

PLANNING AND DEVELOPMENT SERVICES STAFF REPORT

For Planning Commission Meeting of February 21, 2018

**SUBJECT: 321 East Liberty Special Exception Use and Site Plan (321 E Liberty Street)
File No. SEU17-004**

PROPOSED CITY PLANNING COMMISSION MOTION

The Ann Arbor City Planning Commission, after hearing all interested persons and reviewing all relevant information, including an accompanying site plan finds the petition substantially meet the standards in Chapter 55 (Zoning Ordinance), Section 5:104 (Special Exceptions) and Section 5:50.1 (Regulations Concerning Medical Use of Marijuana), and therefore approves the 321 East Liberty Special Exception Use for a medical marijuana Provisioning Center. This approval is based on the following findings:

1. The proposed use will be consistent with the D1 Downtown Core Zoning District, which encourages a diversity of uses, designed to be accessed by a variety of modes of transportation.
2. The proposed use will not adversely impact traffic, circulation, or streets and road intersections based on the downtown location, proximity to transit service, and adequate pedestrian facility access.
3. Through documentation submitted by the petitioner regarding waste disposal, inventory tracking, security, and other methods of operation of the facility, the provisioning center will be operated in a manner that will not have adverse impact to the neighboring properties, area, and will not have a detrimental impact on natural features.
4. The building is occupies an FAR of 64% and some limited open space (none required) in compliance with requirements of the D1 Zoning District.

This Special Exception Use approval is based on the following conditions:

1. The petitioner must obtaining both a State of Michigan Medical Marijuana License and a City of Ann Arbor Medical Marijuana Permit, and provide documentation to Planning Services within three years of the City Planning Commission approval date of this petition.
2. The petitioner operating a medical marijuana business at this address, within three years of the City Planning Commission approval date of this petition.

And that the Ann Arbor Planning Commission approves the attached Site Plan which demonstrates compliance with the applicable Special Exception Use standards as no physical development of the property is proposed.

STAFF RECOMMENDATION

Staff recommends that the special exception use be **approved with conditions** subject to Planning Commission consideration because the proposed special exception use is of such location, size and character as to be compatible with the zoning district in which the site is situated; and the location and size of the proposed use, its nature and intensity, the site layout and access, and effect of the proposed use on public services would not be hazardous or inconvenient to the neighborhood nor unduly conflict with the normal traffic of the neighborhood.

LOCATION

The site is located on the north side of East Liberty between South Fifth Avenue and South Division Street. It is in the East Liberty Historic District, the Allen Creek subwatershed, and the first ward.

DESCRIPTION OF PETITION

The petitioner seeks special exception use approval to operate a medical marijuana provisioning center called Arbors Wellness in an existing building zoned D1. Per the Zoning Ordinance, Chapter 55, D1 Downtown zoning allows medical marijuana provisioning centers with special exception use approval.

The 7,927 square foot site contains a 5,097 square foot, two-and-a-half-story masonry building. The petitioner indicates there are seven parking spaces on the site, one of which is barrier free. The driveway and parking area are gravel, with no individual space delineation, and the driveway is shared with the property to the west. There are no changes proposed to the site or exterior of the building. The entire building is proposed to be used as a provisioning center.

SURROUNDING LAND USES AND ZONING

	LAND USE	ZONING
NORTH	Bank/Parking lot/Residential	D1 Downtown Core
EAST	Retail	D1 Downtown Core
SOUTH	Retail/Residential/Office	D1 Downtown Core
WEST	Retail/Office	D1 Downtown Core

HISTORY

The Enoch & Armanilla James House was constructed in the Federal style of brick in 1849. Its character-defining features include the stepped gables and star tie rods visible on the side elevation, the 6/6 double hung windows, and the classical entryway. According to *Historic Ann Arbor: An Architectural Guide* (Wineberg and McCauley, 2014) and the 1880 Bird's Eye-View map of Ann Arbor, the complementary front porch serving as an elegant stoop was constructed sometime between 1880 and 1909. Emil Lorch, former dean of the University of Michigan Architecture School, described the building in 1936 as "a two and one half story Eastrn City row

type, rare in Michigan." It was used as a boarding house late in the 19th century, and was converted to a duplex in 1980. The building is now in commercial use.

PLANNING BACKGROUND

The D1 Downtown Core Zoning District encourages a variety of uses, that are designed to be accessed by multiple modes of transportation. Medical Marijuana Provisioning Centers are a Special Exception Use in the D1 District.

SPECIAL EXCEPTION USE STANDARDS

The Planning Commission, in arriving at its decision relative to any application for a special exception, shall apply the standards shown on the attached petition.

In addition, the following information is required to be submitted for provisioning centers per 5:50.1(8) Special exception use regulations for medical marijuana facilities:

- 1) an operations statement that describes the life cycle of marijuana on site, and general business operations;
- 2) a safety and security plan that addresses marijuana, customers, employees, and the neighborhood;
- 3) a description of methods to be used to contain all odors within the building;
- 4) a waste disposal plan for marijuana; and
- 5) hours of operation.

This required information is attached, and additional information may be found in the complete project application package in Trakit at www.a2gov.org/permits.

PLANNING STAFF COMMENTS

Medical marijuana provisioning is a land use akin to general retail. Goods are located on site, and consumers, in this case state medical marijuana card-holders, purchase those goods and leave the store with them. This business has been operating on the site since at least 2012, and was included in the original group of applicants under the City's previous medical marijuana ordinance.

The special exception use requirements as they are applied to this petition are broken down into general categories below.

Downtown Plan: The master plan includes diversity of uses and users as guiding values for the Downtown Core area, which this business contributes to.

Compatibility with the general vicinity: The use is not unlike the retail businesses surrounding it.

Consistent with the neighborhood and not detrimental: The business has proven over the last six years that the intensity and character of its activities are compatible with this historic block of downtown. No complaints have been received by Planning and Building about this business. This business has maintained a low-key presence on the block, and the operators have

respected the historic character of the building in its maintenance, business signage, and landscaping.

Parking: The site is located in the Special Parking District, and no vehicle parking is required. There is existing parking behind the building for seven vehicles, and one of those spaces is barrier free. The parking lot and drive approach are gravel. Since no parking is required in the D1 district, the petitioner is not required to bring the parking lot up to code by paving it (which would require a site plan and compliance with all other code requirements). Though not required, the existing parking reduces pressure on the public parking system. One class C bicycle parking space is required, and four are provided in an existing bicycle rack.

Pedestrian Safety: The site is well-served by the downtown sidewalk system, and there are paved approaches to the building's entrances. A barrier-free ramp is located on the east side of the building.

Vehicular movement and traffic: The vehicle trips generated by a provisioning center are consistent with general retail uses found in the downtown.

Additional required Medical Marijuana SEU information:

Operations Plan: The attached operations plan is comprehensive and does a good job describing operations and procedures.

Safety & Security: A thorough safety and security plan is attached. It should be noted that the state licensing process requires an extremely detailed and comprehensive security system. Staff does not ask for the particulars of provisioning centers' security plan since our documents are all public, unlike the state license permit application which is not.

Odor Control: Lack of odor control is the most frequent complaint heard by staff about provisioning centers. This petition includes a statement on the Cover Sheet attachment about the filters and fans that will be used to control odor. Per the medical marijuana zoning ordinance, no facility may create noise, dust, vibration, glare, fumes, odors or electrical interference detectable to the normal senses beyond the property boundary.

Hours of Operations: As stated on the Cover Sheet attachment, hours will be Monday-Sunday, 9am-8pm. Closed Thanksgiving, Christmas and New Years Day.

DEPARTMENT COMMENTS

No department made comments on the petition.

Prepared by Jill Thacher
Reviewed by Brett Lenart

Attachments: Zoning/Parcel Maps
 Aerial Photo
 SEU Petition Application
 Attachment A
 Attachment B
 Attachment C
 [Site Survey](#)
 [Cover Sheet](#)

321 East Liberty Special Exception Use
Page 5

c: Petitioner: James F. Daly
c/o CannArbor
321 E Liberty St
Ann Arbor, MI 48104

Petitioner's Agent: Washtenaw Engineering Co
Roberty Wanty
3526 W. Liberty Rd
Suite 400
Ann Arbor, MI 48103

City Attorney's Office
Systems Planning
File No. SEU17-004

321 E Liberty (August, 2016, courtesy Google)



321 E Liberty St 1

This map illustrates the zoning and street layout of a residential area. The map features several streets labeled in yellow: E-William St, S Fourth Ave, N-Fourth Ave, E-Huron St, E-Washington St, S Division St, N Division St, E-Liberty St, Library Ln, and Thompson St. Specific zoning districts are indicated by black outlines and labels: B/R, PL, PUD, C1A/R, C2A/R, D2, O, and R4C. A legend at the bottom left identifies the zoning districts, and a compass rose at the bottom right indicates North.

Zoning Districts: B/R, PL, PUD, C1A/R, C2A/R, D2, O, R4C

Railroads:

Streets: E-William St, S Fourth Ave, N-Fourth Ave, E-Huron St, E-Washington St, S Division St, N Division St, E-Liberty St, Library Ln, Thompson St

Labels: Alley, PL, PUD, C1A/R, C2A/R, D2, O, R4C



Zoning Districts



Township Islands



City Zoning Districts



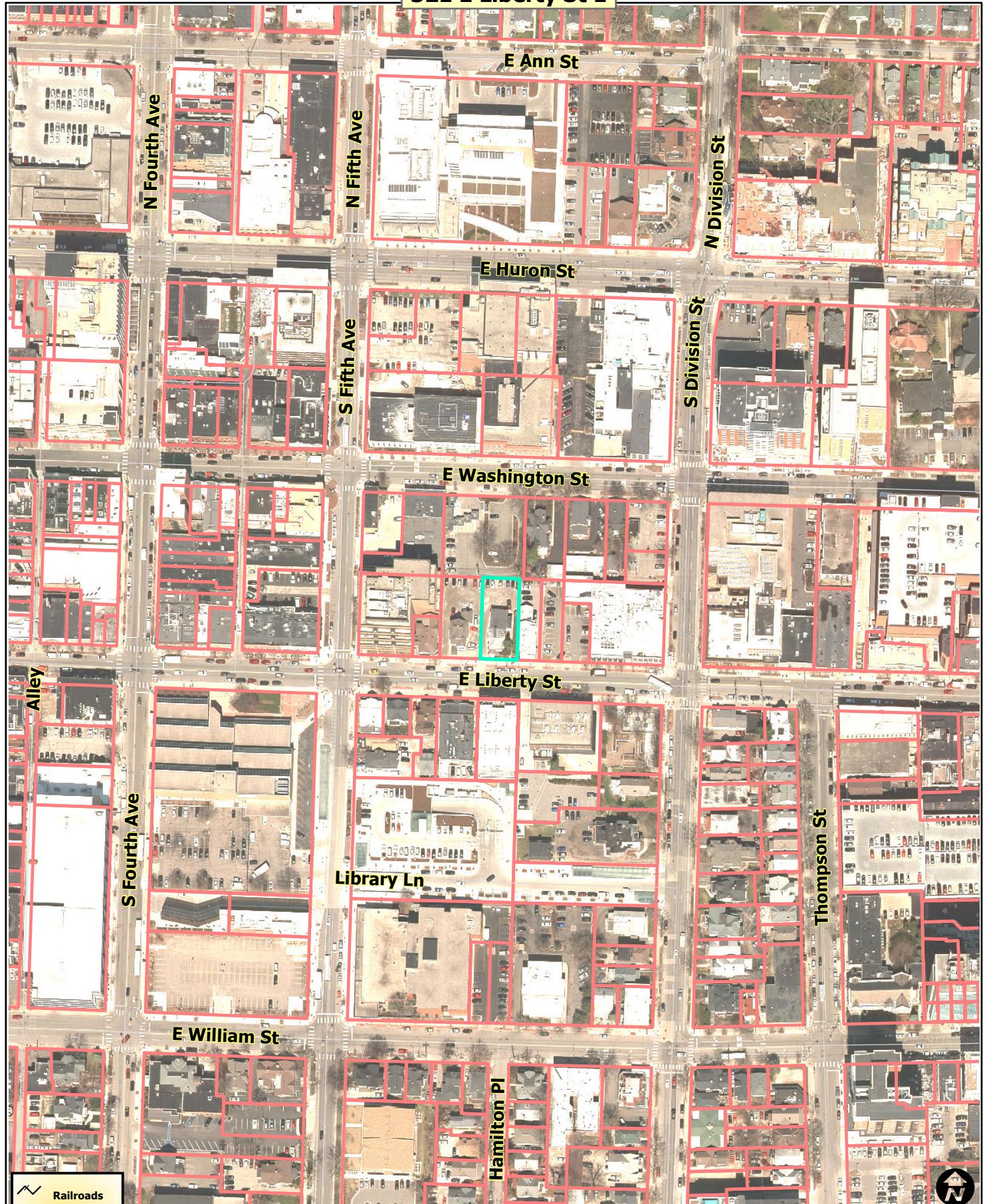
City Zoning Districts

Map date 12/28/2017

Any aerial imagery is circa 2015 unless otherwise noted

Terms of use: www.a2gov.org/terms

321 E Liberty St 1



- Railroads
- Huron River
- Tax Parcels



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City of Ann Arbor

PLANNING & DEVELOPMENT SERVICES — PLANNING SERVICES

100 North Fifth Avenue | P.O. Box 8647 | Ann Arbor, Michigan 48107-8647
p. 734.794.6265 | f. 734.994.8312 | planning@a2gov.org

APPLICATION FOR SPECIAL EXCEPTION USE

See www.a2gov.org/planning/petitions for submittal requirements.

TO: Ann Arbor City Planning Commission

We, the undersigned, respectfully petition the City Planning Commission to approve this special exception use request as it relates to the property hereinafter described.

A. Legal Description

(Give or attach legal description and include address of property)

City of Ann Arbor, County of Washtenaw, State of Michigan, to wit: Lot 13, except East 6 feet, B2S, R6E, Original

Plat of the City of Ann Arbor, according to the Transcripts, Page 152, Washtenaw County Records.

More Commonly Known as: 321 East Liberty St.

Tax Item Number: 09-09-29-112-018

B. Petitioner Information

The petitioner(s) requesting the special exception use are: (List petitioners' name; address; telephone number; and interest in the land; i.e., owner, land contract, option to purchase, etc.)
CannArbor INC

James F. Daly C/O CannArbor, 321 East Liberty St., Ann Arbor, MI 48104

(734) 474-5881; Lessee

Also interested in the petition are: (List others with legal or equitable interest)

William A. Copi; 1012 Miner Street, Ann Arbor, MI 48103; Lessor

Brian Doelle C/O CannArbor, 321 East Liberty St., Ann Arbor MI 48104. (248) 892-3879; Lessee

C. Use Request

The applicant requests special exception use approval to permit the following use(s): (state intended use)

A Medical Marihuana Provisioning Center in a D1 zoned district as allowed for by the Ann Arbor Code of Ordinances Chapters 55, Section 5:10.19(2)(a), and 96.

D. Specific Standards

The proposed use is allowed in accordance with the Schedule of Use Regulations, Chapter 55 (Zoning Ordinance), Section 5:10.19, Paragraph 2(a). Specify how the project meets all standards cited. Add attachment if necessary.

The site and building are existing. No new exterior work is being proposed at this time. The Proposed use is allowable within the district subject to

Chapter 55 section 5:50.1 and a special exception per 5:104 (See Attached for additional standards)

E. General Standards

The proposed use or uses shall be of such location, size and character as to be compatible with the appropriate and orderly development of the zoning district and adjacent zoning districts in which the site is situated. Please explain how and to what extent the following standards are met by the proposal:

1. Will be consistent with the general objectives of the City Master Plan.

Provisioning Centers are special exception uses in the D1 (Downtown) zoning district. This will not require re-zoning and is consistent with the City

Master Plan and schedule of uses in Table 5:10.19A

2. Will be designed, constructed, operated and maintained in a manner that is compatible with the existing and planned character of the general vicinity.

The site and building are existing and compatible with the Liberty/Division overlay district. At this time, no new exterior work is being proposed.

3. Will be consistent with the general character of the neighborhood considering population density, design, scale and bulk; and the intensity and character of activity.

The neighboring parcels are also in the D1 District and the use is consistent with those permitted uses as outlined in Table 5:10.19A

4. Will not be detrimental to the use, peaceful enjoyment, economic value or development of neighboring property, or the neighborhood area in general.

The use is consistent with the neighboring properties as they are also retail establishments, will not damage the general character of the neighborhood, and there will be no additional population density added to the area, as it is not a residential project

5. Will not have a detrimental effect on the natural environment.

It will not have a detrimental effect on the natural environment as the site and building are already in existence

The location and size of the proposed use or uses, the nature and intensity of the principal use and all accessory uses, the site layout and its relation to streets giving access to it, shall be such that traffic to and from the use or uses, the assembly of persons in connection therewith, and the effect of the proposed use on public services and facilities, will not be hazardous or inconvenient to the neighborhood nor unduly conflict with the normal traffic of the neighborhood. Please explain how and to what extent the following standards are met by the proposal:

6. The location of and access to off-street parking and the safe provision for pedestrian traffic.

The site is located in the Special Parking District and does not exceed the normal maximum permitted usable floor area as outlined in Chapter 59:5.169, and therefore, no off-street motor vehicle parking is required. The site does include 10 regular, 1 handicap and 4 bicycle off-street bicycle parking spaces; exceeding city requirements.

7. The relationship of the proposed use to main traffic thoroughfares and to streets and road intersections.

The relationship will not change. Traffic Patterns will remain consistent with the current use.

8. Vehicular turning movements in relationship to traffic flow routes.

There will be no changes to vehicular turning movements and no change to traffic flow routes.

9. The intensity and character of traffic and parking conditions on the site and in the general area.

The site is located in a Special Parking District and does not require off-street parking. However, the location has parking spaces.

10. The requirements for additional public services and facilities which will be created by the proposed use will not be detrimental to the social and economic welfare of the community.

No need for additional public services.

F. Variance Information

In addition to the granting of the special exception use, the following variances from City regulations will be requested:

There is no need for additional variances.

Attached is a site plan of the property proposed for special exception use approval, showing the

boundaries of the property, the buildings, vehicular use areas, and all requirements set forth in Chapter 57 (Subdivision and Land Use Controls).

The undersigned states he/she is interested in the property as aforesaid and that the foregoing statements are true and correct to the best of his/her knowledge and belief.

Dated: 12-7-17

Signature: 

James Daly
321 E Liberty St. Ann Arbor, MI 48104

(Print name and address of petitioner)

STATE OF MICHIGAN

COUNTY OF WASHTENAW

On this 7 day of December, 2017 before me personally appeared the above named petitioner(s), who being duly sworn, say that they have read the foregoing petition and by them signed, and know the contents thereof, and that the same is true of their knowledge, except as to the matter therein stated to be upon their information and belief, and as to those matters they believe it to be true.

Signature: 

Deborah L. Moore

DEBORAH L. MOORE

NOTARY PUBLIC - STATE OF MICHIGAN

COUNTY OF WASHTENAW

My Commission Expires July 22, 2020

Acting in the County of Washtenaw

My Commission Expires: 7. 22. 2020
acting in Washtenaw County

Citizen Participation Notice Summary

Project: 321 E. Liberty "Arbors Wellness"
Special Exception Use Petition
SEU17-004

517 notices were sent thru the US Postal Service on January 12, 2018
23 notices were returned due to vacancies

The citizen participation notice that was sent is below:

**Citizen Participation Notice
for 321 E. LIBERTY STREET**

Postcards are being sent to all property owners within 500 feet of the project site to give notice that a special exception use petition was submitted to the City of Ann Arbor on December 21, 2017. This postcard is intended to invite you to contact facility developer so that you can learn, ask questions, and express concerns regarding the proposed project.

DESCRIPTION: This project proposes a special exception use at 321 E. Liberty Street "Arbors Wellness" to allow the operation of a medical marijuana provisioning center.

You may discuss the application and express any concerns that you may have with James Daly of CannArbor, Inc.
by e-mail at: james@arborswellness.com or phone: 734-474-5881

In accordance with the City of Ann Arbor's Citizen Participation Ordinance, you are being notified that a proposal for a special exception use for a medical marijuana facility has been submitted to the City of Ann Arbor's Planning Department

I also only received one email in opposition but no reason was given and I responded to the person with no reply back.

All of the immediate neighbors are very supportive. We spoke to most all of them in person in January.

PROVISIONING CENTER STANDARD OPERATING PROCEDURES

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INVENTORY

- 2. Sales Procedures
- 9. Inventory Counts
- 9. Product Transfer Procedures
- 10. Conversion of Flower
- 13. Product Storage
- 13. Waste Removal

RECORD KEEPING

- 14. Inventory Transfer Records
- 14. Daily Sales Records
- 16. Payouts and Invoices
- 16. ATM Records
- 16. Cash in Excess Safe Records
- 16. Record of Loss
- 17. Payroll Recording Procedures
- 17. Inventory Sales Records
- 18. Compliance with METRC

Sales Procedures and Inventory Tracking

All inventory transferred to this provisioning center must be brought by a secured transporter. Before the products are accepted, the manager on duty must verify that it meets all state standards for testing, chain of custody, secured container and labeling. Once verified, the manager needs to immediately update METRC and securely place the products in the basement storage room. Then, they will update the inventory in BiotrackTHC. Only products uploaded to BiotrackTHC will be removed from the basement storage room. These products can only be brought into the packaging room, consultation room, or main office. Whenever products are moved from the basement storage room, they must be immediately updated in BiotrackTHC.

The majority has been copied from BiotrackTHC Commercial Manual

The Inventory tab has 5 sub-tabs. Current, Dispensed, Sales, Transfers and Accounts. In this chapter we will cover the Current, Transfers and Accounts sub-tabs; the Dispensed and Sales sub-tabs will be saved for a following chapter. Before we get into the nitty gritty of the Inventory system, it's first necessary to introduce some more basic system components as they relate to the Inventory system and the Sales System.

Product Categories

Every product must be placed within a product category. To view and edit product categories, navigate to the Inventory tab and then click on the Product Categories button. This will then bring up the Product Categories screen.

Creating a New Product Category

To create a new Product Category, first click on the New button. Next, type in a name for the new Product Category (e.g. Edibles). Once finished typing the name, click the Save button.

Modifying an Existing Product Category

To modify an Existing Product Category, click on the Existing Categories drop-down to select from all categories or click into the Existing Categories textbox and begin typing the desired category. The system will popup any matches; simply click on the correct one. This will then populate the Name textbox. Now, it is possible to change the name. Once changes have been completed, click the Save button to save the new category name.

Deleting a Product Category

To delete a Product Category, select it from the Existing Categories drop-down. Then,

click on the Delete button. The system will prompt for confirmation and, once confirmed, the Product Category will no longer be available.

This provisioning center will operate with the following Product Categories:

- Concentrates
- Edibles
- Flower
- Misc. (non-marijuana items)
- Prerolls
- Tinctures/RSO
- Topicals
- Vaporizer Oil/Cartridges
- Vaporizers

Tax Categories

The system possesses the capability for the provisioning center to define as many different tax categories as required. By default, the system has two already defined: Tax Standard and Tax Exempt. These are used for both wholesale and retail transactions. This provisioning center can customize their tax categories to apply a 6% state tax on all sales of non-marijuana items and an additional 3% state tax on all sales of marijuana or marihuana products.

Vendors

Vendors in the system are entities outside of this provisioning center that are also licensed marihuana growers or processors. This provisioning center can also associate specific products with vendors to expedite the wholesale process when making new purchases. All transfers will be tracked through the statewide monitoring system and transported by a licensed secure transporter.

Creating a New Vendor

To create a new Vendor, click on the New button. The name field is the only mandatory field for a new vendor. The address, city, state, zip, phone, fax and license number are necessary for certain jurisdictions where the vendor may later be used for certain compliance procedures. Once the necessary data has been entered, click the Save button to save the new vendor.

Modifying an Existing Vendor

To modify an existing vendor, click on the Vendor from the Existing Vendors dropdown.

Once selected, a manager may now change the Name, address, etc. When the managers has finished making any changes, they just click the Save button to update the system.

Deleting a Vendor

To delete a vendor, click on the Vendor from the Existing Vendors drop-down. Once a manager has selected the vendor to delete, they simply click the Delete button to remove the vendor from the system. Be aware, this will also delete any documents that have been scanned for a vendor, as well.

Vendor Document Scanning

Document uploading does not require a scanner to be connected to the computer for use, but it does make things a whole lot easier. To begin, a manager will first need to associate a TWAIN compliant scanner with BioTrackTHC. Most scanners produced today are TWAIN compliant, so there is little need to worry about compatibility. The first step in associating the scanner is to navigate to the Toolbar and click on Options, Scanner, Select Scanner.

Most scanners will have two interfaces, but there may be more if multiple scanners or printers with scanning capabilities are connected. If two interfaces are shown above and one of them includes the word WIA that is the one to select. If for whatever reason there is an issue with the TWAIN interface, try to resolve it by navigating to the Toolbar and clicking on Options, Misc, Scanner, Reset Scanner.

Initiating a scan

Once a scanner has been setup, initiating a scan is as easy as clicking on the Scan button. The system will then initiate the TWAIN system and populate the scan area with the image. If the scanner supports Automatic Document Feeder with a document feeder, simply click on Scan ADF to scan multiple documents at once. By default, scanned documents will be given generic names. A user can change the name of a document by clicking into the Title entry box, making the necessary changes, and hitting the Enter key.

Once all of the images have been scanned, a user must click on the Upload button to upload the documents into the system. If a user does not wish to upload the documents, they may click on the Clear button, and it will not upload them.

Upon upload of a file, a user may highlight the document to display it. Once displayed, a user may also use the Print button to print a copy out. Also, if at any point the

document is no longer needed a user may right click on a document and click on the Delete option.

After an image has been uploaded, a user may also use the Zoom In and Zoom Out image features which allow a user to enhance the image into greater detail. The Pop-Out button will maximize the document tab onto the screen for maximum viewing size of uploaded documents. Once maximized, a user only needs to click on Pop-Out again to restore the document tab to its original place and size.

Non-scanned documents

Documents that already exist on the computer, or that were acquired through another method, can also be uploaded by clicking on the Open button. This will prompt the user to select the file from local filesystem. Once selected, it will appear in the scan area.

Vendor Document Categories

Documents are organized into categories, and the available document categories will appear as tabs in the document scanning window. By default, one category will exist named Documents. The name of this category can be modified and other categories added by navigating to the Toolbar and clicking on Options, Vendors, Document Categories.

Create new vendor document category

To create a new document category, first click on New. This will clear out the selected document category and move the cursor to the Name entry box. Now, simply type in the name of the new vendor document category. Once finished, click Save. The category has now been saved, and once the system is restarted, the new category will appear in the document scanning area.

Update existing vendor document category

To update an existing vendor document category, click on the down arrow to the right of the Existing Categories drop-down. This will display a list of existing categories. Once a category is selected, its name will appear in the Name entry box. The text may now be modified in the Name entry box and saved. Once a category has been selected, it may also be deleted by clicking on the Delete button. Deleting a category will make any documents already uploaded into said category inaccessible. Be sure to use caution when deleting a vendor document category.

External Barcodes

This provisioning center will be able to use barcodes supplied by vendors or the state. To enable or disable, navigate to the Toolbar and click on Options, Sales, External Barcodes. The External Barcodes screen is fairly straightforward: Simply check or uncheck the Enabled box and click OK to save the setting. Once this option is modified, the system will need to reconnect for the changes to take effect.

Products

Creating a New Product

To begin, first click the New button. This will clear all of the existing fields and allow you to begin creating your new product.

The Strain drop-down will allow you to select the Strain, if applicable, of the product. If the product you are creating does not have a Strain, you may leave this field blank.

Selecting a Strain will automatically populate the Name field with the same name.

The Type field helps the system automatically associate products when they are transferred in from the Growhouse. The types available are: Bud, Clone, Kief and Shake. This field is optional, but setting it, if applicable, is advised.

The Name field is the name that will be displayed for the Product. If you selected a Strain, the Name field will be automatically populated with the Strain name. However, you can change this to anything you wish.

The Category field determines, of course, under what category on the sales screen the product appears in. Before saving a product, it MUST be associated with a category.

The Tax Category determines how much tax will be charged will sales are made for this product. By default, you can choose from the Tax Exempt and Tax Standard categories. Most products will most likely be set to Tax Standard

The Browse button allows you to locate on your computer an image icon which can be used to display an image of the product on the sales screen for easy product identification for the consultant. Once selected, the Icon Preview will display what the image will look like. Clicking on the Clear button will clear the icon. You do not need to associate an icon if you do not wish to.

The Vendor drop-down allows you to associate a specific product with a vendor. If

you only obtain this product from one specific vendor, this can save you time when performing wholesale purchases. If you do not, or don't wish to associate the product at this time, you can leave this field blank.

The Cost Per Unit field is optional, but can be very useful when running reports. By default, the system will calculate costs as determined when wholesale purchases are made based on the number of items purchased and the total cost when purchased. However, if the Cost Per Unit field has been set on a Product, this will override any calculated costs and set them statically, to the number you enter here. Entering this field is generally a good idea if the cost of a product is mostly the same every time. If you have an estimated cost on certain items (e.g. Bud), this can also be useful in determining ROI. If you don't know the cost, or don't want to enter it now, simply leave this field blank.

The External Barcode field will only appear if you have enabled External Barcodes. If you have, the system will allow you to click into this field and then scan the UPC of the item. Alternatively, the system can also generate a product barcode for you by simply clicking the Generate button. Clicking the Print button will then print out a barcode for the newly generated code. An inventory barcode tracks only to a single batch. If you choose to print a Product barcode (or already have an existing UPC), the system will use that to look for any batches that are available and prompt for which batch is being drawn from, if there are more than one available. In other words, unless you do already have a UPC on the product, you'll probably want to stick to using the inventory barcodes.

The Options tab contains four options: Requires Inventory, Requires Weighing, Medicated and Member Discount. Setting or unsetting these is very important and affect how the system deals with each product.

The Requires Inventory checkbox determines whether the product requires inventory to be sold. For example, various strains of Bud would require inventory. However, a massage therapy session would not. If an item has been set as not requiring inventory, it will allow unlimited sales of an item and will not attempt to withdraw from inventory.

The Requires Weighing checkbox determines whether, for sales purposes, the system shows the weighing screen or whether it simply prompts for a quantity. You'll want to uncheck the Requires Weighing checkbox for items such as edibles or non-medicated items.

The Medicated checkbox tells the system whether or not the product contains marijuana that should be counted against a customer's purchase limit. If unchecked, the product page will also allow you to enter a Usable amount, or how much medication is in each unit. For example, an edible might contain 100 mg, or 0.1 grams. The Member Discount checkbox will allow you to include (by default) or exclude a product from the member discount. For example, if two customers, one member and one non-member, both purchase the same product that has Member Discount unchecked, they would both be purchasing it at the non-member price.

The Description tab is optional and allows you to add a general description for the product.

The Price Point Table allows you to create pricing tiers for your products. Let's walk through an example of how to set one up. We'll start with a blank table:

Now, click the Add button. The system is now prompting for a price and a quantity. First, let's click into the Price (\$) field. That will bring up a popup. Now, either type in an amount or click on the numeric pad. Hit the OK button.

Now, click into the Per textbox. This is the number or quantity of the product that can be bought. If the product we are configuring is weighable, we can enter a weight. If the product were not weighable, we would see the same type of popup without the weight choices. Click OK.

Once you have entered all of the necessary fields, click the Save button to save the new product.

Modifying an Existing Product

The Existing Products drop-down will contain all of your existing products, selecting one will populate all of the product fields with that product's saved information. At that point, you can modify any and all information you need to including price point table information. When you have made your changes, simply click the Save button to save the information.

Deleting a Product

Select the product you wish to delete from the Existing Products drop-down. Once selected, click on the Delete button. The system will then prompt for confirmation and, once confirmed, the product will be deleted.

Inventory Counts

Every morning before opening and every night after closing, the consultants and manager will count all of the products in the consultation room. These numbers will be compared to the statewide monitoring system's inventory. If anything is lost, missing or in excess of the statewide monitoring system's numbers, the products will be recounted. If adjustments need to be made in the statewide monitoring system, the manager on duty will update the statewide monitoring system immediately. After, the manager will adjust the inventory in BiotrackTHC if necessary.

Inventory kept in the basement storage room will be counted once a week by an assigned manager. These numbers will be compared to the statewide monitoring system's inventory. If anything is lost, missing or in excess of the statewide monitoring system's numbers, the products will be recounted. If adjustments need to be made in the statewide monitoring system, the manager on duty will update the statewide monitoring system immediately. After, the manager will adjust the inventory in BiotrackTHC if necessary.

Product Transfer Procedures

Managers will arrange for purchases or transfers of marihuana products from licensed, legal vendors whose products are kept up to date in the statewide monitoring system. After the purchase or transfer is arranged with the vendor, the same manager will verify with the secured transportation company about the chain of command and planned arrival of products. The manager will then alert the other managers about the incoming products and record the planned purchase or transfer in the managerial daily log.

When the secured transporter arrives with the marihuana products, the manager will escort them into the basement access area. Here, the products will be checked to ensure it is the correct order, proper labeling has been applied and that the products show no signs of tampering. Marihuana products not identified and recorded in the statewide monitoring system pursuant to the marihuana tracking act or the emergency rules are prohibited from being on or at this provisioning center. Any marihuana product without a batch number or identification tag or label pursuant to the emergency rules is prohibited from being on or at this provisioning center. Marihuana product must be immediately tagged or identified into the statewide monitoring system or recorded as part of a batch as defined in the emergency rules. If all is ok, the manager will sign for the products and move them into the basement storage room.

Once secured in the storage room, the manager who signed for the products will immediately update the provisioning center inventory in the statewide monitoring system. After complete, the manager will update the inventory in BiotrackTHC. Finally, the manager will alert the other managers of the new products as well as record it in the managerial daily log.

After this provisioning center receives or purchases marihuana product in the statewide monitoring system, this provisioning center will only sell or transfer the marihuana products to a registered qualifying patient or registered primary caregiver under all of the following conditions:

- (a) The marihuana product has received passing test results in the statewide monitoring system. If the information cannot be confirmed, the marihuana product must be tested by a safety compliance facility and receive passing test results prior to sale or transfer.
- (b) The marihuana product bears the label required for retail sale under the act and these rules.

When the provisioning center transfers marihuana or marihuana products to a processing facility, an assigned manager will arrange the transfer of products with the licensed processing facility. Next, they will arrange the transport of the product with a licensed secured transporter. They will inform the other managers of the transfer as well as recording it in the daily log. The product will be stored in the basement storage area until the secured transporter arrives to pick it up. The manager will escort the secured transporter into the basement access room. Then, the manager will go into the basement storage room and retrieve the products for transport. The manager will verify the products' packaging is secure and properly labeled in accordance with state regulations. Once the secure transporter takes the products into their possession, the manager will immediately update the information in the statewide monitoring system. After, they will update the information in BiotrackTHC.

Conversion of Marihuana

If the marihuana arrives at the provisioning center in a bulk quantity (i.e. a pound of dry flower or an ounce of concentrated resin), the marihuana will be broken down into smaller packages before becoming available for sale.

For flower, large quantities (more than four ounces) will be stored in latched C-Vaults. A manager will remove two ounces from the C-Vault, put it in a tin and update the label on both the C-Vault and newly filled tin. The same manager will then update this

information in BiotrackTHC and the statewide monitoring system. The two ounce tin will be brought up to the packaging room, being visible to cameras at all times. The manager will assign a consultant to trim and package the flower in the tin. The consultant will calibrate their scale and weigh the flower in the tin. Once the initial weight is recorded on a paper log and BiotrackTHC, the flower is ready to be trimmed and packaged.

The packages will be an eighth of an ounce (3.6 grams) or 1/29th of an ounce (1.1 grams). Each bag has a zip seal as well as a heat seal. They will all be properly labeled in accordance with the emergency rules, containing the following information:

- (a) The name of the licensee and license number that is the producer, including business or trade name, and tag or source number as assigned by the statewide monitoring system.
- (b) The name of the licensee and license number including business or trade name of licensee that packaged the product, if different from the processor of the marihuana product.
- (c) The unique identification number for the package or the harvest if applicable.
- (d) Date of harvest.
- (e) Name of strain.
- (f) Net weight in United States customary and metric units.
- (g) Concentration of THC or CBD.
- (h) Activation time expressed in words or through a pictogram.
- (i) Name of the safety compliance facility that performed any test, any associated test batch number, and any test analysis date.
- (j) Universal symbol published by the department.
- (k) A warning that states all the following:
 - (i) "For use by registered qualifying patients only. Keep out of reach of children."
 - (ii) "It is illegal to drive a motor vehicle while under the influence of marihuana."

After all of the two ounces have been packaged and labeled, the packaging consultant will separate out the leaves and small unpackaged buds, known as shake, from the stems. The shake will be packaged and labeled in accordance with state regulations. The stems will also be packaged and labeled in accordance with state regulations. The consultant will record the total number of eighth packages, gram packages, shake and stems in the packaging log. They will use a spray bottle of rubbing alcohol and a clean washcloth to clean their work station, the empty tin and scissors used for trimming.

They will then hand off all of the packages and the cleaned, empty tin to the manager on duty.

The manager will verify the weights and labels of all the packages. All of the packages and the clean tin will be taken into the basement storage room. The manager will then record the transformation of package sizes into the statewide monitoring system as well as BiotrackTHC.

A manager may choose to convert batches shake into pre-rolled joints. The manager would take the packages of shake from the basement storage room and move them into the packaging room to be finely ground. This will be recorded in the statewide monitoring system as well as BiotrackTHC. Once ground, the marihuana is sifted to remove any stems or seeds. These stems and seeds are weighed, packaged and labeled. The usable ground marihuana will be poured into paper cones and compressed with a chopstick. Ounce full, the cone will be twisted off and placed in a hard plastic tube with a lid. Every tube will all be properly labeled in accordance with the emergency rules, containing the following information:

- (a) The name of the licensee and license number that is the producer, including business or trade name, and tag or source number as assigned by the statewide monitoring system.
- (b) The name of the licensee and license number including business or trade name of licensee that packaged the product, if different from the processor of the marihuana product.
- (c) The unique identification number for the package or the harvest if applicable.
- (d) Date of harvest.
- (e) Name of strain.
- (f) Net weight in United States customary and metric units.
- (g) Concentration of THC or CBD.
- (h) Activation time expressed in words or through a pictogram.
- (i) Name of the safety compliance facility that performed any test, any associated test batch number, and any test analysis date.
- (j) Universal symbol published by the department.
- (k) A warning that states all the following:
 - (i) "For use by registered qualifying patients only. Keep out of reach of children."
 - (ii) "It is illegal to drive a motor vehicle while under the influence of marihuana."

All of the tubes, the stems and seeds package and any left over shake will be taken into the basement storage room. The manager will then record the transformation of marihuana into pre-rolls and stems into the statewide monitoring system as well as BiotrackTHC.

Product Storage

All marihuana products stored in the restricted access area known as the consultation room will be behind the counter or display glass and always out of reach of customers.

All other marihuana will be stored in the secured basement storage room. This room is only accessible to managers and the licensee.

Waste Removal

All marihuana waste will be kept separate from regular trash. These bags will be secured and stored nightly in the basement storage room. An assigned manager will arrange for their proper disposal.

Marihuana product that is to be destroyed or is considered waste must be rendered into an unusable and unrecognizable form and recorded in the statewide monitoring system.

Marihuana waste or marihuana products that are to be destroyed, or that the department orders destroyed will not be sold or transferred from this provisioning center.

All waste that is hazardous waste will be disposed of pursuant to part 111 of 1994 PA 451,
MCL 324.11101 to 324.90106.

Marihuana product waste will be disposed of in a secured waste receptacle using 1 or more of the following:

- (a) A manned and permitted solid waste landfill.
- (b) A manned compostable materials operation or facility.
- (c) An in-vessel digester.
- (d) In a manner in compliance with applicable state and local laws and regulations.

RECORD KEEPING -

All important records will be kept in locked filing cabinets in the basement storage room or the main office. Digital documents will be kept in cloud storage and only be shared between company email accounts.

Inventory Transfer Records

Anytime a product is being transferred to or from the provisioning center, a written and digital account of the transaction will be recorded by the manager responsible for the transfer. All transfers will be coordinated between licensed marihuana facilities, a secured transporter and this provisioning center.

For incoming inventory, the manager receiving the products will check the actual package or packages against the invoice provided by the vendor and chain of custody provided by the secured transporter. If everything checkouts, the manager will make and save copies of the invoice and chain of custody in a filing cabinet in the basement storage room. The manager will also update the product transfers in METRC (the statewide monitoring system) immediately after accepting the package from the secured transporter. Lastly, the manager will update the product transfers in BiotrackTHC.

For outgoing inventory, the manager setting up the transfer will produce an invoice for the products being transferred. This invoice will be copied and kept in the filing cabinet in the basement storage room. The copy of the invoice will be taped to the package. The manager will arrange for a pickup from a secured transporter. A record of this call will be made in the manager daily log. Once the secured transporter arrives to pick up the package, the manager will sign the chain of custody over to the secured transporter and make a copy of it to be filed in the basement storage room. The manager will then update the inventory in both METRC and BiotrackTHC.

All product transfers that occur will be recorded in the manager daily log by the manager responsible for the transfer.

Daily Sales Records

At the beginning of the day, the opening manager will count all of the money in the daily use safe located in the secure safe room. They money being counted in the daily use safe will include the \$1000 in change, two \$200 register banks and small sum of money saved from the previous day(s) incoming cash that is referred to as "cash on hand". All of these numbers will be recorded on a monthly paper log that is filed at the end of each month. The manager compares the morning cash count to the previous

evenings. If everything matches, the manager continues their day. If the numbers do not equate to the previous night's, the manager will make note of this in the manager daily log.

Over the course of the day, the managers on duty will continuously track the flow of money on a bi-hourly basis. Every two hours, a manager will swap all the drawers on the sales floor with fresh an even \$200. The sales reported in BiotrackTHC for those two hours will be compared to the actual amount of incoming cash. This cash drop will be recorded in a daily report. If the numbers do not match with BiotrackTHC's report, the manager will investigate the sales that took place in the reported timeframe and try to discover the issue. If the problem is clerical or easily resolvable, the manager will resolve it in both BiotrackTHC and the daily report spreadsheet. If the problem is not easily recognizable, the manager will make note of it in the manager's daily log. The cash itself will be kept separate from the money already in the safe, the cash on hand.

Once the store is closed, the manager will remove all of the money from the registers and take it into the secure safe room. The money will be counted and compared to the sales report in BiotrackTHC. If the numbers do not match with BiotrackTHC's report, the manager will investigate the sales that took place in the reported timeframe and try to discover the issue. If the problem is clerical or easily resolvable, the manager will resolve it in both BiotrackTHC and the daily report spreadsheet. If the problem is not easily recognizable, the manager will make note of it in the manager's daily log.

The manager will then separate two \$200 banks for the next days registers. Next, they will count the change drawer. If the change drawer does not equal \$1000, the manager will adjust it using the cash from the daily sales or adding to the daily sales cash. This will be noted on the monthly paper log as well as in the daily report spreadsheet and in the daily log.

The manager will then combine the daily cash collected to the cash on hand. They will count the total combined cash and compare it to the morning managers' count plus the daily cash minus any invoices or payouts. If something does not match up, the manager will recount the money and double check all the days records of register drops, invoices and payouts. If the combined cash still does not match up, the manager will make a note of it on the paper monthly log as well as in the daily report spreadsheet and in the daily log.

At the end of the month, the paper monthly log will be filed in a cabinet in the secure safe room. A new daily report spreadsheet and daily log are made for each month and saved in the provisioning center's cloud storage.

Payouts and Invoices

The cash on hand can be used by the managers to pay out any scheduled invoices. If an invoice needs to be paid, the manager on duty will record any money removed from the cash on hand in the daily report spreadsheet. Cash records for merchandise purchases are kept separately from cash records for business expenses. A copy of every invoice will be filed with the rest of the months' invoices in a cabinet in the secure safe room. The total amount of cash used for payouts and invoices is tallied at the end of each day and used to verify the total amount of cash stored in the daily use safe.

ATM Records

The cash on hand can be used by the managers to add money to the ATM. If the ATM falls short of \$1000, the manager on duty will record any money removed from the cash on hand in the daily report spreadsheet and immediately add it to the ATM cache. The ATM stores a record of each cash addition, and the manager will also record the money transfer on the daily report spreadsheet. The total amount of cash used for the ATM is tallied at the end of each day and used to verify the total amount of cash stored in the daily use safe.

Cash in Excess Safe Records

The cash in excess safe is only accessible to the licensee and owners. This safe is used to store any excess cash from the daily use safe. The ledger to record all incoming cash or cash removed from the cash in excess safe is stored inside the safe.

Record of Loss and Waste

Anytime there is loss of product, the manager who discovers the loss will immediately report the loss to the statewide monitoring system. The manager will also update the inventory in BiotrackTHC. A report of the loss will also be recorded in the manager's daily log.

Anytime there is loss of cash, the manager will record the loss and time of loss in the daily report spreadsheet and in the daily log. A list of all employees with access to cash during the time period the loss was discovered will be kept as part of the daily log.

When marihuana products are deemed unusable, the products will be weighed, labeled and stored in the basement storage room until proper disposal is arranged by a manager. The marihuana waste product will be updated and reported in the statewide monitoring system. This information will also be recorded in the daily log and BiotrackTHC. Any trash that may include marijuana, even floor dust, will be recorded, stored and disposed of as marihuana waste.

Payroll Recording Procedures

All employees use the timeclock found in BiotrackTHC to record their working hours, clocking in and clocking out. These records are stored in BiotrackTHC and are used to compare an employee's hours to their scheduled hours. These scheduled hours are kept in the company cloud as well as printed off and filed in a cabinet in the main office.

At the end of each pay period, a designated manager will confirm the employees' hours with them individually. They will print off a spreadsheet of all employee hours and give them off to the licensee/owner. The owner will utilize a third party payroll company to track and create pay stubs for all employees.

The employees will sign a record upon receiving their paycheck and double checking the amount. This record will be filed along with the employee schedules for the pay period.

Inventory Sales Records

All inventory sold will be tracked and reported in the statewide monitoring system. Through the use of BiotrackTHC, all sales transaction will be connected to a registered qualifying patient. Even if a caregiver is purchasing on behalf of their patient, BiotrackTHC will assign the products purchased to the patient through the caregiver. This means that a caregiver will be allowed to purchase the legal daily limit for each patient who's card they carry. The products will be assigned to the specific patient they are purchased for in the statewide monitoring system. BiotrackTHC will provide all pertinent and required inventory and sales data through an automated API. These sales records will be verified by the manager at the end of each day. If any issues arise with the inventory reportedly sold, the manager will immediately update the statewide monitoring system data to be accurate. The manager will also include a written explanation of the issue in the daily log.

Compliance with METRC

This provisioning center intends to use the statewide monitoring system METRC as its primary reporting tool. BiotrackTHC is the primary point of sales system. Its information will be used to update, maintain and verify the information requested by the state through the statewide monitoring system. While METRC should be updated at the minimum daily, any change in inventory, inventory transfers or product loss should be first recorded in METRC. One designate manager will be responsible for maintaining the information provided to the state through both METRC and BiotrackTHC.

PROVISIONING CENTER STANDARD OPERATING PROCEDURES

TABLE OF CONTENTS - SECURITY

2. Security Systems
4. Fire Safety
6. Patient/Caregiver Status Verification
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9. Restricted Access Areas
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12. Closing Security Procedures
12. Marihuana Storage
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Points of protection:

- All Doors Contacted
- All Windows Contacted
- Glass break Detection throughout
- Motion Detection throughout
- Keypad Audible Panic
- Keypad Fire
- Keypad Medical

Video Surveillance System:

16 channel video surveillance system with 30 day back-up recording

Effective/Activated Account: 06/02/2014

Account Status: Current/Active/ Cellular Monitoring

Alarm System: VISTA 20

Central Station: 2425 Minnie Street
Port Huron, MI 48060
800-513- 3763

System Tested: Yes

Security Systems

Licensees, managers, receptionists, and consultants are responsible for ensuring that any person at the marihuana facility, except for employees of the licensee, are escorted at all times by the licensee or at least 1 employee of the licensee when in the limited-access areas at the provisioning center.

Managers will be responsible for ensuring that marihuana products not identified and recorded in the statewide monitoring system pursuant the marihuana tracking act or the emergency rules are prohibited from being on or at the provisioning center. All transferring or selling marihuana product must be identified in the statewide monitoring system. Any marihuana product without a batch number or identification tag or label is prohibited from being at the provisioning center. Marihuana products must be immediately tagged or identified into the statewide monitoring system or recorded as part of a batch as defined in the emergency rules.

The licensee or a manager shall securely lock the provisioning center, including all interior rooms, windows, and points of entry and exits with commercial-grade, nonresidential door locks.

The licensee shall maintain an alarm system at the provisioning center. Upon request, the licensee shall make available to the department all information related to the alarm system, monitoring, and alarm activity. The alarm system is composed of multiple motion sensors, glass break detectors, cameras, and door lock sensors located through the building.

The licensee shall have a video surveillance system that consists of network video recorders, cameras capable of meeting the recording requirements in Rule 27 of Michigan Marihuana Facilities Licensing Act Emergency Rules, video monitors, digital archiving devices, and a color printer capable of delivering still photos.

The video surveillance system does all the following:

1. Records the following areas:
 - a. Any areas where marihuana products are weighed, packed, stored, loaded, and unloaded for transportation, prepared, or moved within the provisioning center.
 - b. Limited-access areas and security rooms.
 - c. Hallways or any where transfers occur between limited-access areas and security rooms.

- d. Areas storing the surveillance system storage device with at least 1 camera recording the access points to the secured surveillance recording area.
 - e. The entrances and exists to the building from both indoor and outdoor vantage points.
 - f. Point of sale areas where marihuana products are sold and displayed for sale.
2. Records at all times images effectively and efficiently of the area under surveillance with sufficient resolution.
 3. Each camera is permanently mounted and in a fixed location.
 4. Each camera is placed in a location that allows the camera to clearly record activity occurring within 20 feet of all points of entry and exit on the marihuana facility.
 5. The cameras allow for the clear and certain identification of any person, including facial features, and activities, including sales or transfers, in all limited-access area and secured rooms.
 6. The cameras will record continuously 24 hours per day and recorded images will clearly and accurately display the time and date.
 7. The physical media or storage device on which surveillance recordings are stored in a manner to protect the recording from tampering or theft.
 8. Surveillance recordings are kept for a minimum of 14 days, except for in instances of investigation or inspection by the department, through its investigators, agents, auditors, or the state police, in which case the recordings will be kept until such time as the department notifies the licensee that the recordings may be destroyed.
 9. The video surveillance system is equipped with a failure notification system that provides notification to the licensee of any interruption or failure of the video surveillance system or video surveillance system storage device.

An assigned manager will maintain a log of the recordings, which includes all of the following:

1. The identities of the employee or employees responsible for monitoring the video surveillance system.
2. The identity of the employee who removed the recording from the video surveillance system storage device and the time and date removed.
3. The identity of the employee who destroyed any recording.

Fire Safety

Basic fire safety training will be given to all employees during their first week of employment. The following basic procedure are posted in the employee break area and on the main floor message board:

In the event of a fire:

1. Remove anyone from immediate danger
2. Activate the building fire alarm system and call 911
3. Confine the fire by closing all windows and doors (DO NOT LOCK DOORS)
4. Evacuate, leave the building

Other guidelines in the event of a fire:

1. Only extinguish the fire, if it can be done safely.
2. Crawl if there's smoke
3. Feel doors before opening
4. Go to the nearest exit
5. Close doors, but do not lock them behind you
6. Warn people nearby about the fire
7. If you are on fire - Stop, Drop and Roll
8. If you are the last to leave the premises, close the doors to contain the fire but do not lock them.
9. Use the nearest stairs and exit, as long as it is free from smoke; otherwise, seek another evacuation route.
10. Do NOT stop at or near the exit. Leave the way free for other people evacuating the building.
11. Go directly to the assembly point.
12. Do NOT reenter the evacuated building under any circumstances until you receive specific instructions to do so from management.

If you are trapped while the building is on fire:

1. Close the door
2. Seal cracks
3. Open the windows if safe
4. Signal for help and phone 911
5. Don't jump; the fire department will reach you

If you or a patient are physically impaired:

1. Be aware of your own capabilities and limitations as well as the patient
2. Try to exit the building as quickly as possible. If unable, it may be safer to stay in your room. Follow the advice for being trapped.

3. If there is an immediate threat to safety, ask others near you for assistance. If no help is available, seek refuge in a room with a window exit door. If possible, call "911" to report your location and receive instructions from the Emergency Operator.

The provisioning center will have regular inspections by the state building code official, state fire official, and code enforcement official to confirm that no health or safety concerns are present. The provisioning center will comply with the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531.

The proposed provisioning center will pass prelicensure fire safety inspection by the Bureau of Fire Services (BFS).

A BFS inspection may be conducted at any reasonable time to ensure fire safety compliance as provided in the emergency rules. If a BFS inspection results in the required installation of fire suppression devices or other means necessary for adequate fire safety pursuant to state standards. Action will be taken immediately by the licensee or employed managers to remedy the situation. For specific installation or systems, licensee will obtain construction permits, including but not limited to, building construction, electrical, mechanical, compressed gases, flammable and combustible liquids, hazardous materials, LP gas, automatic fire extinguishing/suppression systems, fire alarm and detections systems, and related equipment found during fire safety inspections.

The department or its authorized agents, or state fire marshal or his or her authorized designee, may conduct a BFS fire safety inspection of marihuana facility, at any reasonable time to ensure compliance with the national fire protection association (NFPA) standard 1, 2018 edition, entitled "fire code". The licensee shall comply with the NFPA 1, 2018 fire code as adopted and the following additional requirements:

- (a) Installing necessary ductwork in accordance with the manufacturer and NFPA 90A.
- (b) Installing necessary suppression systems outlined in NFPA 12, NFPA 13, NFPA 17, NFPA 2001.

Additional fire safety inspections are required if any of the following occur:

- (i) Modifications to the rooms and storage.
- (ii) Changes in occupancy.

There is a 10lbs fire extinguisher accessible on every floor on the provisioning center. Managers are responsible for taking them in for service and getting them recharged yearly in accordance with their tags.

Patient/Caregiver Status Verification

The receptionist will be responsible for securing the lobby and entry way to the rest of the provisioning center. An intercom system allows the receptionist to see and hear any person asking for access to the provisioning center. The receptionist has a button located at their desk to allow the front door to be unlocked, allowing the person entrance into the lobby. Here the person will have access to the bathroom but will not be able to see or purchase any medical marihuana.

Every person who is given access to the lobby must show the receptionist a valid driver license or government-issued identification card that bears a photographic image of herself or himself and will have to sign into the visitors log.

To receive access to the restricted access area known as the consultation room, the person must have the do the following:

1. Be a registered qualifying patient, registered primary caregiver, or a visiting qualifying patient.
2. Give a valid, current, unexpired, and unrevoked medical marihuana registry identification card to the receptionist. The receptionist will scan this into BiotrackTHC, or compare it to the most recent image on file for that patient or caregiver.
3. Give a valid driver license or government issued identification card that bears a photographic image of the qualifying patient or primary caregiver.
4. Have their information verified by the receptionist through the statewide monitoring system.
5. Be escorted by a consultant to the consultation room.

Consultants will double check the receptionist's verification of the patient or caregiver in the BiotrackTHC system. If the necessary information has not been scanned and recorded on their file, the patient or caregiver will need to exit back into the lobby where their file can be appropriately updated if possible. If not possible, the patient or caregiver will be escorted out of the building and be informed on what they need to bring next time so that they can purchase medical marihuana from this provisioning center.

If a patient or caregiver is clear to purchase marihuana products, the consultant will record the entire purchase order in BiotrackTHC under that patient's or caregiver's account. This account has a daily limit that does not allow consultants to finalize a transaction that exceeds the patient's or caregiver's daily purchasing limit.

Consultants will also check the purchase history of the patient or caregiver with the statewide monitoring system before completing any transaction. This will ensure that the consultant will not sell a patient or caregiver any marihuana products that would cause that person to exceed their daily purchase limit.

All marihuana products' weight will be accounted for in BiotrackTHC to ensure daily purchase limits are upheld. All infused products will have their weights converted to an equivalent usable marihuana weight using the following ratios:

Equivalent to one ounce of usable marihuana:

- Sixteen ounces of marihuana-infused product if in a solid form.
- Seven grams of marihuana-infused product if in a gaseous form.
- Thirty-six fluid ounces of marihuana-infused product if in a liquid form.

Any purchases made by a primary caregiver must be recorded under the appropriate patients account in BiotrackTHC. This ensure that each patient does not exceed their daily purchase limit, and it allows primary caregivers to purchase marihuana products for multiple patients in the same visit. Primary caregivers are only allowed to purchase marihuana products for patients with whom she or he is connected through the Department of Licensing and Regulatory Affairs' registration process.

Patient Safety Procedures

Patient safety is a top priority at this provisioning center. Patients, caregivers, and visitors will be escorted by a provisioning center employee at all times while in the provisioning center, with the exception of the bathroom.

Any person experiencing health issues while at the provisioning center will be addressed by the escorting employee. If emergency services are needed, the escorting employee will contact a manager who will call the appropriate service and remain with the person in need until emergency services arrive. The managers will also keep a record of any incidents or contacts to emergency services in their daily log to be communicated to the rest of the management team.

Prior to any marihuana product being sold or transferred to or by this provisioning center, the container, bag, or product holding the marihuana product must have a label and be sealed in a child resistant package with all the following information:

- (a) The name of the licensee and license number that is the producer, including business or trade name, and tag or source number as assigned by the statewide monitoring system.
- (b) The name of the licensee and license number including business or trade name of licensee that packaged the product, if different from the processor of the marihuana product.
- (c) The unique identification number for the package or the harvest if applicable.
- (d) Date of harvest.
- (e) Name of strain.
- (f) Net weight in United States customary and metric units.
- (g) Concentration of THC or CBD.
- (h) Activation time expressed in words or through a pictogram.
- (i) Name of the safety compliance facility that performed any test, any associated test batch number, and any test analysis date.
- (j) Universal symbol published by the department.
- (k) A warning that states all the following:
 - "For use by registered qualifying patients only. Keep out of reach of children."
 - "It is illegal to drive a motor vehicle while under the influence of marihuana."

Infused marihuana products at minimal must meet the following standards:

1. The processor shall pre-package and properly label marihuana-infused products before sale or transfer.
2. The processor of marihuana-infused products shall list and record the THC level of marihuana infused products, as provided in Rule 34 of the emergency rules, in the statewide monitoring system and indicate the THC level on the label along with the tag identification as required under the emergency rules.
3. Marihuana-infused products must not be part of a product recall issued in the statewide monitoring system, the department, or other state agency.
4. The processor must label all products with the following:
 - (a) The name and address of the marihuana facility that processes or packages the marihuana infused product
 - (b) The name of the marihuana-infused product
 - (c) The ingredients of the marihuana-infused product, in descending order of predominance by weight

- (d) The net weight or net volume of the product in both US customary and metric units
- (e) Allergen labeling as specified by federal labeling requirements.
- (f) If any nutritional claim is made, appropriate labeling as specified by federal labeling requirements
- (g) A statement printed in at least the equivalent of 11-point font size in a color that provides a clear contrast to the background: "Made in a marihuana facility."
- (h) The level of THC and/or CBD
- (i) The tag identification number as required under the emergency rules
- (j) Activation time expressed in words or through a pictogram.
- (k) Name of the safety compliance facility that performed any test, any associated test batch number, and any test analysis date.
- (l) Universal symbol published by the department.
- (m) A warning that states all the following:
 - "For use by registered qualifying patients only. Keep out of reach of children."
 - "It is illegal to drive a motor vehicle while under the influence of marihuana."

All purchased marihuana products will be placed in a discreet, sealed or stapled opaque bag prior to being handed off to the patient or caregiver.

Restricted Access Areas

There is only one room in the provisioning center where marihuana products are sold, possessed for sale, and displayed for sale. This room is called the consultation room. It is located adjacent to the lobby and central office hub. All doors to the consultation room are locked with commercial grade locks. All windows in the consultation room remain shaded, closed and locked at all times. Nothing in this room is visible from the exterior of the building or other rooms inside the building. This room is also monitored by several security cameras, glass break detectors and motion sensors.

All products stored or displayed in this room are behind a counter or display case inaccessible to any patient or caregiver escorted into the consultation room by an employee.

Limited Access Areas

All limited access areas are minimally secured with commercial grade locks on all doors, motion detection sensors, glass break detectors and cameras monitoring all activity and points of entry and exit.

With the exception of the lobby, public restroom and stairwell, the entire first floor and basement of the provisioning center are limited access areas. There are four rooms included in the first floor limited access area that are all separated doors equipped with commercial grade locks. All windows in these rooms are shaded, closed, and locked at all times.

The central room, or office hub, connects the consultation room, stairwell, main office, packaging room and basement storage room. All four doors to this room are to remain closed and locked at all times; however, there are some exceptions for the main office (see next paragraph). This room is primarily used as a hallway. It is also the location of printers accessible to the receptionist and consultants. It is also where music for the lobby, packaging room and consultation room is adjusted.

The main office has one door accessing the office hub and another door accessing the stairwell. Both of these should remain closed and locked at all times. If there is a manager in the office AND no marihuana products, the door to the office hub can remain open for easier communication between management and employees.

The packaging room is only accessible from the office hub. This is only a temporary storage room for usable marihuana to be packaged and relabeled into easily sold quantities. All marihuana, marihuana products, and marihuana waste entering or leaving the room are tracked on paper, in BiotrackTHC and in the statewide monitoring system.

The stairwell should never have any marihuana products in it, with the exception of any marihuana products owned and in the legal possession of an employee. The stairwell has three doors all equipped with commercial grade locks: a door to the main office, a door to the office hub, and an exterior door. The exterior door is only to be used as an exit. The two interior doors are to remain closed and locked at all times.

The basement is another limited access area. It is composed of three rooms: the basement storage room, basement access room, and the secure safe room.

The basement storage room has three doors that are closed and locked at all times: one to the office hub, one to basement access room, and one to the secure safe room. There are also two egress windows that are shaded, closed and locked at all times. The basement storage room is only accessible to the licensee and on duty managers. This room is where all marihuana products are stored that are not actively being packaged in the packaging room and are not being stored in the consultation room available for sale.

The basement access room has two doors: one interior door that connect to the basement storage room and one exterior door. Both of these doors are closed and locked at all times. This access room is where managers will receive any and all marihuana products from secure transporters. Once checked and signed for, the products are to be immediately moved into the basement storage room and checked into BiotrackTHC and statewide monitoring system. No marihuana products are ever stored in the basement access room.

The secure safe room only has one access door, and it connects to the basement storage room. This room has two safes and a secure change drawer. No marihuana, marihuana products or marihuana waste will ever enter this secure safe room. One of the safes is for daily operations and is accessible to the licensee and managers on duty. The other safe is only accessible to the licensee and stores any cash in excess to the daily operations. Paper records of any additions or removal from the cash in excess safe will be kept in the cash in excess safe. All other paper records involving cash are to be kept in the secure safe room filing cabinet.

ATM Security

There is an ATM owned by the provisioning center located in the restricted access area known as the consultation room. The records and maintenance of this ATM are the responsibilities of the licensee and managers. Outside of regular ATM use by patrons, the ATM operations are accessible through a key code. Access to the ATM cash is only available with two keys and another access code. These keys are kept in the secure safe room at all times unless actively being used.

Server Security

The server is located in the basement access room. It is backed up by an interior hard drive and an external hard drive. The external hard drive is replaced weekly, and the secondary hard drive is stored in secure safe room. The server is also shut down and restarted at the end of every month.

Closing Security Procedures

The closing manager will complete all of the following steps each night to ensure the provisioning center is secure before leaving.

1. Clean up and ensure all packaging projects are complete or put away securely.
2. Final close out of registers, removing all cash and storing it in the secure safe room
3. Check ATM amount and verify it against the records.
4. Count change drawer, daily sales cash, then total cash on hand, compare to BiotrackTHC records.
5. Ensure daily use safe is locked.
6. Adjust inventory in accordance with employee results from nightly count.
7. Report all necessary financial and inventory related data to the state through METRC.
8. Finish daily report & daily log, including transfers, incidents, discrepancies, and praise.
9. Final walkthrough, check entire building
 - a. Turn off internal lights, turn on external lights
 - b. Make sure external doors in basement, front & side are secure and locked
 - c. Ensure all internal doors are secure and locked
 - d. Turn off music, fans / heaters, screens & computers
10. Set security system alarm.
11. Secure and lock the entrance door from the outside.

Marihuana Storage

All inventory of marihuana products stored at the provisioning center must be in a secured limited access area or restricted access area, and identified and tracked consistently with the statewide monitoring system.

All containers used to store marihuana products for transfer or sale between marihuana facilities must be clearly marked, labeled, or tagged, if applicable, and enclosed on all sides in secured containers. The secured containers must be latched or locked in a manner to keep all contents secured within. Each secured container must be identified and tracked in accordance with all local and state regulations.

All cleaning chemicals or solvents are stored separately from marihuana products and kept in locked storage areas.

This provisioning center shall store all marihuana products for transfer or sale behind a counter or other barrier separated from stock rooms.

This provisioning center expects the safety compliance facility will establish an adequate chain of custody and instructions for any samples and storage requirements for marihuana tests. No marihuana will be accepted into the building without an adequate chain of custody, state required label, verified test results and properly secured packaging.

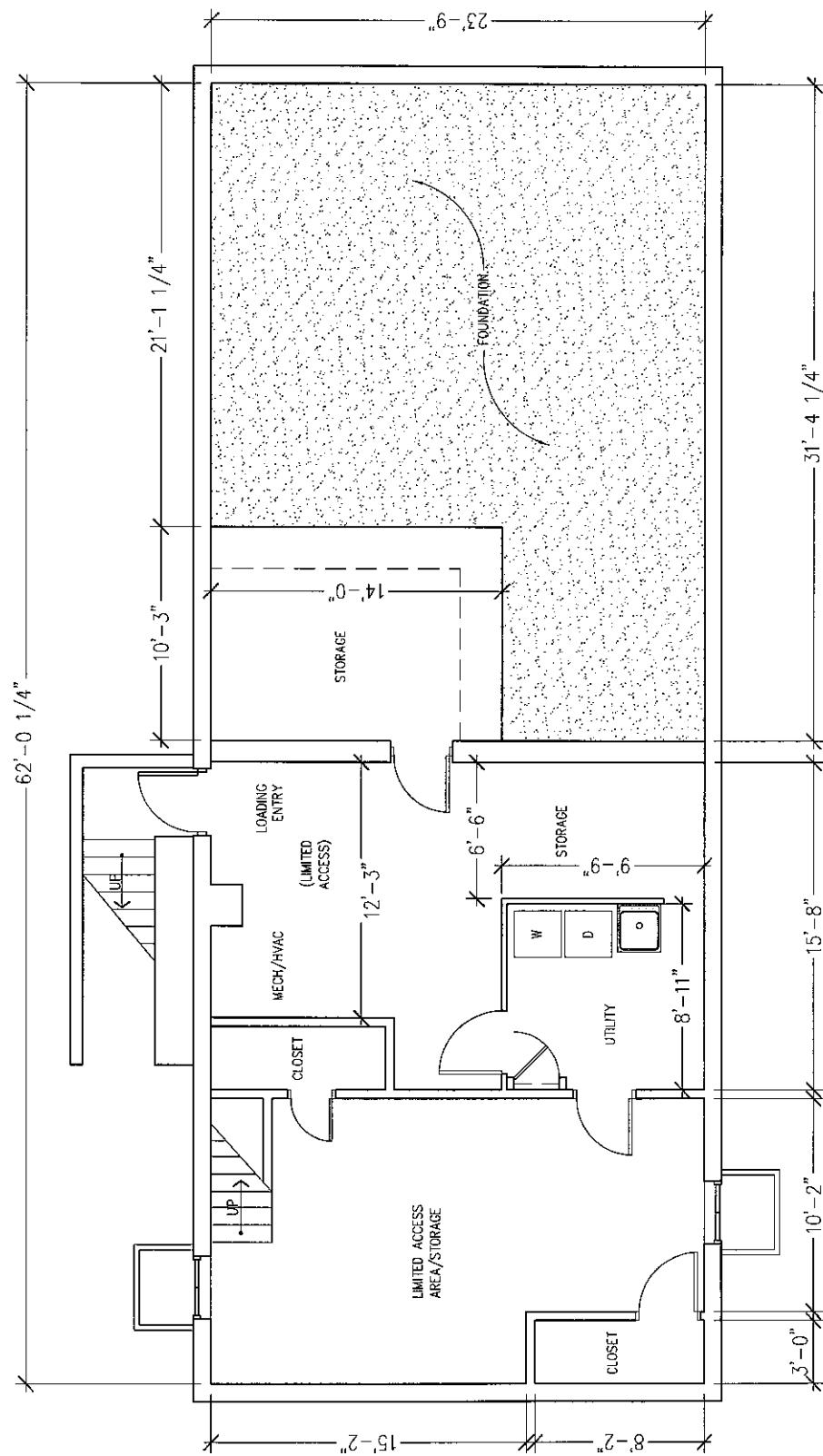
Product Destruction and Waste Management

Marihuana product that is to be destroyed or is considered waste must be rendered into an unusable and unrecognizable form and recorded in the statewide monitoring system. Marihuana waste or marihuana products that are to be destroyed, or that the department orders destroyed will never be sold by the provisioning center or any of its employees. All waste that is hazardous waste will be managed pursuant to part 111 of 1994 PA 451, MCL 324.11101 to 324.90106.

A licensee or manager will dispose of marihuana product waste in a secured waste receptacle using 1 or more of the following:

- (a) A manned and permitted solid waste landfill.
- (b) A manned compostable materials operation or facility.
- (c) An in-vessel digester.
- (d) In a manner in compliance with applicable state and local laws and regulations.

All marihuana product or marihuana waste will be quarantined, clearly labeled and stored in the basement storage room until a manager can properly dispose of it.

BASEMENT FLOOR PLAN

SCALE: 1/8" = 1'-0"

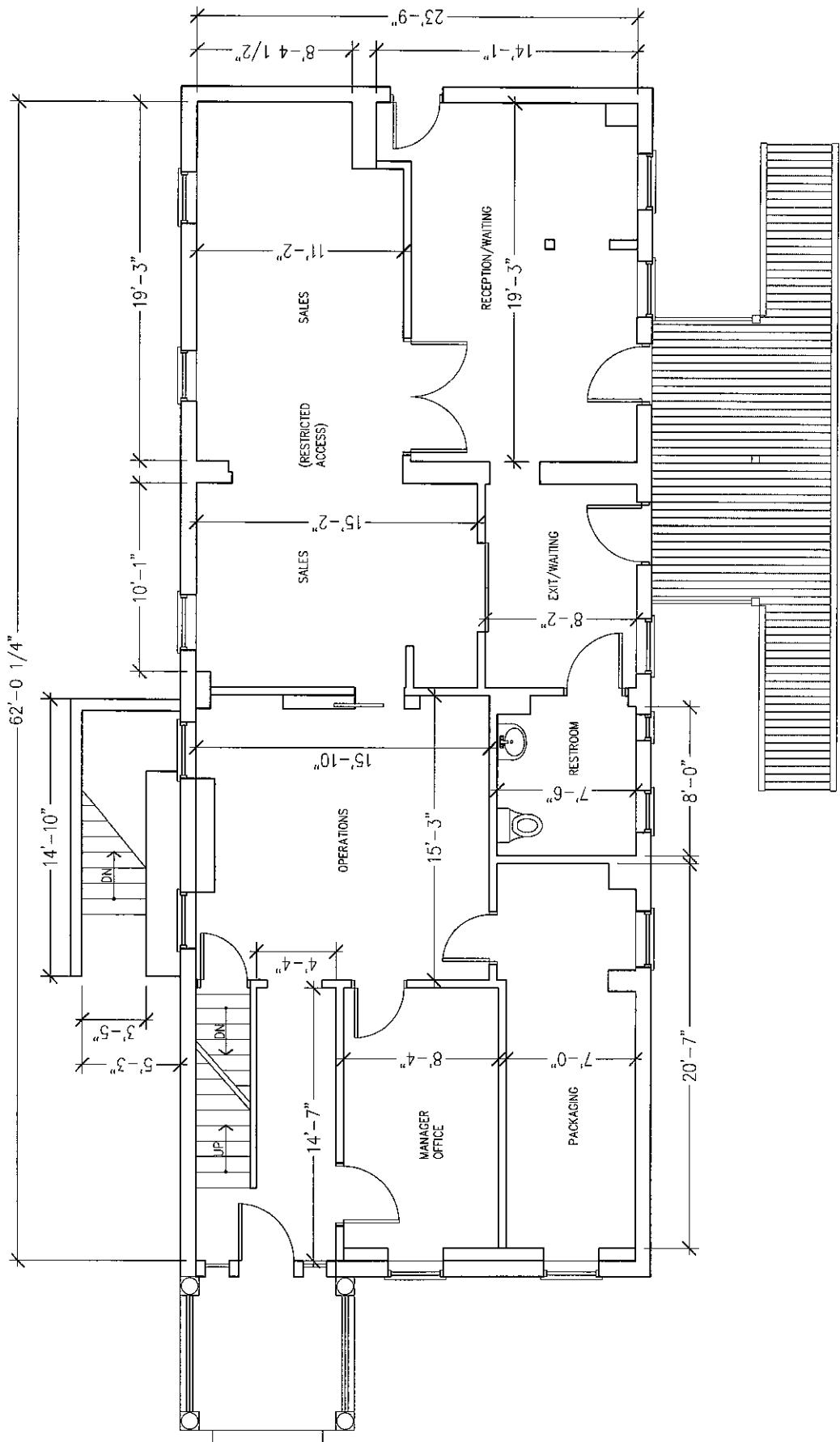


SHEET SIZE: 8.5x11

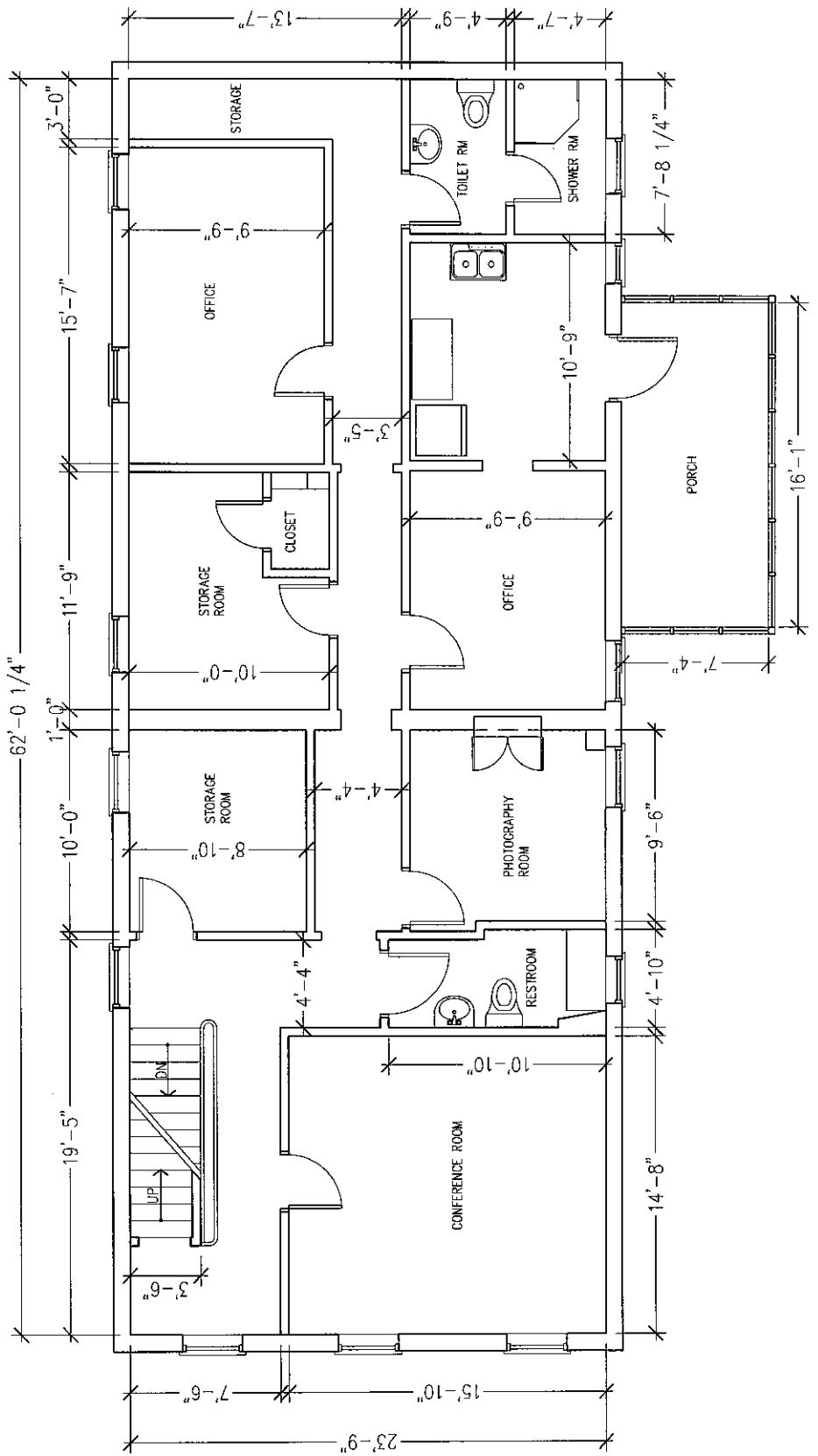
SHEET:

DRAWN BY:	CLIENT:	PROJECT/LOCATION:	SCALE: 1/8" = 1'-0"	DRAWING:
Anna Owen 734-649-9005	James Daly 734-474-5881	Arbor Wellness 321 Liberty Street Ann Arbor, MI 48103	DATE: 12.21.2017	BASEMENT FLOOR PLAN

SHEET: 1 OF 4



DRAWN BY: Anna Owen 734-649-9005		CLIENT: James Daly 734-474-5881	PROJECT/LOCATION: Arbor Wellness 321 Liberty Street Ann Arbor, MI 48103	SCALE: 1/8" = 1'-0" DATE: 12.21.2017	DRAWING: FIRST FLOOR PLAN	SHEET: 2
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SECOND FLOOR PLAN

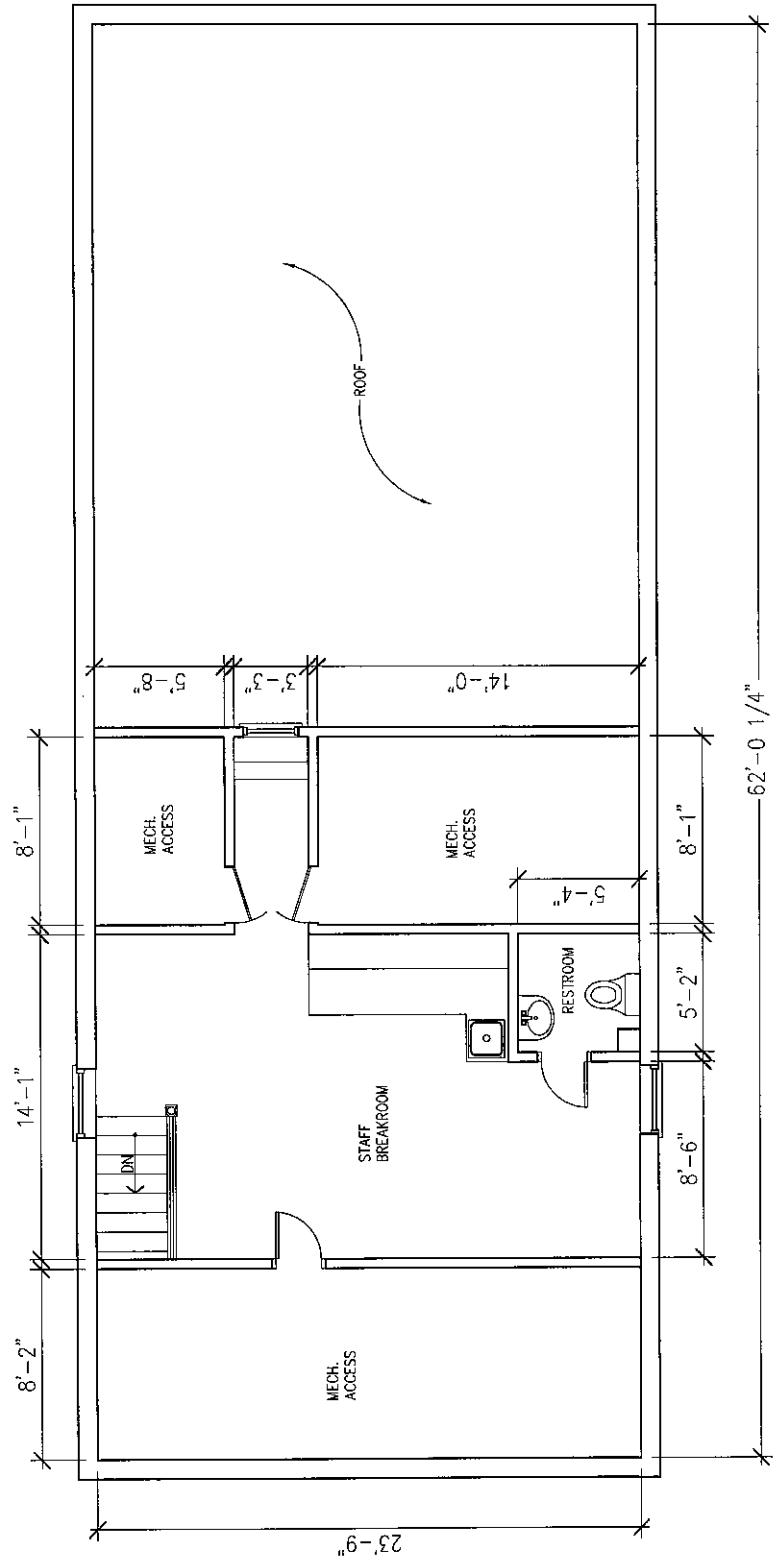
SCALE: 1/8" = 1'-0"



SHEET SIZE: 8.5x11

DRAWN BY: Anna Owen 734-649-9005	CLIENT: James Daly 734-474-5881	PROJECT/LOCATION: Arbor Wellness 321 Liberty Street Ann Arbor, MI 48103	SCALE: 1/8" = 1'-0"
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DRAWING: SECOND FLOOR PLAN		DATE: 12.21.2017
SHEET: 3 OF 4		



SCALE: 1/8" = 1'-0"

THIRD FLOOR PLAN



SHEET SIZE: 8.5x11

DRAWN BY:
Anna Owen
734-649-9005

CLIENT:
James Daly
734-474-5881

PROJECT/LOCATION:
Arbor Wellness
321 Liberty Street
Ann Arbor, MI 48103

SCALE: 1/8" = 1'-0"
DATE: 12.21.2017

DRAWING:
THIRD FLOOR PLAN

4 OF 4

SHEET:

CITY OF ANN ARBOR

SITE PLAN FOR SPECIAL EXCEPTION USE CannArbor Inc. 321 E. LIBERTY ST.

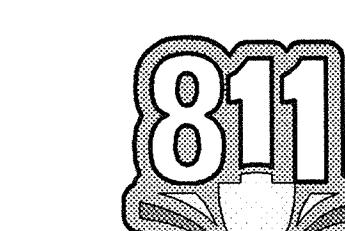
Community Analysis
December 21, 2017

1. The impact of the proposed development on public schools
 - No impact to the public school system is anticipated.
2. The relationship of intended use to neighboring uses
 - The parcels to the immediate east and west are retail and the parcel to the north is a bank. The use of this site is retail sales.
3. Impact of adjacent uses on the proposed development
 - No impact is anticipated.
4. Impact of the proposed development on the air and water quality, and on existing natural features of the site and neighboring sites.
 - There are no wetlands, landmark trees and wooded areas that make up the sites natural features. There are no improvements proposed, thus no impact is anticipated.
5. Impact of the proposed use on historic sites or structures which are located within an historic district or listed on the National Register of Historic Places.
 - There are no sites or buildings of historical significance on the site.
 - The architecture and scale is consistent with neighboring homes and zoning.
6. Natural Features General Descriptions and Impacts.
 - There are no Natural Features on the site.

09-09-29-112-018
The West 60 feet of Lot 13, Block 2 South, Range 6 East, Original Plat of Ann Arbor.

NOTE: PER CHAPTER 49, SECTION 4:58 'ALL SIDEWALKS ARE TO BE KEPT AND MAINTAINED IN GOOD REPAIR BY THE OWNER OF THE LAND ADJACENT TO AND ABUTTING THE SAME' PRIOR TO THE ISSUANCE OF THE FINAL CERTIFICATE OF OCCUPANCY FOR THIS SITE, ALL EXISTING SIDEWALKS IN NEED OF REPAIR MUST BE REPAIRED IN ACCORDANCE WITH CITY STANDARDS.

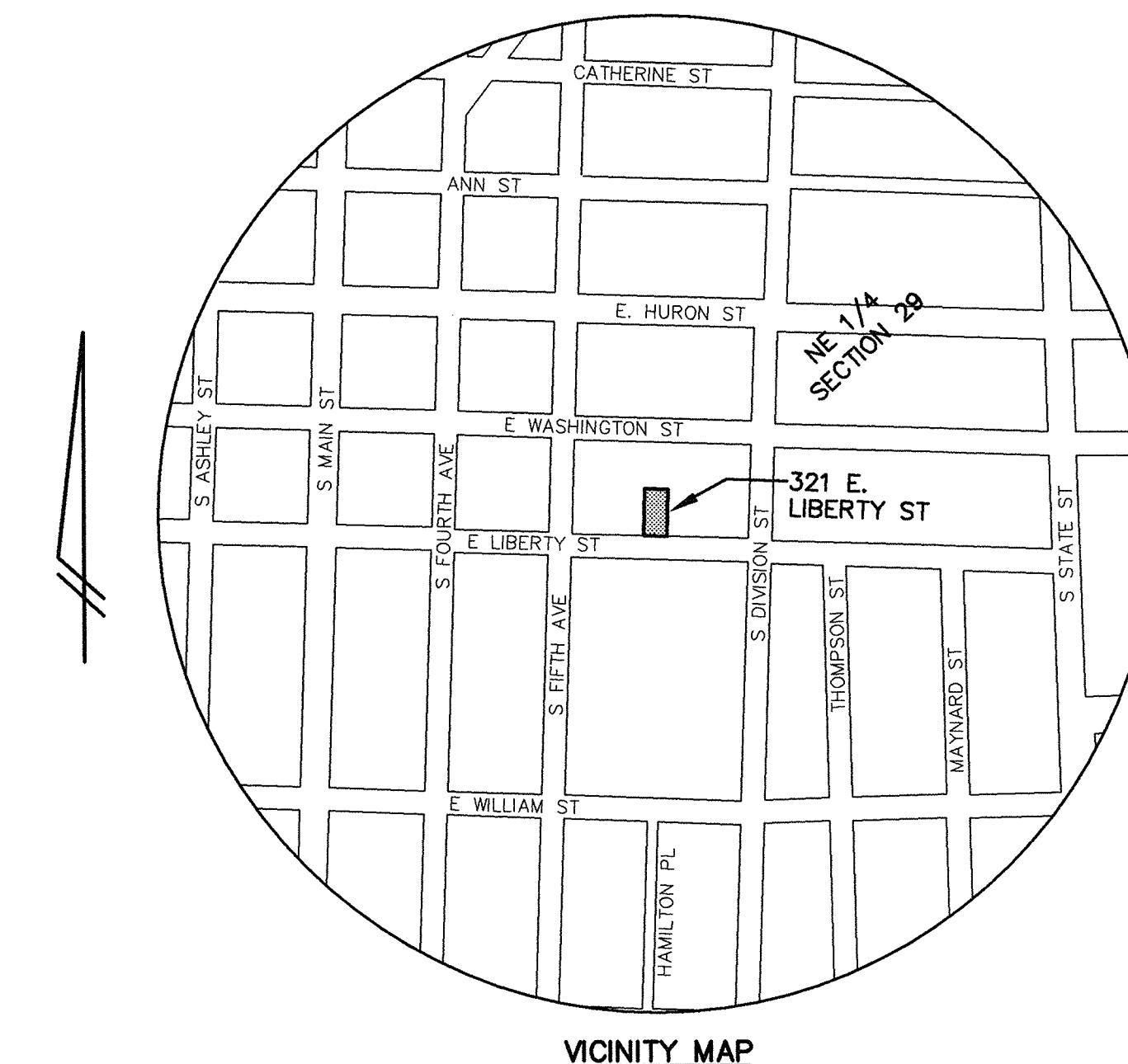
- NOTES:
1. NO VARIANCES ARE PROPOSED.
 2. TRASH IS STORED INDOORS AND WILL UTILIZE CURB-SIDE PICKUP.
 3. THE CURRENT USE OF THE BUILDING IS A MEDICAL MARIJUANA PROVISIONING CENTER (TEMPORARILY OPERATING).
 4. SEE ATTACHMENT "C" FOR BUILDING FLOOR PLANS.
 5. SEE ATTACHMENT "A" FOR AN OPERATIONS STATEMENT THAT DESCRIBES, BUT IS NOT LIMITED TO, THE LIFE-CYCLE OF MARIJUANA AND MARIJUANA-INFUSED PRODUCTS ENTERING, STORED ON, GROWN, DRIED AND LEAVING THE SITE. THIS MAY INCLUDE HOW DELIVERIES ARE HANDLED, METHODS OF STORAGE, CASH HANDLING, A BUSINESS FLOOR PLAN, OR OTHER PERTINENT INFORMATION.
 6. SEE ATTACHMENT "B" FOR A DETAILED SAFETY AND SECURITY PLAN THAT ADDRESSES MARIJUANA, CUSTOMERS, EMPLOYEES AND NEIGHBORING RESIDENTS, OFFICES OR BUSINESSES.
 7. ODOR MITIGATION IS ACHIEVED BY CREATING NEGATIVE AIR PRESSURE THROUGHOUT THE FACILITY. THE ODOR WILL BE MITIGATED WITH CHARCOAL AIR FILTERS AND 900CFM DUCT FANS WITHIN INTERIOR AREAS THAT INCLUDE ODOR EMITTING ACTIVITIES. THESE AREAS INCLUDE THE LIMITED ACCESS STORAGE AREA IN THE BASEMENT WHERE INVENTORY IS STORED AND SECURED, AS WELL AS THE PACKAGING ROOM ON THE FIRST FLOOR. AIR FROM THE FIRST FLOOR IS PULLED DOWN INTO THE BASEMENT THROUGH DUCTS AND FILTERED BEFORE EXITING THE FACILITY. STRATEGICALLY PLACED INTAKE DUCTS WILL APPROPRIATELY CHANNEL THE FLOW OF EXTERIOR AIR INTO THE BUILDING WHILE ONLY ALLOWING THE SCRUBBED ODOR FREE INTERIOR AIR TO LEAVE THE BUILDING. ADDITIONALLY, AIR PURIFICATION AND FILTRATION IS UTILIZED ON ALL FOUR LEVELS OF THE FACILITY; BASEMENT, 1ST, 2ND, 3RD FLOORS. SMALLER ROOMS UTILIZING COMPACT HEPA FILTERS AND IONIZING AIR PURIFICATION SYSTEMS, WITH LARGER ROOMS AND HALLWAYS UTILIZING FULL SIZE FANS WITH CARBON FILTRATION HOUSINGS AS NEEDED.
 8. DAYS AND HOURS OF OPERATION ARE MONDAY-SUNDAY, 9AM-8PM. CLOSED THANKSGIVING, CHRISTMAS AND NEW YEARS DAY.
 9. NO CHANGES TO THE SITE ARE PROPOSED.



Know what's below.
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FOR PROTECTION OF UNDERGROUND UTILITIES AND IN CONFORMANCE WITH PUBLIC ACT 53, THE CONTRACTOR SHALL DIAL 1-800-482-7171 A MINIMUM OF THREE FULL WORKING DAYS, EXCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS PRIOR TO BEGINNING EACH EXCAVATION IN AREAS WHERE PUBLIC UTILITIES HAVE NOT BEEN PREVIOUSLY LOCATED. MEMBERS WILL THUS BE ROUTINELY NOTIFIED. THIS DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY OF NOTIFYING UTILITY OWNERS WHO MAY NOT BE A PART OF THE "MISS DIG" ALERT SYSTEM.

SITE DATA TABLE		
	EXISTING	REQUIRED/ALLOWED
ZONING	D1	D1
LOT AREA	7,979 SF±	N/A
GROUND FLOOR AREA	1,699 SF±	N/A
TOTAL FLOOR AREA	5,098.9 SF±	23,929.2 SF±
FLOOR AREA RATIO	63.9%	300%
SETBACKS		
FRONT	5 FT	0 FT
REAR	56.7 FT	0 FT
SIDE	20.3 FT	0 FT
NUMBER OF BUILDINGS	1	—
HEIGHT	(3) STORIES, 35 FT	180 FT
PARKING	6 REGULAR 1 BARRIER FREE 4 SPACES	0
BICYCLE PARKING (1 PER 10,000 SF)	4 SPACES	1 SPACES

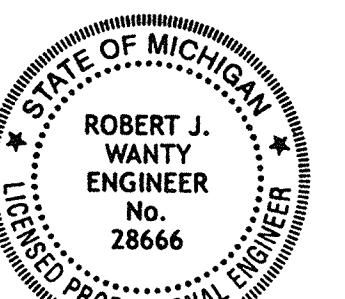


VICINITY MAP
(NO SCALE)

PROPERTY OWNER
WILLIAM COPI
1012 MINER ST
ANN ARBOR, MI 48103
TEL. 734-649-5549
(AUTHORIZATION LETTER
IS ATTACHED)

PETITIONER
CannArbor Inc.
C/O JAMES DALY
321 E. LIBERTY ST
ANN ARBOR, MI 48104
TEL. 734-474-5881
INTEREST IN LAND: LESSEE

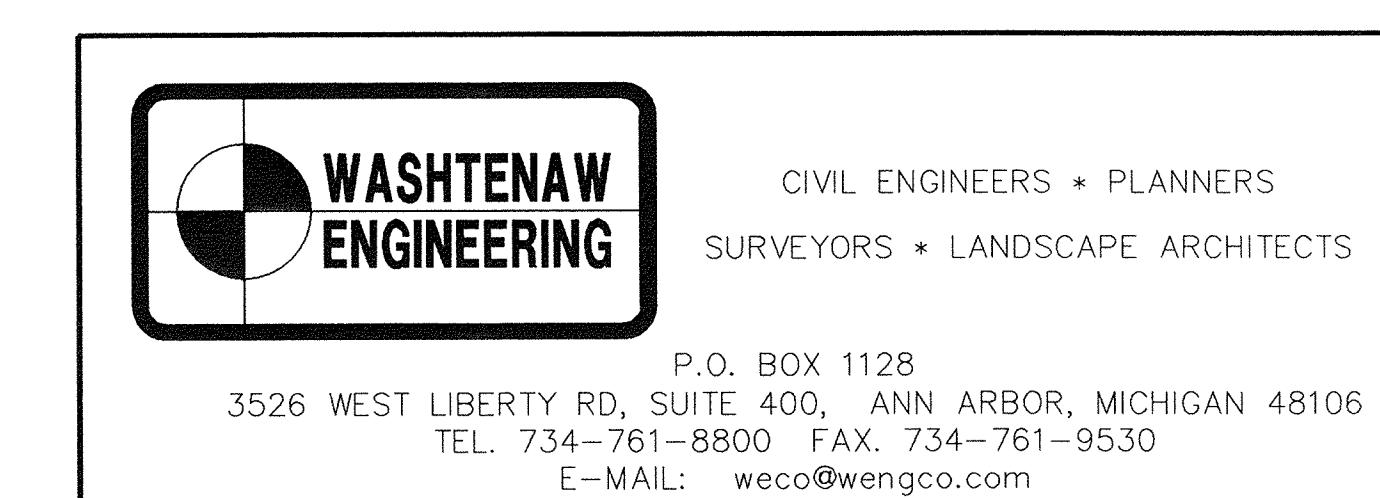
CITY DEPARTMENTAL REVIEW					
REVIEW ENGINEER	TECH SUPERVISOR	CHIEF ENGINEER	TRANS. MANAGER	FIELD SERVICES	OTHER

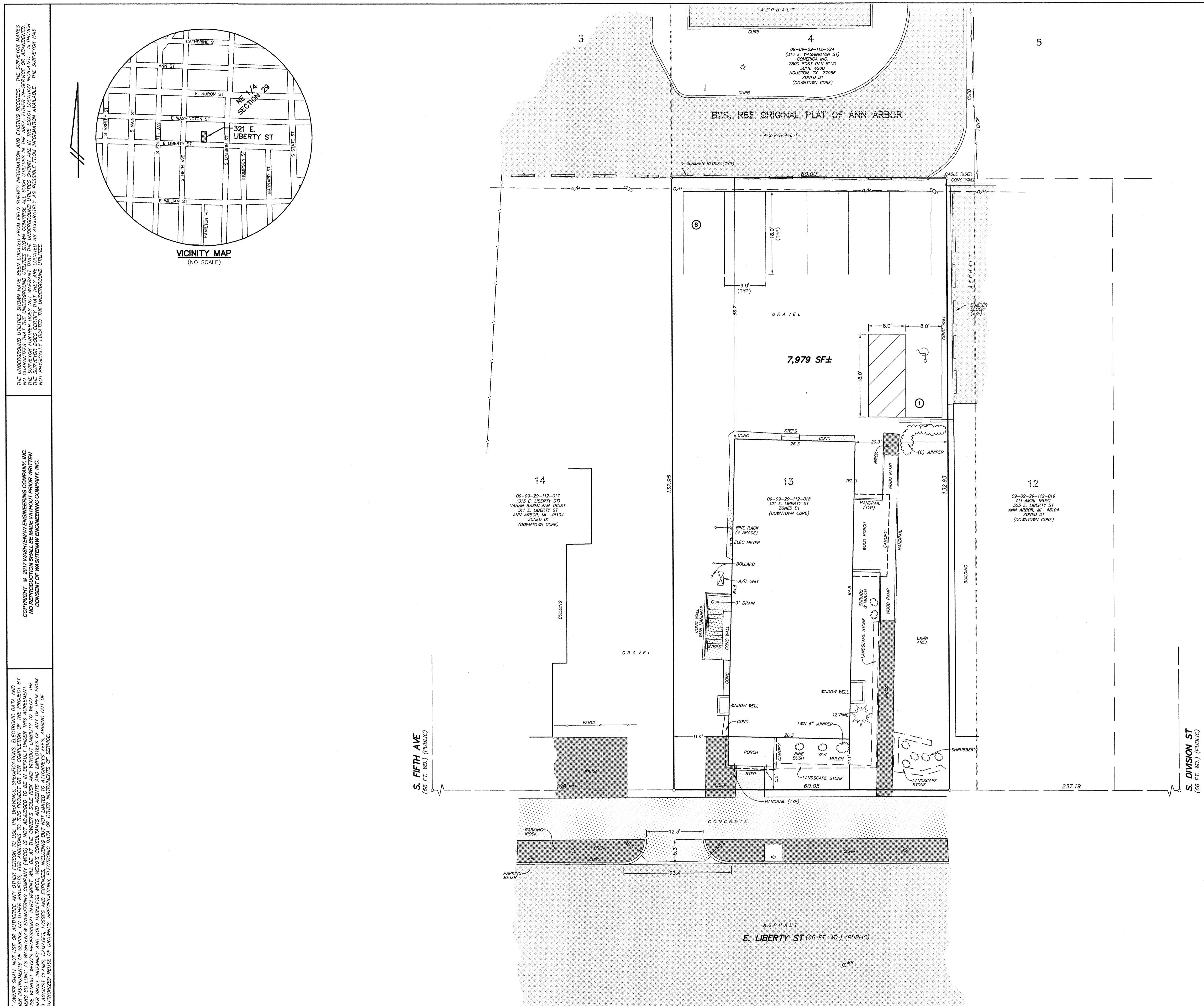


PREPARED UNDER THE SUPERVISION OF
Robert Wanty
ROBERT J. WANTY, P.E., MICHIGAN No. 28666

DRAWING NO.

FILE NO. 10447 SHEET 1 OF 2





11
H:\D\Downloads\2017\09\29\112-018\321E.Liberty.St.\321E.Liberty.St.dwg, Blk. 2, 2017-09-29 23:10:04

LEGEND

Q = LIGHT POLE	= SPOT ELEV.	TC = TOP OF CURB	r = EXISTING STORM
Utility pole	o = POST	TW = TOP OF WALL	s = EXISTING SANITARY
GUY ANCHOR	□ = GATE VALVE	- - - - - = FENCE	w = EXISTING WATER
HYDRANT	□ = SIGN	○ = MANHOLE	g = EXISTING GAS
	□ = CATCH BASIN	[diagonal lines] = CONCRETE	e = EXISTING ELECTRIC
	□ = END SECTION	[solid gray] = ASPHALT	t = EXISTING TELEPHONE

BENCHMARK —

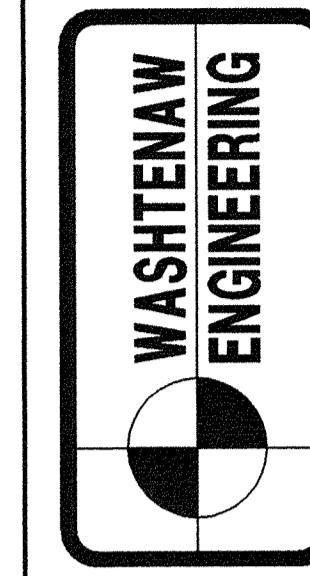
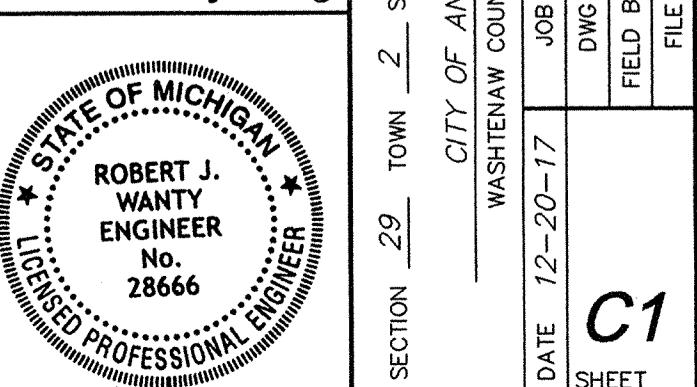
REVISIONS —

SCALE 20
0 5 10
SCALE: 1"=10'

PREPARED BY *Robert Wanty*
ROBERT J. WANTY P.E., MICH No. 28666



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BOUNDARY, TOPOGRAPHICAL SURVEY & SITE PLAN

CLIENT

CanArbor
C/O JAMES DALY
321 E. LIBERTY ST.
ANN ARBOR, MI 48104
TEL 734-474-5881

SHEET

09-09-29-112-018
321 E. LIBERTY ST.
ANN ARBOR, MI 48104
ZONED D1
(DOWNTOWN CORE)

PROJECT

SECTION 29 TOWN 2 SOUTH RANGE 6 EAST
CITY OF ANN ARBOR
WASHTENAW COUNTY • MICHIGAN
DATE 12-20-17 JOB NO. 32553
DWG NO. 3253-site
FIELD BOOK: NONE
FILE NO. 70447
C1 SHEET

CIVIL ENGINEERS
PLANNERS • SURVEYORS
LANDSCAPE ARCHITECTS

3526 W. LIBERTY RD
ANN ARBOR, MI 48103
TEL 734-761-8800
FAX 734-761-9330
WASHTENAWENGINEERING.COM