

**PLANNING AND DEVELOPMENT SERVICES STAFF REPORT**

**For Planning Commission Meeting of April 3, 2018**

**SUBJECT: 111 South Main Special Exception Use and Site Plan (111 South Main St)  
File No. SEU18-014**

**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 111 South Main 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 District and the Main Street Character Area, which allows a variety of commercial activities including retail establishments, offices, and personal services.
2. The proposed use will not adversely impact traffic, pedestrians, bicyclists, circulation, or road intersections based on the location. South Main Street provides 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 occupy no more than 5500 square feet of the entire building.

(continued on next page)

4. The petitioner will install or pay for the installation of one bicycle parking hoop as shown on sheet A-100 and at the discretion of the Downtown Development Authority (DDA). The hoop must be installed by June 30, 2018 or at a later date specified in writing by the DDA.

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 east side of South Main Street, south of East Huron and north of East Washington Street. It is in the Allens Creek subwatershed, and Ward 1.

### **DESCRIPTION OF PETITION**

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

The 0.06 acre site contains a 10,706 square foot downtown building that was rehabilitated in 2016. The provisioning center occupies the ground floor and basement, and is approximately 5500 square feet. No changes to the site are proposed by the petitioner.

**SURROUNDING LAND USES AND ZONING**

	LAND USE	ZONING
NORTH	Bank	D1 Downtown Core District
EAST	Parking	D1 Downtown Core District
SOUTH	Office	D1 Downtown Core District
WEST	Retail/office	D1 Downtown Core District

**PLANNING BACKGROUND**

The D1 Downtown Core District encourages a variety of uses. Medical Marijuana Provisioning Centers are a Special Exception Use in the District. The site is more than 600 feet from any other provisioning center, and more than 1000 feet from any K-12 school.

The *Downtown Plan* recommends a future land use of *downtown core* for this site and for surrounding parcels.

**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](http://www.a2gov.org/permits).

**PLANNING STAFF COMMENTS**

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

Downtown Plan: The master plan recommends a mix of downtown commercial uses for this location, with which the proposed use is consistent. Appendix C of the petition application describes how the use is consistent with the goals of the Downtown Plan.

Compatibility with the general vicinity: This business, OM of Medicine, has been operating across the street for several years. The proposed location, on the ground floor and basement of 111 S Main, is approximately 5,500 square feet in size. Staff proposes a limit of 5,500 square feet for this special exception use, which could be located anywhere in the building.

Consistent with the neighborhood and not detrimental: The intensity and character of the business are compatible with downtown development. No complaints have been received by Planning and Building about this business.

Parking: The site is located in the Special Parking District, and no vehicle parking is required. A public parking structure is located immediately behind the building. One class C bicycle parking space is required, and a new bicycle hoop with two class C parking spaces is proposed on Sheet A-100 in the City right of way slightly south of the site. The petitioner must work with the Downtown Development Authority to install or pay for the installation of the new hoop.

Pedestrian Safety: Public sidewalks are in good condition, and the building is accessed directly from the South Main Street sidewalk. The site is well served by public transportation.

Vehicular movement and traffic: The vehicle trips generated by a provisioning center are consistent with downtown land uses.

Natural Features: There are no natural features on the site.

*Additional required Medical Marijuana SEU information:*

Operations Plan: The attached plan describes inventory control, sales, staffing, deliveries, and other general operations.

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. Cameras, alarms, information technology security, and more is described in this petition.

Odor Control: Lack of odor control is the most frequent complaint heard by staff about provisioning centers. This business controls odors by keeping pre-packaged marijuana sealed, using carbon filters and scrubbers on their HVAC and ventilation system, and internalizing negative pressure to control the airflow in the suite.

Waste Disposal: This plan includes a description of employee training, waste containers, video surveillance, and marijuana waste destruction that will be in compliance with state regulations.

Hours of Operations: Monday through Saturday 10am to 8pm; Sunday 12pm to 4:30pm.

**DEPARTMENT COMMENTS**

None.

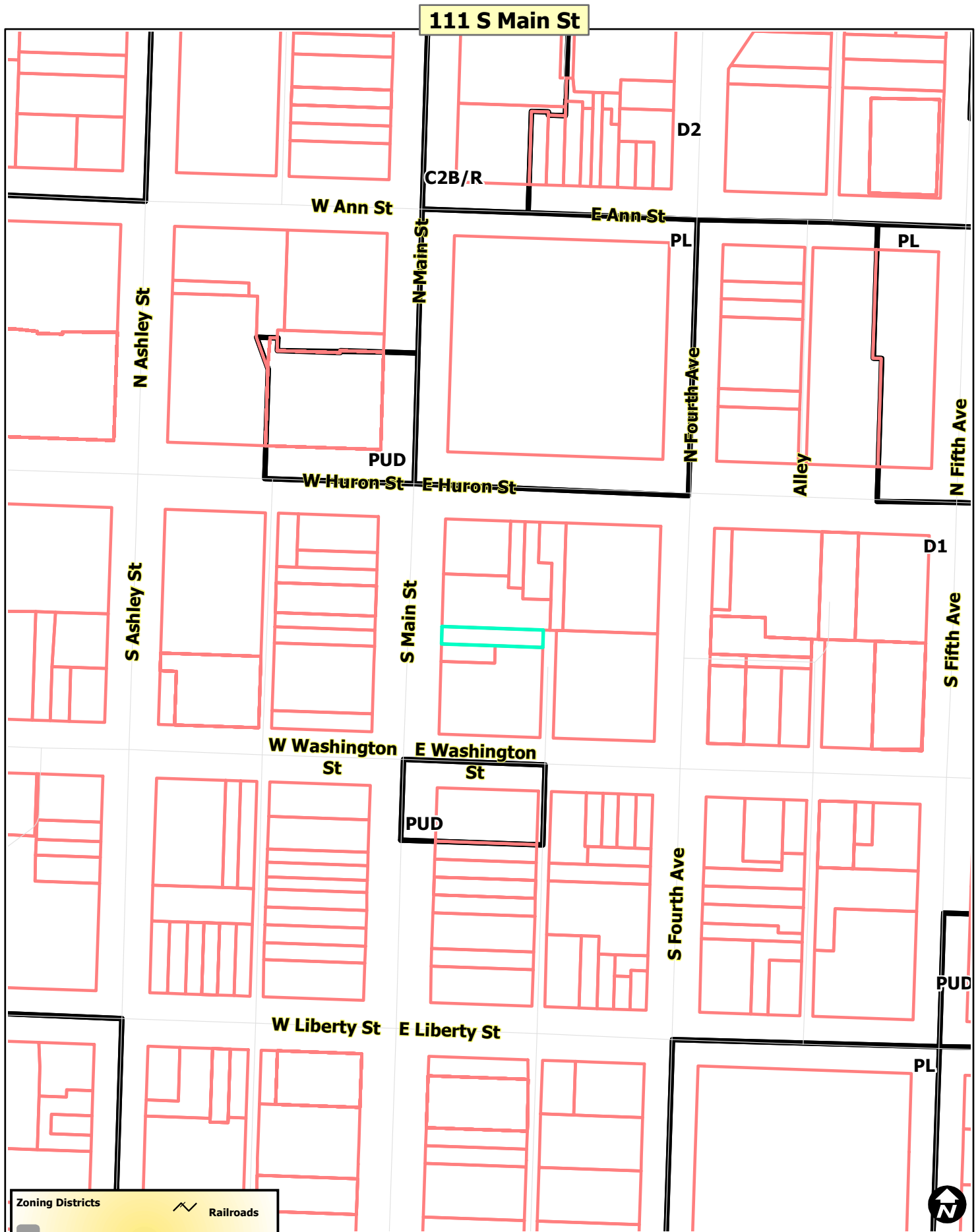
Prepared by Jill Thacher/Brett Lenart

Attachments:   Zoning/Parcel Maps  
                  Aerial Photo  
                  SEU Petition Application  
                  SEU Application Attachments  
                  Provisioning Center/School Locator Map  
                  Site Plan  
                  Floor Plan

c:   Petitioner:    OM of Medicine LLC  
                      Mark Passerini  
                      821 Fountain St  
                      Ann Arbor, MI 48103

                  Petitioner's Agent:   Kincaid Henry  
  Marilyn Crowley  
  934 Clark Street  
  Lansing, MI 48906

City Attorney's Office  
Systems Planning  
File No. SEU18-014



<b>Zoning Districts</b>	Railroads
Township Islands	Huron River
City Zoning Districts	Tax Parcels



Map date 2/21/2018  
 Any aerial imagery is circa 2015  
 unless otherwise noted  
 Terms of use: [www.a2gov.org/terms](http://www.a2gov.org/terms)

111 S Main St

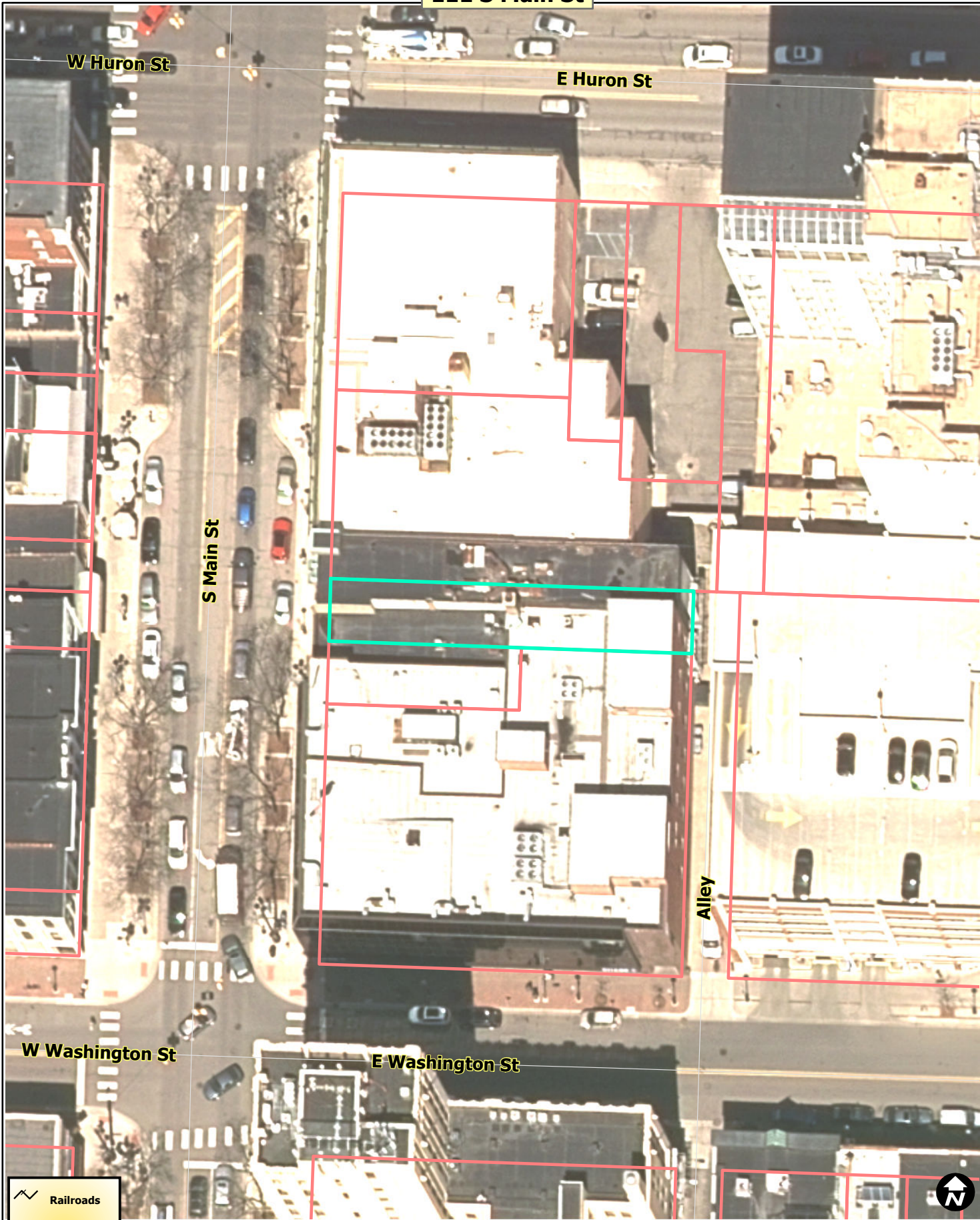


- Railroads
- Huron River
- Tax Parcels



Map date 2/21/2018  
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111 S Main St



W Huron St



E Huron St

S Main St

Alley

W Washington St

E Washington St

-  Railroads
-  Huron River
-  Tax Parcels



Map date 2/21/2018  
Any aerial imagery is circa 2015  
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**PETITION APPLICATION FORM**

Ann Arbor Planning and Development Services  
100 North Fifth Avenue, Sixth Floor  
P.O. Box 8647  
Ann Arbor, Michigan 48107  
(734)994-2800  
FAX (734)994-2798

Project Name OM of Medicine- 111 S Main

Project Type Special Exception Use

Property Address and Location 111 South Main (1st floor), Ann Arbor, MI, 48104

Property Owner 111 S Main , LLC

Address 111 South Main, (4th floor), Ann Arbor, MI, 48104

Telephone ( 734 ) 604-0977

Email Address carlson@3missionpartners.com FAX Number (      )

Petitioner (if other than owner) OM of Medicine, LLC (C/O Mark Passerini)

Interest in Property Lessee

Address 821 Fountain Street, Ann Arbor, MI, 48103

Telephone ( 773 ) 909-9500

Email Address mark@omofmedicine.org FAX Number (      )

Petitioner's Agent Kincaid Henry

Contact Person Marilyn Crowley

Address 934 Clark Street, Lansing, MI 48906

Telephone ( 517 ) 803-0634

Email Address m.crowley@kincaidhenry.com FAX Number (      )

OFFICE USE ONLY	
Total Land Area	
File Number	
Filing Date	
Public Hearing Date	
Total Fee Paid ( <i>See Reverse for Fee Schedule</i> )	



# 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](mailto:planning@a2gov.org)

### APPLICATION FOR SPECIAL EXCEPTION USE

See [www.a2gov.org/planning/petitions](http://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)*

See Appendix A

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#### 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.)*

Mark Passerini (C/O OM of Medicine, LLC) 821 Fountain Street, Ann Arbor, MI 48103

(773)909-9500; Lessee

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

Jon Carlson; 111 S Main (4th Floor), Ann Arbor MI 48104; Lessor

Keith Lambert (C/O OM of Medicine, LLC); Lessee

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#### 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 D1 zoned district as allowed for by the Ann Arbor Code of Ordinances (Chapter 55, Section 5:10.19(2)(a) and 96)

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**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 exemption per 5:104. (See Appendix B for how project meets all 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.

See Appendix C

- 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 Downtown District. No exterior work will occur on the building. A bike rack will be added to add to the multi-modal transportation of the downtown.

- 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 character of the neighborhood is commercial in nature as it is in the downtown. This use will be compatible with existing commercial and retail uses. The project will not alter the exterior of the building or add to density or intensity of neighborhood as the project is the relocation of OM of Medicine, which is currently located on the third floor across the street.

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

See Appendix D

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

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

Om of Medicine supports alternative energy sources and is helping to create a more sustainable future by purchasing wind energy credits.

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. Therefore, no off street motor vehicle parking is required.

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.

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.  
There will not be a 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: 2/12/18

Signature: [Handwritten Signature]

MARK PASSERINI

821 FOUNTAIN

ANN ARBOR, MI 48104

(Print name and address of petitioner)

STATE OF MICHIGAN

COUNTY OF WASHTENAW

On this 12th day of February, 2018, 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: [Handwritten Signature]

[Notary Seal: DEBRA WILLIAMS, Notary Public, State of Michigan, County of Washtenaw, My Commission Expires Jun. 14, 2021, Acting in the County of Washtenaw]

My Commission Expires: 6/14/21

## Appendix A

### LEGAL DESCRIPTION:

TAX PARCEL ID# 09-09-29-132-014

BEGINNING AT THE NORTHWEST CORNER OF LOT FIVE IN BLOCK ONE SOUTH OF HURON STREET IN RANGE FOUR EAST, ACCORDING TO "THE PLAN OF THE VILLAGE (NOW CITY) OF ANN ARBOR", WASHTENAW COUNTY, MICHIGAN, AS RECORDED IN TRANSCRIPT, PAGES 152 AND 153, WASHTENAW COUNTY RECORDS; THENCE SOUTH ON THE EAST LINE OF MAIN STREET TWENTY-ONE AND ONE-HALF FEET; THENCE EAST PARALLEL TO THE NORTH LINE OF SAID LOT TO THE WEST LINE OF THE ALLEY; THENCE NORTH ON THE WEST LINE OF SAID ALLEY 21 1/2 FEET TO THE NORTH LINE OF SAID LOT 5 AFORESAID; THENCE WEST ON SAID LINE TO THE POINT OF BEGINNING; ALSO, THE RIGHT TO THE USE OF THE ALLEY ALONG THE EAST END OF LOTS 5 AND 6 IN SAID BLOCK 1, SOUTH OF HURON STREET IN RANGE 4 EAST. CONTAINING .06 ACRES OF LAND MORE OR LESS. ALSO SUBJECT TO ANY OTHER EASEMENTS OF RESTRICTIONS OF USE OR RECORD.

COMMONLY KNOWN AS: 111 SOUTH MIAN STREET  
ANN ARBOR, MICHIGAN 48104

## Appendix B

### Specific Standards

#### LOCATION

Proposed use is within D1 (Downtown District) 5:50.1 (3) (a) outlines that Medical marijuana dispensaries shall only be located in a district classified pursuant to this chapter as D, C, or M, or in PUD districts where retail is permitted in the supplemental regulations.

#### REGULATIONS

- (a) No person will be residing within the footprint of the leased square footage or within the property of the entire building of 111 S Main, Ann Arbor
- (b) No one under the age of 18 will be allowed to enter OM of Medicine unless accompanied by a parent or guardian.
- (c) No smoking, inhalation, or consumption of marijuana will take place on the premises.
- (e) This will not be a Drive-In establishment
- (f) This property will not contain any aspect of cultivation of medical marijuana.
- (g) There will be no equipment or process on the property which will creates noise, dust, vibration, glare, fumes, odors or electrical interference detectable to the normal senses beyond the property boundary. Please see attached odor and waste management plans
- (h) A zoning compliance permit will be obtained as outlined in section 5:92.
- (i) No living marijuana plants will be located onsite
- (j) The project will comply with all other regulations of the zoning district.
- Om of Medicine will continue to be operated in compliance with the MMMA.

#### CULTIVATION

- No marijuana plants will be cultivated on the site

## Appendix C

The project is located in the Downtown District. The project meets the goals identified in the Downtown Plan in the following Ways:

### **Concentrated Diversity of Activity**

*Goal: Encourage dense land use and development patterns which draw people downtown and foster an active street life, contribute to its function as an urban residential neighborhood and support a sustainable transportation system.*

OM of Medicine relocating to 111 S Main will continue to activate the street through an inclusive, safe and welcoming space to serve patients at street level. The entrance to OM of Medicine will be through a lobby located at the front of the building. Currently there is a large glass storefront looking into the shared lobby that will remain. OM of Medicine will have a partial window to offer a glimpse into the vibrant lobby from the street but all medical activities will take place in private rooms located at the rear of the building. OM of Medicine anticipates that patients will visit the location as one of their many stops visiting downtown Ann Arbor and that many patients will visit on foot or bicycle. OM of Medicine encourages use of the public parking system by offering Complimentary 1-hr parking validations.

### **Retail Environment**

*Goal: Promote downtown as the center of commerce in the community. Strengthen and expand a balanced mix of downtown's active uses, such as shops and services, restaurants, and entertainment attractions, by providing convenient transit and parking, a quality pedestrian environment, strategically located vehicular and bicycle parking, and a diverse land use context needed to support a successful retail environment.*

As one of the most successful dispensaries in the state, OM of Medicine anticipates their business will continue to draw patients from both the city of Ann Arbor and the entire state. This will continue to bring patrons to the downtown to visit both OM of Medicine and other downtown uses.

### **Office, Service and Cultural Uses**

*Goal: Promote a balanced mix of office, service, and cultural uses in the downtown area to complement retail and residential development and to create a diverse center of urban activity.*

OM of Medicine contributes to the culture of Downtown by housing a gallery of artwork for local artists and hosting free events such as: comedy shows, music concerts, seminars, support groups and other events to bring their community together.

### **Streetscape Improvements**

*Goal: Improve and extend downtown's system of pedestrian connections through public and private streetscape improvements.*

A new bike rack will be added to the sidewalk as part of this redevelopment.

### **Development Guidelines**

*Goal: Encourage both rehabilitation and new development projects to enhance the pedestrian scale and orientation of streets which serve as downtown's primary pedestrian connections.*

OM of Medicine will locate into an existing building and will not change the exterior of the building, which currently has a pleasant, open orientation to the sidewalk and fits into the character of the downtown.



## Appendix D

The project will be beneficial to the use, peaceful enjoyment, economic value or development of the neighboring property or the neighborhood area in general in the following ways

- OM of Medicine is dedicated to improving the quality of life for both our members and our community through the provisioning of medical cannabis in a collaborative, safe, and inspiring environment. OM of Medicine has been open in their location across the street for over 8 years and has not received a single complaint for that entire duration.
- OM of Medicine is open Monday – Saturday: 10 – 8 and Sunday: 12 - 4:19 which is compatible with the adjacent uses. PNC is located directly North is open from 9-5 Monday through Friday and Bennett Optometry is located directly South is open from 9-8 Monday through Sunday.
- OM of Medicine has developed a detailed security, odor management and waste plan to continue to operate in the neighborhood in a positive way. (see attached)
- In addition to services provided to patients, OM of Medicine contributes to the beneficial use, economic value and peaceful enjoyment of the Downtown by housing a gallery of artwork for local artists and hosting free events such as: comedy shows, music concerts, seminars, support groups and other events to bring their community together.

## Om of Medicine Operations/Management Plan

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### Inventory Control

- The Om of Medicine looks to be the standard of transparency and compliance as put forth under the rules and regulations by both the MMFLA and the city of Ann Arbor.
- We will be using a POS (Point of Sale) system compliant with the statewide METRC system to control all aspects of inventory from purchasing, delivery, inventory stocking, and patient dispensation. Our system will provide data analysis on both inventory stock as well as trends of patient preferences and needs to provide real-time assistance and updates as necessary for optimal business process and regulatory transparency.
- Purchasing shall be done from all state approved vendors and will be the responsibility of the store manager to coordinate what is needed and disseminate that need to the appropriate, state approved, cultivator or processor. Exact quantities and delivery times will be worked out in advance and will use real time inventory tracking to dictate purchasing needs.
- Deliveries of cannabis products will be made at the dates and times agreed upon and will be brought into the facility through the non-public and restricted employee accessed, rear of the building and brought into a secure product delivery room to made available for inventory stocking and storage. All deliveries will be accepted by the manager on hand and physical and digital copies of receipt from the secure transporter (state approved) will be made and corroborated by both parties upon receipt of product. Any deviation from what is expected will be noted and adjusted in the statewide METRC system, via POS, and adjusted in the final receipts.
- All delivered products will be brought into the individually locked and secured consultation rooms for inventory stocking according to the needs as specified by the manager on hand. Daily, random, spot inventory checks of the secured/locked Consultation rooms and the secured storage area will be made daily by the manager on hand and any discrepancies will be noted and addressed in the METRC based system and proper authorities addressed if an instance of theft, diversion, or any other non-compliant/illegal act has taken place. A complete inventory will be done weekly by management. Location transfers, between rooms, will be documented and maintained so all dynamics of inventory will be current and able to be corroborated by any regulator or manager as need be.

## Sales

- All sales will take place between registered patients and state approved facility employees. All products and services will be scanned and/or entered into the METRC approved POS system.
- Patient Consultation on the benefits, risks and best approaches will be discussed and a personal approach shall be given to all patients on their unique situations and needs.
- Considering patient/caregiver has not exceeded their daily limits, which will be calibrated in our POS system, and all other responsibilities are met, the transaction commences.
- Payment is provided and Medicine is dispensed to patient in an opaque bag that will be compliant with all state and local requirements on packaging and dispensation.
- Sales taxes will be addressed at the point of sale and shall be discussed with the patient and registered in the POS.
- Any issues or returns will be addressed, documented in the POS system, and disposed of properly via our waste disposal plan.

## Cash Management

- All cash handling will be done in plain view of cameras and will have a redundant database accessible to management and ownership showing daily cash receipts from each drawer that will be assigned a unique register to rectify end of day balances as well as all deliveries and purchases for that day. Start of day will see the manager signing off on individual drawers and making sure that all cash on hand matches what was documented the night before.
- Cash drops will be made twice daily, halfway through and at the end of day. Mid-day drops will be counted, logged and put into the safe until the end of day cash drop and register rectification takes place.
- All individual registers will be summed up and submitted to onsite manager who will then double check/recount and rectify against the POS. Any discrepancies will be handled internally unless no solution can be made and will notify the state and take any necessary action to maintain city and state compliance.

Monday, February 12, 2018

- All cash unnecessary for upcoming purchases will be entered into the bank, daily if necessary. Cash on hand will be limited to that for purchases and will be keeping that limit in the safe at all times. All purchases will be paid in check if possible, but if cash purchases are necessary, will be done in plain sight of cameras and corroborated in the POS system before completion of transaction.

#### Patient/Caregiver Process

- Video surveillance at the street level will identify patient/caregiver upon entrance to the facility. A second primary, electronically locked, buzzed door shall be controlled by reception and entrance denied if any hazards are present or rules broken either prior or presently. Receptionist shall buzz in patient and begin the check-in process.
- All registered patients and/or caregivers will submit state or federal ID along with valid state issued registration card upon entrance to the reception area, which is separated from the main lobby and consult areas. Patients will be buzzed into the reception area from the street lobby and existing patients will go through to the main lobby for consultation's while new patients will go through a brief application/ orientation process.
- After reception check-in, patients will be buzzed through another locked door into the main lobby area, where they will be met by our member liaison who will coordinate consultation visits and provide a brief intro for new patients.
- All patients and caregivers will be escorted in and out of the consultation rooms and will never be left unattended in the consultation areas.
- Guests with valid state ID will be allowed into main reception area after presenting ID and signing a visitor log for that day, but only registered patients and caregivers will be allowed in the consult rooms. Visitors will also be presented with a 'visitor ID sticker' to clarify the intent of all people in the facility.

#### Employees

- All employees will go through a rigorous screening process including, but not limited to, state and federal background checks, personal interviews as well as any other processes deemed necessary by our HR department lead. We will follow up every 6 months for the first year in both employee interviews as well as background checks and will repeat annually after the first year of employment.
- All payroll, including deductions necessary for state and federal tax liability's, will be handled by a 3rd party processor and inline with all applicable state and federal requirements on payroll processing.

Monday, February 12, 2018

- All employees will be issued facility identification cards, to be worn via lanyard or other visible means at all times while working the facility and will denote levels of access appropriate for that role in said facility.
- All roles in the facility will be clearly assigned with individual employees assigned to a drawer/register and none other to prevent confusion and/or cross contamination of cash handling at end of day rectification. Those employees focused on actual monetary transactions will be identified and those not assigned will not be allowed in any cash handling activities for any register unless properly authorized by manger on site in advance.
- All new employees will go through a rigorous training program consisting of employee and facility responsibilities, provided by our HR department, knowledge about the product and it's benefits and/or risks presented by our chief medical officer, as well as security protocols and expectations by our 3rd party security team.

#### Contractors/Providers

- All purchases will be made from an updated and maintained list of state licensed cultivators and processors only.
- All purchases will be made in advance and all vendors entering the facility will be escorted and met by onsite manager and kept in line of site, either by physical or video surveillance, throughout the duration of the transaction. All contractors or technical work outside of delivery of product, will be issued a temporary ID stating the nature of work and expected duration of work.

#### Financial

- All sales tax remittance will be rectified daily in the METRC approved POS and accrued to be provided weekly to the necessary government officials.
- CPA prepared monthly statements will be made rectifying POS system transactions/ purchases with bank accounts and payroll information to maintain transparency and control over the facility and its finances.
- All payroll remittance shall be controlled by 3rd party payroll processor as previously stated.

#### Area Access

- The facility shall maintain separate tiers for patient and/or employee access.

Monday, February 12, 2018

- A street level, video surveyed entrance shall be the first access point into the building. This will be an unlocked door during business hours, locked otherwise.
- The second access point shall be the electronically locked/buzzed entrance into the reception area.
- Registered/patients and their approved guests will be allowed to pass, after reception check-in, through another electronically locked/buzzed entrance into the main lobby. Both the reception and main lobby will be accessible to all employees as well.
- Only registered patients/caregivers will be allowed in the consult areas, which will also be employee restricted to that consultant assigned to the register, in said consult room, at any given time.
- The downstairs will be off limits to non-employees, unless personally escorted to the third, overflow, consult room, by the assigned employee to that room. The rest will be accessible to the general employee, while the camera/security room, and inventory/safe room, will only be accessible to the store manager and ownership. Only store manager and ownership will ever know the details and combination of the safe at any time, but will be documented and catalogued if those details are required by state or local regulators.

#### Operations

- Opening procedures will include, but are not limited to, manager making sure all cash numbers from previous day are consistent with the start of business numbers that day.
- Managers are required 30 minutes prior to open while general employees 15 minutes prior to open, to make sure all is in order and no conflicts exist. If there is a discrepancy, unless internally rectified and resolved, management shall inform the proper authorities and report the incident to the state as well.
- End of day procedures will necessitate drawer rectification. All employees assigned to a register are responsible for counting and rectifying to the POS system for that register (each register will have a unique ID and employees will be assigned daily to that ID) and presenting to the manager for a final count and rectification. Cash necessary for upcoming purchases will be kept in the safe, with the rest slated for deposit by the manager on staff.

Monday, February 12, 2018

- Time clocks will be present for clock-in/clock-out employees, to maintain proper payroll controls as well as another layer of awareness of those on premises at any given time.

#### Odor Mitigation

- The primary source of odor mitigation is in the requirement of prepackaged goods to be delivered by all of our state licensed cultivators, processors whom we have contracted through the MMFLA regulatory system. Therefore exposed cannabis will be almost non-existent, thus being our first line of defense in odor control.
- All ventilation and HVAC will be outfitted with the appropriate carbon filters and scrubbers to maintain a sanitary and odor free environment for our patients and employees.
- The use of internalized negative pressure will assure the control of airflow and keep any excess odor from vacuating the premises reintroducing it into our filtering system for scrubbing and further odor mitigation.

## OM Technology Security Plan

- I. **Technology Overview:** Om of Medicine's (OM) network technology uses an out-of-band, cloud managed solution manufactured by Cisco Systems, Inc. (Cisco) as a primary means of protecting both the digital technology and the physical location. The Cisco Meraki\* technology is equipped with encrypted communications both "at rest" using AES 256-bit and "in motion" through SSL transmissions. This premise and digital technology will be deployed throughout the varying levels of business operations, including but not limited to security cameras, wireless, voice, firewall, and switching.
- II. **Physical Security**
  - a. **Premise Layout:** (See Exhibit "A")
  - b. **Cameras:** High definition cameras will be deployed in the interior and exterior of the OM tenant premise in compliance with the SOM LARA BMMR Emergency Rule 27. The locations of each camera may be found within the Camera location (II.b.i) section below with more precise locations found in the "Exhibit A." All cameras will be strategically positioned on the designated ceiling locations to achieve wide coverage area and to deter malicious actors attempting to damage or disable the cameras.

Two Cisco Meraki Camera models that will be utilized, include the MV21\* indoor model and the MV71\* exterior model which is rated for IP66 weather resistance plus IK10 impact resistance. Both camera types are Powered over Ethernet (PoE) to ensure power stability and continued operation during a period of power outage. Further, all cameras are equipped with 3-10mm very-focus lens for detailed zoomed images, and infrared illumination up to 30m (90ft) to provide effective overnight surveillance. Each camera is equipped with 128GB high write endurance solid state storage to retain motion detected video surveillance content locally in case of an outage from both Internet Service Providers and the available 3G/4G backup WAN connection. In the event whereby a malicious actor is able to destroy or steal the camera and its local content, all real-time data is stored in the Cisco secured cloud for up to 20 days with multiple camera activity backups retained off-site.



- i. Camera Locations:** Cameras shall be placed near the exterior points of entry of the premise to provide video coverage of every entry point. Then cameras will be placed within the interior of each point of entry to capture the activity from an interior vantage point of all persons entering the premise. Additionally, cameras shall be placed towards the rear of each consulting room to capture the person and transactional activity of both the patient and consultant. Other camera locations shall include, but not limited to, the following areas: patient waiting areas, common areas, stairwell access, IT closet, and product storage areas, other restricted areas, receiving, stairwell entrance and exit points, and other high sensitivity areas.
  
- c. Access Controls:** Multiple layers of premise security will be implemented at the OM facility, including implementation of the Honeywell NetAXS-3\* door access control system with HID RPK40\* for exterior entry points and any interior rooms which require dual factor authentication. HID Compatible Mullion Readers\* will be used for other sensitive interior rooms, such as consultation rooms, electrical, and administrative areas. OM's implementation of dual factor authentication shall be in the form of a card access, plus a multiple digit pin code which together are considered dual factor authentication. The combination of these two solutions shall effectively ensure that only authorized individuals are able to gain door access to sensitive rooms. OM has determined that all exterior doors shall be equipped with dual factor authentication security to ensure, should a user's badge be stolen or reproduced a secondary form of identification is required to protect unauthorized access. Additionally, product storage areas shall be similarly equipped with dual factor authentication. However, dual factor authentication in these product rooms and exterior doors shall only be required during after-hour periods when operational staff is not on duty. For the IT closet area though, in addition to product inventory storage rooms, will be required to have the highest level of security. Therefore, those rooms shall be access controlled by 24/7/365 dual factor authentication for complete security oversight and access logging of all persons.
  
- d. ID Cards:** OM shall assign ID cards for all employees, security personnel, IT personnel, and visitors. ID cards shall provide access to designated

rooms that require the logging of personnel access, and are controlled in nature for security purposes. Visitors which are on-site but are not a patient, shall be identified by a visitor identification badge, but shall not be issued door access privileges unless on-site performing services for the organization which requires their access.

- e. **Premise Reinforcement & Alarm:** OM will evaluate the reinforcement of potential entry point weaknesses in the buildings structure, such as glass windows, which may be upgraded to impact resistant versions. Additionally, a traditional premise security system equipped with sensors mounted to doors and windows, plus motion sensors installed throughout the interior premises will be deployed. Collectively, these solutions will provide complete coverage of all controlled areas, entry points, common areas, and any potential structure weakness for which a malicious actor may attempt to enter via non-traditional means. Lastly, select locations around the premise will be equipped with silent alarm triggers to allow personnel to alert authorities in the event an incident arises.

- III. **IT Closet & Premise Cabling:** Through the utilization of secure Cloud based services, OM will deploy minimal rack infrastructure to operate the network and security infrastructure end points. The required rack deployed may be wall mounted, equipped lock and key security. OM's network equipment will be powered by a Universal Power Source (UPS) with battery backup to allow a limited operation period during a power outage. Pending local city requirements, OM may secure generator backup solutions to provide 24-hour power for critical security systems to ensure minimal downtime is experienced. Additionally, critical security cabling shall be protected from damage from malicious actors through means such as in-wall routing or conduit, as necessary.

#### IV. IT Infrastructure

##### a. Network & Camera

- i. **Switching:** Through the use of Cisco Meraki Power over Ethernet (PoE) switching, OM shall provide consistent operational power to numerous components including cameras, wireless, VoIP telephones, and card access readers. As previously indicated, this approach to powering network devices will enable technology to be available during a power outage due to the use of a battery backup UPS which provides protection for the technical devices and power stability. Additionally, using port level security, OM

shall be able to prevent malicious actors from connecting to the network via switch ports as all unused ports shall be disabled and alerts are triggered when a device is connected or disconnected from the switch.

- ii. **Wireless:** OM's deployment of the Cisco Meraki MR33\* Wireless solution puts security at the forefront as dedicated security radios are included to detect vulnerabilities and attacks on all wireless channels. Through configuration of separate WPA2 secured wireless networks to route secured data, general corporate traffic, and guest connections, OM's full utilization of available technology features will further the pursuit of robust security throughout the organization.
- iii. **Security:** Use of a Cisco Meraki MX64\* Firewall deployed with Advanced Security (AS) services will be the first line of digital defense for the OM Network. The AS solution is equipped with industry leading technology for Intrusion Prevention Systems, Content Filtering, and Advanced Malware Protection. These services, in combination with other next-gen firewall features, such as high availability and fault tolerance will effectively assist in deterring malicious actors from penetrating OM's Network, while promoting the stability of the network through WAN redundancy.
- iv. **MDM:** OM will strategically utilize mobile devices such as iPads to educate patients on the available products, along with other educational content. Through this use OM is aware of security risks and will take appropriate steps to mitigate this risk, including but not limited to, maintaining security patch updates, covering cameras, managing web browsing access by users, and deploying mobile device management (MDM) solutions which control activity by users and prevent changes to configurations. Additionally, in the event that a mobile device is stolen, the MDM enables the remote wiping of content and settings to ensure all data is unable to be accessed by a malicious actor.

- b. **Point of Sale (POS):** Currently the authorized point of sale (POS) solutions have not been published by the SOM LARA BMMR and METRC, therefore the computing application solutions are not fully defined at

this time. However, OM shall evaluate and implement a POS solution which is preapproved and compatible with the METRC API requirements. Said solutions shall allow OM to record inventory and sale activity to ensure full compliance with the SOM LARA BMMR requirements. Additionally, in combination with the POS solution, OM shall evaluate the integration of peripheral components to create efficiency in the sales process and maintain the inventory lifecycle of all products offered to customers. These peripherals shall include, but are not limited to, bar code scanners, receipt printers, and cash drawers.

## c. IT System

i. **Computing:** Due to their inherent strong end point security OM shall deploy Apple and Macintosh based products within the organization. Each end-point whether a mobile device or workstation will be setup to encrypt data and limit user permissions to prevent users from performing unauthorized changes, additions, or removals to applications and content. Further, firewall protections will be visible on a computing level as web browsing content access will be limited, which will assist in the minimization of potential security vulnerabilities from penetrating the OM network.

1. **Applications:** As with the network, the utilization of cloud solutions will assist in securing the organizations data and network. Through applying this same approach to the applications, OM shall minimize risk exposure and mitigating data security liability for the organization. While the approved POS solutions are unknown at this time, OM will also be utilizing application solutions to increase security layers to the network and minimize vulnerability risks through end-point malware protection, data loss prevention (DLP), data backup, user collaboration, and voice services. The implementation of these solutions is further pursuit of security as a responsibility which is carried not simply for the organization, but with an onus for the patients as well.

2. **Security -** Due to the inherent nature of privacy desired by the patients, OM shall maintain strong encryption for all devices, data, and backups on a computing level. This

includes encrypting the hard drives of all computing resources, such that the data on the components are protected from a malicious actor.

**ii. Printers:** Minimal use of printers shall be encouraged such that users are not printing patient personal identifiable information (PII) and patient health information (PHI). All printers that shall be utilized will not be equipped with hard drives that retains copies of the images which are scanned or copied. However, in the event that PII or PHI is printed, all documentation will be properly destroyed in a HIPPA compliant fashion, once the purpose of the information being printed is fulfilled.

**iii. Users:** While users will be subjected to background checks, OM will utilize training, processes, and technology to minimize security risk exposure of user activities. Processes such as complex password requirements, passwords that change every 90 days and security permissions which permit only the network and computing functions required to perform the duties of the user's role will assist in the front-line defense of security vulnerabilities. However, the most crucial link in the OM security chain is the training of users to identify and preempt threats in daily operational situations, including identifying suspicious behavior, inconsistencies in email sender addresses, opening emails from unknown senders, confirming email authenticity before clicking on links in emails, and the identification of additional similar security vulnerability warning signs.

**V. Business Processes (see Om Management Plan for details)**

- a. Regulated Processes
  - i. Inventory Control
  - ii. Sale
  - iii. Compliance
- b. Operational Processes
  - i. Patient & Caregiver Process
  - ii. Employees
  - iii. Cash Management
  - iv. Contractors/Providers
  - v. Financial
  - vi. Operation

- c. **Premise Security**
  - i. **Security**
    - 1. **Staff Role & Responsibilities**
    - 2. **Security Training**
  - ii. **Incident Response Protocols**
    - 1. **Emergency Action Plan**
    - 2. **Crisis Emergency Plan**
  - iii. **Guest/Visitors**
  - iv. **Area Access**
- d. **Business Continuity & Disaster Recovery**
  - i. **Business Continuity**
    - 1. **Downtime Protocols:** During periods of dual ISP outages, OM shall move to modified processes that allow the organization to continue serving patients medication needs while simultaneously ensuring compliance and security standards are maintained.
      - a. **Product Sales:**
      - b. **Security Protocols:**
    - 2. **Disaster Recovery**
      - a. **IT System Data:** The activation of a disaster recovery plan shall be deployed in the event that an unforeseen situation occurs whereby the complete or partial destruction of the IT systems and data maintained on-site at the OM premise, or the loss of cloud application transactional data. In the event said data is lost, OM shall recover and upload the last active backup stored either off-site or in the cloud.
      - b. **Infrastructure:** Should a major event which destroys not only the local data stored on-site, but also the local IT infrastructure at the OM premise, OM shall evaluate at that time the possible temporary suspension of patient services until the reinstatement or repair of full IT and security system services back to a full operating status as defined by the details set forth in the licensing application remitted to the State of Michigan.
- e. **IT Processes & Protocols**
  - i. **Network & Computing Security**

- 1. Prevention:** OM shall utilize solutions and proactive processes to control access to data and minimize network and computing issues, while simultaneously ensuring strong security standards. Such processes shall include, but are not limited to, performing computer and network device patch updates as released by the device manufacturers, limiting user computing activities to only those functions which are necessary to their respective role, software which secures and encrypts data at rest and in motion, and use of applications to minimize exposure to malware. Additionally, OM's implementation of Apple and Cisco technology which is less prone to security vulnerabilities and robust in its operational stability, shall further contribute to the prevention of IT related issues occurring.
- 2. Detection:** Through the use of multiple mediums OM will proactively detect and identify IT related issues. Such sources of these detections shall include, but are not limited to, monitoring alerts of all network devices for hardware failures and pre-defined event trigger, user reported observations, regular IT maintenance, computing application alerts, and third-party provider detections.
- 3. Response:** Should a matter be detected, OM shall implement a process which responds to the circumstance through either internal procedures or external third-party engagement, as dependent on the affected technology. In the case whereby an internal process is deployed, OM's designated Super User shall perform troubleshooting services to assist in identification of the matters source. Once additional information is obtained, said Super User shall provide resolution steps or engage third-party support through either device's manufacturer or professional IT support provider.
- 4. Reporting:** OM's third-party support providers shall perform tracking of IT related issues in conjunction with OM to assist with the identification of issues parent source. Through this approach OM shall maintain effective records that will provide data metrics for use in the forecasting of

IT issues which collectively shall promote network and computing reliability for up-time consistency. Should an incident arise which impacts personnel, product, or security related matters, said situations shall be additionally reported by OM to the State of Michigan and METRC for compliance and disclosure purposes. As OM's intent is to maintain accurate event records through multiple sources to ensure a trail of activity is available should an audit or investigation be required.

## ii. Data Backup

1. **Content:** OM shall perform weekly backups of digital data for the purposes of maintaining accurate records to reference, should the data be required as part of a disaster recovery plan, audit, or investigation. Said digital data shall include, but not be limited to, cloud applications, local computing records, email correspondence, camera activity, network configuration changes, personnel records, inventory, waste, medication sales, and any other required information associated with OM's regulatory compliance.
2. **Schedule:** OM's backup services shall be performed through varying processes including manual and automated services. OM's backup processes shall follow the following schedules and be performed by the associated role identified below:
  - Cloud Data - Weekly - Manual (Super User)
  - Camera Activity - Weekly - Manual (IT)
  - Personnel Records - Monthly - Manual (Super User)
  - Local Computing - Daily - Automated (Time Capsule)
  - Network Configurations - As Changed - Manual (IT)
3. **Retention:** OM's data retention shall meet the following schedules to ensure compliance and data/record availability should an event occur which requires access to the identified information above. Additionally, OM shall maintain three copies of data which shall be stored across



three platforms (Cloud, Locally, and Offsite) and retained to ensure the integrity of the data and for disaster recovery should a situation occur whereby data must be recreated due to an unforeseen circumstance outside of OM's control.

- Cloud Data (Patient Purchases, Inventory, Waste,
- Camera Activity - 98 Days (14 Segments of 7 Days Periods Each)
- Personnel Records - 7 Years
- Local Computing - 90 Days
- Network Configuration Changes - 7 Years

**iii. Monitoring & Logging:** Multiple forms of monitoring and logging will be conducted of the OM premise, IT infrastructure, and applications. This monitoring and logging will be conducted and tracked by third-party entities to ensure 24/7 coverage of critical systems, premise security, and application activity.

#### 1. Premise

- a. **Alarm Security Monitoring:** OM will contract with a third-party alarm provider to monitor the security status of the facility and will be responsible for after-hours alerting of security incidents to OM designated contacts and local police authorities.
- b. **Door Access Logging:** Implementation of a door access system which logs the activity of all critical interior and exterior doors shall be deployed for the OM premise. This solution, in combination with other security solutions will provide comprehensive data to track and secure regulated product throughout the OM premise at all times. Through this solution the movement of OM personnel during business hours and unauthorized access to the OM premise after business hours shall present a valuable picture of business activity for compliance auditing purposes. Additionally, in the event of a malicious actor entering the premise after-hours, the door logging system will provide additional data regarding the actions of the individual(s).

#### 2. IT Infrastructure

- a. **Network Monitoring:** OM will contract a third-party IT provider to perform monitoring of all network equipment, including firewall, switching, wireless, and cameras. Said IT provider shall monitor varying statuses of the network including, but not limited to, up/down status, ISP connectivity, excessive network usage, IP conflicts, blocked malware, downloaded malware, switch port disconnection, rogue wireless access points, and configuration changes. Additionally, logging of network activity is maintained by Cisco for a period of 30 days on all network connected devices. These Cisco network logs in combination with change control and system logs which tracks all network configuration changes and system activity shall provide detailed information related to network related records.
- b. **Change Control & System Logging:** OM will require, as part of the IT services rendered, that Change Control logs be maintained for all IT related configuration changes made whether in support, troubleshooting, maintenance, or improvement of the OM IT systems. While system logging shall be activated on all available infrastructure devices, IT services shall also record and notify OM's designated point of contacts of any abnormal system behavior which is outside of the average network and system activity.
- c. **Application Logging:** The requirement of activity logging from the POS and Inventory solutions within and to/from the cloud application shall be considered mandatory as evaluating the Michigan API approved solutions. This data is deemed critical as part of compliance with the State of Michigan and will be carried with the highest requirement from OM. All activity to these solutions and the METRC system shall be tracked meticulously to ensure all data is captured and maintained to ensure full State compliance.

#### iv. IT Issues & Resolution

1. **Hardware:** OM will maintain a hardware backup policy whereby secondary hardware is retained to be available for immediate deployment in the situation where a failure occurs on a critical component at the core or security level. This protocol shall provide coverage for the core 48-port PoE switch, plus an indoor, and outdoor camera. However, this failover hardware shall not be provided on non-essential related components, including but not limited to, phones, wireless access points, computers, and audio/video. In the instance that a non-essential component fails, a case will be opened with the manufacturers for which support is maintained to replace or repair the failed item. Should a failed component not qualify for replacement by the manufacturer, OM shall replace the item in a reasonable period time as determined by the critical nature of the failed item. Additionally, while statistically improbable due to the reliability of Apple and Cisco equipment, in the event there should there be a secondary component failure at the core or security level, OM shall expeditiously replace the failed item and evaluate whether a relocation of component in a less critical location may be performed so as to reinstate the standard at the core or security level.
2. **Software:** Should an issue arise with computing software at the operating system or local application level, OM shall remotely engage with the manufacturer support team to diagnose, troubleshoot, and repair the source of the issue. In the event the issue may not be repaired remotely, OM shall dispatch a designated team member or their third-party IT team to work with the manufacturer to address the issue in full. In a situation, whereby malware is introduced to the network, despite OM multiple layers of proactive security measures, OM shall immediately shutdown the infected device and contact a third-party IT team to perform support services to the device. This service shall include a strategic backup and cleanup of non-recoverable local data, and then a full wipe of the devices operating

system shall be performed, followed by a fresh installation of the operating system, local applications, system configurations, and applicable user data.

**3. User:** OM shall maintain all user credential creation and password resets internally by management, super users, or a third-party IT firm. However, as user logs will be used to fingerprint activity of both network and POS/Inventory applications, the sharing of passwords shall be strictly forbidden and any reset of a user's password shall require that the user change the temporary password issue to them to a new one only known by the user. As failure to maintain unique user activity will create gaps in security protections in place to ensure compliance.

**4. Service Providers:** In the event an internet Service Provider (ISP) goes down OM shall failover to a redundant ISP which shall become the primary Internet circuit during said outage. When the outage is detected the ISP shall be notified by OM management or their third-party IT provider for repair in accordance with the contracted Service Level Agreement (SLA). In the event both ISP circuits are lost, OM shall move to a downtime procedures which are identified in detail above. OM may at its discretion choose to deploy a 3G/4G cellular backup services which may be available through their firewall.

**f. Compliance (PII, HIPPA, SOM):**

**i. SOM:** OM shall maintain and exceed, where feasible, compliance requirements set forth by the State of Michigan Dept. of Licensing and Regulatory Affairs BMMR Emergency Rules (Emergency Rules) through the strategic deployment of the IT solutions, Human Resource protocols, Operational processes, State of Michigan METRC API compatible application, and Inventory transactional reporting. Additionally, as required by the SOM Emergency Rules, all regulated products sold shall only be acquired from SOM licensed entities which products have been tested and certified, by Michigan licensed third party testing entities.

ii. **PII & HIPPA:** While OM is not a licensed medical provider, it does however provide medication for SOM preapproved medical conditions and therefore will take appropriate steps to protect the privacy and information of the patients which obtain medication to treat their medical conditions. Due to this, OM shall maintain the standards set forth by the policies that apply to OM as defined from the U.S. Health and Human Service Department which regulates the gathering, securing, and protection patient health information through the Health Insurance Portability and Accountability Act of 1996 (HIPPA), and the Health Information Technology for Economic and Clinical Health (HITECH) Act. Additionally, due to the collection of Personally Identifiable Information (PII) which is regulated and defined by Presidential Identity Theft Task Force Memorandum 07-16 released on May 22, 2007, OM shall maintain the safeguarding of said PII through secured technology solutions, and protocols. This includes the gathering and maintaining of only required information by patients so as to minimize the risk exposure of a potential digital security breach, and the protection of all gathered data in a manner which logs, tracks, and reports the access of said data by authorized users. In an event, whereby said HIPPA and PII data is compromised, OM shall provide authorities and third-party licensed investigators with log activity along with any other applicable data necessary to complete the investigation into any potential breaches.

**WASTE DISPOSAL PLAN**  
**February 2018**

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**Purpose**

Om of Medicine is committed to a safe and sanitary workplace, and zero-tolerance policy with regards to sanitation. Facility sanitation rests at the heart of our goal to provide safe and contamination-free products for our patients. The company will take extraordinary steps to ensure all waste – whether marihuana or non-marihuana – is properly stored and safely disposed of. The company shall manage all hazardous waste pursuant to part 111 of 1994 PA 45, MCL 324.11101-324.90106.

**Employee Training**

The best way to ensure compliance with our Waste Disposal Plan is through early and ongoing employee best practices training. Our [Director of Compliance] will be responsible for employee training of the Waste Disposal Plan, as well as ongoing audits and compliance with the Plan.

All new hires will undergo [# of hours] training which will include a dedicated program for waste disposal protocols. These protocols will be reinforced during initial hands-on training, as well as through sporadic unannounced audits by the Director of Compliance. All employees, regardless of their position within the company, will be trained on proper waste disposal protocols.

Any employee that fails to comply with the Waste Disposal Plan will be subject to progressive discipline, up to and including termination.

**Waste containers**

**Green** Waste - Any area where marihuana products are stored, or regularly transported, will have a green covered, lockable waste bin for the collection of marihuana waste. These bins will be checked and emptied at least twice daily. Any **Green** waste will be removed from green waste bins and deposited into a locked room under constant video surveillance and with limited employee access. **Green** waste will be stored in this room until the Director of Security removes the waste for proper destruction as described below.

**Blue** Waste – Every room in the provisioning center shall have blue waste bins for general, non-marihuana waste to be emptied at least daily.

**Yellow** Waste – The provisioning center shall have at least two yellow waste bins for recycling of any material that may be recycled consistent with the municipal recycling program. These bins shall be emptied at least daily.

**Video Surveillance**

Any area with a **Green** waste bin will have 24/7 video surveillance by Cisco Meraki MV21 indoor model cameras, with solid state storage, infrared illumination, and backup storage for all video feed. Any lost or stolen marihuana waste shall be immediately reported to the

Department and local law enforcement, and the Director of Security shall conduct a Root Cause analysis and investigation.

**Marihuana Product Destruction and Waste Management**

Marihuana product that is to be destroyed or considered waste will be rendered into an unusable and unrecognizable form and recorded in the statewide monitoring system. This process will be overseen by the Director of Security.

Hazardous waste shall be managed and disposed of pursuant to part III of 1994 PA 451, MCL 324.11101 through 324.90106.

All Marihuana product waste will be disposed of in a secured waste receptacle using a manned compostable materials operation or facility.

Any wastewater generated by the provisioning center during the processing of marihuana products shall be disposed of in compliance with applicable state and local laws and regulations.

**FACILITY SANITATION PLAN**  
**February 2018**

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**Purpose**

Om of Medicine is committed to a safe and sanitary workplace, and zero-tolerance policy with regards to sanitation. Facility sanitation rests at the heart of our goal to provide safe and contamination-free products for our patients. We will take extraordinary steps to ensure our physical plant is free of pesticides, contaminants, or pests, and exceeds all standards applying to comparable industries.

**Industry Standards**

While there are no nationally accepted standards for medical marihuana facility sanitation, we have premised our Plan on existing standards in other highly-regulated industries. Specifically we will meet all relevant standards including ISO 24521:2016 (relating to drinking water and wastewater services), ISO 14644-1 (cleanroom standards), 21 CFR 211.56 (FDA standards for finished drug products), current Good Manufacturing Practices (cGMP), Michigan Department of Environmental Quality standards, and other state and federal regulations.

**Employee Training**

The best way to ensure compliance with our Facility Sanitation Plan is through early and ongoing employee best practices training. Our [Director of Compliance] will be responsible for employee training of the Facility Sanitation Plan, as well as ongoing audits and compliance with the Plan.

All new hires will undergo [# of hours] training which will include a dedicated program for facility sanitation protocols. These protocols will be reinforced during initial hands-on training, as well as through sporadic unannounced audits by the Director of Compliance. All employees, regardless of their position within the company, will be trained on proper sanitation and product safety protocols.

Any employee that fails to comply with the Facility Sanitation Plan will be subject to progressive discipline, up to and including termination.

Employee Training

**Cleanliness & Sanitary Practices**

Regular and comprehensive cleaning is an integral part of maintaining an environment that is free of chemical and biological contaminants. Extensive cleaning, therefore, will be performed on a daily basis in all areas including restricted and limited access areas. Appropriate organic cleansers will be used to sanitize all exposed surfaces (e.g., countertops where products are packaged and labeled, storage containers and shelves, and areas with patient access and transactions).

The provisioning center will be easy to clean and maintain. This is facilitated in design by:



- Appropriate, durable finishes for each functional space
- Careful detailing of such features as the employee entrances, product storage areas, and technical equipment storage to avoid hard-to-clean crevices and joints
- Adequate and appropriately located sanitation supplies, including access to chemical showers and eye wash stations in the event of an emergency
- Special materials, finishes, and details for spaces that are to be kept sterile
- Incorporation of antimicrobial surfaces
- [Will there be special ventilation/A/C filter systems?]
- [Will there be any water treatment/special wastewater systems?]
- [Who will be responsible for cleaning the facility/bathrooms? A contracted vendor?]

In addition, Applicant will foster a culture of strict hygiene and sanitary practices through collaborative employee training, signage, and other means, while implementing procedures such as:

- Drinking, eating, and chewing gum are only allowed in designated break room areas;
- Employees will be required to wash their hands upon entry of the facility, upon exit of a lavatory, and following any use of food or drink;
- Employees handling cash transaction shall wash their hands before handling non-packaged marihuana products; and
- Marihuana- and non-marihuana waste shall be diligently disposed of in clearly labeled and easily accessible waste bins, inaccessible to anyone other than employees and designated contractors.
- Minimal personal items should be brought into the facility and everything must be stored in designated locker room area

Applicant's janitorial staff will be subject to the same clean room protocols, i.e. keep all floors and work areas clean and free of debris, dust and any other potential contaminants. The use of chemicals, cleaning solutions, and other sanitizing agents approved for use around vegetables, fruit, or medical plants will be stored in locked cabinets to prevent contamination.

### **cGMP**

Applicant will incorporate Current Good Manufacturing Practices (cGMP) into our Quality Assurance Provisioning Center guidelines. cGMP is the pharmaceutical industry's term for summarizing all the practices involved in manufacturing drugs that are safe for human consumption. The sum of the practices is called "quality systems." It's not just the pharmaceutical industry that uses cGMPs – the food industry does as well.

Early adaptation to cGMPs are important to the medical marihuana industry. When medical marihuana becomes federally regulated and legalized, cGMPs will be required to ensure product and consumer safety. The evolution of GMP had good reason behind it – people were suffering health related issues as a result of bad manufacturing practices. On average, the industry has more people hurting themselves while attempting to manufacture drug products, rather than consuming them. This, however, does not mean that the products are all safe for human consumption. We firmly believe that by taking the time to implement cGMPs from the

beginning of our business will have a drastic advantage over those that try to retool their process and standard operating procedures (SOPs). The benefits of GMP go beyond the minimum requirement of having a safe to consume product – it will also build a reputation of our company's brand and its image.

### **Spill/Contamination Protocols**

Any chemical spill or marihuana product contamination shall be immediately reported to the **Director of Compliance**. Any employees or patients that come into contact, or may have come into contact, with harmful chemicals, shall be transported to the nearest medical facility for immediate medical treatment.

Any contaminated product shall be disposed of using Waste Disposal protocols in Policy #02-2017. Any injuries or product contamination shall be investigated by the Director of Compliance with appropriate follow up employee training and policy adaptations as appropriate.

# Om of Medicine

## Hours of Operation

Monday 10am-8pm

Tuesday 10am-8pm

Wednesday 10am-8pm

Thursday 10am-8pm

Friday 10am-8pm

Saturday 10am-8pm

Sunday 12pm-4:30pm

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111 S Main (3<sup>rd</sup> Floor)

Ann Arbor, MI 48104

(734) 604-0977

January 15, 2018

To whom it may concern:

I, Jon Carlson, am a managing member of the owner of the property at 111 S Main. This letter is official notification that I am in support of OM of Medicine, LLC in their efforts to operate a medical marijuana provisioning center at this property. Furthermore, I give permission to OM of Medicine, LLC (Lessee), Kincaid Henry (Agent), and their affiliates to petition the use at 111 S Main (Basement and 1<sup>st</sup> Floor) on my behalf.

Sincerely,

A handwritten signature in black ink, appearing to read "Jon Carlson". The signature is stylized with a large, sweeping initial "J" and "C".

Jon Carlson, Landlord

**REQUIRED STATEMENTS:**

**DEVELOPMENT PROGRAM:**

1. A MEDICAL MARIJUANA PROVISIONING CENTER IN A D-1 ZONED DISTRICT AS ALLOWED FOR BY THE ANN ARBOR CODE OF ORDINANCES (CHAPTER 55, SECTION 5:10.19 (2)(a) and (96).
2. THE SITE/BUILDING ARE EXISTING. NO EXTERIOR WORK IS BEING PROPOSED. THE PROPOSED USE IS ALLOWABLE WITHIN THE DISTRICT SUBJECT TO CHAPTER 55, SECTION 5:50.1 AND A SPECIAL EXEMPTION PER 5:104.
3. PHASE 1 TO BE COMPLETED IN SPRING 2018.
4. CONSTRUCTION COST TO BE \$200,000.

**COMMUNITY ANALYSIS:**

1. THE IMPACT OF THE PROPOSED DEVELOPMENT ON THE PUBLIC SCHOOLS: NO IMPACT TO THE PUBLIC SCHOOL SYSTEM IS ANTICIPATED.
2. THE RELATIONSHIP OF INTENDED USE TO NEIGHBORING USES: THE PARCEL TO THE SOUTH IS A DENTIST OFFICE, TO THE NORTH IS A BANK, TO THE EAST IS A PARKING STRUCTURE AND TO THE WEST IS MAIN ST. NO IMPACT IS ANTICIPATED.
3. IMPACT OF THE PROPOSED DEVELOPMENT ON THE AIR AND WATER QUALITY, AND ON EXISTING NATURAL FEATURES OF THE SITE AND NEIGHBORING SITES: THERE IS NO EXTERIOR IMPROVEMENTS PROPOSED. NO IMPACT IS ANTICIPATED.
4. IMPACT OF THE PROPOSED USE ON HISTORIC SITE OR STRUCTURES WHICH ARE LOCATED WITHIN A HISTORIC DISTRICT OR LISTED ON THE NATIONAL REGISTER OF HISTORIC PLACES: THE EXISTING BUILDING IS NOT OF HISTORIC SIGNIFICANCE. THE ARCHITECTURE AND SCALE OF THE EXISTING BUILDING IS CONSISTENT WITH THE NEIGHBORING BUILDINGS/ZONING.

**GENERAL DESCRIPTION OF NATURAL FEATURES:**

1. NO WETLANDS, LANDMARK TREES AND WOODED AREAS OR NATURAL FEATURES LOCATED ON THE SITE.

**NATURAL FEATURES STATEMENT OF IMPACT:**

1. N/A

**TRAFFIC IMPACT:**

1. TRAFFIC PATTERNS WILL REMAIN CONSISTENT WITH THE CURRENT USE.

**STATEMENT OF IMPACT ON HISTORIC SITES OR STRUCTURES:**

1. THE PROJECT WILL NOT IMPACT HISTORIC SITES OR STRUCTURES AS THE BUILDING CURRENTLY EXISTS.

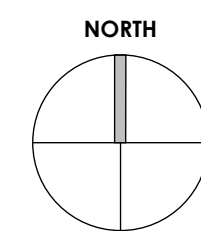
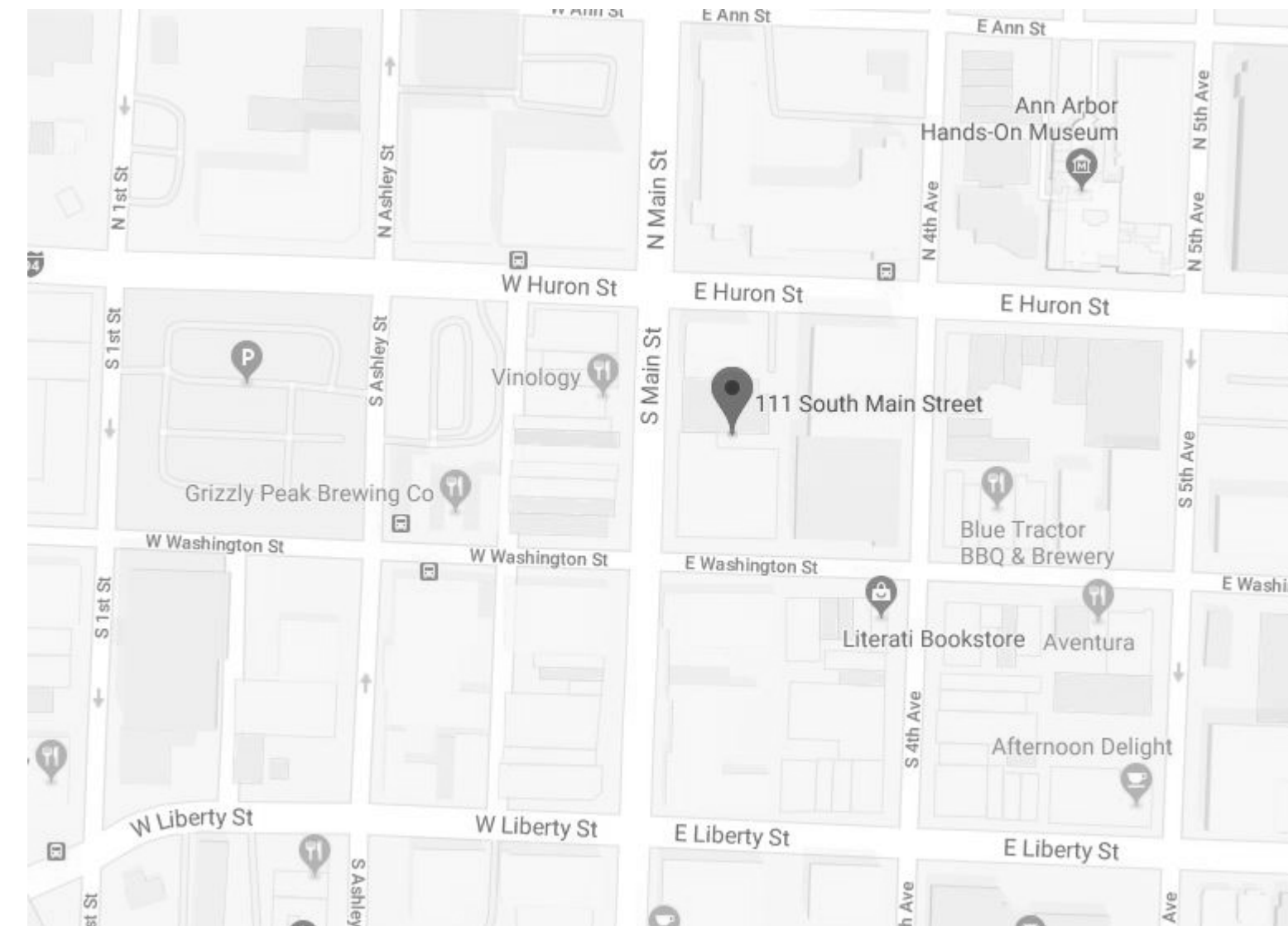
**GENERAL NOTES:**

1. SEE SHEET A100 FOR THE LOWER + FIRST LEVEL FLOOR PLANS AND LOCATION/DIMENSION OF EXISTING TRASH DUMPSTER.
2. SEE ATTACHMENT "A" FOR AN OPERATIONS STATEMENT THAT DESCRIBES, BUT NOT LIMITED TO, THE LIFE-CYCLE OF MARIJUANA, AND MARIJUANA-INFUSED PRODUCTS ENTERING, STORED, 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.
3. SEE ATTACHMENT "B" FOR THE DETAILED SAFETY AND SECURITY PLAN THAT ADDRESSES MARIJUANA, CUSTOMERS, EMPLOYEES AND NEIGHBORING RESIDENTS, OFFICES, BUSINESSES.
4. ODOR MITIGATION IS ACHIEVED BY CREATING NEGATIVE AIR PRESSURE THROUGHOUT THE LOWER AND FIRST LEVELS OF THE BUILDING. THE ODOR WILL BE MITIGATED WITH CHARCOAL AIR FILTERS AND 900 CFM DUCT FANS WITHIN THE INTERIOR AREAS THAT INCLUDE ODOR EMITTING ACTIVITIES. THESE AREAS INCLUDE THE LIMITED ACCESS STORAGE AREAS IN THE LOWER LEVEL WHERE INVENTORY IS STORED AND SECURED. AIR FROM THE LOWER LEVEL WILL BE BROUGHT TO THE FIRST LEVEL THROUGH DUCTS AND FILTERED BEFORE EXITING THE BUILDING. STRATEGICALLY PLACED INTAKE DUCTS WILL 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 BOTH LEVELS (LOWER AND FIRST) OF THE BUILDING. 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.
5. DAYS AND HOURS OF OPERATION ARE MONDAY-SATURDAY 10 AM TO 8 PM, SUNDAY NOON TO 4:30 PM. CLOSED 4TH OF JULY, THANKSGIVING, CHRISTMAS, NEW YEAR DAY.

**CITY OF ANN ARBOR**

**SITE PLAN FOR SPECIAL EXCEPTION USE  
OM of MEDICINE  
111 SOUTH MAIN STREET**

**FEBRUARY 2018**



**VICINITY MAP**

NOT TO SCALE

**PROPERTY OWNER:**

111 SOUTH MAIN, LLC  
111 SOUTH MAIN (3RD FLOOR)  
ANN ARBOR, MICHIGAN 48104  
734-604-0977 PHONE  
carlson@3missionpartners.com  
(AUTHORIZATION LETTER IS ATTACHED)

**PETITIONER:**

OM of MEDICINE, LLC  
% MARK PASSERINI  
821 FOUNTAIN STREET  
ANN ARBOR, MICHIGAN 48103  
773-909-9500 phone  
mark@omofmedicine.org  
INTEREST IN PROPERTY: LESSEE

**SHEET INDEX:**

TITLE SHEET	
ALTA SURVEY	1 OF 1
LOWER/ FIRST LEVEL PLANS	A100

**LEGAL DESCRIPTION:**

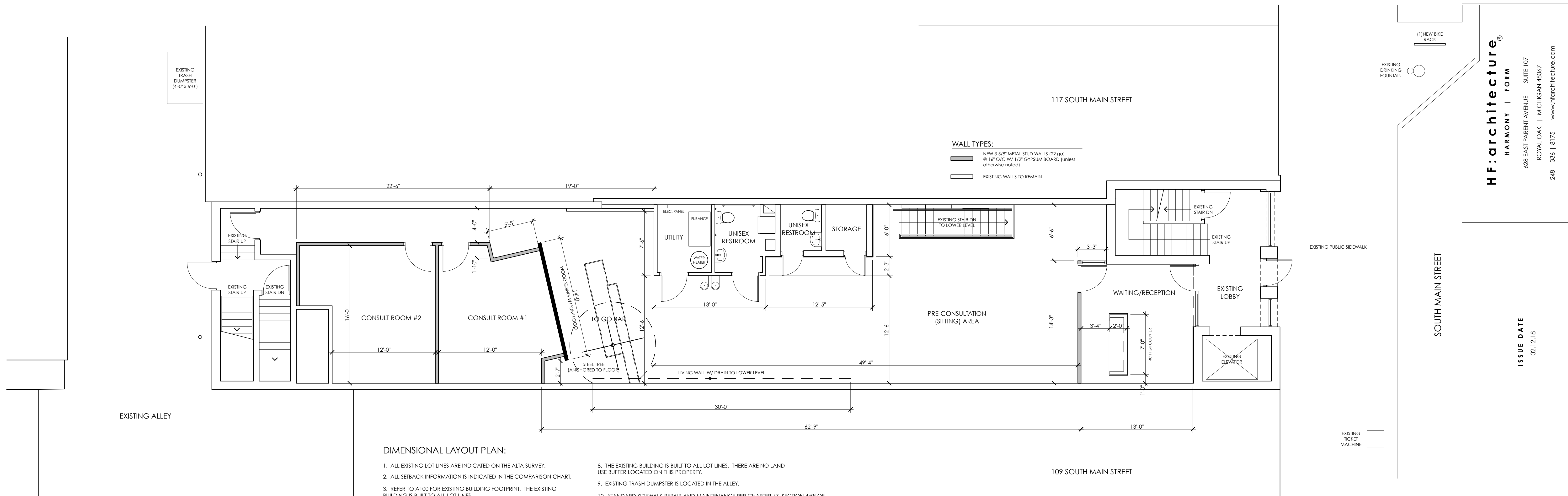
TAX PARCEL ID# 09-09-29-132-014

BEGINNING AT THE NORTHWEST CORNER OF LOT FIVE IN BLOCK ONE SOUTH OF HURON STREET IN RANGE FOUR EAST, ACCORDING TO "THE PLAN OF THE VILLAGE (NOW CITY) OF ANN ARBOR", WASHTENAW COUNTY, MICHIGAN, AS RECORDED IN TRANSCRIPT, PAGES 152 AND 153, WASHTENAW COUNTY RECORDS; THENCE SOUTH ON THE EAST LINE OF MAIN STREET TWENTY-ONE AND ONE-HALF FEET; THENCE EAST PARALLEL TO THE NORTH LINE OF SAID LOT TO THE WEST LINE OF THE ALLEY; THENCE NORTH ON THE WEST LINE OF SAID ALLEY 21 1/2 FEET TO THE NORTH LINE OF SAID LOT 5 AFORESAID; THENCE WEST ON SAID LINE TO THE POINT OF BEGINNING; ALSO, THE RIGHT TO THE USE OF THE ALLEY ALONG THE EAST END OF LOTS 5 AND 6 IN SAID BLOCK 1, SOUTH OF HURON STREET IN RNAGE 4 EAST. CONTAINING .06 ACRES OF LAND MORE OR LESS. ALSO SUBJECT TO ANY OTHER EASEMENTS OF RESTRICTIONS OF USE OR RECORD.

COMMONLY KNOWN AS: 111 SOUTH MIAN STREET  
ANN ARBOR, MICHIGAN 48104

**SITE COMPARISION CHART:**

	EXISTING	REQUIRED
ZONED:	D-1	D-1
LOT AREA:	2,676.5 SF OR .06 ACRES	NONE
FLOOR AREA:	2,768 SF	2,768 SF
TOTAL FLOOR AREA:	10,706 SF	10,706 SF
FLOOR AREA RATIO:	400%	400%
OPEN SPACE:	NONE	NONE
SETBACKS:		
FRONT	0 FEET @ GROUND	0 FEET MIN, 10 FEET MAX @ STREET WALL, 5 FEET OFFSET ABOVE 3RD FLOOR
REAR	0 FEET	NONE
SIDE	0 FEET	NONE
# OF BUILDINGS:	1	-
BUILDING HEIGHT:	4 STORIES/49 FEET	STREET WALL 3-STORIES MAX, 2 STORIES MIN WITH 5 FOOT OFFSET ABOVE 3 STORIES AND MAX HEIGHT OF 180 FEET
PARKING:	NONE	NONE
BICYCLE PARKING:	NONE	1 BIKE RACK (REFER TO A100)
VARIANCE REQUEST:	NONE	NONE
EASEMENTS:	NONE	NONE



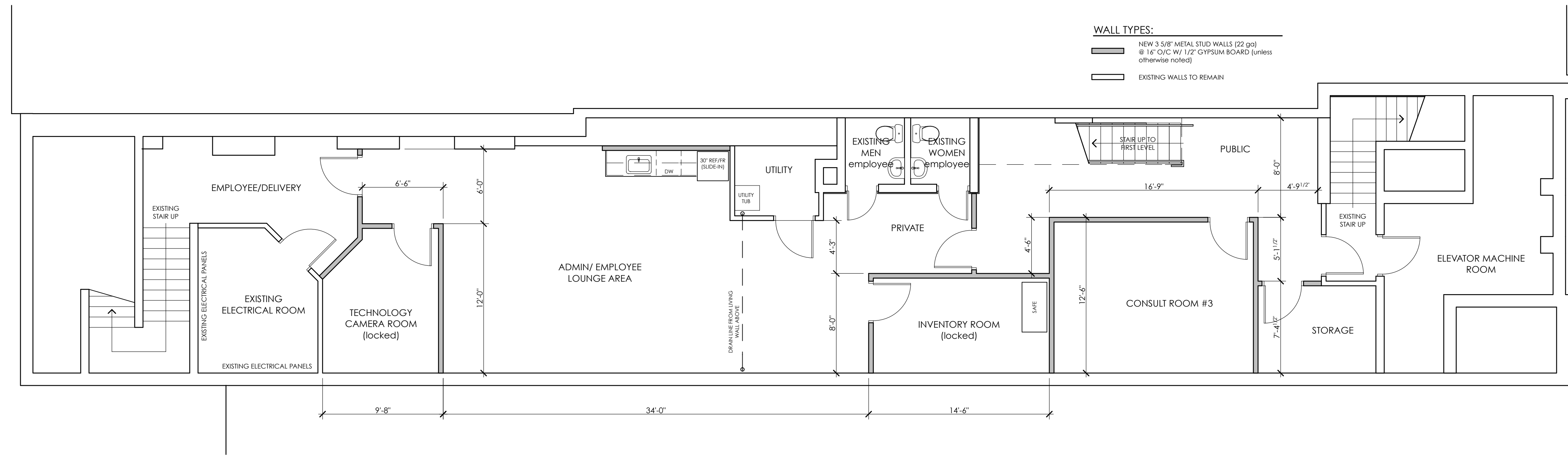
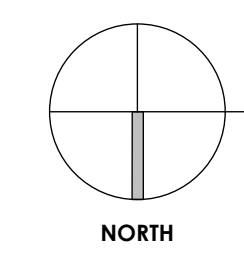
**WALL TYPES:**  
 NEW 3 5/8" METAL STUD WALLS (22 ga)  
 @ 16" O/C W/ 1/2" GYPSUM BOARD (unless otherwise noted)  
 EXISTING WALLS TO REMAIN

**DIMENSIONAL LAYOUT PLAN:**

1. ALL EXISTING LOT LINES ARE INDICATED ON THE ALTA SURVEY.
2. ALL SETBACK INFORMATION IS INDICATED IN THE COMPARISON CHART.
3. REFER TO A100 FOR EXISTING BUILDING FOOTPRINT. THE EXISTING BUILDING IS BUILT TO ALL LOT LINES.
4. THERE ARE NO PARKING SPACES, AISLES OR DRIVEWAY ON THIS PROPERTY.
5. REFER TO A100 FOR LOCATION OF THE EXISTING SIDEWALK.
6. THERE ARE NO CURB CUTS OR DRIVE APPROACHES LOCATED ON THIS PROPERTY.
7. THERE ARE NO OPEN SPACE AREAS OR NATURAL FEATURES LOCATED ON THIS PROPERTY.
8. THE EXISTING BUILDING IS BUILT TO ALL LOT LINES. THERE ARE NO LAND USE BUFFER LOCATED ON THIS PROPERTY.
9. EXISTING TRASH DUMPSTER IS LOCATED IN THE ALLEY.
10. STANDARD SIDEWALK REPAIR AND MAINTENANCE PER CHAPTER 47, SECTION 4:58 OF CITY CODE: "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".

**FIRST LEVEL PLAN**

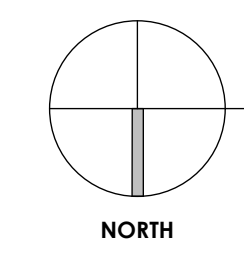
SCALE: 3/16" = 1'-0"



**WALL TYPES:**  
 NEW 3 5/8" METAL STUD WALLS (22 ga)  
 @ 16" O/C W/ 1/2" GYPSUM BOARD (unless otherwise noted)  
 EXISTING WALLS TO REMAIN

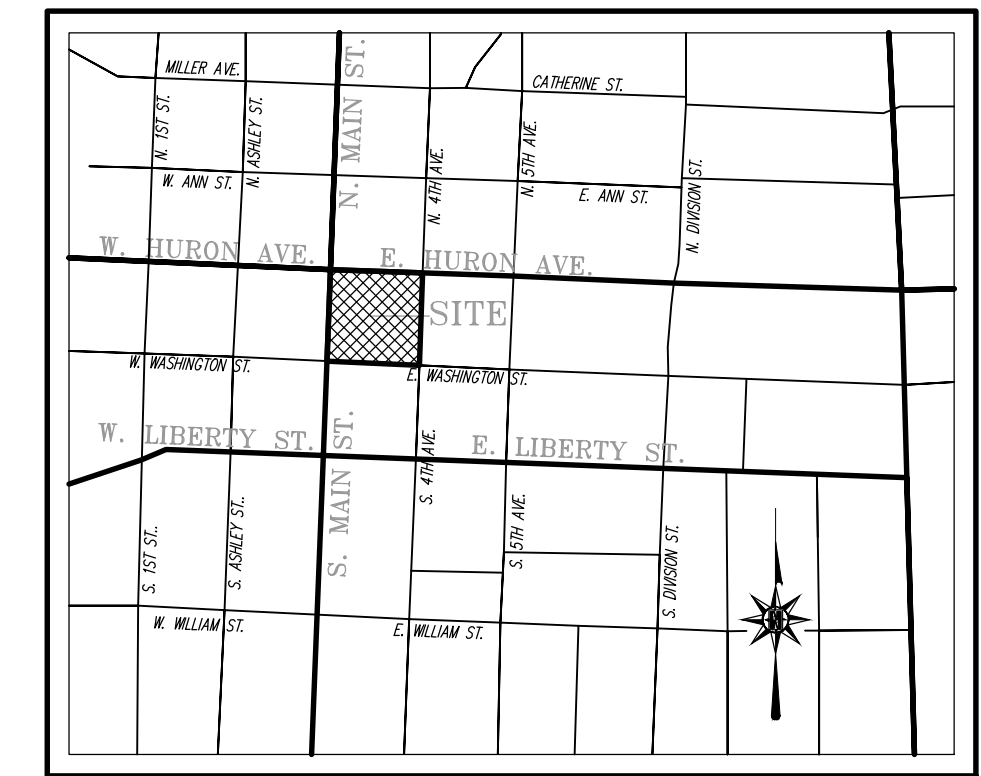
**LOWER LEVEL PLAN**

SCALE: 3/16" = 1'-0"

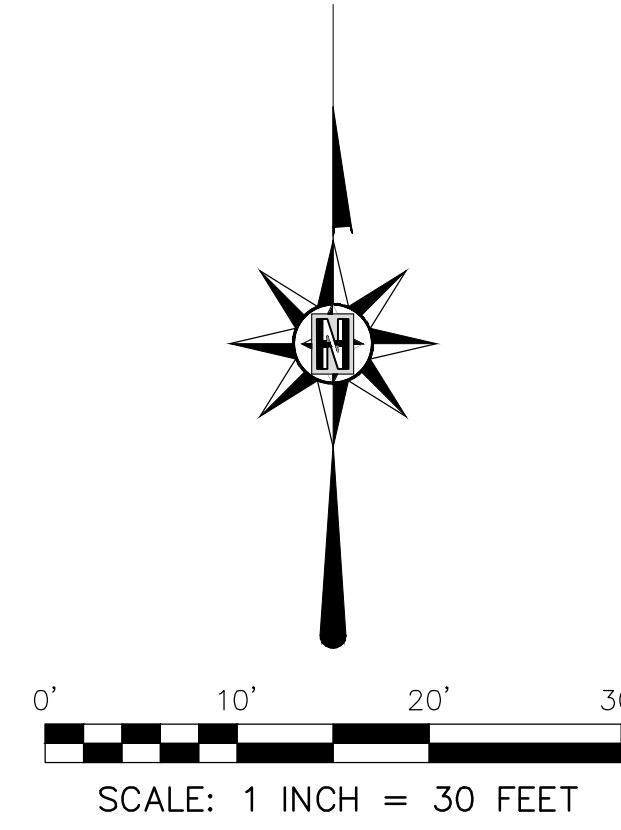
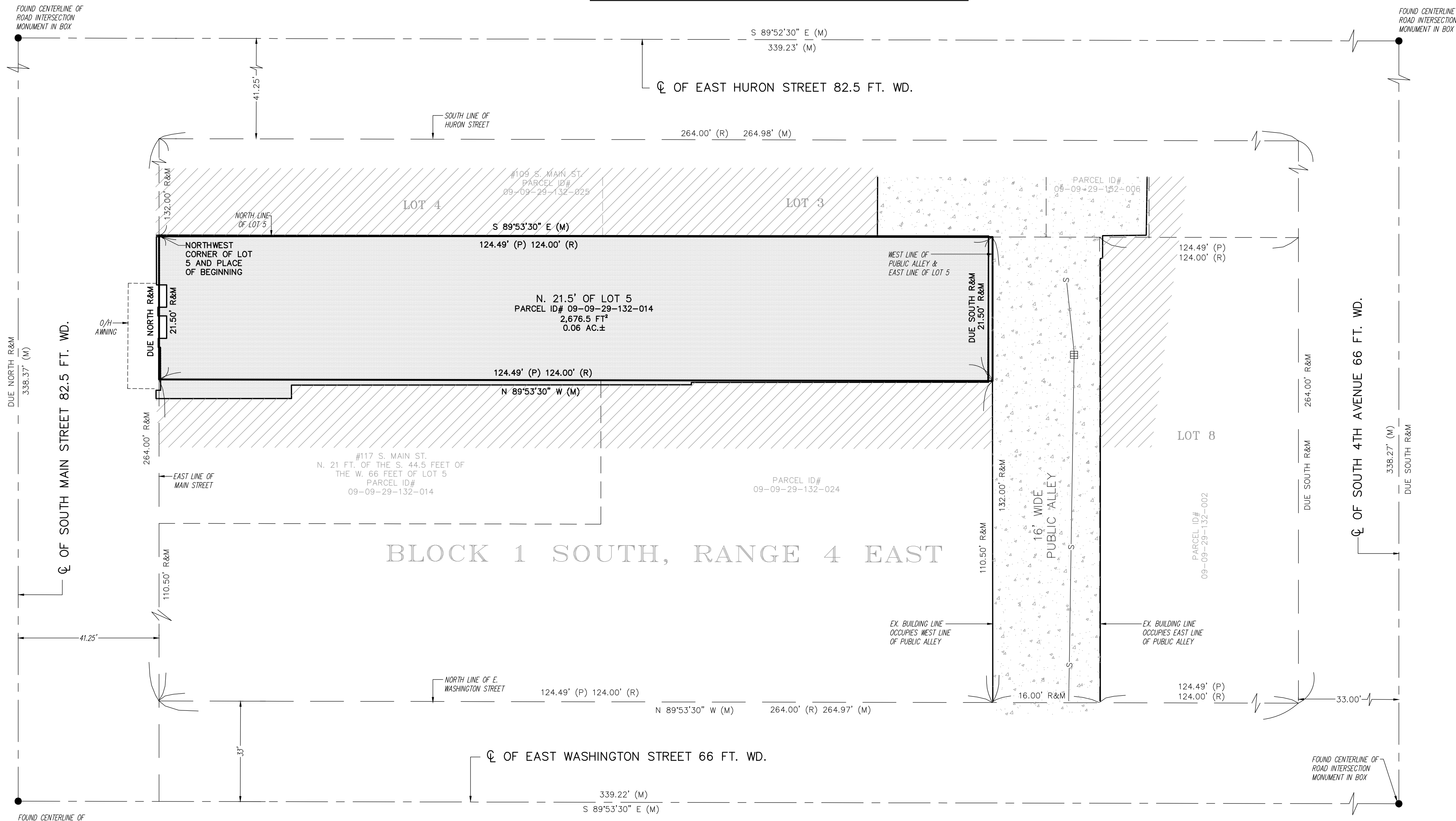


# ALTA/ACSM LAND TITLE SURVEY

## SITE LOCATION MAP (NO SCALE)



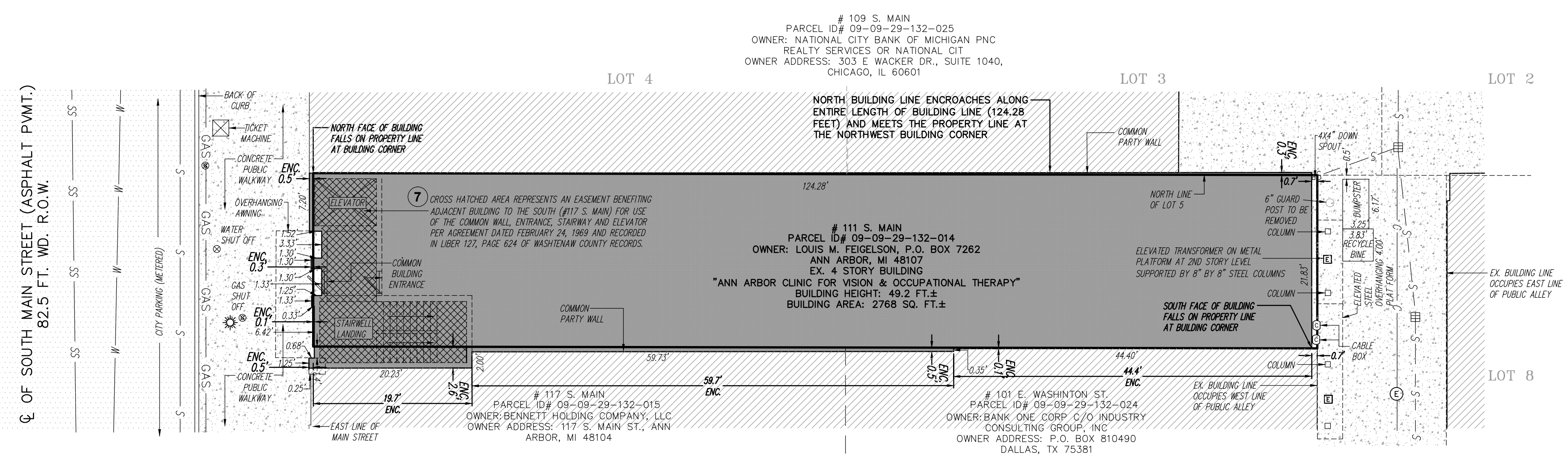
## OVERALL BOUNDARY SURVEY DETAIL



- ### LEGEND
- FOUND IRON SET CAPPED IRON SECTION CORNER RECORD MEAS.
  - PROPORTED DIST. CALCULATED DIST.
  - PROPERTY LINE
  - SECTION LINE
  - EASEMENT LINE
  - PLATTED LINE
  - FENCE LINE
  - STORM SEWER
  - SANITARY SEWER
  - WATER LINE/MAIN
  - GAS LINE/MAIN
  - OVERHANGING LINES
  - BURIED CABLE
  - GAS METER
  - GAS SHUT OFF
  - GAS MARKER
  - WATER MANHOLE
  - HYDRANT
  - WATER SHUT OFF
  - WATER METER
  - WATER WELL
  - WATER MARKER
  - STORM MANHOLE
  - STORM BASIN
  - STORM BEEHIVE BASIN
  - STORM OUTLET
  - SANITARY MANHOLE
  - SANITARY CLEANOUT
  - SANITARY MARKER
  - COMM. MANHOLE
  - COMM. PEDESTAL
  - COMM. MARKER
  - LIGHT POLE
  - UTILITY POLE
  - POWER TRANSFORMER
  - POWER BOX
  - ELEC. METER
  - ELEC. MANHOLE
  - GRND. WTR. MON. WELL
  - AIR CONDITIONING UNIT
  - MATCH EX. GRADE
  - TOP OF CURB
  - CURB GUTTER
  - FINISHED FLOOR
  - EX. SPOT ELEVATION
  - PROPOSED ELEVATION
  - DECIDUOUS TREE
  - EVERGREEN TREE
  - CONCRETE
  - BRICK PAVERS
  - ASPHALT
  - GRAVEL
  - ENCROACHMENT

- ### SURVEYORS NOTES:
- (A) FLOOD PLAIN NOTE  
THE PROPERTY SHOWN AND DESCRIBED HEREON IS LOCATED IN ZONE "X" AS DETERMINED BY FEMA. THE AREA HAS BEEN FOUND TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN.
  - (B) ALL DIMENSIONS SHOWN FROM THE BUILDING TO THE PROPERTY LINE ARE MEASURED PERPENDICULAR FROM BUILDING TO PROPERTY LINE.
  - (C) THIS SURVEY DEPICTS THE SAME PROPERTY DESCRIBED IN COMMITMENT FOR TITLE INSURANCE ISSUED BY FIRST AMERICAN TITLE INSURANCE COMPANY NUMBER: CM24739 WITH AN EFFECTIVE DATE OF FEBRUARY 23, 2016.
  - (D) THE SUBJECT PROPERTY RECEIVES SANITARY, WATER, TELEPHONE, ELECTRICITY, CABLE AND GAS UTILITY SERVICES FROM A PUBLIC RIGHT OF WAY.
  - (E) NO DEDICATED ON-SITE PARKING WAS OBSERVED DURING THE TIME OF THE SURVEY. ALL PARKING IN VICINITY OF SUBJECT PARCEL IS PAID PUBLIC PARKING. (TABLE A ITEM 9)
  - (F) NO CURRENT EARTH MOVING WORK, BUILDING CONSTRUCTION OR BUILDING ADDITIONS WERE OBSERVED DURING THE SURVEY (TABLE A ITEM 16)
  - (G) NO EVIDENCE OF SITE USE AS A SOLID WASTE DUMP, SUMP OR SANITARY LANDFILL WAS OBSERVED DURING THE SURVEY (TABLE A ITEM 18)
  - (H) NO EVIDENCE OF ANY WETLAND AREAS WAS OBSERVED DURING THE SURVEY. THE ENTIRE SITE AND SURROUNDING PROPERTIES ARE PAVED. (TABLE A ITEM 19)
  - (I) ALL AREAS IN RECIPROCAL EASEMENT AGREEMENTS ("REAS") HAVE BEEN DENOTED ON THE SURVEY. THE LIMITS OF ANY OFFSITE APPURTENANT AND BENEFICIAL EASEMENTS TO THE SURVEYED PROPERTY ARE REPORTED, INCLUDING THE LOCATION OF ALL BUILDINGS, PARKING SPACES, AND OTHER IMPROVEMENTS THEREON. (TABLE A ITEM 20(A))
  - (J) THE LEGAL DESCRIPTION DESCRIBES THE SAME PROPERTY AS INSURED IN THE TITLE COMMITMENT OR ANY EXCEPTIONS HAVE BEEN NOTED HEREIN.
  - (K) THE ADDRESS WAS OBSERVED DURING THE SURVEY AS 111 S. MAIN STREET. (TABLE A ITEM 2)
  - (L) NO PROPOSED CHANGES IN STREET RIGHT OF WAY LINES EXIST AT THE TIME OF SURVEY AND THERE WAS NO EVIDENCE OF RECENT STREET OR SIDEWALK CONSTRUCTION OR REPAIRS. (TABLE A ITEM 17)
  - (M) NOWRY & HALE LAND SURVEYING LLC CARRIES A PROFESSIONAL LIABILITY INSURANCE POLICY IN THE AMOUNT OF \$1,000,000. CERTIFICATE OF INSURANCE SHALL BE FURNISHED UPON REQUEST. (TABLE A ITEM 21)
  - (N) PER CHAPTER 49, SECTION 4:58 OF THE CITY CODE, "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.
- ### EXCEPTIONS PERTAINING TO SURVEY
- (1) RIGHTS OR CLAIMS OF PARTIES IN POSSESSION NOT SHOWN BY THE PUBLIC RECORDS.
  - (2) EASEMENTS, OR CLAIMS OF EASEMENTS, NOT SHOWN BY THE PUBLIC RECORDS.
  - (3) ENCROACHMENTS, OVERLAPS, BOUNDARY LINE DISPUTES, OR OTHER MATTERS WHICH WOULD BE DISCLOSED BY AN ACCURATE SURVEY OR INSPECTION OF THE LAND. (SHOWN ON SURVEY)
  - (7) TERMS AND PROVISIONS CONTAINED IN AGREEMENT, AS RECORDED IN LIBER 1277, PAGE 324; AMENDED BY AGREEMENTS RECORDED IN LIBER 1781, PAGE 327, AND IN LIBER 1782, PAGE 755, FURTHER AMENDED BY AFFIDAVIT RECORDED IN LIBER 4647, PAGE 143, WASHTENAW COUNTY RECORDS. (SHOWN ON SURVEY)
  - (8) TERMS AND PROVISIONS CONTAINED IN MEMORANDUM OF EASEMENT, AS RECORDED IN LIBER 1805, PAGE 890, WASHTENAW COUNTY RECORDS. (SHOWN ON SURVEY)

## SITE DETAIL



### ZONING INFORMATION

ZONED: D-1 DOWNTOWN CORE DISTRICT, STATE STREET DOWNTOWN CHARACTER OVERLAY DISTRICT AND STATE STREET HISTORIC DISTRICT

SITE NAME	ANN ARBOR CLINIC FOR VISION & OCCUPATIONAL THERAPY
SITE ADDRESS	111 S. MAIN STREET, ANN ARBOR, MI
JURISDICTION	CITY OF ANN ARBOR
ABUTTING PROPERTY ZONING	SURROUNDED BY D1-DOWNTOWN CORE DISTRICT
CONFORMANCE STATUS	LEGAL CONFORMING
STATUS	CURRENT ZONING AUGUST 4, 2015
PERMITTED USE	HIGH DENSITY MIXED RESIDENTIAL, OFFICE & COMMERCIAL
EXISTING USE(S)	MEDICAL OFFICE

SITE AREA	SITE REQUIREMENTS	
	REQUIRED	EXISTING
SITE AREA	NONE	0.06 ACRES OF 2676 SQ. FT.
FRONT SETBACK	BUILDING FRONTAGE DESIGNATION- SECONDARY: 0 FT MIN, 10 FT MAX. AT STREET WALL, 5 FT. OFFSET ABOVE 3RD FLOOR	0 FEET AT GROUND LEVEL
DENSITY REQUIREMENTS	MAXIMUM USABLE FLOOR AREA: 400% OR 2,676.5 SQ. FT. X 400% = 10,706 SQ. FT.	???? GFA RENT ROLL
SIDE SETBACK REQUIREMENTS	NONE	0 FEET
REAR SETBACK REQUIREMENTS	NONE	0 FEET
MAXIMUM BUILDING HEIGHT	STATE STREET DOWNTOWN OVERLAY DISTRICT: STREET WALL - 3 STORIES MAX; 2 STORIES MIN. WITH 5 FOOT OFFSET ABOVE 3 STORIES AND MAX. HEIGHT OF 180 FEET	4 STORIES OR 49 FEET WITH A BASEMENT
OFF STREET PARKING	NONE	NO STRIPED PARKING FOUND

### LEGAL DESCRIPTION

TITLE COMMITMENT NUMBER: CM24739  
TAX PARCEL ID# 09-09-29-132-014

BEGINNING AT THE NORTHWEST CORNER OF LOT FIVE IN BLOCK ONE SOUTH OF HURON STREET IN RANGE FOUR EAST, ACCORDING TO "THE PLAN OF THE VILLAGE (NOW CITY) OF ANN ARBOR", WASHTENAW COUNTY, MICHIGAN, AS RECORDED IN TRANSCRIPT, PAGES 152 AND 153, WASHTENAW COUNTY RECORDS; THENCE SOUTH ON THE EAST LINE OF MAIN STREET TWENTY-ONE AND ONE-HALF FEET; THENCE EAST PARALLEL TO THE NORTH LINE OF SAID LOT TO THE WEST LINE OF THE ALLEY; THENCE NORTH ON THE WEST LINE OF SAID ALLEY 21 1/2 FEET TO THE NORTH LINE OF SAID LOT 5 AFORESAID; THENCE WEST ON SAID LINE TO THE POINT OF BEGINNING, ALSO, THE RIGHT TO THE USE OF THE ALLEY ALONG THE EAST END OF LOTS 5 AND 6 IN SAID BLOCK 1, SOUTH OF HURON STREET IN RANGE 4 EAST, CONTAINING 0.06 ACRES OF LAND MORE OR LESS. ALSO SUBJECT TO ANY OTHER EASEMENTS OR RESTRICTIONS OF USE OR RECORD.

COMMONLY KNOWN AS: 111 SOUTH MAIN STREET, ANN ARBOR, MICHIGAN 48104

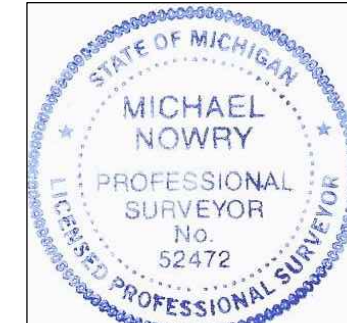
### CERTIFICATION

BASED ON THE COMMITMENT FOR TITLE INSURANCE NUMBER: CM24739 EFFECTIVE DATE OF FEBRUARY 23, 2016

CERTIFY TO: LIBERTY TITLE AGENCY, STEWART TITLE GUARANTY COMPANY & 111 SOUTH MAIN LLC;

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2011 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/ACSM LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS. THE FIELD WORK WAS COMPLETED ON MARCH 4, 2016

Michael J. Nowry P.S.  
REGISTERED SURVEYOR IN THE STATE OF MICHIGAN REGISTRATION NO. 52472



CLIENT: 2 Mission Design & Development  
Jon Carlson  
120 West Washington, Suite G  
Ann Arbor, MI 48104

DATE: 03/07/16  
PROJ. #: 016-042  
DWS BY: JCP/MAIN  
SECTION: Ne 1/4 Sec. 29  
TWP/RNG: 25.76E.  
CITY/TWP: Ann Arbor  
COUNTY: Washtenaw

Nowry & Hale  
Land Surveying LLC  
197 N. Main, Suite D, Plymouth, MI 48170  
ph. 734.446.5501 email: info@nowryandhale.com

ALTA/ACSM LAND TITLE SURVEY  
#111 SOUTH MAIN STREET  
P.O. LOT 5, ORIGINAL PLAT OF ANN ARBOR,  
WASHTENAW COUNTY, MI

REV. 08/04/2016  
REV. 08/16/2016  
SHEET # 1 OF 1