

PLANNING AND DEVELOPMENT SERVICES STAFF REPORT

For Planning Commission Meeting of March 20, 2018

SUBJECT: 2460 West Stadium Boulevard Special Exception Use with Site Plan for Planning Commission Approval

File No. SEU18-012

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 2460 West Stadium Boulevard 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 C3 (Fringe Commercial) District, which allows for commercial, office and residential uses.
2. The proposed use will not adversely impact traffic, pedestrians, bicyclists, circulation, or road intersections based on the location. West Stadium Boulevard, Abbott Avenue and Shelby Avenue provide access to the site, and the proposed use is consistent with other surrounding uses' traffic impact.
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 an adverse impact on the neighboring properties or area, and will not have a detrimental impact on natural features.

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

1. The petitioner obtaining and maintaining both a State of Michigan Medical Marijuana License and a City of Ann Arbor Medical Marijuana Permit, and providing 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.
3. The special exception use may only occupy 2460 West Stadium Boulevard, Unit 1 of the West Stadium Commons Condominium Association.

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:

This site is located on the west side of West Stadium Boulevard between Abbott Avenue and Shelby Avenue. West planning area. Ward 5.

DESCRIPTION OF PETITION:

The petitioner seeks special exception use approval to operate a medical marijuana provisioning center in an existing building zoned C3 (Fringe Commercial) that is part of a small retail shopping center, West Stadium Commons. The C3 district allows commercial, office and residential uses.

West Stadium Commons is a retail center created in 1994 when five individual commercial sites at the west end of the block were joined together into a condominium association. Each building that is part of West Stadium Commons was constructed prior to 1960. 2460 West Stadium was constructed in 1940 as a commercial building. It is currently a home audio store.

SURROUNDING LAND USES AND ZONING:

	LAND USE	ZONING
NORTH	Retail Center	C3
EAST	Office Building	O (Office)
SOUTH	Retail Center	C3
WEST	Restaurant, Retail Center	C3

HISTORY AND PLANNING BACKGROUND:

City records indicate 2460 West Stadium was constructed in 1940. Aerial imagery of the site in 1960 shows the site as it looks today. Site plans were not required for development on platted lots until the mid-1970s. Prior to then, zoning and parking standards were reviewed and enforced as part of the building permit process. The West Stadium Commons Condominium Association was created in 1994, joining 2440, 2442, 2450, 2450-A, 2450-B, 2452, 2460 and 2470 West Stadium, and 2310 Shelby Avenue into a single retail center.

The current tenant of 2460 West Stadium, Overture Audio, relocated there in 2014 from a building on the 600 block of South Main Street after that building was demolished for the construction of the 618 South Main Street development.

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 to this document as well as linked.

PLANNING STAFF COMMENTS:

The special exception use requirements as they are applied to this [petition](#) are broken down into general categories below.

Master Plan: (The [City Master Plan](#) includes 8 elements, adopted individually between 2009 and 2017, and together by resolution in 2015.) Together, the City Master Plan elements seek to guide the City towards sustainability, conservation, and increasing livability, affordability, transportation choices, and dense, mixed uses on vibrant, active, friendly streets. There is no site specific recommendation in the [Land Use Element](#) for this site.

Compatibility with the general vicinity: As a retail use, a medical marijuana provisioning center is compatible with the restaurants, coffee shops, retail shopping centers, gas stations, seasonal ice cream stand, and offices on the surrounding blocks.

Consistent with the neighborhood and not detrimental: The intensity and character of the provisioning center is compatible with the the yoga studio, jewelry store, and automotice repair uses on the site. No complaints have been received by Planning and Building about this particular business. (Note that complaints have been received about the increasing number of proposed provisioning centers in general.)

Parking: 2460 West Stadium is part of a multi-building retail shopping center. The center appears to provide 42 off-street parking spaces, a minimum of 59 spaces are required. Six bicycle parking spaces are required for this retail center. None exist. Because the proposed retail use will replace an existing retail use, the requirement to comply with the current parking standard is not triggered.

Pedestrian Safety: Public sidewalks, in good condition, are present along West Stadium, Abbott and Shelby streets, as well as all surrounding blocks.

Five curb cuts currently access the site. The retail center has 775 feet of frontage and is allowed two curb cuts. (It would be allowed 3 if it had 25 more feet of frontage.) Before the five underlying sites combined to form a retail center condominium in 1994, each site would have been allowed at least one curb cut. Compliance with the maximum number of curb cuts is required when a site plan is proposed.

While every curb cut increases the chances of pedestrian-vehicle conflicts, the current number of curb cuts complied with the standards at the time each underlying site was developed. And the placement of only one curb cut on West Stadium Boulevard and two each on the side streets is likely the best layout for five curb cuts overall.

Vehicular movement and traffic: The vehicle trips generated by a provisioning center are consistent with general retail uses found in commercial districts. This provisioning center will have a neutral affect on vehicular movements and traffic patterns in the area.

Natural Features: There are on natural features on this site.

Additional required Medical Marijuana SEU information:

Operations Plan: The referenced [operation plan](#) describes the how to run the sales software to be used by the provisioning center.

Safety & Security: 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. The applicant has provided a [security plan](#) that describes the physical security, employee and contractor vetting, alarm and surveillance systems, and inventory storage.

Odor Control: Lack of odor control is the most frequent complaint heard by staff about provisioning centers. The applicant has provided a [statement](#) about how odor mitigation will be achieved by creating negative air pressure throughout the facility and using charcoal air filters.

Waste Disposal: The applicant has provided a [statement](#) that all marijuana waste will be separated from general waste, rendered into an unusable and unrecognizable form, tracked, and disposed properly.

Hours of Operations: Normal [hours](#) of operation will be 9:00am to 8:00pm, daily.

DEPARTMENT COMMENTS:

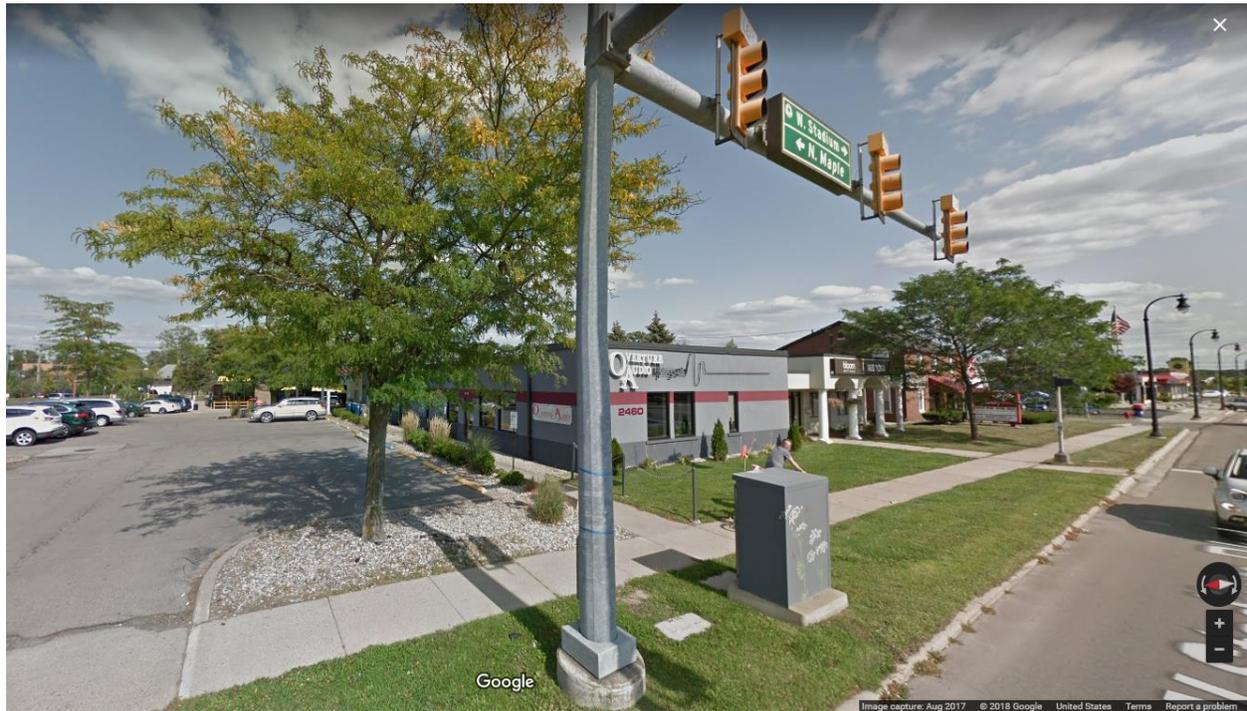
All relevant staff have reviewed the application, none offered any comments.

Prepared by Alexis DiLeo, City Planner
Reviewed by Brett Lenart, Planning Manager

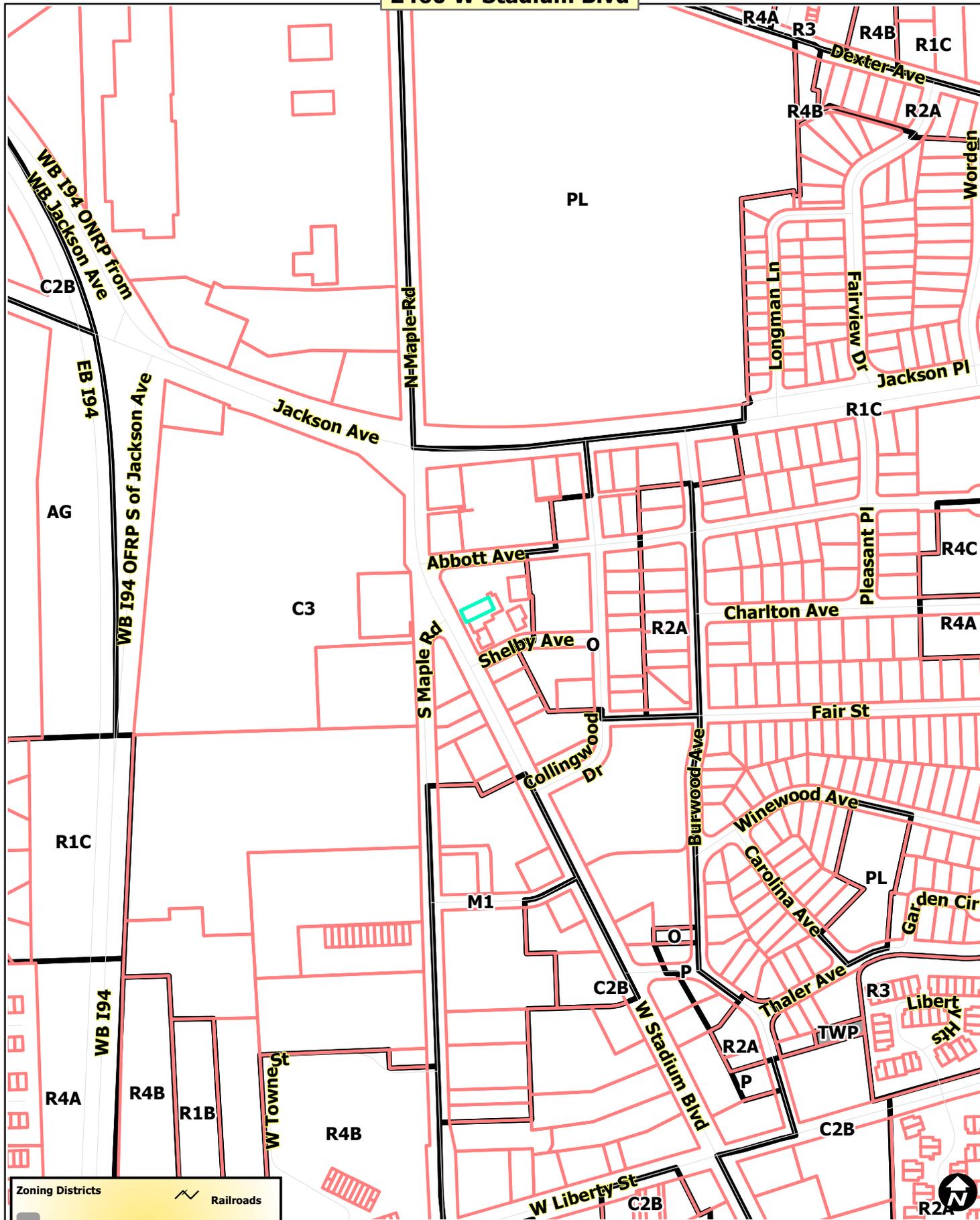
Attachments: Zoning/Parcel Maps
Aerial Photo
[SEU Petition](#)
[Security Plan](#)
[Operations Statement](#)
[Odor, Waste, Hours Statement](#)
[Site Plan](#) and [Floor Plan](#)
Provisioning Center/School Locator Map

c: Petitioner – Stadium Ventures, Inc. (James Daly)
Property Owner – West Stadium Commons Association (Resident Agent K. Moorman)
Petitioner's Agent – Washtenaw Engineering Co. (Robert Wanty)
City Attorney's Office
Systems Planning
File No. SEU18-012

Google streetview (image capture: Aug 2017) 2460 West Stadium Boulevard:



2460 W Stadium Blvd

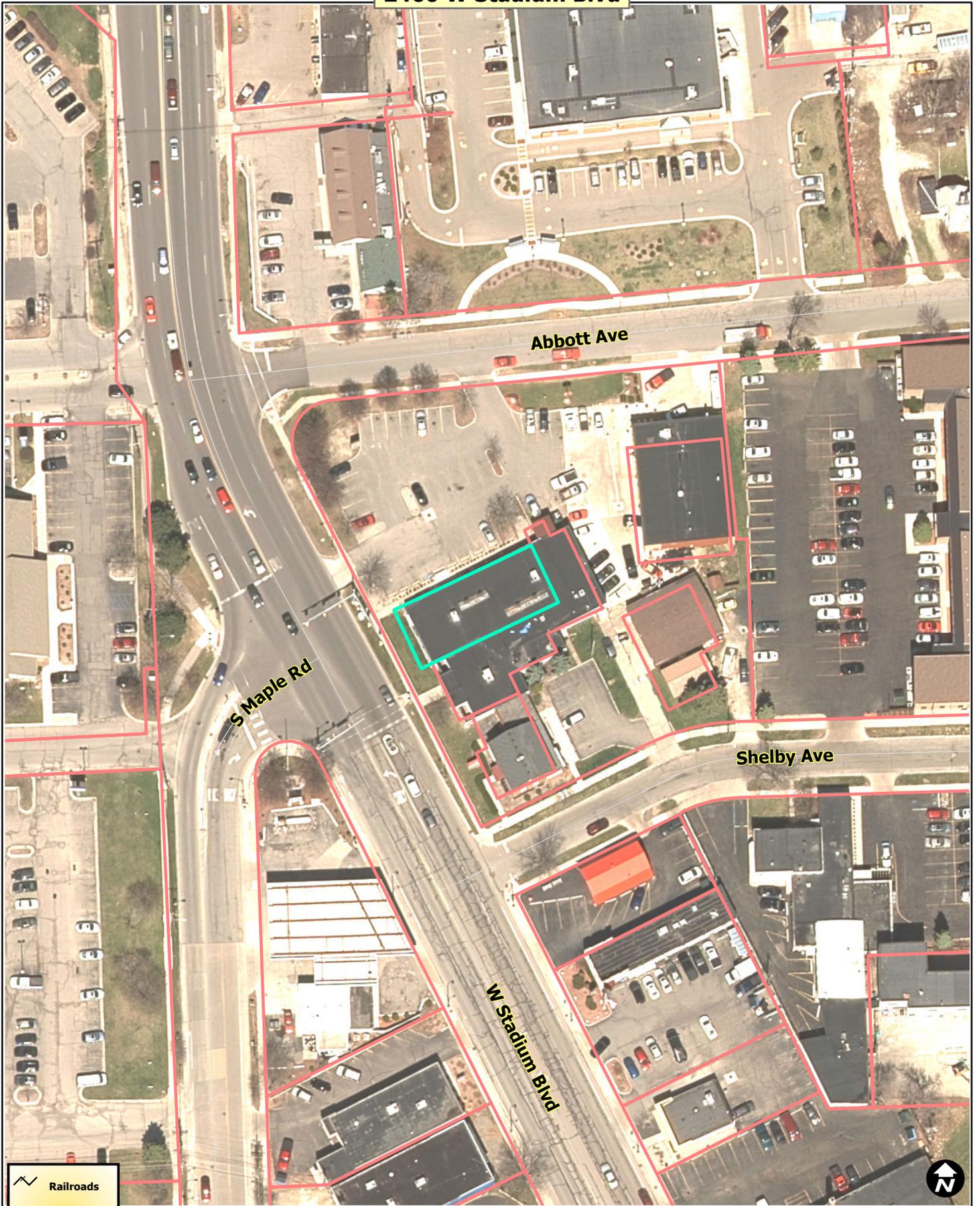


Zoning Districts	Railroads
Township Islands	Huron River
City Zoning Districts	Tax Parcels



Map date 2/1/2018
 Any aerial imagery is circa 2015 unless otherwise noted
 Terms of use: www.a2gov.org/terms

2460 W Stadium Blvd



-  Railroads
-  Huron River
-  Tax Parcels



Map date 2/1/2018
Any aerial imagery is circa 2015
unless otherwise noted
Terms of use: www.a2gov.org/terms



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)

Commonly Known As: 2460 W. Stadium Blvd, Ann Arbor, Michigan

See attached

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.)*

Stadium Ventures, Inc.

James F. Daly, President Liberty Gallery INC.: C/O Benjamin D. Joffe PLLC 106 N. Fourth Ave. Ste 302, Ann Arbor, MI 48104

(734) 474-5881; Lessee

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

Keith Moorman c/o General Klemma, LLC., 2460 W. Stadium Blvd, Ann Arbor, MI 48103, 734-662-1812

Brian Doelle Stadium Ventures Inc. 2460 W. Stadium Blvd, Ann Arbor, MI 48103, 248-892-3879, Option to purchase

C/O Benjamin D. Joffe PLLC 106 N. Fourth Ave. Ste 302, Ann Arbor, MI 48104

C. Use Request

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

A Medical Marijuana Provisioning Center in a C3 zoned district as allowed for by the Ann Arbor Code of Ordinances Chapters 55, Section

55, Section 5:10.23(3)(c) subject to section 5:50.1, a special exception use pursuant to Section 5:104 and Chapter 96

D. Specific Standards

The proposed use is allowed in accordance with the Schedule of Use Regulations, Chapter 55 (Zoning Ordinance), Section 5:10.23, Paragraph 3(c). 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 C3 zoning district. The Master Plan shows the site as Commercial in the future. The retail use for a provisioning center is consistent.

- 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. At this time, no new exterior work is being proposed. The operation currently is a retail use as is consistent with the future use.

- 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 office space. This retail use will be consistent with the general character of the neighborhood because this building is existent already.

- 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 property, office space. The other buildings on the site are retail, fitness and will not damage the general character of the neighborhood.

- 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.

There are approximately 13 spaces including three (3) handicap parking locations and 11 unmarked spaces near the entrance

to the building and the public sidewalk. The nearest bus stop is adjacent to the property with sidewalks that lead to the front door 170' away.

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 intensity and character of traffic and parking conditions will remain consistent with the current uses of the parcel

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: 12-11-17

Signature:  President

106 N. Fourth Ave Ste 302

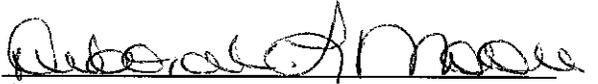
Ann Arbor, MI 48104

(Print name and address of petitioner)

STATE OF MICHIGAN

COUNTY OF WASHTENAW

On this 11 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
Washtenaw County, MI

My Commission Expires: 7/22/2020

DEBORAH L. MOORE
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF WASHTENAW
My Commission Expires July 22, 2020
Acting in the County of Washtenaw

**Stadium Ventures INC.
2460 W Stadium BLVD.
Security Plan Overview**

Stadium Ventures INC has consulted with those in law enforcement and the medical marijuana community across the nation in order to develop a comprehensive approach to its security plan. It is not possible to eliminate all risk, but Stadium Ventures Inc will take precautions through physical security, proper vetting of personnel, and installing surveillance and alarm systems in compliance with PA 281 of 2016, MMFLA, and the Emergency Rules set forth by LARA. Stadium Ventures INC has retained the services of a third-party security firm to design and implement a thorough and compliant security plan and procedures, with security audits being performed throughout the year.

Physical Security

The facility has three separate areas that in conjunction, create a multi-layered approach for the entire premises. In order to reach areas where medicine and cash is kept, individuals first must pass through the secure exterior door and into the waiting area where they will be cross-checked with the state monitoring system. Once determined to be a valid medical marijuana license holder, the individual will be escorted by a staff member to the restricted access area where they will obtain their medicine. Cash and marijuana inventory will be stored in a limited access storage area in a secure room in the building away from the restricted access sales floor and out of site of the public.

I. Exterior Security

Stadium Ventures Inc's security plan begins with an overview of the facility's design and layout. We will improve the site so there are limited points of access other than emergency exits. All emergency exits are secured and will be armed with audible alarm devices at all times. The facility is equipped with outdoor lighting covering the entire parking area, entrance and exit points. The facility is designed so that no marijuana product is viewable from outside of the facility.

The facilities exterior windows will be equipped with an automatic electronic alarm that, if breached, will provide an audible alarm in order to alert customers, employees, or other individuals in the facility of an intruder's presence. The alarm monitoring service immediately alerts the local authorities to a possible intrusion into the facility.

The Facility will have warning signs noting that the premises is under constant recorded surveillance, alarms are present, firearms are prohibited, and entry will be denied to any individual with facial obscuring clothing.

Transportation and transfer of medicine from other state licensed growers or processors will be done solely by a state-licensed Secure Transport company. A separate secure entry door and product transfer room is present in the facility to handle these transactions securely and away from public.

Finally, The entire facility will have security cameras installed around the entire exterior of the building and recording 24 hours per day with a proximity of no less than 20' surrounding the facility. Video recordings will be stored for up to 5 years in a secure off-site facility. Neighboring businesses and residents will benefit from the presence of this robust surveillance system as it should act as a deterrent to potential crimes being committed nearby.

II. Interior Security

The interior of the facility is also designed to mitigate any risks to individuals inside the facility of diversion or theft of marijuana products. The interior of the facility will be equipped with a camera surveillance system covering almost every square inch of area in the facility including every doorway and storage rooms. These cameras will be monitored both on-site and off-site.

The facility is designed so that no marijuana product is viewable from the outside or non-limited or restricted access areas to comply with the State of Michigan Emergency Rules. All "limited access" and "restricted access" areas will have signs notifying individuals that they must be escorted by an employee of the facility past those points. Any unauthorized, un-escorted individual is considered a breach and employees will be trained to make immediate action, including, if necessary the notification of authorities. Strategically placed panic buttons will be accessible by employees only.

III. Restricted and Limited Access Areas

The doors to limited access areas will be locked at all times. In order to gain entry to the limited access areas, employees will have to enter a code into the door locks. This code will be changed every 30 days. All other doors will be, and shall remain, securely locked at all times. Any electronic doors will have traditional key lock entrance in the event of a power outage. Keys will be located in a locked cabinet in the Security Office.

Restricted Access(sales floor) area will be secured with magnetic locking devices installed on entry doors. This only allows employees to exit the sales floor in order to escort a customer into the restricted access area.

Employee and Contractor Vetting

Facility security is enhanced by the selection of qualified personnel to assist with the operation of the business. To promote public perception and the security interests of Stadium Ventures, all prospective employees and vendors shall be stringently vetted during the application process. Each employment candidate shall be subject to strict hiring standards as outlined in the facility's full security and staffing plans.

As a part of the employee orientation process, and as an ongoing regimen, all employees will be provided with a copy of the Employee Handbook, pertinent parts of the Security Plan, as well as security and safety training. Security and safety training shall consist of examination and discussion of the Security Plan, premises orientation, emergency training, and situational training. Situational training consists of instruction related to particular employees' job duties. For instance, the Facility Manager will have different day-to-day safety concerns than a Receptionist or Sales Manager.

Alarm and Surveillance Systems

Stadium Ventures INC plans to install alarm and surveillance systems in order to cover all parts of the facility. The alarm systems covers all parts of the exterior of the facility. This includes motion sensors and glass breakage detectors. When triggered, these systems will set off an audible alarm and automatically notify local authorities. There will also be multiple silent panic buttons throughout the facility. When triggered, a silent alarm notifies local authorities of an incident in progress. The surveillance system will cover the entire parking lot, all areas within twenty feet of the facility, and nearly every square inch of the interior of the facility. The system records to a net video recorder with sufficient capacity to store all video for over 30 days. The recordings are also contemporaneously uploaded to cloud

storage where they will also be kept for 30 days. Additionally, all surveillance feeds, live or recorded, may be viewed offsite and on mobile devices. Each of the surveillance systems cameras are also equipped with night vision and motion detecting technology. The motion detection works in unison with the alarm system which has 24 hour offsite monitoring.

Inventory Storage

All marihuana inventory will be properly and securely stored in accordance with the Ann Arbor ordinance and the States rules. Locking cages inside of a locked storage room will house the marihuana inventory. A security camera will capture all movement inside of this room. Cash will be stored in a commercial grade safe in a separate locked room where it will be monitored as well. Only managerial employees will have access to these storage areas.

Stadium Ventures INC
2460 W Stadium Blvd.
Ann Arbor, MI 48103

Operations Statement

PROVISIONING CENTER STANDARD OPERATING PROCEDURES

TABLE OF CONTENTS

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 customize their tax categories to apply a 6% state tax on all sales of non-marihuana items and an additional 3% state tax on all sales of marihuana 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 marijuana 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 marijuana 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. Marijuana products not identified and recorded in the statewide monitoring system pursuant to the marijuana tracking act or the emergency rules are prohibited from being on or at this provisioning center. Any marijuana 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. Marijuana 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 marijuana product in the statewide

monitoring system, this provisioning center will only sell or transfer the marijuana products to a registered qualifying patient or registered primary caregiver under all of the following conditions:

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

When the provisioning center transfers marijuana or marijuana 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 Marijuana

If the marijuana arrives at the provisioning center in a bulk quantity (i.e. a pound of dry flower or an ounce of concentrated resin), the marijuana 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 marijuana 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.

Marijuana 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.

Marijuana waste or marijuana 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.

Marijuana 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 marijuana 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. The 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 marijuana 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 marijuana 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 marijuana 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.

Odor Mitigation

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 SW corner of the building where inventory is stored and secured. Air from the main floor is pulled through air 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. Smaller rooms utilizing compact HEPA filters and ionizing air purification systems, with larger utilizing full size fans with carbon filtration housings as needed.

Waste Disposal

All marihuana waste will be kept separate from regular trash. This waste will be secured and stored nightly in a designated and secure storage area. An assigned manager will arrange for the transportation and proper disposal on a weekly basis. Marihuana product that is to be destroyed or is considered waste will be rendered into an unusable and unrecognizable form and recorded in the statewide monitoring system(METRC). 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.

Days and hours of operation.

Monday-Sunday, 9am-8pm. Closed Thanksgiving, Christmas and New Years Day.

DEVELOPMENT PROGRAM:

- Proposed Land Use
 - Retail Shop Proposed and Existing Use
- Preliminary phasing and cost:
 - No development or development cost proposed

COMMUNITY ANALYSIS:

- The impact of the proposed development on public schools
 - No impact to the public school system is anticipated.
 - 2500± feet to a K-12 school
- The relationship of intended use to neighboring uses
 - The adjacent site is an office complex.
 - Uses within the condo are retail, fitness, and automotive repair.
- Impact of adjacent uses on the proposed development
 - No impact is anticipated.
- Impact of the proposed development on the air and water quality and impact on natural features
 - No impact is anticipated
- Historic sites or structures
 - Building is not with in City of Ann Arbor Historic Districts or the National Registry for Historic Buildings
 - No impact is anticipated

Natural Features General Descriptions and Impacts:

- The 2460 Stadium Blvd is a 1.45-acre Site Condo, the subject use is 4,083 SF commercially zoned property located on the east side of West Stadium Blvd between Abbott Ave. on the north and Shelby Ave. on the south.
- Site generated stormwater is discharged into the City storm sewer. The majority of the property is paved and is occupied with (6) buildings. The remainder of the site, less than 10% is maintained as a manicured, domestic lawn.
- The side, front and rear yards are minimal and are maintained as domestic lawn. There are (14) deciduous landscape trees under 8" DBH located along the street and in parking islands and (2) Colorado Blue Spruce located within the interior of the site. The site is occupied by the existing buildings, vehicular circulation and parking.
- There are NO natural steep slopes, wetlands, natural water courses and/or woodland environments on the property. There are NO known endangered plant species or archaeological impacts on this property.

Traffic Impact

- The number of peak hour trips per the Trip Generation Manual 8th Edition Pharmacy without a drive thru window. The average vehicle trip ends on a weekday are 183 trips entering and 183 trips exiting based on the gross square footage of unit 1.
- There is no impact expected.

Historical Sites and Structures

- 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.
- No impact is anticipated

- What is the current use of the building?
 - Condo is currently occupied by Overture Audio, a retail business. The other condo in the building is used as a Yoga and Wellness facility.
- How many stories is the building?
 - One
- What will be on each floor of the building?
 - See attached floorplan.
- 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.
 - SEE ATTACHMENT
- A detailed safety and security plan that addresses marijuana, customers, employees, and neighboring residents, offices, or businesses.
 - SEE ATTACHMENT
- A description of methods to be used to contain all odors within the building
 - 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 NE corner of the building where inventory is stored and secured. Air from the main floor is pulled through air 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.
- A waste disposal plan specific to marijuana, marijuana plant waste, and marijuana-infused products.
 - All marijuana waste will be kept separate from regular trash. This waste will be secured and stored nightly in a designated and secure storage area. An assigned manager will arrange for the transportation and proper disposal on a weekly basis. Marijuana product that is to be destroyed or is considered waste will be rendered into an unusable and unrecognizable form and recorded in the statewide monitoring system(METRC). Marijuana waste or marijuana 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. Marijuana 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.
- Days and hours of operation.
 - Monday-Sunday, 9am-8pm. Closed Thanksgiving, Christmas and New Years Day.

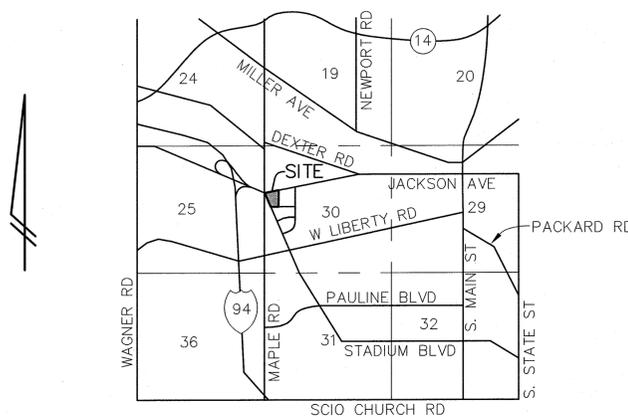
FOR PROTECTION OF UNDERGROUND UTILITIES AND IN CONFORMANCE WITH PUBLIC ACT 53, THE CONTRACTOR SHALL DIAL 1-800-482-7171 A MINIMUM OF THREE FULL WORKING DAYS, EXCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS PRIOR TO BEGINNING EACH EXCAVATION IN AREAS WHERE PUBLIC UTILITIES HAVE NOT BEEN PREVIOUSLY LOCATED. MEMBERS WILL THIS 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 PLAN FOR SPECIAL EXCEPTION USE

Stadium Ventures Inc.

2460 W. STADIUM BLVD

FEBRUARY 2018



VICINITY MAP
(NO SCALE)

SITE DATA TABLE

	UNIT 1	UNIT 2	UNIT 3	UNIT 4	UNIT 5	UNIT 6	TOTAL SITE	REQUIRED/ALLOWED
ZONING	C3	C3	C3	C3	C3	C3	C3	C3
USE	RETAIL	FITNESS	RETAIL	AUTOMOTIVE REPAIR	STORAGE	-	-	-
LOT AREA	-	-	-	-	-	-	63,689 SF±	-
GROUND FLOOR AREA	4,083 SF±	4,318 SF±	1,648 SF±	4,806 SF±	2,132 SF±	0 SF±	17,023 SF	N/A
TOTAL FLOOR AREA	4,083 SF±	4,318 SF±	2,971 SF±	4,806 SF±	2,132 SF±	0 SF±	18,310 SF	+
FLOOR AREA RATIO	6.5%	6.8%	4.7%	7.6%	3.4%	0%	29%	200%
SETBACKS	25.4 FT	10.1 FT	38.4 FT	45.3 FT	N/A	N/A	N/A	10 MIN/25 MAX
REAR	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0 FT
SIDE	120.8 FT	94.8 FT	130.6 FT	2.9 FT	18.9 FT	N/A	N/A	0 FT
NUMBER OF BUILDINGS	1 BUILDING	0 BUILDING	5 BUILDINGS					
HEIGHT	(1) STORIES, 12 FT±	(1) STORIES, 12 FT±	(2) STORIES, 25 FT±	(1) STORIES, 12 FT±	(1) STORIES, 12 FT±	N/A		(4) STORIES, 55 FT
PARKING PER ZONING	(1 PER 310 SF) (13)	(1 PER 200 SF) (21)	(1 PER 310 SF) (10)	(1 PER 200 SF) (24)	(1 PER 2000 SF) (24)		31 MARKED (42 TOT)	69 SPACES
PARKING AS MARKED	13 SPACES	2 SPACES	6 SPACES	10 SPACES	0 SPACE	0 SPACE	11 UNMARKED	
BICYCLE PARKING (1 PER 3,000 SF)	0 SPACE	0 SPACE	0 SPACE	6 SPACES				

DESCRIPTION:
UNIT 1 OF WEST STADIUM COMMONS (LIBER 3060, PAGES 363-368)

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.

SHEET TITLE DRAWING SHEET

COVER SHEET	1
ALTA/NSPS LAND TITLE SURVEY	C1 2
SITE PLAN	C2 3

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

ORIGINAL: 12-21-17



WASHTENAW ENGINEERING
CIVIL ENGINEERS * PLANNERS
SURVEYORS * LANDSCAPE ARCHITECTS

P.O. BOX 1128
3526 WEST LIBERTY RD, SUITE 400, ANN ARBOR, MICHIGAN 48106
TEL. 734-761-8800 FAX. 734-761-9530
E-MAIL: weco@wengco.com

PROPERTY OWNER
WEST STADIUM CONDO ASSOCIATION
UNIT 1:
GENERAL KLEMM, LLC
2460 W. STADIUM BLVD
ANN ARBOR, MI 48103
(AUTHORIZATION LETTER IS ATTACHED)

PETITIONER
STADIUM VENTURES, INC.
C/O JAMES DALY
106 N. FOURTH AVE, STE 302
ANN ARBOR, MI 48104
TEL. 734-474-5881
INTEREST IN LAND: LESSEE

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

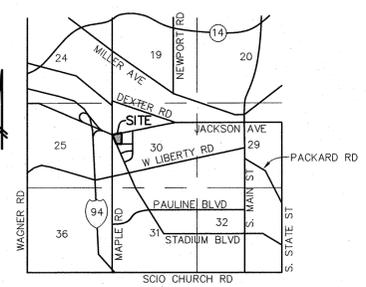


DRAWING NO.
SHEET 1 OF 3

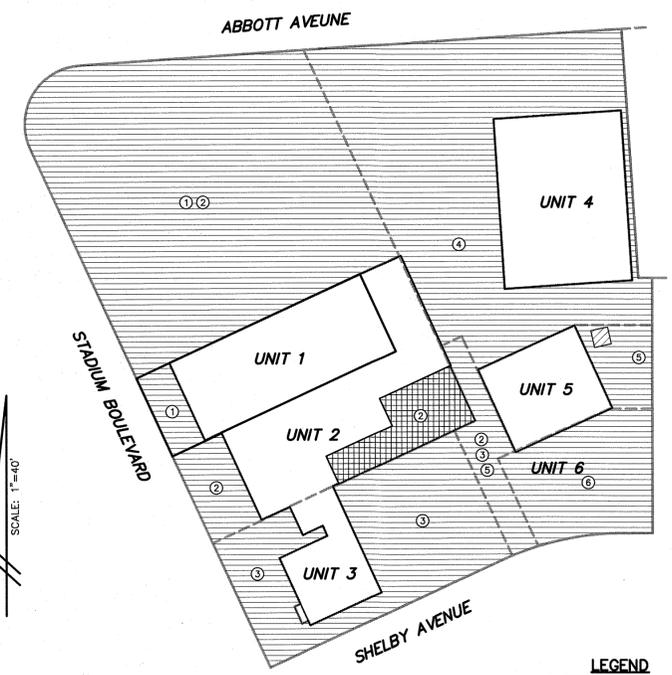
THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING RECORDS. THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN-SERVICE OR ABANDONED. THE SURVEYOR HAS CONDUCTED VISUAL INSPECTIONS OF THE UNDERGROUND UTILITIES SHOWN AND HAS FOUND NO EVIDENCE OF OTHER UTILITIES. THE SURVEYOR HAS CONDUCTED VISUAL INSPECTIONS OF THE UNDERGROUND UTILITIES SHOWN AND HAS FOUND NO EVIDENCE OF OTHER UTILITIES. THE SURVEYOR HAS CONDUCTED VISUAL INSPECTIONS OF THE UNDERGROUND UTILITIES SHOWN AND HAS FOUND NO EVIDENCE OF OTHER UTILITIES.

COPYRIGHT © 2017 WASHTEANAW ENGINEERING COMPANY, INC. NO REPRODUCTION SHALL BE MADE WITHOUT PRIOR WRITTEN CONSENT OF WASHTEANAW ENGINEERING COMPANY, INC.

THE OWNER SHALL NOT USE OR ALLOW ANY OTHER PERSON TO USE THE DRAWINGS, SPECIFICATIONS, REPORTS, PLANS, AND INSTRUMENTS OF SERVICE OR OTHER PRODUCTS, FOR ANY PROJECT OR FOR THE COMPLETION OF THE PROJECT, BY OTHERS SO LONG AS WASHTEANAW ENGINEERING COMPANY (WECO) IS NOT ADVISED TO BE IN DEFAULT UNDER THIS AGREEMENT. REUSE OF ANY PART OF THESE DRAWINGS, SPECIFICATIONS, REPORTS, PLANS, AND INSTRUMENTS OF SERVICE OR OTHER PRODUCTS FOR ANY OTHER PROJECT WITHOUT THE WRITTEN CONSENT OF WASHTEANAW ENGINEERING COMPANY, INC. IS PROHIBITED. THE SURVEYOR HAS CONDUCTED VISUAL INSPECTIONS OF THE UNDERGROUND UTILITIES SHOWN AND HAS FOUND NO EVIDENCE OF OTHER UTILITIES. THE SURVEYOR HAS CONDUCTED VISUAL INSPECTIONS OF THE UNDERGROUND UTILITIES SHOWN AND HAS FOUND NO EVIDENCE OF OTHER UTILITIES. THE SURVEYOR HAS CONDUCTED VISUAL INSPECTIONS OF THE UNDERGROUND UTILITIES SHOWN AND HAS FOUND NO EVIDENCE OF OTHER UTILITIES.



VICINITY MAP
(NO SCALE)



SCALE: 1"=40'

LEGEND

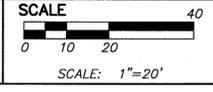
	= LIMITED COMMON ELEMENT FOR SPECIFIED UNIT
	= GENERAL COMMON ELEMENT
	= CONVERTIBLE SPACE FOR SPECIFIED UNIT

LEGEND

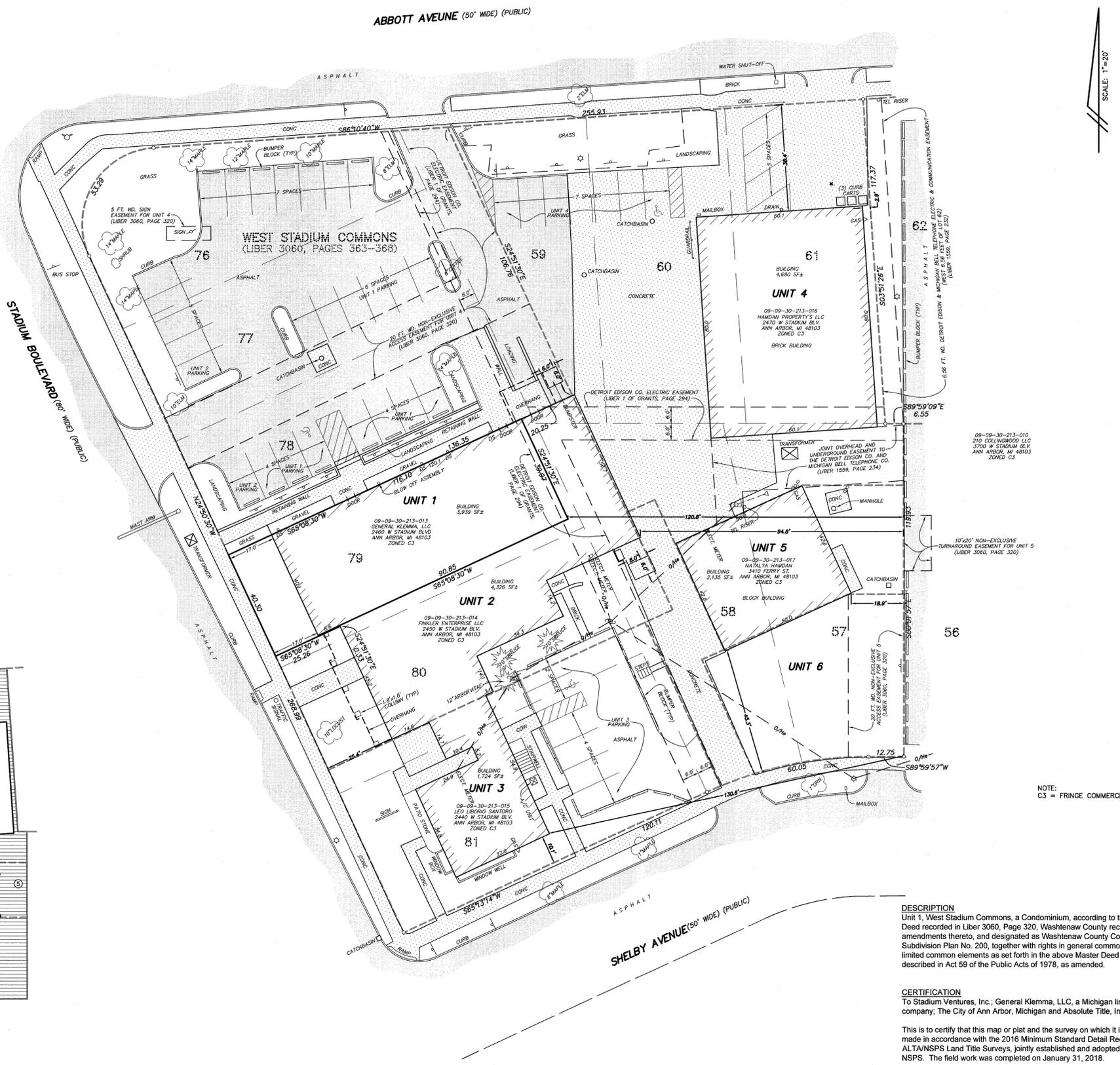
	DS = DOWN SPOUT		= SPOT ELEV.		= GRAVEL		= EXISTING STORM SANITARY
	o = MANHOLE	TC = TOP OF CURB	= TOP OF CURB		= CONCRETE		= EXISTING SANITARY WATER
	o = POST	TW = TOP OF WALL	= TOP OF WALL		= ASPHALT		= EXISTING GAS
	o = GATE VALVE	() = END SECTION	= END SECTION				= EXISTING ELECTRIC
	— = SIGN						= EXISTING TELEPHONE

BENCHMARK —

REVISIONS —



PREPARED BY _____



DESCRIPTION
Unit 1, West Stadium Commons, a Condominium, according to the Master Deed recorded in Liber 3060, Page 320, Washtenaw County records, and any amendments thereto, and designated as Washtenaw County Condominium Subdivision Plan No. 200, together with rights in general common elements and limited common elements as set forth in the above Master Deed and as described in Act 59 of the Public Acts of 1978, as amended.

CERTIFICATION
To Stadium Ventures, Inc.; General Klemma, LLC, a Michigan limited liability company, The City of Ann Arbor, Michigan and Absolute Title, Inc.

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2016 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS. The field work was completed on January 31, 2018.

Date of Plat or Map: February 1, 2018

NOTE: C3 = FRINGE COMMERCIAL

Thomas L. Sutherland, P.S.
Michigan No. 24620



CIVIL ENGINEERS
PLANNERS • SURVEYORS
LANDSCAPE ARCHITECTS
3526 W. LIBERTY RD
SUITE 400 48103
ANN ARBOR MI 48103
TEL 734-761-8800
FAX 734-761-8530
WWW.WASHTEANAWENGINEERING.COM

WASHTEANAW ENGINEERING

STADIUM VENTURES
C/O BENJAMIN JONES PLLC
106 W. LIBERTY AVE SUITE 302
ANN ARBOR MI 48104
TEL 734-474-5881

ALTA/NSPS LAND TITLE SURVEY

ARBORS WELLNESS
2460 W. STADIUM BLVD

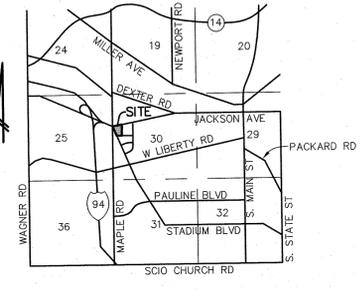
SECTION 30 TOWN 2 SOUTH RANGE 6 EAST
CITY OF ANN ARBOR
WASHINGTON COUNTY • MICHIGAN
DATE 12-12-17 JOB NO. 32357
DWG NO. 357-site FIELD BOOK NONE
FILE NO. 10442

C1
SHEET

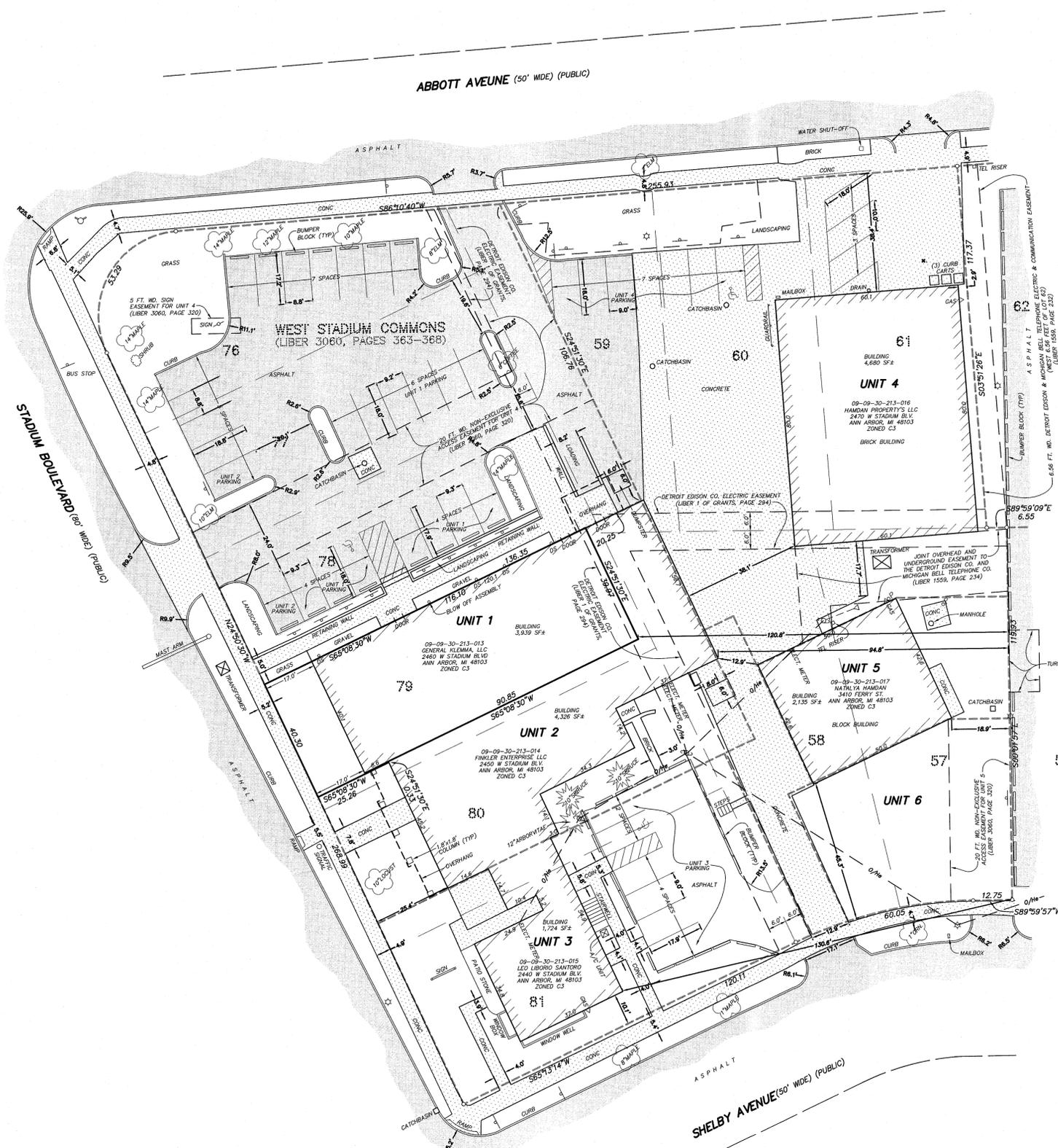
THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING RECORDS. THE SURVEYOR MAKES NO WARRANTY AS TO THE ACCURACY OF THE INFORMATION AND RECORDS. THE SURVEYOR MAKES NO WARRANTY AS TO THE ACCURACY OF THE INFORMATION AND RECORDS. THE SURVEYOR MAKES NO WARRANTY AS TO THE ACCURACY OF THE INFORMATION AND RECORDS.

COPYRIGHT © 2017 WASHTEWAS ENGINEERING COMPANY, INC. ALL RIGHTS RESERVED. NO PART OF THIS DRAWING IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, WITHOUT PERMISSION IN WRITING FROM WASHTEWAS ENGINEERING COMPANY, INC.

THE OWNER SHALL NOT USE OR AUTHORIZE ANY OTHER PERSON TO USE THE DRAWINGS, SPECIFICATIONS, OR OTHER INSTRUMENTS OF SERVICE FOR ANY OTHER PROJECT WITHOUT THE WRITTEN CONSENT OF WASHTEWAS ENGINEERING COMPANY, INC. THE DRAWINGS, SPECIFICATIONS, OR OTHER INSTRUMENTS OF SERVICE ARE THE PROPERTY OF WASHTEWAS ENGINEERING COMPANY, INC. AND SHALL REMAIN THE PROPERTY OF WASHTEWAS ENGINEERING COMPANY, INC. EVEN IF THEY ARE LOANED TO ANY OTHER PERSON OR ENTITY. THE OWNER SHALL INDEMNIFY, DEFEND, HOLD HARMLESS AND REIMBURSE WASHTEWAS ENGINEERING COMPANY, INC. FOR ANY AND ALL DAMAGES, LOSSES, AND EXPENSES, INCLUDING BUT NOT LIMITED TO ATTORNEY'S FEES, ARISING OUT OF OR FROM THE USE OF THE DRAWINGS, SPECIFICATIONS, OR OTHER INSTRUMENTS OF SERVICE.



VICINITY MAP
(NO SCALE)



DESCRIPTION:
UNIT 1 OF WEST STADIUM COMMONS (LIBER 3060, PAGES 363-368)

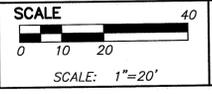
NOTE:
C3 = FRINGE COMMERCIAL

LEGEND

○ = LIGHT POLE	DS = DOWN SPOUT	SPOT ELEV.	--- = GRAVEL	--- = EXISTING STORM
○ = UTILITY POLE	○ = MANHOLE	TC = TOP OF CURB	--- = FENCE	--- = EXISTING SANITARY
○ = POST	○ = GATE VALVE	TW = TOP OF WALL	--- = CONCRETE	--- = EXISTING WATER
○ = GUY ANCHOR	○ = GATE	□ = CATCHBASIN	--- = ASPHALT	--- = EXISTING GAS
○ = HYDRANT	○ = SIGN	--- = END SECTION		--- = EXISTING ELECTRIC
				--- = EXISTING TELEPHONE

BENCHMARK _____

REVISIONS



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



SECTION 30 TOWN 2 SOUTH RANGE 6 EAST
CITY OF ANN ARBOR
WASHTENAW COUNTY - MICHIGAN
DATE 12-12-17 JOB NO. 32357
DWG NO. 357-SHES SHEET C2
FIELD BOOK NONE
FILE NO. 10442

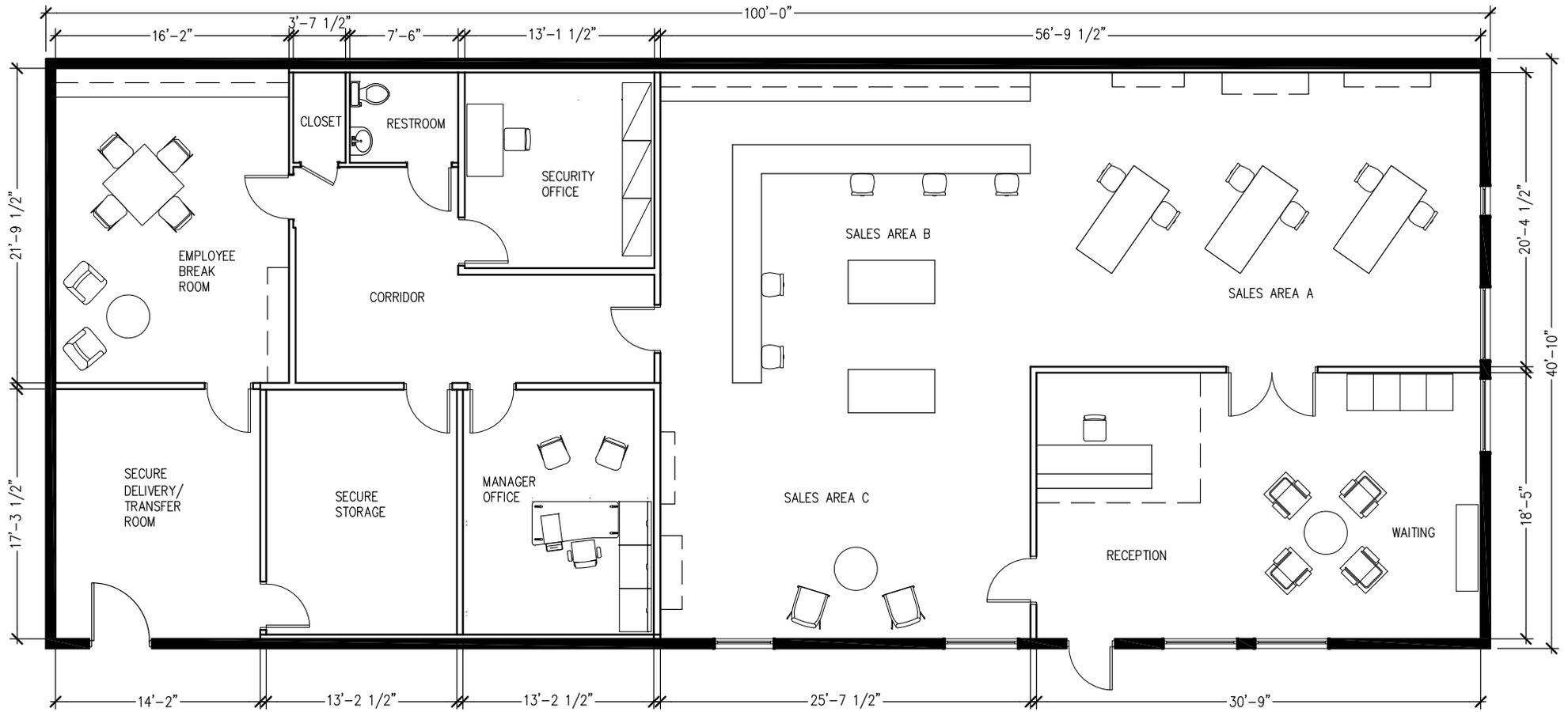
WASHTEWAS ENGINEERING

CIVIL ENGINEERS
PLANNERS • SURVEYORS
LANDSCAPE ARCHITECTS
3526 W. LIBERTY RD.
ANN ARBOR, MI 48103
TEL: 734-761-9530
FAX: 734-761-9530
WWW.WASHTEWASENGINEERING.COM

STADIUM VENTURES
C/O BENJAMIN JOFFE, PLLC
106 N. FOURTH AVE., SUITE 302
ANN ARBOR, MI 48104
TEL: 734-474-5881

SITE PLAN

**ARBORS WELLNESS
2460 W. STADIUM BLVD**



FLOOR PLAN

SCALE: NOT TO SCALE

SHEET SIZE: 8.5x11	DRAWN BY: Anna Owen 734-649-9005	CLIENT: James Daly 734-474-5881	PROJECT/LOCATION: 2460 W. Stadium Blvd. Ann Arbor, MI 48103	SCALE: NTS	DRAWING: FLOOR PLAN	SHEET: 1 OF 1
				DATE: 02 . 08 . 2018		

