

**SPECIAL ASSEMBLY MEETING
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

August 17, 2015 7:30 PM

City Hall Conference Room #224

Special Meeting No. 2015-23 **Start time Immediately following adjournment of the Full Assembly
Sitting as HRC.**

Submitted by: _____
Kimberly A. Kiefer
City and Borough Manager

I. CALL TO ORDER / ROLL CALL

II. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

III. AGENDA TOPICS

A. Board Appointments

The Assembly Human Resources Committee held two meetings earlier this evening including a meeting of the Full Assembly sitting as the Human Resources Committee to interview applicants for the Docks and Harbors Board and is forwarding recommendations to the Assembly for appointments to a number of boards and commissions.

The Manager has no recommendation regarding these appointments.

B. New Club Liquor License #5414: BPO Elks Lodge #420 d/b/a Juneau Elks Club No. 420

On July 15, the CBJ received the attached notice from the Alcohol Beverage Control Board of a pending application for a new club liquor license for the Elks Lodge #420, located at Glacier Highway, in the building formerly occupied by Valley Paint Company. The CBJ has 60 days to review this license, or until September 15, 2015. The Elks requested an expedited review due to a special event to be held at the club on August 24. CBJ staff met with the applicant, reviewed the files, performed inspections and has found no basis for protest.

The manager recommends the Assembly waive its right to protest New Club License Application #5414 for Elks Lodge #420.

IV. ASSEMBLY COMMENTS AND QUESTIONS

V. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 72 hours prior to any meeting so arrangements can be made to have a sign language interpreter present or an audiotape containing the Assembly's agenda made available. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.org



THE STATE
of **ALASKA**

GOVERNOR BILL WALKER

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

ALCOHOLIC BEVERAGE CONTROL BOARD

550 W 7th Avenue, Ste. 1600

Anchorage, Alaska 99501

Main: 907.269.0350

TDD: 907.465.5437

Fax: 907.334.2285

July 15, 2015

City & Borough of Juneau

Attn: Beth McEwen, City Clerk

VIA Email: beth_mcewen@ci.juneau.ak.us

Cc: city_clerk@ci.juneau.ak.us

BPO Elks Lodge #420; Club License #5414 DBA Juneau Elks Club No. 420

- ☒ New Application
 ☐ Transfer of Ownership
 ☐ Transfer of Location
☐ Restaurant Designation Permit
 ☐ DBA Name Change

We have received an application for the above listed licenses (see attached application documents) within your jurisdiction. This is the notice as required under AS 04.11.520. Additional information concerning filing a "protest" by a local governing body under AS 04.11.480 is included in this letter.

A local governing body as defined under AS 04.21.080(11) may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the board **and** the applicant with a clear and concise written statement of reasons in support of a protest within 60 days of receipt of this notice. If a protest is filed, the board will not approve the application unless it finds that the protest is "arbitrary, capricious and unreasonable". Instead, in accordance with AS 04.11.510(b), the board will notify the applicant that the application is denied for reasons stated in the protest. The applicant is entitled to an informal conference with either the director or the board and, if not satisfied by the informal conference, is entitled to a formal hearing in accordance with AS 44.62.330-44.62-630. **IF THE APPLICANT REQUESTS A HEARING, THE LOCAL GOVERNING BODY MUST ASSIST IN OR UNDERTAKE THE DEFENSE OF ITS PROTEST.**

Under AS 04.11.420(a), the board may not issue a license or permit for premises in a municipality where a zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages, unless a variance of the regulation or ordinance has been approved. Under AS 04.11.420(b) municipalities must inform the board of zoning regulations or ordinances which prohibit the sale or consumption of alcoholic beverages. If a municipal zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages at the proposed premises and no variance of the regulation or ordinance has been approved, please notify us and provide a certified copy of the regulation or ordinance if you have not previously done so.

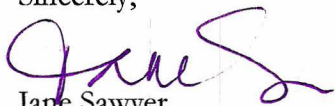
Protest under AS 04.11.480 and the prohibition of sale or consumption of alcoholic beverages as required by zoning regulation or ordinance under AS 04.11.420(a) are two separate and distinct subjects. Please bear that in mind in responding to this notice.

AS 04.21.010(d), if applicable, requires the municipality to provide written notice to the appropriate community council(s).

If you wish to protest the application referenced above, please do so in the prescribed manner and within the prescribed time. Please show proof of service upon the applicant. For additional information please refer to 3 AAC 304.145, Local Governing Body Protest.

Note: Applications applied for under AS 04.11.400(g), 3 AAC 304.335(a)(3), AS 04.11.090(e), and 3 AAC 304.660(e) must be approved by the governing body.

Sincerely,



Jane Sawyer
Business Registration Examiner
907-269-0359
Jane.sawyer@alaska.gov

State of Alaska

Alcoholic Beverage Control Board

Date of Notice: July 15, 2015

Application Type: **NEW** ☒☐ **TRANSFER**☐ Ownership☐ Location☐ Name ChangeGoverning Body: **City & Borough of Juneau**

Community Councils: None

License #: 5414

License Type: Club

D.B.A.: Juneau Elks Club No. 420

Licensee/Applicant: BPO Elks Lodge #420

Physical Location: 9321 Glacier Hwy. Juneau, AK 99801

Mailing Address: PO Box 33239, Juneau, AK 99803

Telephone #: 907-586-2420

EIN: 47-1315013

Corp/LLC Agent:	Address	Phone	Date and State of Incorporation	Good standing?
Lisa M Baker	3042 Mountain Wood Circle Juneau, AK 99801	907-586-2420	7/3/1999	yes

Please note: the Members/Officers/Directors/Shareholders (principals) listed below are the principal members. There may be additional members that we are not aware of because they are not primary members. We have listed all principal members and those who hold at least 10% shares.

Member/Officer/Director:	DOB	Address	Phone	Title/Shares (%)
Roxie Starr	10/06/1954	4850 Glacier Hwy. C6 Juneau, AK 99801	907-209-6781	0
Marty Weff	3/22/1955	6743 Gray Street Juneau, AK 99801	907-957-0204	0
Tracy Olson	7/6/1963	3849 Melrose Juneau, AK 99801	907-723-4381	0
Rick White	10/01/1963	5925 Wood Sreet		

Page 2

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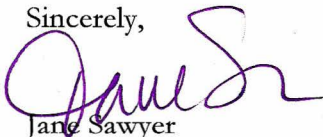
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Note: Applications applied for under AS 04.11.400(g), 3 AAC 304.335(a)(3), AS 04.11.090(e), and 3 AAC 304.660(e) must be approved by the governing body.

Sincerely,



Jane Sawyer
Business Registration Examiner
Jane.sawyer@alaska.gov
907-269-0359

Alcoholic Beverage Control Board
2400 Viking Drive
Anchorage, AK 99501

New Liquor License

(907) 269-0350
Fax: (907) 334-2285
<http://commerce.alaska.gov/dnn/abc/Home.aspx>

License is: ☒ Full Year OR ☐ Seasonal List Dates of Operation: _____

SECTION A - LICENSE INFORMATION			FEES
Office Use: License Year: <u>2015/2016</u>	License Type: <u>CLUB LICENSE</u>	Statute Reference Sec. 04.11. <u>110</u>	License Fee: \$ <u>1200</u>
Office Use: License #: <u>5414</u>			Filing Fee: \$100.00
Local Governing Body: (City, Borough or Unorganized) <u>CITY & BOROUGH of JUNEAU</u>	Community Council Name(s) & Mailing Address:		Rest. Desig. Permit Fee: \$
Name of Applicant (Corp/LLC/LP/LLP/Individual/Partnership): <u>JUNEAU ELKS CLUB NO. 420</u>	Doing Business As (Business Name): <u>JUNEAU ELKS CLUB NO. 420</u>	Business Telephone Number: <u>907-586-2420</u>	Fingerprint (3) \$149.25 (\$49.75 per person)
Mailing Address: <u>P.O. BOX 33239</u>	Street Address or Location of Premises: <u>9321 GLACIER HWY. JUNEAU, ALASKA 99801</u>	Email Address: <u>lilseal63@yahoo.com</u>	TOTAL <u>1449.25</u>
City, State, Zip: <u>JUNEAU, AK 99803</u>			
SECTION B - PREMISES TO BE LICENSED			
Distance to closest school grounds: <u>1 MILE</u>	Distance measured under: ☒ AS 04.11.410 OR ☐ Local ordinance No. _____	☐ Premises is GREATER than 50 miles from the boundaries of an incorporated city, borough, or unified municipality.	
Distance to closest church: <u>.4 MILE</u>	Distance measured under: ☒ AS 04.11.410 OR ☐ Local ordinance No. _____	☐ Premises is LESS than 50 miles from the boundaries of an incorporated city, borough, or unified municipality.	
Premises to be licensed is: ☐ Proposed building ☒ Existing facility ☐ New building		☒ Not applicable	
		☒ Plans submitted to Fire Marshall (required for new & proposed buildings) ☒ Diagram of premises attached	

New Liquor License

Alcoholic Beverage Control Board
2400 Viking Drive
Anchorage, AK 99501

(907) 269-0350

Fax: (907) 334-2285

<http://commerce.alaska.gov/dnn/abc/Home.aspx>**SECTION C – LICENSEE INFORMATION**

1. Does any individual, corporate officer, director, limited liability organization member, manager or partner named in this application have any direct or indirect interest in any other alcoholic beverage business licensed in Alaska or any other state?

☐ Yes ☒ No If Yes, complete the following. Attach additional sheets if necessary.

Name	Name of Business	Type of License	Business Street Address	State

2. Has any individual, corporate officer, director, limited liability organization member, manager or partner named in this application been convicted of a felony, a violation of AS 04, or been convicted as a licensee or manager of licensed premises in another state of the liquor laws of that state?

☐ Yes ☒ No If Yes, attach written explanation.

SECTION D – OWNERSHIP INFORMATION - CORPORATION

Corporations, LLCs, LLPs and LPs must be registered with the Dept. of Community and Economic Development.

Name of Entity (Corporation/LLC/LLP/LP) (or N/A if an Individual ownership): JUNEAU ELKS CLUB NO. 420, BENEVOLENT AND PROTECTIVE ORDER OF ELKS OF THE UNITED STATES OF AMERICA		Telephone Number: 907-586-2420	Fax Number:
Corporate Mailing Address: P.O. Box 33239	City: JUNEAU	State: ALASKA	Zip Code: 99803
Name, Mailing Address and Telephone Number of Registered Agent: LISA M. BAKER, 3042 MOUNTAINWOOD CIRCLE, JUNEAU, ALASKA 99801		Date of Incorporation OR Certification with DCED: 7/3/99 (ATTACHED)	State of Incorporation: ALASKA

Is the Entity in "Good Standing" with the Alaska Division of Corporations? ☒ Yes ☐ No

If no, attach written explanation. Your entity *must* be in compliance with Title 10 of the Alaska Statutes to be a valid liquor licensee.

Entity Members (Must include President, Secretary, Treasurer, Vice-President, Manager and Shareholder/Member with at least 10%)

Name	Title	%	Home Address & Telephone Number	Work Telephone Number	Date of Birth
ROXIE STARR	PRES.		4850 GLACIER HWY. CG JUNEAU, AK 99801	907-209-6781	10-06-54
MARTY NEFF	VICE-PRES		6743 GRAY STREET JUNEAU, AK 99801	907-957-0204	3-22-55
TRACY OLSON	SECTY.		3849 MELROSE JUNEAU, AK 99801	907-723-4381	7-6-63
RICK WHITE	TREAS.		5925 WOODS STREET JUNEAU, AK 99801	907-957-1619	10-01-63

NOTE: If you need additional space, please attach a separate sheet.

New Liquor License

Alcoholic Beverage Control Board
2400 Viking Drive
Anchorage, AK 99501

(907) 269-0350
Fax: (907) 334-2285

<http://commerce.alaska.gov/dnn/abc/Home.aspx>

SECTION E – OWNERSHIP INFORMATION – SOLE PROPRIETORSHIP (INDIVIDUAL OWNER & SPOUSE)

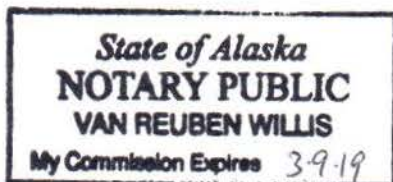
Individual Licensees/Affiliates (The ABC Board defines an "Affiliate" as the spouse or significant other of a licensee. Each Affiliate must be listed.)

Name:	Applicant ☐	Name:	Applicant ☐
Address:	Affiliate ☐	Address:	Affiliate ☐
Home Phone:	Date of Birth:	Home Phone:	Date of Birth:
Work Phone:		Work Phone:	
Name:	Applicant ☐	Name:	Applicant ☐
Address:	Affiliate ☐	Address:	Affiliate ☐
Home Phone:	Date of Birth:	Home Phone:	Date of Birth:
Work Phone:		Work Phone:	

Declaration

- I declare under penalty of perjury that I have examined this application, including the accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct and complete, and this application is not in violation of any security interest or other contracted obligations.
- I hereby certify that there have been no changes in officers or stockholders that have not been reported to the Alcoholic Beverage Control Board. The undersigned certifies on behalf of the organized entity, it is understood that a misrepresentation of fact is cause for rejection of this application or revocation of any license issued.
- I further certify that I have read and am familiar with Title 4 of the Alaska statutes and its regulations, and that in accordance with AS 04.11.450, no person other than the licensee(s) has any direct or indirect financial interest in the licensed business.
- I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

Signature of Licensee(s)	Signature of Licensee(s)
Signature <i>Steven R. Hinckle</i>	Signature
Signature <i>Steven R. Hinckle</i>	Signature
Name & Title (Please Print) STEVEN R. HINCKLE, DIRECTOR	Name & Title (Please Print)
Subscribed and sworn to before me this 13 day of July, 2015.	Subscribed and sworn to before me this day of
Notary Public in and for the State of <i>AK</i>	Notary Public in and for the State of
<i>Rede</i>	
My commission expires: 3-9-19	My commission expires:



STATE OF ALASKA
ALCOHOL BEVERAGE CONTROL BOARD
Licensed Premises Diagram

INSTRUCTIONS: Draw a detailed floor plan of your present or proposed licensed premises on the graph below; show all entrances and exits, and all fixtures such as tables, booths, games, counters, bars, coolers, stages, etc.

DBA: JUNEAN EIKS CLUB NO. 420

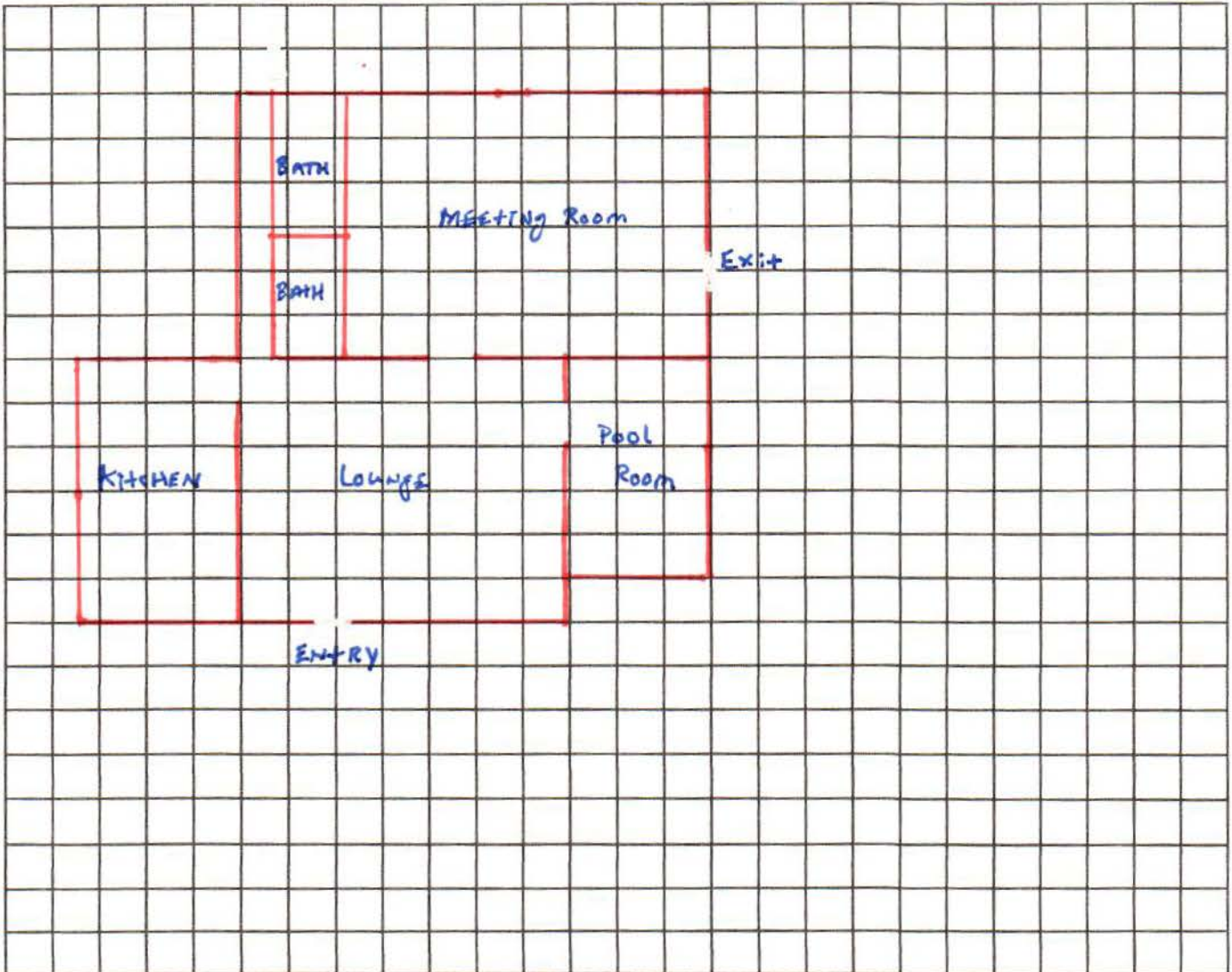
PREMISES LOCATION: 9321 GLACIER HIGHWAY, JUNEAN, AK

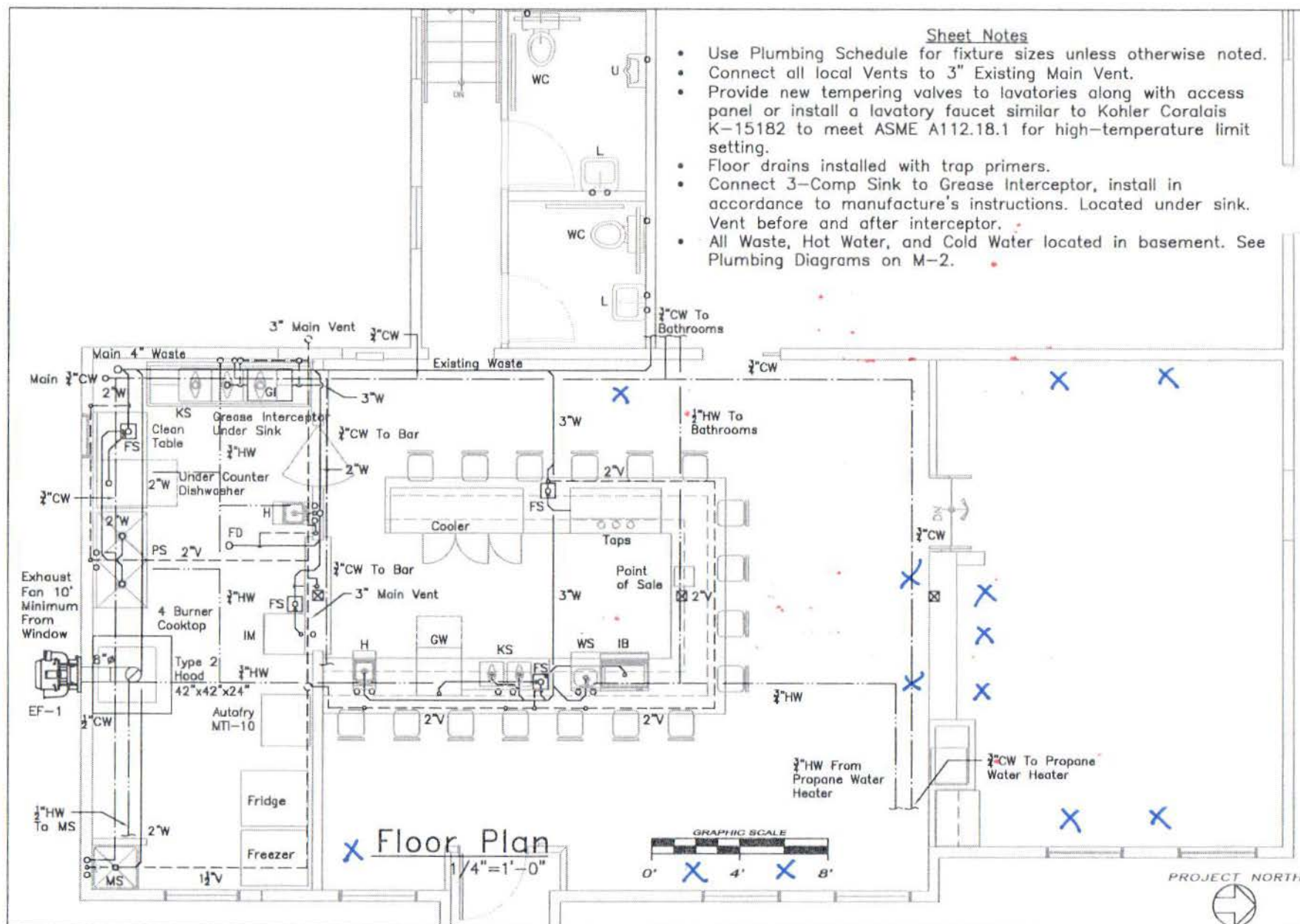
Indicate scale by x after appropriate statement or show length and width of premises.

SCALE A: X 1 SQ. = 4 FT. SCALE B: _____ 1 SQ. = 1 FT.

Length and width of premises in feet: 54' x 44'

Outline the area to be designated for sale, service, storage, and consumption of alcoholic beverages in red. - SEE ATTACHED FOR DETAIL
DO NOT USE BLUE INK OR PENCIL ON THIS DIAGRAM.





MODERN MECHANICAL
Mechanical Engineers
11800 Bart Road NE
Juneau, Alaska 99801
(907) 586 1326 phone
(907) 586 1385 fax

Elks Club
Juneau Lodge 420
9321 Glacier Highway, Juneau, AK 99801

Mechanical Plans:
Floor Plan

DATE	DESCRIPTION

SHEET NUMBER

M-1

JOB NO. 1-06
DATE: Aug 2005



MODERN MECHANICAL
Mechanical Engineering
10000 Barrow Road
Barrow, Alaska 99501
Phone: (907) 556-1000
Fax: (907) 556-1001

Elks Club
Juneau Lodge 420
8321 Glacier Highway, Juneau, AK 99901

Mechanical Plans:
Plumbing Schedule & Diagrams

REVISION	DESCRIPTION	DATE

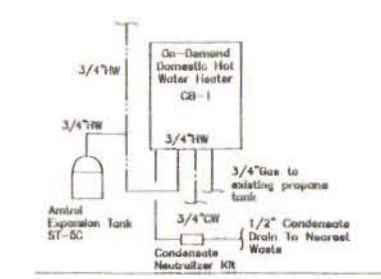
SHEET NUMBER
M-2
JOB NO. 1-006
DATE: Jan 2003

EQUIPMENT SCHEDULE

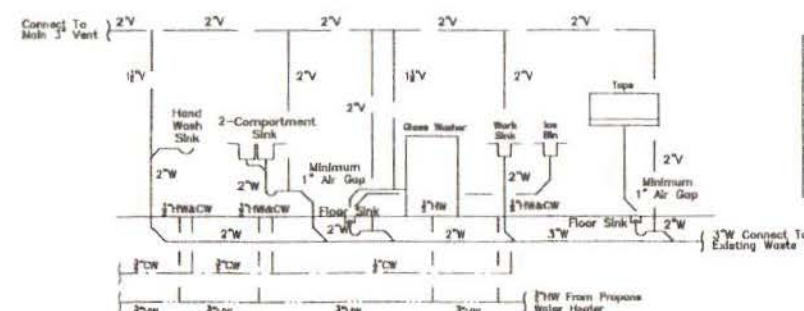
EQUIPMENT	DESIGN	MANUFACTURER	MODEL	FEATURES/CONTROLS/OPTIONS
GAS DOMESTIC HOT WATER HEATER (CB13)	RRNNA		RUCBBI	CONDENSING, TANKLESS, TEMPERATURE CONTROLLED, CONTINUOUS FLOW, MAX INPUT OF 100,000 BTU/hr, MAX FLOW RATE OF 9.5 gpm, 120V, 60Hz, 4amps.
TYPE 2 HOOD EXHAUST FAN (EF-1)	CAPTIVEAIRE		DU10RFA	EXHAUST FAN FOR TYPE 2 HOOD OVER 4 BURNER RANGE, 350 CFM @ 0.2" ESP, 1367 RPM, 0.08 HP, SINGLE PHASE, 115 VOLT, 1.0 FLA, DIRECT DRIVE, SPEED CONTROL, BIRD SCREEN, GRAVITY DAMPER.
TYPE 2 HOOD	CAPTIVEAIRE		4324 VIB-G	CODE REQUIRED TYPE 2 HOOD FOR 4 BURNER RANGE COOK TOP, 42"x42"x24", 8" EXHAUST RISER.

PLUMBING SCHEDULE

LABEL	FEATURE	HW	CW	W	V
WC	WATER CLOSET ADA	-	1/2	3	2
L	LABATORY ADA	1/2	1/2	1-1/2	1-1/2
KS	3 COMP SINK	1/2	1/2	2	1-1/2
PS	PREP SINK	1/2	1/2	2	1-1/2
FD	FLOOR DRAIN	-	1/2	2	1-1/2
H	HAND WASH	1/2	1/2	2	1-1/2
DW	DIET WASHER	1/2	-	2	1-1/2
MS	MCP SINK	1/2	1/2	2	1-1/2
FS	FLOOR SINK	-	-	2	1-1/2
IS	ICE BIN	-	-	1	-
GI	GREASE INTERCEPTOR	-	-	2	1-1/2
MI	ICE MAKER	-	1/2	1/2	-
WS	WORK SINK	1/2	1/2	2	1-1/2



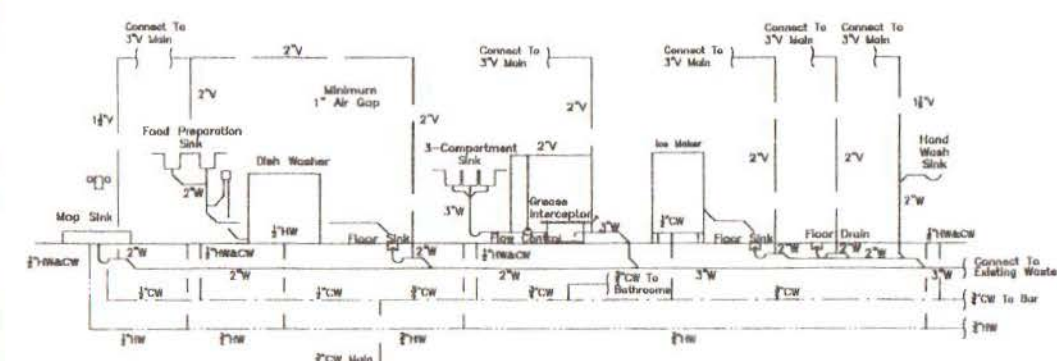
Domestic Hot Water Heater
Not To Scale



Sheet Notes

- All plumbing work installed per 2009 Uniform Plumbing Code and CBJ ordinances.
- All piping branches to fixtures 1/2" unless shown otherwise. Shock suppressors installed on hot and cold water.
- 1" minimum air gap on all Floor Sinks.

Bar Plumbing Diagram
Not To Scale



Sheet Notes

- All plumbing work installed per 2009 Uniform Plumbing Code and CBJ ordinances.
- All piping branches to fixtures 1/2" unless shown otherwise. Shock suppressors installed on hot and cold water.
- 1" minimum air gap on all Floor Sinks.

Kitchen Plumbing Diagram
Not To Scale

Affidavit of Publication

United States of America
State of Alaska
First Division
Juneau Elks Club No. 420

Order # 19400

Juneau Elks Club
No. 420
is making appli-
cation for a new
Club License, Sec.
04.11.110 liquor
license, doing busi-
ness as Juneau
Elks Club No. 420
located at 9321
Glacier Highway Ju-
neau Alaska 99801
Interested persons
should submit
written comment to
their local governing
body, the applicant
and to the Alcoholic
Beverage Control
Board at 2400
Viking Drive
Anchorage AK
99501

I, Elana Cranston, first duly
sworn, oath, depose, and say that I
am the Principle Clerk of the
Juneau Empire, a newspaper of
general circulation, published in
the city of Juneau, State of Alaska;
that the publication was published
in said newspaper on the 21st day
of June and five publication(s)
thereafter with the last publication
date of July 8, 2015.

.....
Subscribed and sworn to before
me this day of July 16, 2015.

.....
Notary Public in and for the State
of Alaska.

