

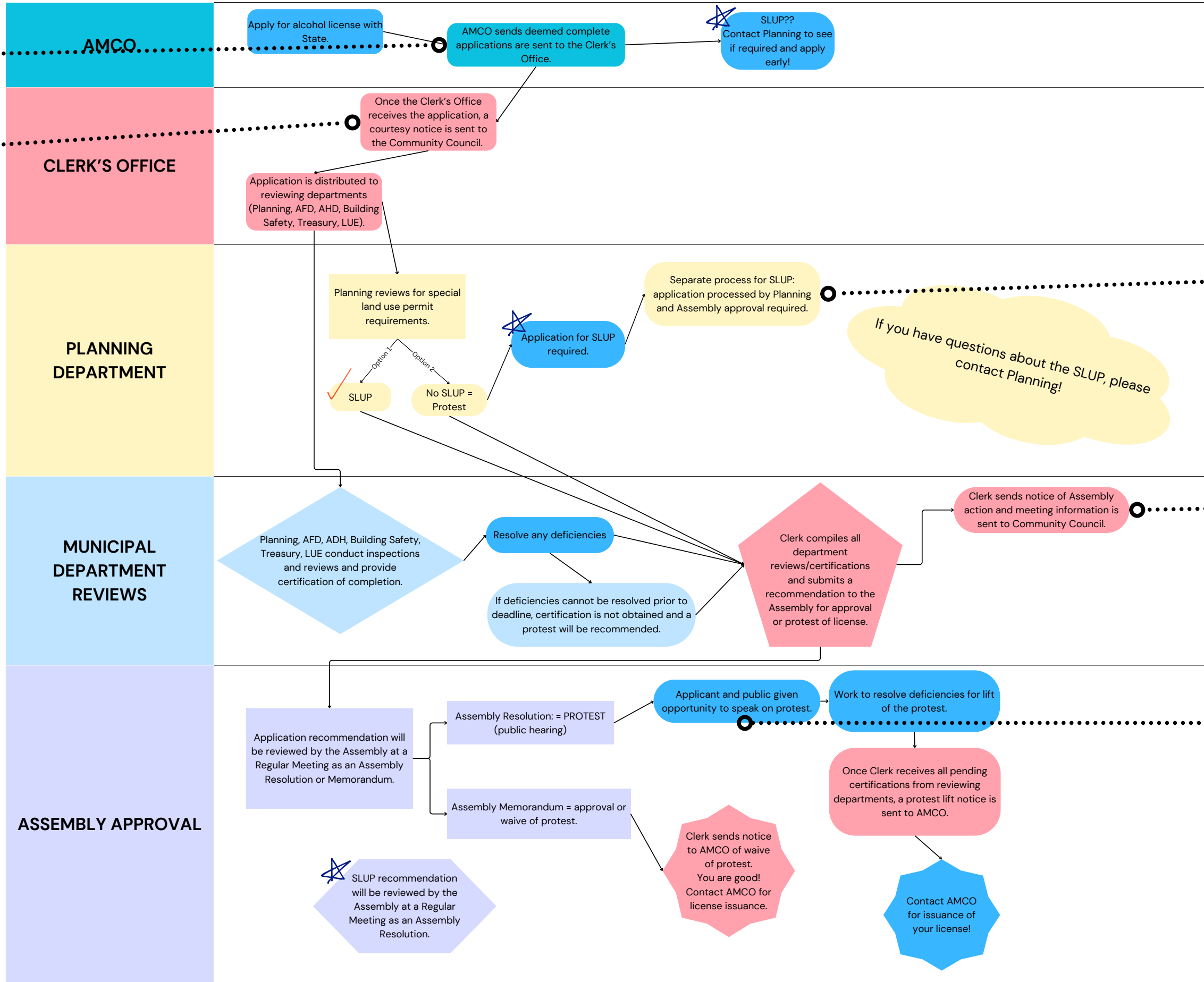


Alcohol License & Special Land Use Permit Application Process Flow Chart

Municipality of Anchorage
Municipal Clerk's Office
632 W 6th Ave., Ste. 250
Anchorage, AK 99501
MuniLicenses@anchorageak.gov
www.muni.org/licensing

Prior to September 1 of each year, Community Councils are sent notice of anticipated renewals and request for comments or council resolution.

Acronyms
AMCO=Alcohol & Marijuana Control Office
SLUP=Special land use permit
AFD=Anchorage Fire Department
AHD=Anchorage Health Department
LUE=Land Use Enforcement



AMCO sends Community Councils notice of the deemed complete application for comments.

Clerk sends courtesy notice to Community Councils for comments. Notice gives full 60 days for comment.

If a SLUP is required, notice will be sent to the Community Council, a sign is posted on the proposed site, and a mailer is sent out to surrounding addresses, all to collect comments.

If you have questions about the SLUP, please contact Planning!

Clerk sends notice to Community Councils of meeting date, the action before the Assembly, and submission of comments.

Community Councils are given 5 minutes during public hearing.

From: [Spano, Liza M.](#)
To: abbottloopcommunitycouncil@gmail.com; ahccpresident@hotmail.com; dirksisson@gmail.com; b_schulte@yahoo.com; bearvalleycc@gmail.com; birchwoodcouncil@gmail.com; nicole_cupp@gmail.com; chugiakcouncil@gmail.com; downtown.c.council@gmail.com; eaglercommunitycouncil@gmail.com; juliekjessen@gmail.com; sinfamak@gmail.com; president@fairviewcommunity.org; [Girdwood Board of Supervisors](mailto:Girdwood_Board_of_Supervisors); mtntop74@gmail.com; ghccpres@gmail.com; carmelajwarfield@gmail.com; hccpresident@gmail.com; stoehnerkris@gmail.com; phil@mvhope.org; nscboard@googlegroups.com; northeastcommunitycouncil@gmail.com; OSOVcommunitycouncil@gmail.com; annr.rccc@gmail.com; rogersparks@gmail.com; kendrak874@gmail.com; slccpresident23@gmail.com; sfccakpresident@gmail.com; jthurber501; stephen.a.romanelli@gmail.com; spenardcc@gmail.com; zackary.gottshall@gmail.com; tuffys@gci.net; tccpresident@yahoo.com; taccpresident@proton.me; uaccpresident@gmail.com
Cc: [Community Councils](#); [Honest, Miranda L.](#)
Subject: Notice of Renewing Liquor Licenses for 2025-2026
Date: Wednesday, August 28, 2024 3:04:36 PM
Attachments: [2025-2026 MOA Alcohol License Renewals.xlsx](#)

Dear Community Council:

Notice:

On or before September 1 of each year, the Municipal Clerk is required to notify all Community Councils of liquor licenses located within their boundaries that will be reviewed by the Assembly for the upcoming liquor license renewals (AMC 2.30.120C). To comply with this provision of the code, the Clerk's Office has attached a spreadsheet of the 2025-2026 liquor licenses which are anticipated to submit renewals and are sorted by community council for ease of review.

Public Hearings and Resolutions:

The Municipal Clerk is also required to advise Community Councils that they may request a legislative public hearing before the Assembly on any liquor license renewals within their boundaries (AMC 2.30.120C). To request a public hearing, the Community Council must adopt a resolution asking the Assembly to hold a public hearing on the liquor license renewal and must send the resolution directly to the Office of the Municipal Clerk at munilicenses@anchorageak.gov.

The request for a public hearing should be in the form of a resolution and preferably containing the following information: Number of community council member votes in favor of the request and the number of votes opposed; specific facts, including dates; and supporting documentation. **The resolution must be received no later than October 15, 2024.**

Please contact me if you have questions.

Thank you,
Liza Spano
Scheduling and Business License Assistant
Municipality of Anchorage
Municipal Clerk's Office
907-343-4264

Messages to and from this email address may be available to the public under Alaska Public Records Law.

From: [Spano, Liza M.](#)
To: zackary.gottshall@gmail.com
Cc: [Community Councils](#); [Honest, Miranda L.](#)
Subject: Notice of Liquor Licenses Pending Assembly Action 10/22/2024
Date: Wednesday, August 28, 2024 3:29:02 PM
Attachments: [2024-2025 Diamond Moose #4065 Renewal.pdf](#)

Dear Community Council:

As a courtesy, the Municipal Clerk's Office is sending notice of an alcohol license application within the Community Council's boundary received from the Alcohol & Marijuana Control Office. To comply with [AS 04.21.010\(d\)](#), you will also receive notice of the action going before the Assembly no less than 10 days prior to the Assembly meeting.

The application is tentatively scheduled to appear before the Assembly at the Regular Assembly Meeting on October 22, 2024.

Please respond before October 22,2024, if the Community Council is in support of, neutral, or in opposition of the proposed alcohol license.

If you have any concerns or issues with the above referenced establishment(s) we recommend contacting the Municipal Clerk's Office, Municipal Code Enforcement and the State of Alaska Enforcement, and file a formal complaint, supplying detailed information regarding your concerns.

- *Submit documentation regarding concerns or issues to the Clerk – MuniLicenses@anchorageak.gov*
- *File a complaint with Municipal Code Enforcement – 343-4141 or online [HERE](#).*
- *File a complaint with the State of Alaska Alcohol & Marijuana Enforcement – 269-0350 or email amco.enforcement@alaska.gov*

If you feel that there are criminal activities taking place, please contact Anchorage Police Department and give them information regarding possible criminal activities associated with the premises.

- *File a complaint with Anchorage Police Department - [file your report here](#).*

You may also send concerns related to this proposed alcohol license to the Assembly at wwmas@muni.org.

-If you notice a discrepancy with a license within your jurisdiction, please let us know-

Thank you,
Liza Spano
Scheduling and Business License Assistant
Municipality of Anchorage

From: [Spano, Liza M.](#)
To: sarah.annalyn@gmail.com; stoehnerkris@gmail.com
Cc: [Community Councils](#); [Honest, Miranda L.](#)
Subject: Notice of Municipal Action and Public Hearing on State of Alaska Alcohol License/Endorsement for the September 10, 2024 Assembly Meeting
Date: Wednesday, August 28, 2024 2:18:39 PM
Attachments: [2024-0910 El Dorado #135, LUE MIDTOWN.pdf](#)
[2024-0910 Eddie's Sports Bar #3596 taxes TAKU CAMPBELL.pdf](#)

Dear Community Council:

PUBLIC HEARING NOTICE

The Clerk's Office has received from AMCO, applications for alcohol licenses/endorsements within your boundary. Upon review deficiencies have been found. Please see attached Assembly Resolutions to be submitted to the Assembly regarding the conditional protest of these licenses/endorsements pending correction of deficiencies.

Per Anchorage Municipal Code ([AMC](#)) [2.30.120](#) and [3 AAC 304.145](#), the Assembly shall conduct a public hearing regarding the protest of the alcohol license/endorsement to allow the applicant to defend their application. **Currently, the public hearings on the protests of the above applications are scheduled for the September 10, 2024, Regular Assembly Meeting, beginning at 5 p.m. at the Z.J. Loussac Library, Assembly Chambers.**

Please respond prior to the meeting scheduled on September 10, 2024, if the Community Council is in support of, neutral, or in opposition of the attached Anchorage Assembly Resolutions.

This email satisfies the 10-day notice required by ([AMC](#)) [2.30.120.F](#). The Assembly will be provided copies of the application from the State of Alaska and supporting documentation, which are attached. The representative of the Community Council will be given five minutes to speak to the Assembly regarding this liquor license application, if you choose to do so.

If you have any concerns related to any of the attached Anchorage Assembly Resolutions, please send them to the Clerks' Office at MuniLicenses@anchorageak.gov and the Assembly at wwmas@muni.org.

Thank you,
Liza Spano
Scheduling and Business License Assistant
Municipality of Anchorage
Municipal Clerk's Office
907-343-4264

From: [Spano, Liza M.](#)
To: [downtown.c.council@gmail.com](#); [abbottloopcommunitycouncil@gmail.com](#);
[northeastcommunitycouncil@gmail.com](#); [spenardcc@gmail.com](#); [stoehnerkris@gmail.com](#);
[nicole.cupp@gmail.com](#); [b_schulte@yahoo.com](#); [eaglercommunitycouncil@gmail.com](#); [Girdwood Board of Supervisors](#); [OSOVcommunitycouncil@gmail.com](#)
Cc: [Honest, Miranda L.](#); [Community Councils](#)
Subject: Assembly Action on State of Alaska Alcohol License for the September 10, 2024 Assembly Meeting
Date: Wednesday, August 28, 2024 2:01:52 PM
Attachments: [2024-0910 Renewals.pdf](#)

Dear Community Council:

To comply with [AS 04.21.010\(d\)](#), the Municipal Clerk's Office is sending notice of Assembly action on applications for state alcohol license applications. **Attached are the Anchorage Assembly Memorandums regarding alcohol licenses within your boundary.**

The Regular Assembly Meeting is scheduled for 5:00 p.m. on September 10, 2024 at the Loussac Library Assembly Chambers located at 3600 Denali Street.

Please respond prior to the meeting scheduled on September 10, 2024 if the Community Council is in support of, neutral, or in opposition of the attached Anchorage Assembly Memorandums.

If you have any concerns or issues with the above referenced establishment(s) we recommend contacting the Municipal Clerk's Office, Municipal Code Enforcement and the State of Alaska Enforcement, and file a formal complaint, supplying detailed information regarding your concerns.

- *Submit documentation regarding concerns of issues to the Clerk – MuniLicenses@anchorageak.gov*
- *File a complaint with Municipal Code Enforcement – 343-4141 or online [HERE](#).*
- *File a complaint with the State of Alaska Alcohol & Marijuana Enforcement – 269-0350 or email amco.enforcement@alaska.gov*

If you feel that there are criminal activities taking place, please contact Anchorage Police Department and give them information regarding possible criminal activities associated with the premises.

- *File a complaint with Anchorage Police Department - [file your report here](#).*

You may also send concerns related to this proposed alcohol license to the Assembly at wwmas@muni.org.

Thank you,
Liza Spano
Scheduling and Business License Assistant
Municipality of Anchorage
Municipal Clerk's Office

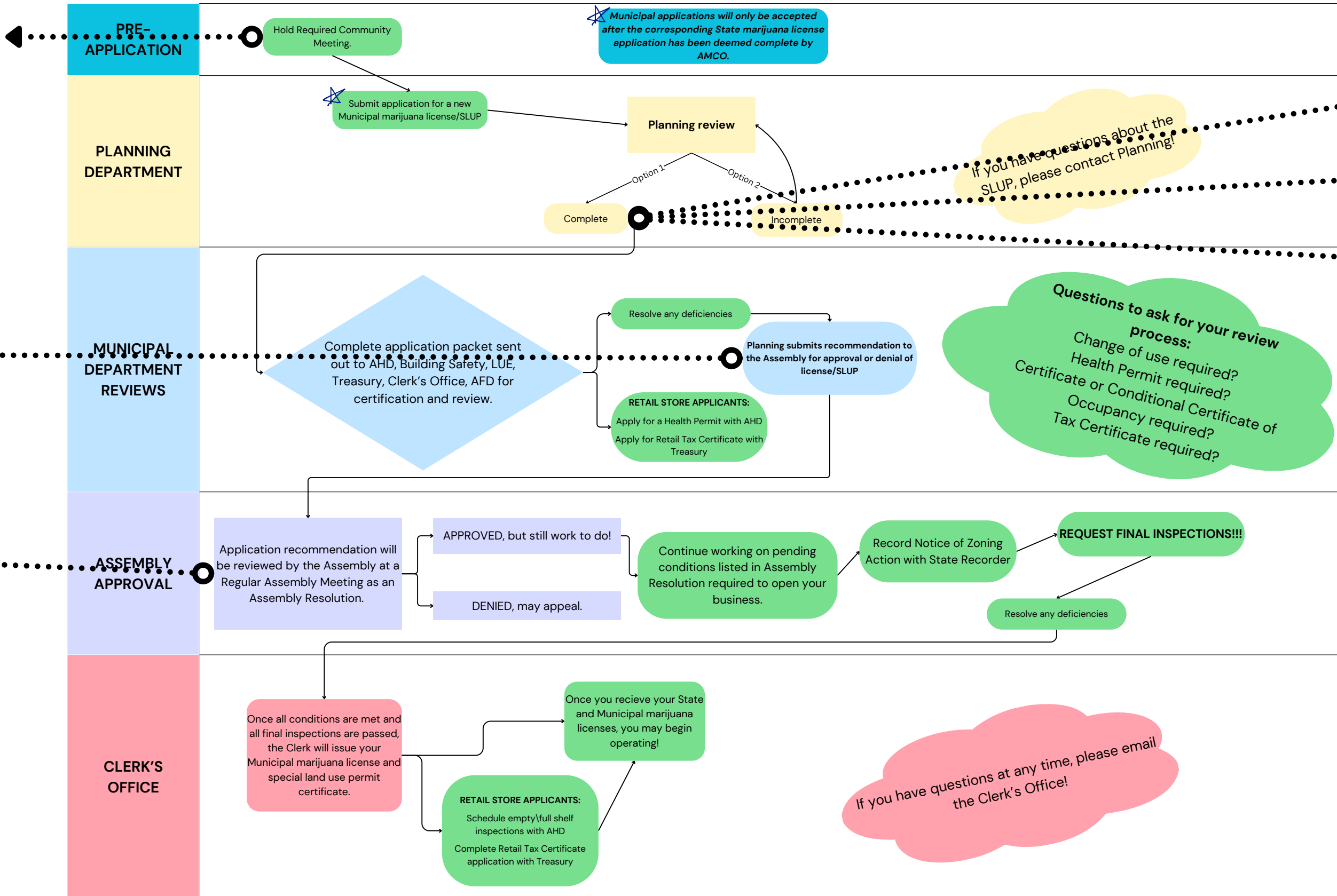


Marijuana License & Special Land Use Permit Application Process Flow Chart

Municipality of Anchorage
Municipal Clerk's Office
632 W 6th Ave., Ste. 250
Anchorage, AK 99501
MuniLicenses@anchorageak.gov
www.muni.org/licensing

Prior to May 1 of each year, Community Councils are sent notice of anticipated renewals and request for comments or council resolution.

Applicants MAY use a Community Council meeting as the required meeting. Concerns and issues can be addressed, MOU.



If you have questions about the SLUP, please contact Planning!

Questions to ask for your review process:
Change of use required?
Health Permit required?
Certificate or Conditional Certificate of Occupancy required?
Tax Certificate required?

If you have questions at any time, please email the Clerk's Office!

Once an application is deemed complete, Planning will send notice to the Community Council. Comments may be submitted.
Applicants are required to post a sign on the premises to notice the land use action. Comments may be submitted to Planning.
Planning sends a mailer out to surrounding addresses. Comments may be submitted to Planning.

All comments received to Planning/Clerk are included in the AR.

These ARs are public hearing items. Community Councils are given 5 minutes comment during the public hearing.

Acronyms
AMCO=Alcohol & Marijuana Control Office
SLUP=Special land use permit
AHD=Anchorage Health Department
LUE=Land Use Enforcement
AFD=Anchorage Fire Department
AR/ARs=Assembly Resolution

From: [Honest, Miranda L.](#)
To: abbotloopcommunitycouncil@gmail.com; ahccpresident@hotmail.com; dirksisson@gmail.com; b_schulte@yahoo.com; bearvalleycc@gmail.com; [Debbie Ossiander \(ossiander@hotmail.com\)](mailto:Debbie_Ossiander_@hotmail.com); nicole.cupp@gmail.com; chugiakcouncil@gmail.com; downtown.c.council@gmail.com; eaglerivercommunitycouncil@gmail.com; juliekjessen@gmail.com; sinfamak@gmail.com; president@fairviewcommunity.org; gbos@muni.org; robbrown1998@gmail.com; ghccpres@gmail.com; carmelajwarfield@gmail.com; hoccpresident@gmail.com; stoehnerkris@gmail.com; phil@mvhope.org; mattj@alaskan.com; northeastcommunitycouncil@gmail.com; osovcommunitycouncil@gmail.com; annr.rccc@gmail.com; zoom907@gmail.com; kendrak874@gmail.com; slccpresident23@gmail.com; sfccakpresident@gmail.com; jthurber501@icloud.com; stephen.a.romanelli@gmail.com; spenardcc@gmail.com; sarah.annalyn@gmail.com; tuffys@qci.net; tccpresident@yahoo.com; taccpresident@proton.me; uacppresident@gmail.com
Cc: [Spano, Liza M.](#); [Alcohol & Marijuana Control Office \(amco.localgovernmentonly@alaska.gov\)](mailto:Alcohol & Marijuana Control Office (amco.localgovernmentonly@alaska.gov)); [Community Councils](#)
Subject: NOTICE: Municipal Marijuana License Renewals 2024-2026
Date: Thursday, April 11, 2024 10:04:00 AM
Attachments: [AO 2023-046, As Amended.pdf](#)
[2024-2026 Municipal Marijuana License Renewal Status CC.pdf](#)
Importance: High

Dear Community Council:

At the Special Assembly Meeting of April 18, 2023, the Assembly passed AO 2023-46 As Amended (attached) which changed the license period of municipal marijuana licenses from one to two-year (biennial) licenses.

Notice: On or before May 1 of each year, the Municipal Clerk is required to notify each Community Council of all the marijuana establishment licenses located within its boundary that are anticipated to be renewed (AMC 10.80.036E). To comply with this provision of the code, the Clerk's Office has attached a spreadsheet of the current marijuana licenses anticipated to renew, sorted by Community Council.

Public Hearings and Resolutions: The Municipal Clerk is also required to advise Community Councils that they may request a legislative public hearing before the assembly on any marijuana establishment license renewal within its boundaries (AMC 10.80.036E). To request a public hearing, the community council must adopt a resolution asking the Assembly to hold a public hearing on the renewal of the marijuana establishment license and must send the resolution directly to the Office of the Municipal Clerk at munilicenses@muni.org. **The request should be in the form of a resolution and preferably containing the following information: Number of Community Council member votes in favor of the request and the number of votes opposed; specific facts regarding the reason for the public hearing request, including dates; and any supporting documentation. The resolution must be received no later than June 1, 2024.**

Please contact the Clerk's Office if you have any questions regarding marijuana establishment license renewals or requests for public hearings.

Thank you,
Mandy Honest

From: [Honest, Miranda L.](#)
To: zackary.gottshall@gmail.com
Cc: [Spano, Liza M.](#); [Community Councils](#)
Subject: Notice of Deemed Complete Transfer Application of License - Puffin AK #M13614
Date: Tuesday, July 9, 2024 11:03:00 AM
Attachments: [2024-0709 Puffin AK #M13614 Transfer.pdf](#)

Dear Community Council:

This email is to notify you that the Clerk's Office has received and deemed complete, pending receipt of the deemed complete State of Alaska marijuana license transfer applications, the attached application for the transfer of a municipal marijuana license within your boundary as required by Anchorage Municipal Code (AMC) 10.80.036C.

Currently, the application is under review. The application will be scheduled for final review by the Assembly at a regularly scheduled Assembly Meeting. You will be notified of the date and time, once scheduled.

The Community Council may send comments regarding the attached municipal marijuana license application to wwmas@muni.org or reply to this email.



Thank you,
Mandy Honest
Business License Official

Municipality of Anchorage
Municipal Clerk's Office
907-343-4316

Messages to and from this email address may be available to the public under Alaska Public Records Law.

From: [Honest, Miranda L.](#)
To: zackary.gottshall@gmail.com; spenardcc@gmail.com; president@fairviewcommunity.org
Cc: [Spano, Liza M.](#); [Community Councils](#)
Subject: Municipal Action on Marijuana License for the September 10, 2024 Assembly Meeting
Date: Thursday, August 29, 2024 10:57:00 AM
Attachments: [1 2024-0910 \(2\) Waive of State Non-renewal Year.pdf](#)
[1 2024-0910 \(2\) Renewals MJ.pdf](#)
Importance: High

Dear Community Council:

Attached are Anchorage Assembly Resolutions regarding marijuana licenses within your boundary which is scheduled for action and/or public hearing.

The Regular Assembly Meeting is scheduled for 5:00 p.m. on September 10, 2024 at the Loussac Library Assembly Chambers located at 3600 Denali Street.

Please respond prior to the regular meeting scheduled on September 10, 2024 if the Community Council is in support of, neutral, or in opposition of the attached Anchorage Assembly Resolutions, or you may attend the meeting to speak at the public hearing. **Please include the name of the business in the subject line when submitting comments.**

If you have any concerns related to any of the attached Anchorage Assembly Resolutions, please send them directly to wwmas@muni.org.

If you have any concerns or issues with the above referenced establishment(s) we recommend contacting the Municipal Clerk's Office, Municipal Code Enforcement, and the State of Alaska Enforcement, and file a formal complaint, supplying detailed information regarding your concerns.

- *Submit documentation regarding concerns of issues to the Clerk – MuniLicenses@anchorageak.gov*
- *File a complaint with Municipal Code Enforcement – 343-4141 or online [HERE](#).*
- *File a complaint with the State of Alaska Alcohol & Marijuana Enforcement – 269-0350 or email amco.enforcement@alaska.gov*

If you feel that there are criminal activities taking place, please contact Anchorage Police Department and give them information regarding the possible criminal activities associated with the premises.

- *File a complaint with Anchorage Police Department - [file your report here](#).*



Thank you,
Mandy Honest
Business License Official

Municipality of Anchorage
Municipal Clerk's Office
907-343-4316

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