 AAC 306.100(h). The fee applies to an inspection requested after a marijuana establishment fails a preliminary inspection and is not issued a license. The director may waive the fee upon submission of a written request.

I understand the information on the pre-inspection checklist, and I am aware I must abide by the laws covering the licensing and operation of my business as set forth in AS 17.38 and 3 AAC 306. I understand I am responsible for operating my business in compliance with all Alaska laws and regulations.

\_\_\_\_\_  
Signature of licensee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of licensee