



June 29, 2020

City of Soldotna
Kenai Peninsula Borough
Attn: City/Borough Clerk
Via Email: cityclerk@soldotna.org, JRodgers@kpb.us, SNess@kpb.us, joanne@borough.kenai.ak.us,
tshassetz@kpb.us

License Type:	Restaurant/Eating Place	License Number:	5919
Licensee:	Melodie Allen		
Doing Business As:	Small Town Coffee Roasters		
Premises Address:	43335 Kalifornsky Beach Road Ste 22, Soldotna		

- New Application**
 Transfer of Ownership Application
 Transfer of Location Application
 Transfer of Controlling Interest Application

We have received a completed 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 protest within 60 days and show proof of service upon the applicant.

AS 04.11.491 – AS 04.11.509 provide that the board will deny a license application if the board finds that the license is prohibited under as a result of an election conducted under AS 04.11.507.

AS 04.11.420 provides that the board will not issue a license when a local governing body protests an application on the grounds that the applicant's proposed licensed premises are located in a place within the local government where a local zoning ordinance prohibits the alcohol establishment, unless the local government has approved a variance from the local ordinance.

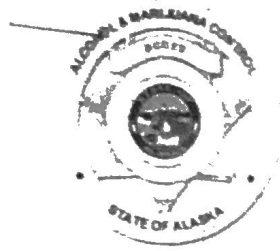
Sincerely,

Glen Klinkhart, Interim Director
amco.localgovernmentonly@alaska.gov

Attached: AB-00,AB-02, and AB-03 if applicable

4/2/2020 - Please leave with 4112120

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350



Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

What is this form?

This new license application form is required for all individuals or entities seeking to apply for a new liquor license. Applicants should review Title 04 of Alaska Statutes and Chapter 304 of the Alaska Administrative Code. All fields of this form must be completed, per AS 04.11.260 and 3 AAC 304.105.

This form must be completed and submitted to AMCO's main office, along with all other required forms and documents, before any license application will be considered complete.

Section 1 - Establishment and Contact Information

Enter information for the business seeking to be licensed.

Licensor:	Melodie Allen		
License Type:	Restaurant Eating Place	Statutory Reference:	AS.04.11.100
Doing Business As:	Small Town Coffee Roasters		
Premises Address:	43335 Kalifornsky Beach Rd, Ste 22		
City:	Soldotna	State:	AK ZIP: 99669
Local Governing Body:	Kenai Peninsula Borough		
Community Council:			

Mailing Address:	43335 Kalifornsky Beach Rd, Ste 22		
City:	Soldotna	State:	AK ZIP: 99669

Designated Licensee:	Melodie Allen		
Contact Phone:	907-398-9535	Business Phone:	907-398-9535
Contact Email:	akcoffee.roasters@gmail.com		

Seasonal License? Yes No If "Yes", write your six-month operating period: _____

OFFICE USE ONLY			
Complete Date:		License Years:	License #:
Board Meeting Date:		Transaction #:	
Issue Date:		BRE:	



Alaska Alcoholic Beverage Control Board Form AB-00: New License Application

Section 2 - Premises Information

Premises to be licensed is:

- an existing facility
- a new building
- a proposed building

The next two questions must be completed by beverage dispensary (including tourism) and package store applicants only:

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the outer boundaries of the nearest school grounds? Include the unit of measurement in your answer.

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the public entrance of the nearest church building? Include the unit of measurement in your answer.

Section 3 - Sole Proprietor Ownership Information

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 4. If more space is needed, please attach a separate sheet with the required information. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: applicant affiliate

Name:	Melodie Allen			
Address:	44399 Parkway Ave			
City:	Soldotna	State:	AK	ZIP: 99669

This individual is an: applicant affiliate

Name:				
Address:				
City:		State:		ZIP:



Alaska Alcoholic Beverage Control Board Form AB-00: New License Application

Section 4 – Entity Ownership Information

This section must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for a license. Sole proprietors should skip to Section 5.

If more space is needed, please attach a separate sheet with the required information.

- 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*.

Entity Official:				
Title(s):		Phone:		% Owned:
Address:				
City:		State:		ZIP:

Entity Official:				
Title(s):		Phone:		% Owned:
Address:				
City:		State:		ZIP:

Entity Official:				
Title(s):		Phone:		% Owned:
Address:				
City:		State:		ZIP:

Entity Official:				
Title(s):		Phone:		% Owned:
Address:				
City:		State:		ZIP:



Alaska Alcoholic Beverage Control Board
Form AB-00: New License Application

This subsection must be completed by any applicant that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC) and have a registered agent who is an individual resident of the state of Alaska.

DOC Entity #:		AK Formed Date:		Home State:	
Registered Agent:				Agent's Phone:	
Agent's Mailing Address:					
City:		State:		ZIP:	

Residency of Agent: Yes No

Is your corporation or LLC's registered agent an individual resident of the state of Alaska?

Section 5 – Other Licenses

Ownership and financial interest in other alcoholic beverage businesses: Yes No

Does any representative or owner named in this application have any direct or indirect financial interest in any other alcoholic beverage business that does business in or is licensed in Alaska?

If "Yes", disclose which individual(s) has the financial interest, what the type of business is, and if licensed in Alaska, which license number(s) and license type(s):

Section 6 – Authorization

Communication with AMCO staff: Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

If "Yes", disclose the name of the individual and the reason for this authorization:



Alaska Alcoholic Beverage Control Board
Form AB-00: New License Application

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

MA

I certify that all proposed licensees have been listed with the Division of Corporations.

MA

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

MA

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 304.465.

MA

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

MA

As an applicant for a liquor license, 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.

Melodie Allen

 Signature of licensee

Tyler Scott

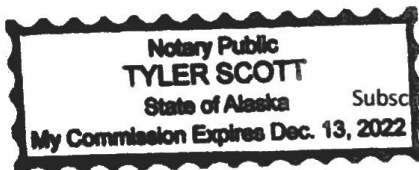
 Signature of Notary Public

Melodie Allen

 Printed name of licensee

Notary Public in and for the State of *Alaska*

My commission expires: *12/13/2022*



Subscribed and sworn to before me this *11th* day of *May*, 20 *20*.



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board Form AB-02: Premises Diagram

What is this form?

A detailed diagram of the proposed licensed premises is required for all liquor license applications, per AS 04.11.260 and 3 AAC 304.185. Your diagram must include dimensions and must show all entrances and boundaries of the premises, walls, bars, fixtures, and areas of storage, service, consumption, and manufacturing. If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex.

The second page of this form is not required. Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form. The first page must still be completed, attached to, and submitted with any supplemental diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

This form must be completed and submitted to AMCO's main office before any license application will be considered complete.

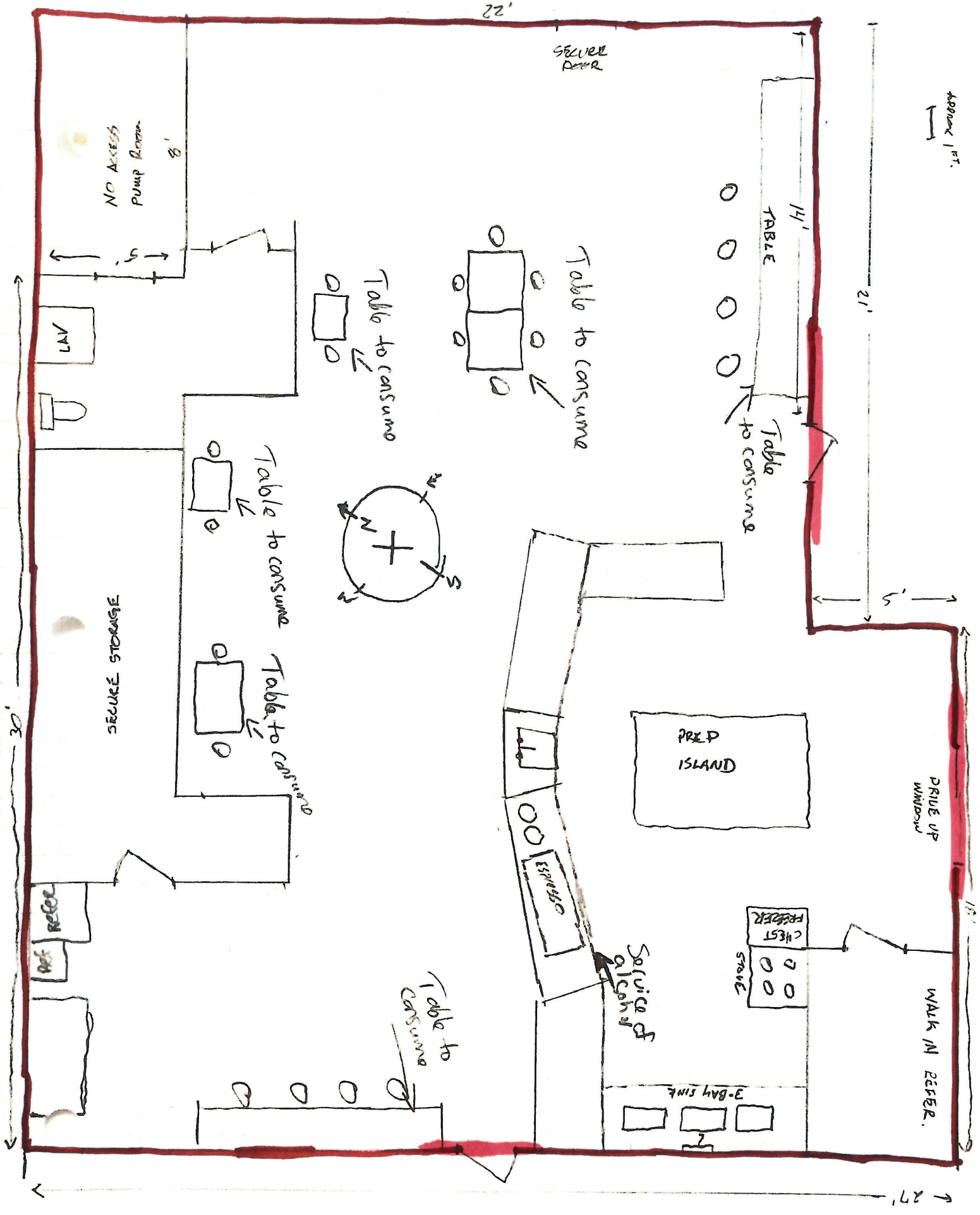
I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the second page of this form. Yes No

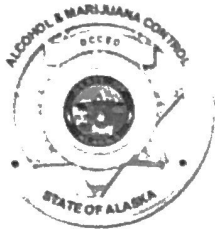
Section 1 - Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Melodie Allen	License Number:	5919
License Type:	Restaurant Eating Place		
Doing Business As:	Small Town Coffee Roasters		
Premises Address:	43335 K-Beach Rd, ste 22		
City:	Soldotna	State:	AK
		ZIP:	99669

Approx 1 FT.





Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

What is this form?

A restaurant designation permit application is required for a licensee desiring designation under 3 AAC 304.715 – 3 AAC 304.795 as a bona fide restaurant, hotel, or eating place for purposes of AS 04.16.010(c) or AS 04.16.049. Designation will be granted only to a holder of a beverage dispensary, club, recreational site, golf course, or restaurant or eating place license, and only if the requirements of 3 AAC 304.305, 3 AAC 304.725, and 3 AAC 304.745, as applicable, are met. A menu or expected menu listing the meals, including entrees prepared onsite and offered to patrons, and copy of the DEC Food Service Permit (or corresponding DHHS documentation for licenses located in the Municipality of Anchorage) must accompany this form. Applicants should review AS 04.16.049 – AS 04.16.052 and 3 AAC 304.715 – 3 AAC 304.795. All fields of this form must be completed. The required \$50 permit fee may be made by credit card, check, or money order.

Section 1 – Establishment Information

Enter information for licensed establishment.

Licensee:	Melodie Allen				
License Type:	Restaurant Eating Place	License Number:	5919		
Doing Business As:	Small Town Coffee Roasters				
Premises Address:	43385 Kalifornsky Beach Rd, Ste 22				
City:	Soldotna	State:	AK	ZIP:	99669
Contact Name:	Melodie Allen	Contact Phone:	907-398-9535		

Section 2 – Type of Designation Requested

This application is for the request of designation as a bona fide restaurant, hotel, or eating place for purposes of AS 04.16.010(c) or AS 04.16.049, and for the request of the following designation(s) (check all that apply):

1. Dining after standard closing hours: AS 04.16.010(c)
 2. Dining by persons 16 – 20 years of age: AS 04.16.049(a)(2)
 3. Dining by persons under the age of 16 years, accompanied by a person over the age of 21: AS 04.16.049(a)(3)
 4. Employment for persons 16 or 17 years of age: AS 04.16.049(c)
- NOTE: Under AS 04.16.049(d), this permit is not required to employ a person 18 - 20 years of age.

OFFICE USE ONLY		
Transaction #:	Initials:	



Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

Section 3 - Minor Access

Review AS 04.16.049(a)(2); AS 04.16.049(a)(3); AS 04.16.049(c)

List where within the premises minors are anticipated to have access in the course of either dining or employment as designated in Section 2. (Example: Minors will only be allowed in the dining area. OR Minors will only be employed and present in the Kitchen.)

Minors will only be allowed in the dining area, and minors will be employed and present in the kitchen

Describe the policies, practices and procedures that will be in place to ensure that minors do not gain access to alcohol while dining or employed at your premises.

All alcohol will be in a designated storage area that is locked. Minors who are employed will never be without supervision or have access to the liquor storage. When alcohol is delivered, the policy is that a manager 21 and over will check it in, and secure it in the locked storage room. No minors will have access. A manager will always be responsible for restocking, and only a manager and owner will have a key to the alcohol storage. Staff will check ID of every guest who dines with us, who looks to be under the age of 35.

Is an owner, manager, or assistant manager who is 21 years of age or older always present on the premises during business hours?

Yes No

Section 4 - DEC Food Service Permit

Per 3 AAC 304.910 for an establishment to qualify as a Bona Fide Restaurant, a Food Service Permit or (for licenses within the Municipality of Anchorage) corresponding Department of Health and Human Services documentation is required.

Please follow this link to the DEC Food Safety Website: <http://dec.alaska.gov/eh/fss/food/>

Please follow this link to the Municipality Food Safety Website:

<http://www.muni.org/Departments/health/Admin/environment/FSS/Pages/fssfood.aspx>

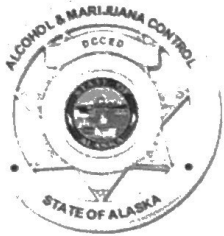
If you are unable to certify the below statement, please discuss the matter with the AMCO office:

Initials

I have attached a copy of the current food service permit for this premises OR the plan review approval.

MA

*Please note, if a plan review approval is submitted, a final permit will be required before finalization of any permit or license application.



Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

Section 5 – Hours of Operation

Review AS 04.16.010(c).

Enter all hours that your establishment intends to be open. Include variances in weekend/weekday hours, and indicate am/pm:

Monday through Friday 10am-9pm
Saturday 8^{am}-3pm
Sunday closed & 8am-3pm

Section 6 – Entertainment & Service

Review AS 04.11.100(g)(2)

Are any forms of entertainment offered or available within the licensed business or within the proposed licensed premises?

Yes No

If "Yes", describe the entertainment offered or available and the hours in which the entertainment may occur:

[Empty box for describing entertainment]

Food and beverage service offered or anticipated is:

table service buffet service counter service other

If "other", describe the manner of food and beverage service offered or anticipated:

[Empty box for describing other food and beverage service]



Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

Section 7 – Certifications and Approvals

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

Initials

There are tables or counters at my establishment for consuming food in a dining area on the premises.

MA

I have included with this form a menu, or an expected menu, listing the meals to be offered to patrons. This menu includes entrees that are regularly sold and prepared by the licensee at the licensed premises.

MA

I certify that the license for which I am requesting designation is either a beverage dispensary, club, recreational site, golf course, or restaurant or eating place license.

MA

I have included with this application a copy of the most recent AB-02 or AB-14 for the premises to be permitted. (AB-03 applications that accompany a new or transfer license application will not be required to submit an additional copy of their premises diagram.)

MA

I declare under penalty of perjury that this form, including all attachments and accompanying schedules and statements, is true, correct, and complete.

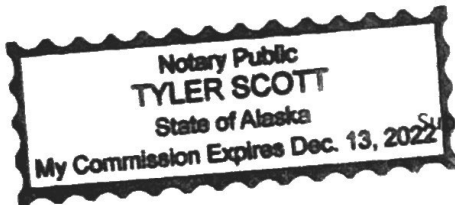
Melodie Allen
Signature of licensee

Melodie Allen
Printed name of licensee

Tyler Scott
Signature of Notary Public

Notary Public in and for the State of Alaska

My commission expires: 12/13/2022



Subscribed and sworn to before me this 11th day of May, 2020.

Local Government Review (to be completed by an appropriate local government official):

Approved

Denied

Signature of local government official

Date

Printed name of local government official

Title



Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

AMCO Enforcement Review: _____ Enforcement Recommendation: Approve Deny

Signature of AMCO Enforcement Supervisor

Printed name of AMCO Enforcement Supervisor

Date

Enforcement Recommendations:

[Empty box for Enforcement Recommendations]

AMCO Director Review: _____ Approved Denied

Signature of AMCO Director

Printed name of AMCO Director

Date

Limitations:

[Empty box for Limitations]



Alaska Food Code 2020 Establishment Permit

Division of Environmental Health
Food Safety & Sanitation Program

Permit Number: 10993
Issued to: **MELODIE ALLEN**
For: **Small Town Coffee Roasters**
For Operation of: **FF-6 Deli/Takeout/Drive-in Food Service**
Located at: **43335 Kalifornsky Beach RD STE 22 Soldotna, AK 99669**

This permit, issued under the provisions of 18 AAC 31, is valid until the noted expiration date or unless suspended or revoked by the department.

This permit is not transferable for change of ownership, facility location, or type of operation. It must be posted in plain view in the establishment and is the property of the State of Alaska.

Expiration Date:
December 31, 2020

Program Manager:

A handwritten signature in black ink, appearing to read "Kimberly E. Brown".

**If you have questions or concerns regarding
safe food handling practices call toll free:**

1-87-SAFE-FOOD

(in Anchorage call 334-2560)





Espresso

HOT & COLD ESPRESSO BEVERAGES,
REAL FRUIT SMOOTHIES, LOTUS AND TEA

Bakery

A VARIETY OF SCRUMPTIOUS, HOMEMADE
TREATS. BAKED FRESH EVERY DAY IN OUR
KITCHEN!

COOKIES, SCONES, MUFFINS, GOURMET
BROWNIES, BARS, BAGUETTES, PIE BARS, &
WHOLE PIES TO ORDER

Breakfast

CINNAMON ROLLS

OUR SWEET BISCUIT DOUGH
VERSION

COFFEE CAKE

BREAKFAST BURRITO

SEASONED POTATOES, EGG,
BACON & CHEESE, WITH SALSA

CROISSANT SANDWICH

EGG, BACON & CHEDDAR
CHEESE

BREAKFAST BOWL

SEASONED POTATOES, EGGS &
BACON. TOPPED WITH CHEDDAR
& SALSA

YOGURT PARFAIT

FRESH FRUIT WITH HOUSEMADE
GRANOLA

**** Breakfast served until 11am ****

*** All items subject to availability ***



Bowls & Salads

SWEET POTATO BOWL

SEASONED SWEET POTATOES,
QUINOA, BLACK BEANS, CORN

GREEK BOWL

CUCUMBERS, TOMATO, QUINOA,
RED ONION, PEPPERONCINI,
FETA & OLIVES

DAILY SALAD

ALWAYS SERVED WITH
HOUSEMADE DRESSING

DAILY SOUP

FRESH & MADE FROM SCRATCH

SNACK PACK

A MIX OF FRESH FRUITS,
VEGGIES, BOILED EGG, NUTS,
CHEESE, HUMMUS

Wraps & Sandwiches

B.L.T

SPINACH WRAP WITH HONEY MUSTARD

TURKEY

SPINACH WRAP, LETTUCE, TOMATO, RED
ONION, WITH CRANBERRY CREAM CHEESE

CHICKEN BACON RANCH

SPINACH WRAP, LETTUCE, TOMATO WITH
SRIRACHA RANCH

GREEK

SPINACH WRAP WITH CUCUMBERS, TOMATO,
FETA, OLIVES, LETTUCE & GARLIC
VINAIGRETTE

SANDWICHES

ON HOMEMADE BAGUETTE OR FRESH
CROISSANT