JACKSON
Founded 1829

AGENDA - CITY COUNCIL

Tuesday, March 19, 2024

6:30 PM

1. CALL TO ORDER.

2. PLEDGE OF ALLEGIANCE.

A. Invocation will be given by 1st Ward Councilmember Arlene Robinson.

3. ROLL CALL.

4. ADOPTION OF AGENDA.

5. PRESENTATIONS/PROCLAMATIONS.

6. PUBLIC HEARINGS.

A. Recess as a City Council and convene as a Board of Review

Special Assessment Roll No. 3448 - Street repaving on High Street

Conduct a public hearing of confirmation, after which consider a resolution confirming Special Assessment Roll No. 3448 for street repaving on High Street from Executive Drive to South Street.

Special Assessment Roll No. 3449 - Street repaving on Elm Avenue

Conduct a public hearing after which consider a resolution confirming Special Assessment Roll No. 3449 for street repaving on Elm Avenue from North Street to Floral Avenue.

B. Adjourn as a Board of Review and reconvene as City Council

7. CITIZEN COMMENTS.

(3-Minute Limit)

8. PETITIONS & COMMUNICATIONS FROM CITY STAFF AND OTHER GOVERNMENTAL ENTITIES.

A. MLCC - Transfer of Liquor License to Convenience King Group, Inc.

B. MLCC - Transfer of Liquor License to Spirits from G Singh & Singh, LLC

C. City of Jackson, Michigan Financial Statements as of and for the Seven Months Ended January 31, 2024

D. Accept and place on file, the Draft 2024-2025 Annual Action Plan for CDBG/HOME

E. Accept and place on file the CDBG, HOME, and CDBG-CV Homeless Prevention Financial Summaries through January 31, 2024

F. Accept and place on file the CDBG, HOME, and CDBG-CV Homeless Prevention Financial Summaries through February 29, 2024

9. CONSENT CALENDAR.

Consent Action

A. Minutes of the 2/13/2024 Jackson City Council Meeting

B. Minutes of the March 5, 2024 Special Meeting of the Jackson City Council

Approve the minutes from the Special Meeting of the Jackson City Council on March 5, 2024

C. Social District Permit - Tilted Arcade, LLC

Consider adopting a resolution providing the Local Governmental Unit approval for a social district permit for Tilted Arcade, LLC's State of Michigan Liquor Control Commission application.

D. Special Event Application: Relay for Life

Approve a request from the American Cancer Society to host their Relay for Life event August 2-3, 2024, in and around Sparks Foundation Park.

E. Special Event Application: Pinwheel Garden

Approve a request from the Council for the Prevention of Child Abuse & Neglect to hang a banner and create a small pinwheel garden in recognition of Child Abuse Prevention Month during the month of April in Austin Blair ("Greenwood") Park in the city of Jackson.

F. Special Event Application: Huntington's Disease Society Team Hope Walk

Approve a request from the Huntington's Disease Society Team Hope Walk on August 17, 2024, on the sidewalks of downtown Jackson.

G. Special Event Application: Food Truck Tuesdays

Approve a request from the Jackson Downtown Development Authority, Michigan Theatre, and Jackson Symphony Orchestra to conduct their Food Truck Tuesday events on June 4 & 18, July 2 & 16, August 6 & 20, September 10, 2024, from 11:00 a.m. until 3:00 p.m. in the True Community Credit Union City Square and Horace Blackman Park.

H. Special Event Application: Heart of a Lion 5K

Approve a request from the Area 19 Special Olympics to host "Heart of a Lion 5K" on August 25, 2024, at Ella Sharp Park.

I. Special Event Application: Save Our Youth 20th Anniversary Celebration

Approve a request from Save Our Youth Help Them Prosper to host their 20th Anniversary Celebration on July 6th, 2024, at Ella Sharp Park.

J. Special Event Application: Bella Notte Bike Night

Approve a request from the Bella Notte Ristorante to host their Bike Night every Tuesday, March through October, during nice weather on a section of Michigan Ave in downtown Jackson.

K. Appointment to Downtown Development Authority

Approval of the Mayor's recommendation to appoint Lauren Miller to the Downtown Development Authority, for a four-year term, beginning April 1, 2024 and ending on March 31, 2028.

10. OTHER BUSINESS.

A. East Side Economic Development Update

11. NEW BUSINESS.

A. Hayes Hotel Purchase Extension

B. Resolution for Approval of a Contract with the Michigan Department of Transportation for asphalt reconstruction on N. Elm Avenue from North Street to Floral Avenue, and crushing, shaping and paving on E. High Street

from Executive Drive to South Street.

Approve a resolution to enter into a contract with the Michigan Department of Transportation (MDOT) for asphalt reconstruction on N. Elm Avenue from North Street to Floral Avenue, and crushing, shaping and paving on E. High Street from Executive Drive to South Street, and authorize the Mayor and City Clerk to execute the appropriate documents.

C. Recommendation of Approval of Second Extension of the 2022 As Needed Materials Testing Services Contract.

Approval of the second extension of the 2022 As Needed Materials Testing Services Contract with Professional Service Industries (PSI), Inc. of Lansing, Michigan in the estimated amount of $125,000.00, and authorization for the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

D. Resolution to Apply for Local Bridge Program Funding Martin Luther King, Jr. Drive Bridge over the Grand River.

Approve a resolution for application to the Michigan Department of Transportation (MDOT) for Local Bridge Program Funding, authorization for the Mayor and City Clerk to execute the resolution, and authorization for the City Engineer to file an application for the Martin Luther King, Jr. Drive bridge over the Grand River.

E. Amendment 1 to the 23-001 Major Street Engineering Contract.

Approval of Amendment 1 to the 23-001 Major Street Engineering contract with Rowe Professional Services Company of Flint, MI, at a not-to-exceed cost of $8,837.50, and authorization for the City Manager and City Engineer to sign the appropriate document.

F. State of Michigan Department of Natural Resources Passport Grant Application for new Softball Lights at 2 of the Ella Sharp Park softball fields

Approve a State of Michigan Department of Natural Resources Passport Grant Application for new Softball Lights at 2 of the Ella Sharp Park softball fields

G. Award a Contract to R.W. Mercer for the Masonic Temple Buildout

Award a Contract to R.W. Mercer for the Masonic Temple Buildout in the amount of $2,994,706, Provide $170,000 for a Contingency Fund, and Authorize the City Manager to Execute Potential Change Orders Less than $50,000

H. Conditional Phase One Facility License for SMOK Holdings LLC, a Marihuana Retailer License.

Approve Conditional Phase One Facility License for SMOK Holdings LLC, a Marihuana Retailer License. To be located at 810 W Argyle Street.

I. Consider Amended Resolution to Approve Payment in Lieu of Taxes for Workforce Housing Project Sponsored by SCI WFH Jackson, LLC and the First Amended Restrictive Covenant

Approve Amended Resolution for Payment in Lieu of Taxes for Workforce Housing Project Sponsored by SCI WFH Jackson, LLC and the First Amended Restrictive Covenant and allow the City Attorney to make minor modifications as to form.

J. Identify Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Projects for Fiscal Year 2024 – 2025 and Establish Preliminary Funding Allocations for those Projects.

Identify Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Projects for Fiscal Year 2024 – 2025 and Establish Preliminary Funding Allocations for those Projects

12. CITY COUNCILMEMBER'S COMMENTS.

13. ADJOURNMENT.

CITY OF JACKSON
Founded 1829

City Assessor's Office
161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4033 • Facsimile: (866) 902-7891

March 4, 2024

Andrea Murray, City Clerk
161 W. Michigan Avenue
Jackson, MI 49201

Please place on the agenda for Tuesday, March 19, 2024, the following special assessment roll(s), setting a public hearing for **Tuesday, March 19, 2024**:

ROLL NUMBER	ROLL PURPOSE	AMOUNT ASSESSED	INSTALLMENTS
3448	Repave High Street, Executive to South	$155,785.42	10
3449	Repave Elm, North to Floral	$136,466.72	10

The above special assessment roll(s) will be confirmed by the City Council on said Tuesday, March 19, 2024.

Sincerely,

Deborah Koehn
Senior Appraiser

Copy: City Manager's Office, Engineering, Water Department, Public Works, Community Development, Finance, File

RESOLUTION
PAVEMENT REPLACEMENT ON HIGH STREET

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did prepare special assessments concerning street pavement replacement on High Street, from Executive Drive to South Street which assessments were by him placed on Assessment Roll No. 3448 in the amount of $155,785.42 and reported to the City Council as its meeting held on the 19th day of March, 2024; and

WHEREAS, notice has been duly given that the City Council and Assessor would sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, March 19, 2024, at 6:30 p.m. to hear any and all objections and suggestions by interested parties to said special assessment as contained in said roll; and

WHEREAS, the matter of said review having come on to be heard and the City Council and Assessor sitting as a Board of Review having heard all suggestions and objections made thereto and having fully considered the same;

NOW, THEREFORE, BE IT RESOLVED, that each and all of the special assessments as contained in said roll are hereby confirmed and made valid liens against the property and valid claims against the owners thereof, and the City Clerk is hereby directed to make certificates of this determination and attach the same to said roll and to turn said roll over to the City Treasurer for collection; and

BE IT FURTHER RESOLVED that each and all of the special assessments contained in Roll No. 3448 shall be divided into 10 equal installments, the first of which shall be payable by the first summer tax bill following the date of the confirmation without interest charge; and the remaining installments, plus a 2.55% annual interest charge on each installment, shall be due annually each subsequent year at the same times with the same installments as the summer tax bill until each of the special assessments has been paid in full; provided, however, that in the event the City issues bonds in anticipation of special assessments, the unpaid balance of said special assessments shall, in accordance with Section 22-9 of the Jackson City Code of Ordinances, bear a rate of interest which may not be in excess of six percent (6%) per annum, or one percent (1%) above the average interest cost of said special assessment bonds.

BE IT FURTHER RESOLVED that the unpaid balance of any special assessment, including pro rata interest charges, may be paid in full at any time and that each and any special assessment may be paid without interest if payment in full by the first summer tax bill following the date of confirmation.

* * * * *

State of Michigan)
County of Jackson) ss
City of Jackson)

I, Andrea Muray, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 19th day of March, 2024.

IN WITNESS WHEREOF, I have affixed my signature and the Seal of the City of Jackson, Michigan, on this 20th day of March 2024.

_____
Andrea Muray, City Clerk

Roll for Year 2023
Population: Special Assessment District (3448)
Special Population Both Active and Inactive Parcels

Sp. District / Heading	Parcel # / Owner	Principal / Admin Fee	Interest / Penalty	Addtl Penlty / Cert Fee	Total / Installment	Prin Bal / Payoff Int	Total / Payoff
3448	6-1846.2000	0.00	0.00		0.00	10,450.00	10,450.00
REPAVE HIGH, EXEC	ALRO STEEL CORP 3100 E HIGH ST JACKSON MI 49203	0.00				0.00	
BEG AT INTERS OF N LN OF HIGH ST WITH E LN OF EXECUTIVE DR TH SELY ALG N LN OF HIGH ST TO E LN OF SEC 12 T3S R1W TH N ALG SD SEC LN TO ELY LN OF EXECUTIVE DR TH SWLY ALG ELY LN OF EXECUTIVE DR TO BEG SEC 12 T3S R1W							
3448	6-1846.4000	0.00	0.00		0.00	47,055.33	47,055.33
REPAVE HIGH, EXEC	R & A EQUIPMENT LTD P O BOX 927 JACKSON MI 49204	0.00				0.00	
1848.3 COM AT INTERS OF W LN OF SEC 7 T3S R1E & S LN OF HIGH ST TH SELY ALG SLY LN OF HIGH ST 113 FT TO POB OF THIS DESC TH CONT SELY ALG SLY & WLY LN OF HIGH ST TO C/L OF GRAND RIVER TH S 89 DEG 9' 05" W 110.79 FT TH N 3 DEG 23' 55" W 66.97 FT TH N 37 DEG 57' 25" W 291.9 FT TH N 57 DEG 05' 55" W 179.04 FT TH N 80 DEG 32' 55" W 164.3 FT TH NELY TO BEG NE 1/4 SEC 12 T3S R1W ALSO NW 1/4 SEC 7 T3S R1E							
3448	6-1846.5000	0.00	0.00		0.00	3,500.00	3,500.00
REPAVE HIGH, EXEC	ALRO STEEL CORP 3100 E HIGH ST JACKSON MI 49203	0.00				0.00	
ELY 5 ACRES OF E 1/2 OF NE 1/4 OF SEC 12 T3S R1W LYING N OF C/L OF GRAND RIVER & LYING S OF HIGH ST IMMEDIATELY W OF PROPERTY SOLD TO R & A LEASING CO							
3448	6-184800000	0.00	0.00		0.00	68,705.09	68,705.09
REPAVE HIGH, EXEC	ALRO STEEL CORP 3100 E HIGH ST JACKSON MI 49203	0.00				0.00	
COM AT INTERS OF N LN OF ENTERPRISE RD WITH W LN OF SEC 7 T3S R1E TH S 69 DEG 32' E 166 FT TO POB TH S 20 DEG 28' W 452.8 F ALG E LN OF EXECUTIVE DR TO W LN OF SEC 7 TH S ALG W LN OF SEC 7 TO C/L OF GRAND RIVER TH ELY ALG C/L OF GRAND RIVER TO WLY R/W LN OF HIGHWAY US 127 BYPASS TH NELY ALG SD R/W LN TO NLY LN OF PROPOSED ENTERPRISE RD TH N 69 DEG 32' W ALG NLY LN OF PROPOSED ENTERPRISE RD TO BEG EX THAT PART SOLD TO R & A LEASING CO ALSO EX THAT PART USED FOR HIGH ST							
3448	6-185000000	0.00	0.00		0.00	9,125.00	9,125.00
REPAVE HIGH, EXEC	2029 MICOR DRIVE LLC 1500 TECHNOLOGY DR JACKSON MI 49201	0.00				0.00	
BEG AT INTERS OF W LN OF SEC 7 T3S R1E & SLY LN OF MICOR DR TH S 77 DEG 41' 40" E 259.19 FT ALG SLY LN OF MICOR DR TH ALG ARC OF A CURVE TO THE RIGHT 104.13 FT TO A PT ON WLY LN OF HIGH ST TH SWLY 526.24 FT TO INTERS OF W LN OF SEC 7 T3S R1E TH N 0 DEG 11' 16" W 566.84 FT ALG SD W LN OF SEC 7 TO BEG W 1/2 SEC 7 T3S R1E							

v.1.0.8775.39128

Roll for Year 2023
Population: Special Assessment District (3448)
Special Population Both Active and Inactive Parcels

Sp. District / Heading	Parcel # / Owner	Principal / Admin Fee	Interest / Penalty	Addtl Penlty / Cert Fee	Total / Installment	Prin Bal / Payoff Int	Total / Payoff
3448	6-185100000	0.00	0.00		0.00	7,325.00	7,325.00
REPAVE HIGH, EXEC	SALCO PROPERTIES HOLDINGS LLC 2030 MICOR DR JACKSON MI 49203	0.00				0.00	
BEG AT INTERS OF W LN OF SEC 7 T3S R1E & NLY LN OF MICOR DR TH S 77 DEG 41' 40" 273.74 FT ALG NLY LN OF MICOR DR TH ALG ARC OF A CURVE TO THE LEFT 117.9 FT TO A PT ON WLY LN OF HIGH ST TH NLY 473.26 FT ALG WLY LN OF HIGH ST TO SLY BANK OF GRAND RIVER TH WLY ALG WLY BANK OF GRAND RIVER TO ITS INTERS WITH LN OF SEC 7 T3S R1E TH S 0 DEG 11'16" E 456.74 FT TO BEG NW 1/4 OF SEC 7 T3S R1E							
3448	6-185200000	0.00	0.00		0.00	9,625.00	9,625.00
REPAVE HIGH, EXEC	LEWIS GARY JAY 5245 BROOKLYN RD JACKSON MI 49201	0.00				0.00	
BEG AT INTERS OF N LN OF SOUTH ST & E LN OF HIGH ST TH S 89 DEG 31' 15" E 155.22 FT ALG NLY LN OF SOUTH ST TH N 37 DEG 26' 31" E 643.77 FT TH N 0 DEG 34' W 293.10 FT TH S 77 DEG 41' 40" E 51.18 FT TH N 0 DEG 34' W 261 FT TH S 89 DEG 26' W 100 FT TO A PT ON ELY LN OF HIGH ST TH SWLY 1,189.24 FT ALG ELY LN OF HIGH ST TO BEG W 1/2 SEC 7 T3S R1E & E 1/2 SEC 12 T3S R1E							
Total Parcels: 7		0.00 0.00	0.00		0.00	155,785.42 0.00	155,785.42

CITY OF JACKSON
Founded 1829

City Manager's Office

161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: November 14, 2023

SUBJECT: **Engineer's Report for Pavement Replacement**
High Street – Executive Drive to South Street

RECOMMENDATION:

> **Receive the Engineer's Report for pavement replacement on High Street from Executive Drive to South Street and establish December 12, 2023 at the City Council meeting as the time and place to hold a public hearing of necessity.**

Attached is a report from Jon Dowling, City Engineer regarding a pavement replacement project on High Street.

I recommend approval for receipt and establishment of the public hearing of necessity. Your consideration and concurrence is appreciated.

JG

T:\2024 Projects\24-04 HIGH, EXECUTIVE TO SOUTH\1_ASSESSMENT\Engineers Report Mgr cover memo HIGH - EXEC TO SOUTH.docx

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Jon H. Dowling, P.E., City Engineer

DATE: November 14, 2023

RECOMMENDATION: Receive the Engineer's Report for pavement replacement on High Street from Executive Drive to South Street and establish December 12, 2023 at the City Council meeting as the time and place to hold a public hearing of necessity.

SUMMARY

Engineering requests that City Council establish a public hearing of necessity to be held December 12, 2023 for pavement crush and shape on High Street from Executive Drive to South Street. This report is prepared for City Council per the Assessment Policy regarding the necessity of street reconstruction.

BUDGETARY CONSIDERATIONS

Estimated project costs and funding are as follows:

Street Construction Assessments	$168,846
Major Street Funds	$148,203
MDOT/FHWA Funds	$398,400
Total Project Cost	$715,449

If, upon the conclusion of the Public Hearing of Necessity, City Council orders the project to proceed, Engineering will proceed with letting the project and obtaining competitive bids to determine the true cost of the project. A special assessment roll will then be prepared by the City Assessor to establish individual parcel assessments.

HISTORY, BACKGROUND and DISCUSSION

Engineering records show that High Street was originally constructed in 1962, crack sealed in 1997 and sealed with sealcoating in 1998. The roadway has cracking, utility patches and potholes. The current PASER rating is 3. The attached photos show the current street conditions.

DISCUSSION OF THE ISSUE

Engineering proposes to crush and shape the existing pavement and pave the roadway with new hot mix asphalt.

POSITIONS

I request receipt of the Engineer's Report for High Street pavement replacement from Executive Drive to South Street and approval of the establishment of December 12, 2023 at the City Council meeting as the time and place to hold a public hearing of necessity.



Photo 1: High Street at Executive Drive, looking east



Photo 2: High Street at bridge approach, looking north



Photo 3: High Street at Micor Drive, looking north



Photo 4: High Street at Micor Drive, looking south



Photo 5: High Street at South Street, looking north

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March 4, 2024

Andrea Murray, City Clerk
161 W. Michigan Avenue
Jackson, MI 49201

Please place on the agenda for Tuesday, March 19, 2024, the following special assessment roll(s), setting a public hearing for **Tuesday, March 19, 2024**:

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3449	Repave Elm, North to Floral	$136,466.72	10

The above special assessment roll(s) will be confirmed by the City Council on said Tuesday, March 19, 2024.

Sincerely,

Deborah Koehn
Senior Appraiser

Copy: City Manager's Office, Engineering, Water Department, Public Works, Community Development, Finance, File

RESOLUTION
PAVEMENT REPLACEMENT ON ELM AVENUE

BY THE BOARD OF REVIEW:

WHEREAS, the Assessor, in accordance with the direction of the City Council, did prepare special assessments concerning street pavement replacement on Elm Avenue, from North Street to Floral Avenue which assessments were by him placed on Assessment Roll No. 3449 in the amount of $136,466.72 and reported to the City Council as its meeting held on the 19th day of March, 2024; and

WHEREAS, notice has been duly given that the City Council and Assessor would sit as a Board of Review in the Council Chambers in the City of Jackson on Tuesday, March 19, 2024, at 6:30 p.m. to hear any and all objections and suggestions by interested parties to said special assessment as contained in said roll; and

WHEREAS, the matter of said review having come on to be heard and the City Council and Assessor sitting as a Board of Review having heard all suggestions and objections made thereto and having fully considered the same;

NOW, THEREFORE, BE IT RESOLVED, that each and all of the special assessments as contained in said roll are hereby confirmed and made valid liens against the property and valid claims against the owners thereof, and the City Clerk is hereby directed to make certificates of this determination and attach the same to said roll and to turn said roll over to the City Treasurer for collection; and

BE IT FURTHER RESOLVED that each and all of the special assessments contained in Roll No. 3449 shall be divided into 10 equal installments, the first of which shall be payable by the first summer tax bill following the date of the confirmation without interest charge; and the remaining installments, plus a 2.55% annual interest charge on each installment, shall be due annually each subsequent year at the same times with the same installments as the summer tax bill until each of the special assessments has been paid in full; provided, however, that in the event the City issues bonds in anticipation of special assessments, the unpaid balance of said special assessments shall, in accordance with Section 22-9 of the Jackson City Code of Ordinances, bear a rate of interest which may not be in excess of six percent (6%) per annum, or one percent (1%) above the average interest cost of said special assessment bonds.

BE IT FURTHER RESOLVED that the unpaid balance of any special assessment, including pro rata interest charges, may be paid in full at any time and that each and any special assessment may be paid without interest if payment in full by the first summer tax bill following the date of confirmation.

* * * * *

State of Michigan)
County of Jackson) ss
City of Jackson)

I, Andrea Muray, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council sitting as a Board of Review on the 19th day of March, 2024.

IN WITNESS WHEREOF, I have affixed my signature and the Seal of the City of Jackson, Michigan, on this 20th day of March 2024.

_____
Andrea Muray, City Clerk

Roll for Year 2023
Population: Special Assessment District (3449)
Special Population Both Active and Inactive Parcels

Sp. District / Heading	Parcel # / Owner	Principal / Admin Fee	Interest / Penalty	Addtl Penlty / Cert Fee	Total / Installment	Prin Bal / Payoff Int	Total / Payoff
3449	8-060100000	0.00	0.00		0.00	2,415.18	2,415.18
REPAVE ELM NORTH	KALEY GAIL	0.00				0.00	
	731 N ELM AVE						
	JACKSON MI 49202						
LAND OWNED & USED AS ONE PARCEL & DESC AS N 45 1/9 FT OF LOT 70 KEENA'S ADD & A PIECE OF LAND 49.5 FT E & W BY 45 1/9 FT N & S ADJ SD PART OF LOT 70 ON W, NW 1/4 NW 1/4 SEC 36 T2S R1W							
3449	8-060200000	0.00	0.00		0.00	2,415.18	2,415.18
REPAVE ELM NORTH	WICHT LEANN	0.00				0.00	
	729 N ELM AVE						
	JACKSON MI 49202						
LAND OWNED & USED AS ONE PARCEL & DESC AS S 45 1/9 FT OF N 90 2/9 FT OF LOT 70 KEENA'S ADD & A PIECE OF LAND 49.5 FT E & W BY 45 1/9 FT N & S ADJ PART OF LOT 70 ON W NW 1/4 NW 1/4 SEC 36 T2S R1W							
3449	8-060300000	0.00	0.00		0.00	2,415.18	2,415.18
REPAVE ELM NORTH	HOCK GAY D	0.00				0.00	
	727 N ELM AVE						
	JACKSON MI 49202						
LAND OWNED & USED AS ONE PARCEL & DESC AS S 45 1/9 FT OF N 135 1/3 FT OF LOT 70 KEENA'S ADD & A PIECE OF LAND 49.5 FT E & W BY 45 1/9 FT N & S ADJ SD PART OF LOT 70 ON W NW 1/4 NW 1/4 SEC 36 T2S R1W							
3449	8-060400000	0.00	0.00		0.00	1,200.00	1,200.00
REPAVE ELM NORTH	ALLEN SYLVIA L LE	0.00				0.00	
	723 N ELM AVE						
	JACKSON MI 49202						
A PIECE OF LAND OWNED & USED AS ONE PARCEL DESC AS S 45 1/9 FT OF N 180 4/9 FT OF LOT 70 KEENA'S ADD ALSO BEG AT NW COR OF SD LOT 70 TH S ALG W LN OF SD LOT 135 1/3 FT TO A PT WHICH IS POB OF THIS DESC TH S ALG W LN OF SD LOT 45 1/9 FT TH W PARA WITH N LN OF MAGUIRE ST 49.5 FT TO E LN OF ELM AVE TH N ALN E LN OF ELM AVE 45 1/9 FT TH E PARA WITH N LN OF MAGUIRE ST 49 1/2 FT TO BEG NW 1/4 NW 1/4 SEC 36 T2S R1W							
3449	8-060500000	0.00	0.00		0.00	2,415.18	2,415.18
REPAVE ELM NORTH	LAUDENSLAGER LINDA L	0.00				0.00	
	719 N ELM AVE						
	JACKSON MI 49202						
LAND OWNED & USED AS ONE PARCEL & DESC AS S 45 1/9 FT OF N 225 5/9 FT OF LOT 70 KEENA'S ADD & A PIECE OF LAND 49.5 FT E & W BY 45 1/9 FT N & ADJ SD PART OF LOT 70 ON W NW 1/4 NW 1/4 SEC 36 T2S R1W							
3449	8-060600000	0.00	0.00		0.00	2,415.18	2,415.18
REPAVE ELM NORTH	OBERLE JULIA K	0.00				0.00	
	717 N ELM AVE						
	JACKSON MI 49202						
LAND OWNED & USED AS ONE PARCEL & DESC AS S 45 1/9 FT OF N 270 2/3 FT OF LOT 70 KEENA'S ADD & A PIECE OF LAND 49.5 FT E & W BY 45 1/9 FT N & S ADJ SD PART OF LOT 70 ON W NW 1/4 NW 1/4 SEC 36 T2S R1W							

v.1.0.8775.39128

Roll for Year 2023
Population: Special Assessment District (3449)
Special Population Both Active and Inactive Parcels

Sp. District / Heading	Parcel # / Owner	Principal / Admin Fee	Interest / Penalty	Addtl Penlty / Cert Fee	Total / Installment	Prin Bal / Payoff Int	Total / Payoff
3449	8-060700000	0.00	0.00		0.00	2,415.18	2,415.18
REPAVE ELM NORTH	PASTOR DENNIS R 715 N ELM AVE JACKSON MI 49202	0.00				0.00	
LAND OWNED & USED AS ONE PARCEL & DESC AS S 45 1/9 FT OF N 315 7/9 FT OF LOT 70 KEENA'S ADD & PIECE OF LAND 49.5 FT E & W BY 45 1/9 FT N & S ADJ SD PART OF LOT 70 ON W NW 1/4 NW 1/4 SEC 36 T2S R1W							
3449	8-060800000	0.00	0.00		0.00	2,415.18	2,415.18
REPAVE ELM NORTH	THRUN HELEN D 713 N ELM AVE JACKSON MI 49202	0.00				0.00	
LAND OWNED & USED AS ONE PARCEL & DESC AS S 45 1/9 FT OF N 360 8/9 FT OF LOT 70 KEENA'S ADD & A PIECE OF LAND 49.5 FT E & W BY 45 1/9 FT N & S ADJ SD PART OF LOT 70 ON W NW 1/4 NW 1/4 SEC 36 T2S R1W							
3449	8-060900000	0.00	0.00		0.00	4,289.08	4,289.08
REPAVE ELM NORTH	SWETLAND DWAYNE ET AL 711 N ELM AVE JACKSON MI 49202	0.00				0.00	
0622 LAND OWNED & USED AS ONE PARCEL & DESC AS BEG AT A PT ON E LN OF ELM AVE 462 FT N OF N LN OF NORTH ST TH E 132 FT TH N 80 1/9 FT TH W 132 FT TO E LN OF ELM AVE TH S ALG E LN OF ELM AVE 80 1/9 FT TO BEG BEING N 80 1/9 FT OF S 92 1/9 FT OF LOT 70 KEENA'S ADD & PART OF NW 1/4 NW 1/4 SEC 36 T2S R1W							
3449	8-061800000	0.00	0.00		0.00	4,878.32	4,878.32
REPAVE ELM NORTH	COPELAND AMANDA L 601 N ELM AVE JACKSON MI 49202	0.00				0.00	
LAND COM AT INTERS OF E LN OF ELM AVE WITH N LN OF NORTH ST TH N 136 FT TH E 3 RDS TH S TO N LN OF NORTH ST TH W 3 RDS TO BEG NW 1/4 NW 1/4 SEC 36 T2S R1W							
3449	8-061900000	0.00	0.00		0.00	4,734.84	4,734.84
REPAVE ELM NORTH	THURSTON MELISSA 1601 MAGUIRE ST JACKSON MI 49202	0.00				0.00	
LAND COM AT PT ON E LN OF ELM AVE 136 FT N OF N LN OF NORTH ST TH E 3 RDS TH N 132 FT TH W 3 RDS TH S 132 FT TO BEG NW 1/4 NW 1/4 SEC 36 T2S R1W							
3449	8-062000000	0.00	0.00		0.00	1,175.00	1,175.00
REPAVE ELM NORTH	BROWN THEODORE & MARILYN K 1600 MAGUIRE ST JACKSON MI 49202	0.00				0.00	
0621 LAND COM AT PT ON E LN OF ELM AVE 318 FT N OF N LN OF NORTH ST TH N 144 FT TH E 3 RDS TH S 144 FT TH W 3 RDS TO BEG NW 1/4 NW 1/4 SEC 36 T2S R1W							

Roll for Year 2023
Population: Special Assessment District (3449)
Special Population Both Active and Inactive Parcels

Sp. District / Heading	Parcel # / Owner	Principal / Admin Fee	Interest / Penalty	Addtl Penlty / Cert Fee	Total / Installment	Prin Bal / Payoff Int	Total / Payoff
3449	8-062300000	0.00	0.00		0.00	1,350.00	1,350.00
REPAVE ELM NORTH	THOMAS OSCAR 1601 BLAKELY AVE JACKSON MI 49202	0.00				0.00	
LAND COM AT INTERS OF E LN OF ELM AVE WITH S LN OF BLAKELY AVE TH E 3 RDS TO W LN OF LOT 69 KEENA'S ADD TH S ALG SD W LN TO SW COR OF SD LOT 69 TH W 3 RDS TO E LN OF ELM AVE TH N TO BEG NW 1/4 NW 1/4 SEC 36 T2S R1W							
3449	8-083400000	0.00	0.00		0.00	100.00	100.00
REPAVE ELM NORTH	HORNING CARL K & SUE A TRUST 1501 AMBS RD JACKSON MI 49201	0.00				0.00	
S 49.5 FT OF LOT 188 ASSESSOR CRARY'S PLAT							
3449	8-083600000	0.00	0.00		0.00	3,533.64	3,533.64
REPAVE ELM NORTH	ROCKWELL BRIAN P O BOX 1778 JACKSON MI 49204	0.00				0.00	
N 66 FT OF E 80 FT OF LOT 188 ASSESSOR CRARY'S PLAT							
3449	8-083700000	0.00	0.00		0.00	3,533.64	3,533.64
REPAVE ELM NORTH	PARKS KAREN L 612 N ELM AVE JACKSON MI 49202	0.00				0.00	
S 66 FT OF N 132 FT OF E 80 FT OF LOT 188 ASSESSOR CRARY'S PLAT							
3449	8-083800000	0.00	0.00		0.00	5,236.32	5,236.32
REPAVE ELM NORTH	ESPINO SALVADOR 702 N ELM AVE JACKSON MI 49202	0.00				0.00	
LOT 189 ASSESSOR CRARY'S PLAT							
3449	8-083900000	0.00	0.00		0.00	100.00	100.00
REPAVE ELM NORTH	ESPINO SALVADOR 702 N ELM AVE JACKSON MI 49202	0.00				0.00	
LOT 190 EX N 2 RDS ASSESSOR CRARY'S PLAT							
3449	8-084000000	0.00	0.00		0.00	5,300.46	5,300.46
REPAVE ELM NORTH	LAGOW JASON & TERRI 708 N ELM AVE JACKSON MI 49202	0.00				0.00	
0841 LOT 191 & N 2 RDS OF LOT 190 ASSESSOR CRARY'S PLAT							

Roll for Year 2023
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Special Population Both Active and Inactive Parcels

Sp. District / Heading	Parcel # / Owner	Principal / Admin Fee	Interest / Penalty	Addtl Penlty / Cert Fee	Total / Installment	Prin Bal / Payoff Int	Total / Payoff
3449	8-084200000	0.00	0.00		0.00	2,650.23	2,650.23
REPAVE ELM NORTH	NICESWANDER BOBBY & JAMIE 712 N ELM AVE JACKSON MI 49202	0.00				0.00	
LOT 192 EX N 1 RD ASSESSOR CRARY'S PLAT							
3449	8-084300000	0.00	0.00		0.00	2,650.23	2,650.23
REPAVE ELM NORTH	TCP GRINNELL LLC 7170 MOUNT HOPE RD GRASS LAKE MI 49240	0.00				0.00	
N 1 RD OF LOT 192 & S 2 RDS OF LOT 193 ASSESSOR CRARY'S PLAT							
3449	8-084400000	0.00	0.00		0.00	2,650.23	2,650.23
REPAVE ELM NORTH	SAMPSON JANETTE M 718 N ELM AVE JACKSON MI 49202	0.00				0.00	
S 1 RD OF LOT 194 & N 2 RDS OF LOT 193 ASSESSOR CRARY'S PLAT							
3449	8-084500000	0.00	0.00		0.00	2,650.23	2,650.23
REPAVE ELM NORTH	HARRELL TERESA ET AL 720 N ELM AVE JACKSON MI 49202	0.00				0.00	
N 49.5 FT OF LOT 194 ASSESSOR CRARY'S PLAT							
3449	8-0846.1000	0.00	0.00		0.00	4,711.52	4,711.52
REPAVE ELM NORTH	KILIAN THOMAS A TRUST 775 W MICHIGAN AVE JACKSON MI 49201	0.00				0.00	
0846.2 LOT 195 & S 24.44 FT OF LOT 196 ASSESSOR CRARY'S PLAT							
3449	8-093100000	0.00	0.00		0.00	5,652.98	5,652.98
REPAVE ELM NORTH	HORNING CARL K & SUE A TRUST 1501 AMBS RD JACKSON MI 49201	0.00				0.00	
LOT 7 INDUSTRIAL SUB DIV OF LOTS NO 94, 95, 96, 97, 98, 99, 167 & 187 & PART OF LOTS 168 & 169 ASSESSOR CRARY'S PLAT							
3449	8-105200000	0.00	0.00		0.00	2,853.68	2,853.68
REPAVE ELM NORTH	DOSKOV RUSA G 828 N ELM AVE JACKSON MI 49203	0.00				0.00	
LOT 39 BLAKELY HEIGHTS SUB DIV							
3449	8-105300000	0.00	0.00		0.00	2,650.23	2,650.23
REPAVE ELM NORTH	ROPP JOSEPH JR 826 N ELM AVE JACKSON MI 49202	0.00				0.00	
LOT 40 BLAKELY HEIGHTS SUB DIV							

Roll for Year 2023
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Sp. District / Heading	Parcel # / Owner	Principal / Admin Fee	Interest / Penalty	Addtl Penlty / Cert Fee	Total / Installment	Prin Bal / Payoff Int	Total / Payoff
3449	8-105400000	0.00	0.00		0.00	2,650.23	2,650.23
REPAVE ELM NORTH	SIFERS MARYANNE K 818 N ELM AVE JACKSON MI 49202	0.00				0.00	
LOT 41 BLAKELY HEIGHTS SUB DIV							
3449	8-105500000	0.00	0.00		0.00	2,489.61	2,489.61
REPAVE ELM NORTH	FERELS JEFFREY C LE 816 N ELM AVE JACKSON MI 49202	0.00				0.00	
N 46.5 FT OF LOT 42 BLAKELY HEIGHTS SUB DIV							
3449	8-105600000	0.00	0.00		0.00	2,810.85	2,810.85
REPAVE ELM NORTH	WINNINGHAM CHAROLETTE A 814 N ELM AVE JACKSON MI 49202	0.00				0.00	
S 3 FT OF LOT 42 & ALL OF LOT 43 BLAKELY HEIGHTS SUB DIV							
3449	8-105700000	0.00	0.00		0.00	2,650.23	2,650.23
REPAVE ELM NORTH	MULLINS FELICIA M 812 N ELM AVE JACKSON MI 49202	0.00				0.00	
LOT 44 BLAKELY HEIGHTS SUB DIV							
3449	8-105800000	0.00	0.00		0.00	2,650.23	2,650.23
REPAVE ELM NORTH	SCHULTZ THOMAS 810 N ELM AVE JACKSON MI 49202	0.00				0.00	
LOT 45 BLAKELY HEIGHTS SUB DIV							
3449	8-105900000	0.00	0.00		0.00	2,650.23	2,650.23
REPAVE ELM NORTH	WOODMAN MARK 808 N ELM AVE JACKSON MI 49202	0.00				0.00	
LOT 46 BLAKELY HEIGHTS SUB DIV							
3449	8-1060.0100	0.00	0.00		0.00	5,300.46	5,300.46
REPAVE ELM NORTH	RAEHTZ ANNMARIE ET AL 806 N ELM AVE JACKSON MI 49202	0.00				0.00	
LOTS 47 & 48 BLAKELY HEIGHTS SUB DIV COMBINED ON 01/27/2023 FROM 8-106000000, 8-106100000							
3449	8-106300000	0.00	0.00		0.00	2,650.23	2,650.23
REPAVE ELM NORTH	LEE MAX 802 N ELM AVE JACKSON MI 49202	0.00				0.00	
E 92 FT OF LOT 49 BLAKELY HEIGHTS SUB DIV							

v.1.0.8775.39128

Roll for Year 2023
Population: Special Assessment District (3449)
Special Population Both Active and Inactive Parcels

Sp. District / Heading	Parcel # / Owner	Principal / Admin Fee	Interest / Penalty	Addtl Penlty / Cert Fee	Total / Installment	Prin Bal / Payoff Int	Total / Payoff
3449	8-106400000	0.00	0.00		0.00	2,650.23	2,650.23
REPAVE ELM NORTH	NEWMAN CHRISTOPHER L 800 N ELM AVE JACKSON MI 49202	0.00				0.00	
E 92 FT OF LOT 50 BLAKELY HEIGHTS SUB DIV							
3449	8-106500000	0.00	0.00		0.00	1,400.00	1,400.00
REPAVE ELM NORTH	DUNHAM JOHN C 1602 BLAKELY AVE JACKSON MI 49202	0.00				0.00	
LOT 51 BLAKELY HEIGHTS SUB DIV							
3449	8-106600000	0.00	0.00		0.00	2,248.68	2,248.68
REPAVE ELM NORTH	TELLO JAMES R II 803 N ELM AVE JACKSON MI 49202	0.00				0.00	
LOT 52 BLAKELY HEIGHTS SUB DIV							
3449	8-106700000	0.00	0.00		0.00	2,248.68	2,248.68
REPAVE ELM NORTH	STODDARD CADEN ET AL 805 N ELM AVE JACKSON MI 49202	0.00				0.00	
LOT 53 BLAKELY HEIGHTS SUB DIV							
3449	8-106800000	0.00	0.00		0.00	2,248.68	2,248.68
REPAVE ELM NORTH	RICHARD CHRISTY ET AL 807 N ELM AVE JACKSON MI 49202	0.00				0.00	
LOT 54 BLAKELY HEIGHTS SUB DIV							
3449	8-106900000	0.00	0.00		0.00	2,248.68	2,248.68
REPAVE ELM NORTH	BRAFFORD ROGER & ROXANNA ET AL 11243 HANKERD RD PLEASANT LAKE MI 49272	0.00				0.00	
LOT 55 BLAKELY HEIGHTS SUB DIV							
3449	8-107000000	0.00	0.00		0.00	2,248.68	2,248.68
REPAVE ELM NORTH	PEPPERS-RODRIGUEZ DARLENE 811 N ELM AVE JACKSON MI 49202	0.00				0.00	
LOT 56 BLAKELY HEIGHTS SUB DIV							
3449	8-107200000	0.00	0.00		0.00	4,497.36	4,497.36
REPAVE ELM NORTH	WILSON KAYLEIGH J 815 N ELM AVE JACKSON MI 49202	0.00				0.00	
1071 LOTS 57 & 58 BLAKELY HEIGHTS SUB DIV							

v.1.0.8775.39128

Roll for Year 2023
Population: Special Assessment District (3449)
Special Population Both Active and Inactive Parcels

Sp. District / Heading	Parcel # / Owner	Principal / Admin Fee	Interest / Penalty	Addtl Penlty / Cert Fee	Total / Installment	Prin Bal / Payoff Int	Total / Payoff
3449	8-107300000	0.00	0.00		0.00	2,248.68	2,248.68
REPAVE ELM NORTH	BENDELE DEBORAH L LE	0.00				0.00	
	817 N ELM AVE						
	JACKSON MI 49202						
LOT 59 BLAKELY HEIGHTS SUB DIV							
3449	8-107400000	0.00	0.00		0.00	2,248.68	2,248.68
REPAVE ELM NORTH	JBJ REAL ESTATE LLC	0.00				0.00	
	1623 E SOUTH ST						
	JACKSON MI 49203						
LOT 60 BLAKELY HEIGHTS SUB DIV							
3449	8-107500000	0.00	0.00		0.00	150.00	150.00
REPAVE ELM NORTH	BUTTERS TOREY D & SHERRI S	0.00				0.00	
	823 N ELM AVE						
	JACKSON MI 49202						
LOT 61 BLAKELY HEIGHTS SUB DIV							
3449	8-107600000	0.00	0.00		0.00	6,446.04	6,446.04
REPAVE ELM NORTH	BUTTERS TOREY D & SHERRI S	0.00				0.00	
	823 N ELM AVE						
	JACKSON MI 49202						
LOT 62 BLAKELY HEIGHTS SUB DIV							
3449	8-107700000	0.00	0.00		0.00	150.00	150.00
REPAVE ELM NORTH	BUTTERS TOREY D & SHERRI S	0.00				0.00	
	823 N ELM AVE						
	JACKSON MI 49202						
LOT 63 BLAKELY HEIGHTS SUB DIV							
3449	8-107800000	0.00	0.00		0.00	2,773.37	2,773.37
REPAVE ELM NORTH	VILLARREAL JUVENTINO G JR	0.00				0.00	
	829 N ELM AVE						
	JACKSON MI 49202						
W 1/2 OF LOT 64 BLAKELY HEIGHTS SUB DIV							
Total Parcels: 49		0.00	0.00		0.00	136,466.72	136,466.72
		0.00				0.00	

v.1.0.8775.39128

CITY OF JACKSON
Founded 1829

City Manager's Office
161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: November 14, 2023

SUBJECT: **Engineer's Report for Pavement Replacement**
Elm Avenue – North Street to Floral Avenue

RECOMMENDATION:

> **Receive the Engineer's Report for pavement replacement on Elm Avenue from North Street to Floral Avenue and establish December 12, 2023 at the City Council meeting as the time and place to hold a public hearing of necessity.**

Attached is a report from Jon Dowling, City Engineer regarding a pavement replacement project on Elm Avenue.

I recommend approval for receipt and establishment of the public hearing of necessity. Your consideration and concurrence is appreciated.

JG

T:\2024 Projects\24-03 ELM, NORTH TO FLORAL\1_ASSESSMENT\Engineers Report Mgr cover memo ELM - NORTH TO FLORAL.docx

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Jon H. Dowling, P.E., City Engineer

DATE: November 14, 2023

RECOMMENDATION: Receive the Engineer's Report for pavement replacement on Elm Avenue from North Street to Floral Avenue and establish December 12, 2023 at the City Council meeting as the time and place to hold a public hearing of necessity.

SUMMARY

Engineering requests that City Council establish a public hearing of necessity to be held December 12, 2023 for pavement replacement on Elm Avenue from North Street to Floral Avenue. This report is prepared for City Council per the Assessment Policy regarding the necessity of street reconstruction.

BUDGETARY CONSIDERATIONS

Estimated project costs and funding are as follows:

Street Construction Assessments	$147,263
Major Street Funds	$247,047
MDOT/FHWA Funds	$329,600
Total Project Cost	$723,910

If, upon the conclusion of the Public Hearing of Necessity, City Council orders the project to proceed, Engineering will proceed with letting the project and obtaining competitive bids to determine the true cost of the project. A special assessment roll will then be prepared by the City Assessor to establish individual parcel assessments.

HISTORY, BACKGROUND and DISCUSSION

Engineering records show that Elm Avenue was originally constructed in 1957 between North Street and Maguire Street, in 1958 between Maguire and Blakely Avenue and in 1959 between Blakely and Floral Avenue. Elm from North to Floral was crack sealed in 1965, and Elm from North to Blakely was resurfaced in 1979. Elm from North to Floral was chip sealed in 1992, crack filled in 1998, milled and resurfaced in 2001, crack filled in 2004, chip sealed in 2005 and crack filled in 2017. The roadway has cracking, utility patches and potholes. The current PASER rating is 3. The attached photos show the current street conditions.

DISCUSSION OF THE ISSUE

Engineering proposes to remove the existing pavement and replace the pavement structure with new hot mix asphalt. Sidewalk ramps will be upgraded to comply with current Americans with Disabilities Act (ADA) requirements.

POSITIONS

I request receipt of the Engineer's Report for Elm Avenue pavement replacement from North Street to Floral Avenue and approval of the establishment of December 12, 2023 at the City Council meeting as the time and place to hold a public hearing of necessity.



Photo 1: Elm Avenue at North Street, looking north



Photo 2: Elm at Maguire Street, looking south



Photo 3: Elm at Maguire, looking north



Photo 4: Elm at Blakely Avenue, looking south



Photo 5: Elm at Blakely, looking north



Photo 6: Elm at Floral Avenue, looking south

Friday, February 09, 2024

Johny Thomas, Consultant
C/O Convenience King Group, Inc.
johnythomasre@gmail.com

RID # RQ-2402-01276 **Reference/Transaction:** Transfer ownership escrowed 2023 SDM licensed business with Sunday Sales permit (AM) and Sunday Sales permit (PM) for SDM license – Mixed Spirit Drink only from Rite Aid of Michigan, Inc.; Transfer location from 3100 E Michigan Ave, Jackson to 500 Longfellow Ave, Jackson; Transfer Governmental Unit from Leoni Township to Jackson City

Please let this letter serve as notice the Michigan Liquor Control Commission has referred your application to our Enforcement Division for investigation of your request.

Applicant/Licensee: Convenience King Group, Inc.

Business address and phone number: 500 Longfellow Ave, Jackson 49202

Home address and phone number of partner(s)/subordinates:
Folk Oil Company, Inc., 203 W Main St, Homer, MI 49245, C: 517-242-1813
Watkins Oil Company, Inc., 120 W Fayette St, Hillsdale, MI 49242

As part of the licensing process, an investigation is required by the Michigan Liquor Control Commission Enforcement Division. The Enforcement investigation will be conducted from the following designated District Office:

Lansing District Office (517) 284-6330

You may contact your designated District Office regarding any appointments or questions on documentation requested by the Investigator. **Failure to provide requested information or to keep scheduled appointments will cause the application to be returned to the Lansing office for cancellation.**

Since this request is a transfer under MCL 436.1529(1), approval of the local unit of government is not required. However, a copy of this notice is also being provided to **Local Governmental Unit** should they wish to submit an opinion on the application or advise of any local non-compliance issues.

Under administrative rule R 436.1105, the Commission shall consider the opinions of the local residents, local legislative body, or local law enforcement agency with regard to the proposed business when determining whether an applicant may be issued a license or permit.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. The licensee must obtain all other required state and local licenses, permits, and approvals before using this license for the sale of alcoholic liquor. Approval of this license by the Michigan Liquor Control Commission does not waive any of these requirements.

MICHIGAN LIQUOR CONTROL COMMISSION
Retail Licensing Division
(866) 813-0011

SR

cc: Rite Aid of Michigan, Inc.: mbrown@cebhlaw.com
Jackson City: amuray@cityofjackson.org

Thursday, February 08, 2024

John J. Doyle, Attorney
C/O Ghare, Daljeet S
john.doyle924@gmail.com

RID # RQ-2312-16395 **Reference/Transaction:** Transfer ownership escrowed 2023 SDD and SDM licensed business with Sunday Sales permit (AM), Beer and Wine Tasting permit, and Sunday Sales permit (PM) for SDD license – Spirits from G Singh & Singh, LLC; Transfer location from 418 1st St, Jackson to 1515 W Morrell St, Jackson; New Sunday Sales permit (PM) for SDM license – Mixed Spirit Drink

Please let this letter serve as notice the Michigan Liquor Control Commission has referred your application to our Enforcement Division for investigation of your request.

Applicant/Licensee: Ghare, Daljeet S

Business address and phone number: 1515 W Morrell St, Jackson, MI 49203

Home address and phone number of partner(s)/subordinates:
Daljeet S. Ghare, 1890 Lexington Rd, Jackson, MI 49201, C: 517-795-8547

As part of the licensing process, an investigation is required by the Michigan Liquor Control Commission Enforcement Division. The Enforcement investigation will be conducted from the following designated District Office:

Lansing District Office (517) 284-6330

You may contact your designated District Office regarding any appointments or questions on documentation requested by the Investigator. **Failure to provide requested information or to keep scheduled appointments will cause the application to be returned to the Lansing office for cancellation.**

Since this request is a transfer under MCL 436.1529(1), approval of the local unit of government is not required. However, a copy of this notice is also being provided to **Local Governmental Unit** should they wish to submit an opinion on the application or advise of any local non-compliance issues.

Under administrative rule R 436.1105, the Commission shall consider the opinions of the local residents, local legislative body, or local law enforcement agency with regard to the proposed business when determining whether an applicant may be issued a license or permit.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. The licensee must obtain all other required state and local licenses, permits, and approvals before using this license for the sale of alcoholic liquor. Approval of this license by the Michigan Liquor Control Commission does not waive any of these requirements.

MICHIGAN LIQUOR CONTROL COMMISSION
Retail Licensing Division
(866) 813-0011

SR

cc: Ghare, Daljeet S: dave_8547@yahoo.com
G Singh & Singh, LLC: preetrub@yahoo.com / singh@insurewithparadise.com
Jackson City: amuray@cityofjackson.org

JACKSON
Founded 1829

City of Jackson, Michigan
Financial Statements

As of and For the Seven Months Ended January 31, 2024

Unaudited

City of Jackson, Michigan
General Fund Expenditure Summary
As of and For the Seven Months Ended January 31, 2024
(Prepared on the Adopted Budget-Basis)

Unaudited

Function	Department	2023/24 Budget Original	2023/24 Budget Amended	Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)	
General Government :								
101-101	City Council	121,656	121,656	7,380	53,659	44.11%	67,997	
101-103	Charter Review Committee	2,500	2,500	-	-	0.00%	2,500	
101-172	City Manager	506,926	506,926	35,277	310,332	61.22%	196,594	
101-191	Finance	555,688	555,688	46,230	403,075	72.54%	152,613	
101-215	City Clerk	344,251	344,251	28,722	193,602	56.24%	150,649	
101-228	Management Info. Services	436,693	436,693	12,773	245,355	56.18%	191,338	
101-233	Purchasing	133,042	133,042	6,439	71,549	53.78%	61,493	
101-253	City Treasurer	412,661	412,661	48,570	239,879	58.13%	172,782	
101-254	City Income Tax	242,395	242,395	13,831	126,550	52.21%	115,845	
101-257	City Assessor	501,053	501,053	38,254	265,815	53.05%	235,238	
101-262	City Clerk-Elections	206,354	206,354	10,606	101,343	49.11%	105,011	
101-265	City Hall & Grounds	684,161	684,161	20,498	223,689	32.70%	460,472	
101-266	City Attorney	761,346	761,346	49,946	436,128	57.28%	325,218	
101-270	Personnel	590,561	590,561	37,468	269,193	45.58%	321,368	
101-278	Unallocated	812,434	812,434	39,442	474,089	58.35%	338,345	
		6,311,721	**6,311,721**	**395,436**	**3,414,258**	**54.09%**	**2,897,463**	
Judicial:								
101-299	Admin. Hearings Bureau	190,318	190,318	7,795	105,593	55.48%	84,725	
		190,318	**190,318**	**7,795**	**105,593**	**55.48%**	**84,725**	
Public Safety:								
101-301	Police	11,682,501	11,682,501	849,463	6,353,433	54.38%	5,329,068	
101-311	OSHP Grant	4,642	4,642	1,287	3,006	64.76%	1,636	
101-320	Consortium Training	12,500	12,500	-	40,341	322.73%	(27,841)	***Note 2***
101-321	In Service Training	5,000	5,000	2,135	6,409	128.18%	(1,409)	***Note 2***
101-340	Fire Suppression	6,003,612	6,003,612	423,611	4,087,674	68.09%	1,915,938	
101-350	Public Safety - Unallocated	2,094,302	2,094,302	142,719	1,274,548	60.86%	819,754	
		19,802,557	**19,802,557**	**1,419,215**	**11,765,411**	**59.41%**	**8,037,146**	
Public Works :								
101-442	Forestry	824,212	824,212	80,114	423,990	51.44%	400,222	
101-444	Sidewalk Construction	151,456	151,456	974	27,542	18.18%	123,914	
101-445	Drains at Large	107,133	107,133	21,405	24,965	23.30%	82,168	
101-450	Street Lighting	615,248	615,248	48,838	272,258	44.25%	342,990	
101-455	Weed Control	96,269	96,269	-	41,898	43.52%	54,371	
101-465	Grounds Maintenance	488,287	488,287	167,128	318,407	65.21%	169,880	
101-567	Cemeteries	374,516	374,516	20,366	231,571	61.83%	142,945	
101-571	Tax Property Maintenance	216,716	216,716	468	97,757	45.11%	118,959	
101-572	Civic Affairs	121,229	121,229	923	50,648	41.78%	70,581	
		2,995,066	**2,995,066**	**340,216**	**1,489,036**	**49.72%**	**1,506,030**	
Community & Economic Development:								
101-701	Planning	252,305	252,305	17,291	135,466	53.69%	116,839	
101-728	Economic Development	147,400	147,400	8,113	68,547	46.50%	78,853	
		399,705	**399,705**	**25,404**	**204,013**	**51.04%**	**195,692**	

City of Jackson, Michigan
General Fund Expenditure Summary
As of and For the Seven Months Ended January 31, 2024
(Prepared on the Adopted Budget-Basis)

- Continued -

Function	Department	2023/24 Budget Original	2023/24 Budget Amended	Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)	
Recreation & Culture :								
101-752	Parks, Rec. & Grnds. Admin.	321,986	321,986	11,191	190,361	59.12%	131,625	
101-758	Lt. Nixon Memorial Pool	137,729	137,729	6,862	168,163	122.10%	(30,434)	***Note 2***
101-771	Parks & Facilities Maintenance	910,352	910,352	14,616	576,816	63.36%	333,536	
101-803	Historical District	14,440	14,440	978	7,575	52.46%	6,865	
101-806	Diversity, Equity & Inclusion	452,638	452,638	27,626	177,709	39.26%	274,929	
		1,837,145	**1,837,145**	**61,273**	**1,120,624**	**61.00%**	**716,521**	
Contributions to Other Funds:								
101-965	Contributions to Other Funds	**932,133**	**1,125,535**	**-**	**193,402**	**17.18%**	**932,133**	
	Total General Fund Expenditures	**32,468,645**	**32,662,047**	**2,249,339**	**18,292,337**	**56.00%**	**14,369,710**	
Funds consolidated with the General Fund for financial reporting purposes:								
102	**Budget Stabilization**	**20,000**	**20,000**	**-**	**-**	**0.00%**	**20,000**	
Permanent Funds :								
151	Cemetery Perpetual Maint.	6,000	6,000	-	-	0.00%	6,000	
155	Ella W. Sharp Endowment	30,850	30,850	-	-	0.00%	30,850	
160	Lloyd E. Mount Endowment	5,600	5,600	-	-	0.00%	5,600	
Special Revenue Funds :								
202	Major Street	19,849,761	19,849,761	1,072,855	4,842,299	24.39%	15,007,462	
203	Local Street	4,162,881	4,162,881	80,970	321,888	7.73%	3,840,993	
208	Ella W. Sharp Park Operating	984,832	984,832	49,423	555,613	56.42%	429,219	
213	Opioid Settlement Fund	118,175	118,175	-	-	0.00%	118,175	
218	Affordable Housing	3,519,760	3,519,760	25,136	667,104	18.95%	2,852,656	
245	Public Improvement	1,511,115	1,511,115	-	157,351	10.41%	1,353,764	
246	Cortland St. Redev. Project	23,527	23,527	60,790	380,513	1617.35%	(356,986)	***Note 2***
249	Building Department	638,850	638,850	48,736	335,468	52.51%	303,382	
251	Housing Code Enforcement	1,290,495	1,290,495	63,915	589,757	45.70%	700,738	
252	Building Demolitions	1,000	194,402	16,648	97,044	49.92%	97,358	
265	Drug Law Enforcement	16,338	16,338	-	8,032	49.16%	8,306	
272	SAFER Grant	525,581	525,581	91,681	259,200	49.32%	266,381	
273	Project Safe Neighborhoods	234,542	234,542	3,382	33,333	14.21%	201,209	
275	Byrne/JAG Programs	25,000	25,000	5,541	7,837	31.35%	17,163	
279	American Rescue Plan Act	75,000	75,000	-	7,413	9.88%	67,587	
296	Recreation Activity	266,824	266,824	53,319	165,176	61.90%	101,648	
297	Recreation Millage Program	623,067	623,067	49,106	420,175	67.44%	202,892	
Debt Service Funds :								
308	2020 Capital Improvement D/S	223,788	223,788	-	14,894	6.66%	208,894	
352	2017 Mich. Trans. Fund D/S	762,068	762,068	-	66,034	8.67%	696,034	
367	2021 City Hall Refunding D/S	739,720	739,720	-	14,860	2.01%	724,860	
385	2016 Capital Improvement D/S	145,569	145,569	-	142,457	97.86%	3,112	
386	2018 Capital Improvement D/S	1,418,750	1,418,750	-	271,625	19.15%	1,147,125	

City of Jackson
All Other Funds - Expenditure Summary
As of and For the Seven Months Ended January 31, 2024
(Prepared on the Adopted Budget-Basis)

- Continued -

Fund Type/Fund Name		2023/24 Budget Original	2023/24 Budget Amended	Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)
Debt Service Funds (continued) :							
389	2017 BRA TIF Refunding D/S	420,144	420,144	-	105,072	25.01%	315,072
391	2021 BRA TIF Refunding D/S	791,839	791,839	-	25,919	3.27%	765,920
394	2001 DDA TIF D/S	2,881,749	2,881,749	-	-	0.00%	2,881,749
395	2019 DDA TIF Refunding D/S	208,365	208,365	-	84,183	40.40%	124,183
Capital Projects Funds :							
401	Capital Projects	1,113,031	1,113,031	61,474	739,045	66.40%	373,986
402	Water Equip. and Replacemt.	7,099,234	7,099,234	220,256	1,756,809	24.75%	5,342,425
403	Lead Service Line Replacement	2,082,538	2,082,538	8,145	443,744	21.31%	1,638,794
404	Sanitary Sewer Maint.	663,044	663,044	14,236	180,828	27.27%	482,216
405	Sanitary Sewer Replacement	2,985,140	2,985,140	10,884	204,111	6.84%	2,781,029
406	Wastewater Equip. Replacemt.	6,228,293	6,228,293	1,447,939	3,510,490	56.36%	2,717,803
407	2022 Sewer Sys. Project Const.	5,697,802	5,697,802	357,904	3,193,448	56.05%	2,504,354
409	2022 Water Sys. Project Const.	16,342,000	16,342,000	12,111	136,495	0.84%	16,205,505
426	2024 MI Trans. Bonds Const. Fund	2,196,096	2,196,096	-	-	0.00%	2,196,096
488	MLK Corridor Improvemt. Authority	4,507,925	4,507,925	233,001	369,402	8.19%	4,138,523
489	Brownfield Redevelopmt. Auth.	1,804,230	1,804,230	11,260	224,640	12.45%	1,579,590
494	DDA Project	3,090,114	3,090,114	-	84,183	2.72%	3,005,931
Enterprise Funds :							
514	Auto Parking System	283,433	283,433	1,040	2,655	0.94%	280,778
518	Parking Assessment	314,981	314,981	25,139	141,772	45.01%	173,209
519	Cooper/Francis Parking Deck	283,957	283,957	3,328	33,775	11.89%	250,182
590	Sewer	16,320,273	16,320,273	1,870,649	7,083,991	43.41%	9,236,282
591	Water	34,209,037	34,209,037	986,520	7,075,083	20.68%	27,133,954
Internal Service Funds :							
641	Public Works Administration	472,518	472,518	33,125	211,647	44.79%	260,871
642	Engineering Administration	339,842	339,842	28,780	147,342	43.36%	192,500
643	Local Site Remed. Revolving	20,000	20,000	-	-	0.00%	20,000
661	Motor Pool and Garage	1,606,109	1,606,109	325,848	1,225,609	76.31%	380,500
676	Workers' Compensation	220,350	220,350	1,635	150,008	68.08%	70,342
677	Self-Insured Health Care	5,474,627	5,474,627	677,485	3,029,936	55.35%	2,444,691
Trust & Agency Funds :							
703	County & School Tax Collection	28,400,000	28,400,000	-	-	0.00%	28,400,000
731	Employees' Retirement System	4,160,000	4,160,000	323,307	2,392,773	57.52%	1,767,227
732	Policemen's/Firemen's Pension	523,000	523,000	32,252	237,276	45.37%	285,724
734	Police./Fire. Pension-345	6,440,000	6,440,000	502,896	3,440,981	53.43%	2,999,019
736	Public Employee Health Care	29,000	29,000	-	5,193	17.91%	23,807
Special Assessment Funds :							
852	2020 Special Assessment D/S	161,190	161,190	-	153,135	95.00%	8,055
895	Special Assessment	2,116,337	2,116,337	113,155	765,866	36.19%	1,350,471

City of Jackson
All Funds - Revenue Summary
As of and For the Seven Months Ended January 31, 2024
(Prepared on the Adopted Budget-Basis)

Fund/Fund Name		2023/24 Budget Original	2023/24 Budget Amended	Actual Month To Date	Actual Year To Date	Percent Collected
General Fund :						
Property Taxes		11,015,617	11,015,617	175,309	10,060,328	91.33%
Income Taxes		10,750,000	10,750,000	1,689,558	6,809,686	63.35%
State Revenue Sharing		5,732,948	5,732,948	110	1,949,685	34.01%
Licenses & Permits		368,015	368,015	3,657	104,978	28.53%
Federal Grants		1,267,483	1,267,483	925,263	997,990	78.74%
State Grants		5,414	5,414	(8,165)	123,061	2273.01%
Charges For Goods & Services		1,378,957	1,378,957	21,584	217,101	15.74%
Fines & Forfeits		390,611	390,611	35,994	260,039	66.57%
Investment Income		185,000	185,000	5,597	288,357	155.87%
Contributions From Other Funds		101,000	101,000	2,409	10,013	9.91%
Contributions From Local Units		12,500	12,500	-	6,084	48.67%
Miscellaneous		376,695	376,695	18,970	223,480	59.33%
Total General Fund Revenues		**31,584,240**	**31,584,240**	**2,870,286**	**21,050,802**	**66.65%**
Funds consolidated with the General Fund for financial reporting purposes:						
102	**Budget Stabilization**	**20,000**	**20,000**	**-**	**25,636**	**128.18%**
Permanent Funds :						
151	Cemetery Perpetual Maint.	41,000	41,000	2,443	13,218	32.24%
155	Ella W. Sharp Endowment	30,850	30,850	-	-	0.00%
160	Lloyd E. Mount Endowment	5,600	5,600	-	-	0.00%
Special Revenue Funds :						
202	Major Street	19,653,590	19,653,590	1,048,427	3,876,931	19.73%
203	Local Street	3,461,459	3,461,459	121,323	844,934	24.41%
208	Ella W. Sharp Park Operating	975,450	975,450	24,309	369,006	37.83%
213	Opiod Settlement Fund	0	0	-	29,990	n/a
218	Affordable Housing	3,519,760	3,519,760	610,657	641,968	18.24%
245	Public Improvement	1,371,000	1,371,000	16,546	1,231,231	89.81%
246	Cortland St. Redev. Project	500	500	(18)	28,588	5717.60%
249	Building Department	513,400	513,400	58,156	339,248	66.08%
251	Housing Code Enforcement	1,045,600	1,045,600	100,487	760,970	72.78%
252	Building Demolitions	1,000	194,402	-	254,441	130.88%
265	Drug Law Enforcement	20,700	20,700	-	632	3.05%
272	SAFER Grant	525,581	525,581	-	72,641	13.82%
273	Project Safe Neighborhood	234,542	234,542	9,364	35,772	15.25%
275	Byrne/JAG Programs	25,000	76,526	5,541	7,837	10.24%
279	American Rescue Plan Act	75,000	75,000	-	7,413	9.88%
296	Recreation Activity	270,250	270,250	36,423	168,513	62.35%
297	Recreation Millage Program	651,500	651,500	300,000	303,679	46.61%
Debt Service Funds :						
308	2020 Capital Improvement D/S	223,788	223,788	-	14,894	6.66%
352	2017 Mich. Trans. Fund D/S	762,068	762,068	-	66,034	8.67%
367	2021 City Hall Refunding D/S	708,500	708,500	8,232	689,554	97.33%
385	2016 Capital Improvement D/S	145,569	145,569	-	142,457	97.86%

City of Jackson
All Funds - Revenue Summary
As of and For the Seven Months Ended January 31, 2024
(Prepared on the Adopted Budget-Basis)

- Continued -

Fund/Fund Name		2023/24 Budget Original	2023/24 Budget Amended	Actual Month To Date	Actual Year To Date	Percent Collected
Debt Service Funds (continued) :						
386	2018 Capital Improvement D/S	1,418,750	1,418,750	-	-	0.00%
389	2017 BRA TIF Refunding D/S	420,144	420,144	-	105,072	25.01%
391	2021 BRA TIF Refunding D/S	791,839	791,839	-	25,919	3.27%
394	2001 DDA TIF D/S	2,881,749	2,881,749	-	-	0.00%
395	2019 DDA TIF Refunding D/S	208,365	208,365	(100)	84,183	40.40%
Capital Projects Funds :						
401	Capital Projects	1,113,531	1,113,531	-	-	0.00%
402	Water Equip. and Replacemt.	5,041,766	5,041,766	443,428	3,332,226	66.09%
403	Lead Service Line Replacement	2,913,517	2,913,517	263,001	1,293,540	44.40%
404	Sanitary Sewer Maintenance	663,044	663,044	14,236	180,828	27.27%
405	Sanitary Sewer Replacement	1,535,190	1,535,190	124,381	943,900	61.48%
406	Wastewater Equip. Replacemt.	3,990,800	3,990,800	1,513,792	2,514,845	63.02%
407	2022 Sewer Sys. Project Const.	5,697,802	5,697,802	1,196,470	2,835,545	49.77%
409	2022 Water Sys. Project Const.	16,342,000	16,342,000	7,394	124,383	0.76%
426	2024 MI Trans. Fund Bond Const. Fund	4,501,000	4,501,000	-	-	0.00%
488	MLK Corridor Improvemt. Authority	4,507,925	4,507,925	45,368	62,653	1.39%
489	Brownfield Redevelopmt. Auth.	1,977,300	1,977,300	-	28,805	1.46%
494	DDA Project	3,525,000	3,525,000	1,500,000	1,764,263	50.05%
Enterprise Funds :						
514	Auto Parking System	95,443	95,443	127	5,064	5.31%
518	Parking Assessment	311,449	311,449	130,280	280,422	90.04%
519	Cooper/Francis Parking Deck	15,550	15,550	-	14,655	94.24%
590	Sewer	12,702,461	12,702,461	1,806,971	6,457,709	50.84%
591	Water	31,059,822	31,059,822	1,223,804	7,579,875	24.40%
Internal Service Funds :						
641	Public Works Administration	364,799	364,799	30,056	219,782	60.25%
642	Engineering Administration	266,815	266,815	14,658	114,562	42.94%
643	Local Site Remed. Revolving	63,500	63,500	-	6,551	10.32%
661	Motor Pool and Garage	1,309,590	1,309,590	535,890	1,396,629	106.65%
676	Workers' Compensation	167,500	167,500	15,006	125,639	75.01%
677	Self-Insured Health Care	5,702,000	5,702,000	451,757	3,320,691	58.24%
Trust & Agency Funds :						
703	County & School Tax Collection	28,400,000	28,400,000	13,261	119,608	0.42%
731	Employees' Retirement System	6,376,460	6,376,460	13,868	2,235,488	35.06%
732	Policemen's/Firemen's Pension	510,902	510,902	3,576	453,425	88.75%
734	Police./Fire. Pension-345	10,852,297	10,852,297	(40,069)	6,000,561	55.29%
736	Public Employees Health Care	230,000	230,000	-	293,481	127.60%
Special Assessment Funds :						
852	2020 Special Assessment D/S	161,190	161,190	-	153,135	95.00%
895	Special Assessment	2,215,147	2,215,147	113,178	629,875	28.43%

City of Jackson
Notes to Revenue & Expenditure Summaries
As of and For the Seven Months Ended January 31, 2024
(Prepared on the Adopted Budget-Basis)

Note 1: **Revenues do not include budgeted appropriations from fund balance. These appropriations, together with budgeted revenues, are sufficient to fund budgeted expenditures, in accordance with State law.**

Note 2: **A budget amendment is pending to correct this variance.**

CITY OF JACKSON
Founded 1829

City Manager's Office
161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: March 19, 2024

SUBJECT: Receipt of the Draft 2024-2025 Annual Action Plan for CDBG/HOME

Recommendation:

Receive the draft Community Development Block Grant (CDBG) and HOME Investments Partnership Program (HOME) 2024-2025 Annual Action Plan.

Attached is a memorandum from Shane LaPorte, Director of the Community Development Department, requesting City Council receive the draft 2024-2025 Annual Action Plan.

I recommend approval of the request. Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Shane LaPorte, Director of Neighborhood & Economic Operations

DATE: March 19, 2024

RECOMMENDATION: Receipt of the Draft 2024-2025 Annual Action Plan for CDBG/HOME Funds

---

ISSUE STATEMENT

Receive the draft Community Development Block Grant (CDBG) and HOME Investments Partnership Program (HOME) 2024-2025 Annual Action Plan.

DESCRIBE THE CONSEQUENCES

The Annual Action Plan is used to summarize the actions, activities, and programs to be financially supported with CDBG and HOME funds during the next fiscal year. The projects in the Annual Action Plan reflect the preliminary allocations presented to City Council at their March 19, 2024 meeting, and which align with the priority needs and specific objectives identified in the Five-Year Consolidated Plan. City Council is being asked to receive and review the draft action plan for FY 2024-2025. Failure to review and provide any recommendations to staff for changes could alter the HUD-prescribed timeline for creation and implementation of this Annual Action Plan.

OWNERSHIP

The Annual Action Plan covers the fiscal year beginning July 1, 2024 through June 30, 2025. To remain in compliance with HUD rules and regulations, the Annual Action Plan must be available for a 30-day public review and comment period. The Plan will be available electronically through the City's website and hard copies will be available in City Hall at the Clerk's Office (first floor) and the Community Development Department lobby (third floor), at the Jackson District Library's Carnegie Branch downtown, at Community Action Agency, and the three (3) public housing complexes at Reed Manor, Chalet Terrace, and Shahan-Blackstone North. A hard copy of the draft Plan has also been provided to the Mayor and Council Members. The public comment period for the 2024-2025 Annual Action Plan is March 22 – April 26, 2024.

Once distributed for public review and comment, the Annual Action Plan cannot be substantially changed, such as adding or deleting priorities, goals, or projects. Minor modifications to correct typographical errors or add additional maps or charts are allowed; however, the basic intent of the Plan must remain unchanged. City Council will be asked to make final allocations (based on the actual amount of grant funds the City will receive versus the estimated amounts used for preliminary allocations) and authorize the submission of the Annual Action Plan to HUD at their meeting on May 14, 2024.

SOLUTION

Requested action is for City Council to receive the draft 2024-2025 CDBG/HOME Annual Action Plan. This will allow staff to move forward with final Action Plan creation, final annual allocations and Action Plan priorities, and adherence to the HUD-prescribed timelines.

FACILITATE IMPLEMENTATION

Receipt of the Draft 2024-2025 Annual Action Plan for CDBG/HOME Funds

Attachment: 2024-2025 CDBG/HOME Annual Action Plan

JACKSON
Founded 1829

Community Development Block Grant (CDBG)
HOME Investment Partnerships Program



2024 – 2025 DRAFT Annual Action Plan

The attached document is a draft report. Please display until

Friday, April 26, 2024

Citizens are encouraged to provide comments regarding this report in writing to:

Department of Community Development
ATTN: Cory L. Mays
161 W. Michigan Ave, Jackson, MI 49201
E-mail: cmays@cityofjackson.org

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Annual Action Plan

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Appendices

Appendix A: City Council Resolution *(to be added in final version)*
Appendix B: Certifications *(to be added in final version)*

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Jackson presents this Annual Action Plan for the fifth and final year of its 2020 – 2024 Five-Year Consolidated Plan and covers the period of July 1, 2024 through June 30, 2025, also referred to as Program Year (PY) 2024 or Fiscal Year (FY) 2024. PY 2024 represents the City's 50th consecutive year to receive a Community Development Block Grant (CDBG) formula allocation as an entitlement community and 33rd year to receive a HOME Investment Partnerships Program (HOME) formula allocation as a participating jurisdiction.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The level of need in Jackson is always greater than the limited amount of CDBG and HOME funds received annually. Jackson plans to target resources in the three (3) most distressed areas of the City – West of Henry Ford Allegiance Health, East of S. Martin Luther King Jr. Dr., and West of S. Martin Luther King Jr. Dr. – to the greatest extent possible. The number of funded activities will remain low in an effort to increase their effectiveness, and will include: Streetlight Installation; Code Enforcement; Residential Rehabilitation; Residential Demolition; and Streetscape Improvements.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The residential rehabilitation program was revamped to permit more low-income homeowners to take advantage of zero interest, low repayment loans to correct emergency hazards or replace a home's major components nearing the end of their useful lifespan. Direct notification to homeowners in all City areas regarding the availability of the rehabilitation loans during the 2023-2024 program year led to an overwhelming response and led to a significant increase in rehabilitation applications and completed projects. City staff have a plan in place for the early identification of potential residential demolition sites, which, combined with efficient office/project management, has led to consistent performance at or above targeted demolition numbers each year. The City is continuing these practices in its work to reach current demolition targets. The City continues to meet its spending timeliness requirement.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Citizen participation and stakeholder consultation is an integral part of the Consolidated Plan process. The City's Citizen Participation Plan outlines the procedures and means by which citizens and stakeholders may provide meaningful input.

A public hearing to receive citizen input on the housing and community development needs was held during the January 30, 2024 regular City Council meeting. Staff's participation with the Jackson County Continuum of Care (CoC) garnered input from the various public, private, and faith-based organizations focused on low-income housing and homelessness.

The Annual Action Plan was made available for public review and comment on March 22, 2024. Citizens were afforded a 30-day period in which to submit oral or written comment about the Annual Action Plan, culminating on April 26, 2024. Citizens are also encouraged to express concerns or comments at any time during the year before City Council meetings or by contacting grant staff.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

At the January 30, 2024 public hearing, comments were received from three individuals and included:

- The need for more housing that is affordable
- The need for greater landlord accountability
- A desire for the City not to administer a demolition program
- A desire for the City to rehabilitate more existing homes
- Unrelated comments concerning current non-profit work in the City
- Unrelated comments concerning non-CDBG funded development projects

6. Summary of comments or views not accepted and the reasons for not accepting them

No comments or views were declined by the Jackson City Council. Due to various federal rules and regulations, and based on past positive performance of certain current programs, the City is not able to enact some suggestions. The City is working hard to create more affordable housing options, both non owner-occupied and owner-occupied. Public comments received during the January 30th public hearing supported our current and planned efforts in this area.

7. Summary

The Jackson City Council encourages all citizens to participate in not only the CDBG/HOME planning process, but in all processes of the local government. At the beginning of each City Council meeting, citizens are allowed time to address the Mayor, Councilmembers, City Manager, and department heads on matters that concern them. Meetings are broadcast live through the City's YouTube channel and on a local public access television station, JTV, which also replays the meetings at various other times throughout the week and which remain available on Facebook.

Oftentimes there simply are not enough resources available to consider implementing every suggestion posed. Other suggestions may not fit the Council's vision and goals for the City and are taken in abeyance. There have also been several times in which citizen's comments and suggestions have been executed and helped shape the way the City of Jackson operates.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	Jackson	Community Development Department
HOME Administrator	Jackson	Community Development Department

Table 1 – Responsible Agencies

Narrative (optional)

Staff in the City's Community Development Department administers both the CDBG and HOME grants. Grant administration includes, but is not limited to, researching and analyzing Census data; preparing and submitting the Consolidated Plan, Action Plan, Annual Performance Report, and other reports required by HUD or requested by City Council; performing environmental reviews; maintaining files and records relating to overall grant administration; monitoring subgrantee performance and providing technical assistance when necessary; reviewing payment requests for eligibility and accuracy; and the financial responsibilities of the grants such as preparing regular drawdowns and reconciling financial records.

Consolidated Plan Public Contact Information

City of Jackson
ATTN: Cory L. Mays
161 W Michigan Avenue
Jackson, MI 49201
517-768-6461
cmays@cityofjackson.org

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The City's Grant Coordinator participates in monthly Continuum of Care (CoC) meetings. Continued participation with the CoC allows for ongoing interaction with the various service providers and awareness of current and emerging conditions in the community. The Grant Coordinator is also the staff liaison to the City of Jackson Affordable Housing Development Board, a City commission charged with presenting affordable housing solutions to City Council for possible funding. In addition, the Grant Coordinator has led new City efforts aimed at reducing homelessness, and is actively working on the construction of affordable housing for purchase and for rent. Finally, The City of Jackson was the recipient of HOME-ARP funds in 2021, and the City's HOME-ARP Allocation Plan was officially approved by HUD in April 2023. Construction of affordable rental housing and the rehabilitation of existing homes will be the focus of HOME-ARP funds during FY 2024-2025.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The Community Action Agency (CAA) is the lead agency for the CoC and also serves as the CoC's grant fiduciary. The CoC votes on activities to fund with grants it receives from HUD and the State of Michigan, and monitors the progress of those grants through monthly, quarterly, and annual reports and discussion. CAA also receives Supportive Services for Veteran Families (SSVF) from the Department of Veterans Affairs which is also included in reports to the CoC.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The CoC is charged with setting priorities for Emergency Solutions Grant (ESG) funds received through the State of Michigan. Various subcommittees of the CoC, such as Steering, Quality Control, and Housing review applications and make recommendations to the CoC body for allocation purposes. Regular consultation and reporting ensures that the use of ESG remains consistent with CoC priorities.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

1	**Agency/Group/Organization**	Community Action Agency
	Agency/Group/Organization Type	Housing Services: housing, children, homeless, education
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs: chronically homeless, families with children, Veterans, unaccompanied youth Non-Homeless Special Needs Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in CoC, direct consultation, email consultation.
2	**Agency/Group/Organization**	Jackson Housing Commission
	Agency/Group/Organization Type	Housing PHA Services: housing, children, elderly, disabled, homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homelessness Strategy Homeless Needs: chronically homeless, families with children, Veterans Non-Homeless Special Needs Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in CoC, direct consultation, email consultation.
3	**Agency/Group/Organization**	Do'Chas
	Agency/Group/Organization Type	Housing Services: housing, children, homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Unaccompanied youth Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in CoC.

4	**Agency/Group/Organization**	Training and Treatment Innovations
	Agency/Group/Organization Type	Housing Services; persons with disabilities, homeless, health
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs: chronically homeless, families with children, Veterans Non-Homeless Special Needs Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in CoC.
5	**Agency/Group/Organization** **Agency/Group/Organization Type**	Kate Martin Works Housing PHA Services: housing, children, elderly persons, persons with disabilities, victims of domestic violence, homeless, health, education, employment, fair housing, victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homelessness Strategy Homeless Needs: chronically homeless, families with children, Veterans, unaccompanied youth Non-Homeless Special Needs Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Participation through CoC, direct consultation, email consultation.
6	**Agency/Group/Organization**	AWARE, Inc
	Agency/Group/Organization Type	Housing Services: housing, children, victims of domestic violence, homeless, health, education, employment, victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs - families with children Non-Homeless Special Needs Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in CoC, email consultation.

7	**Agency/Group/Organization**	Jackson Interfaith Shelter
	Agency/Group/Organization Type	Housing Services: housing, children, homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs: chronically homeless, families with children, veterans, unaccompanied youth
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in CoC
8	**Agency/Group/Organization**	Legal Services Of South Central Michigan
	Agency/Group/Organization Type	Housing Services: housing, children, elderly persons, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, homeless, health, fair housing, victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Participation through CoC, direct consultation, email consultation.
9	**Agency/Group/Organization**	disAbility Connections
	Agency/Group/Organization Type	Housing Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Participation through CoC

10	**Agency/Group/Organization**	Department of Health & Human Services
	Agency/Group/Organization Type	Housing Services: housing, children, elderly persons, persons with disabilities, victims of domestic violence, health Health Agency Child Welfare Agency Other government - State
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Participation through CoC
11	**Agency/Group/Organization**	Henry Ford Allegiance Health
	Agency/Group/Organization Type	Housing Services: homeless, health Health Agency Major Employer
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Participation through CoC

Table 2 – Agencies, groups, organizations who participated

Identify any Agency Types not consulted and provide rationale for not consulting

Efforts were made to include a wide range of community stakeholders in the consultation process; no agency was intentionally excluded from participation.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Community Action Agency	The CoC works to support homeless individuals and families work toward self-sufficiency.
Five-Year Plan	Jackson Housing Commission	Five-year plan of the local Public Housing Authority which overlaps in multiple areas relating to the housing needs of the low-income community.
2016 Community Master Plan	City of Jackson	This comprehensive plan focuses on housing, economic development, land use, transportation, health, community facilities, services, and other related topics.
Comprehensive Economic Development Strategy (CEDS)	Region 2 Planning Commission	Provides an analysis of the local economy, identification of economic development goals and strategies, and efforts to reduce unemployment and increase income.
Housing Strategy and Policy Framework	City of Jackson	Comprehensive, data-driven analysis of Jackson's current and future housing needs, prepared for the Affordable Housing Development Board

Table 3 – Other local / regional / federal planning efforts

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation

Summarize citizen participation process and how it impacted goal-setting

The City of Jackson follows its Citizen Participation Plan to encourage participation in the planning and utilization of CDBG and HOME funds. A public hearing is held in January to receive comments on the housing and community development needs in the City before the Consolidated Plan and/or Annual Action Plan is made available for citizen comment. Notice of the public hearing is posted on the City's website, through its social media outlets, and printed as a display ad in the local newspaper no less than ten (10) days in advance of the hearing. All views and comments are considered and incorporated in the appropriate plan.

Once the Consolidated Plan and/or Annual Action Plan is in draft form, the public is provided no less than days to review and submit comments; notice of the availability of the plan is again published in the local newspaper, listed on the City's website, and through its social media outlets. Hard copies are made available at two (2) locations in City Hall, at the Community Action Agency, the main branch of the Jackson District Library, and the three (3) public housing complexes; an electronic version is available through the City's website. All views and comments are considered and incorporated in the appropriate plan.

The public is also notified when the City submits its Request for Release of Funds via newspaper and the City's website/social media outlets, and allows for no less than seven days to submit comments. If a substantial amendment is required during the course of the program year, hard and electronic copies are made available at the locations noted above with the notice of availability published in the local papers and on the website/social media outlets. Citizens are provided no less than 30 days within which to submit written comments and/or to attend a public hearing to provide oral comments. The annual report is published and distributed in the same manner as described above, culminating in a public hearing after a 15 day comment period.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of Comments received	Summary of comments not accepted and reasons
1	Public Hearing	Minorities Persons with disabilities Non-targeted/ broad community Residents of Public and Assisted Housing	Three (3) people provided comment during the January 30, 2024 public hearing.	Suggestions about homelessness, affordable housing, rehabilitations, and demolitions; concern about local non-profit performance	All comments accepted and considered.

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of Comments received	Summary of comments not accepted and reasons
2	Newspaper Ad	Minorities Persons with disabilities Non-targeted/ broad community Residents of Public and Assisted Housing	Notice of the Public Hearing; availability of the draft Annual Action Plan in both hard copy and electronic form and time within which to submit comments.	No written comments were received.	No written comments were received.
3	Internet Outreach	Non-targeted/ broad community	No written comments were received.	No written comments were received.	No written comments were received.
4	Jackson District Library Carnegie Branch	Minorities Persons with disabilities Non-targeted/ broad community	Hard copy of Annual Action Plan made available in the Resource Center for public review and comment.	No written comments were received.	No written comments were received.
5	Jackson Housing Commission	Minorities Persons with disabilities Residents of Public and Assisted Housing	Hard copy of Annual Action Plan made available for public review/ comment at three locations: Chalet Terrace, Reed Manor, and Shahan-Blackstone North.	No written comments were received.	No written comments were received.
6	Community Action Agency	Minorities Persons with disabilities Non-targeted/ broad community Residents of Public and Assisted Housing	Hard copy of Annual Action Plan made available in CAA's lobby for public review/comment.	No written comments were received.	No written comments were received.
7	Jackson County Continuum of Care	Service Providers	Members were notified of every upcoming step in the citizen participation process and encouraged to attend the public hearing and/or submit relevant comments		See public hearing above.

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

For planning purposes, the City deducts 3% from the most current formula allocation, then adds anticipated program income by grant type. Estimated revenue for fiscal year 2024–2025 is as follows:

- **CDBG:** FY 2023-24 formula allocation: $1,276,248; less 3% (-$38,300); plus estimated program income ($75,200) = $1,313,148
- **HOME:** FY 2023-24 formula allocation: $330,992; less 3% (-$9,900); plus estimated program income ($20,200) = $341,292

The Jackson City Council establishes projects, activities, and funding levels for the 2024-2025 program year as identified in this Annual Action Plan. As of the writing of this draft Action Plan, HUD has not officially announced the formula allocations for the 2024-2025 fiscal year. A contingency plan is in place to balance the funding for the following activities to match the grant amount received:

CDBG: Streetlight Installations **HOME:** CHDO Reserve

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 5				Expected Amount Available Remainder of ConPlan
			Annual Allocation:	Program Income:	Prior Year Resources:	Total:	
CDBG	Federal	Acquisition, Admin and Planning, Economic Development, Housing, Public Improvements, Public Services	$1,237,948	$75,200	0	$1,313,148	$0
Narrative Description:		Annual block grant from HUD based on a formula to address a variety of community development and housing needs, primarily benefiting low- to moderate-income City residents.					
HOME	Federal	Acquisition, Homebuyer assistance, Homeowner rehab, Multifamily rental new construction, Multifamily rental rehab, New construction for ownership, TBRA	$321,092	$20,200	0	$341,292	$0
Narrative Description:		Annual grant from HUD based on a formula to provide affordable housing to low- to moderate-income City residents.					

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City leverages CDBG and HOME funds to the extent possible against other federal, state, local, and private funding to maximize project impact. Leveraging varies from activity to activity, depending on the project and availability of additional resources that are eligible for that type of use. The City recently received a grant award of $880,000 from the Michigan State Housing Development Authority (MSHDA), for the creation of affordable homes that are accessible/visitable. Construction of these homes will begin in FY 2024-2025. The City received a second grant award of $250,000 from MSHDA, for the rehabilitation of existing owner and non owner-occupied homes. These funds will allow the City to tackle even more existing property needs. Finally, the City is utilizing funds from the American Rescue Plan Act (ARPA) for an Expanded Rehabilitation Program. This $500,000 investment will provide rehabilitation services for owner and non owner-occupied

properties. Both the MSHDA and ARPA-funded rehabilitation programs feature a $25,000 per property project maximum, and both will allow the City to target its aging housing stock and support lower-income families.

The CDBG program does not require matching funds like the HOME Investment Partnerships Program. Generally, HOME requires a participating jurisdiction contribute or match 25% of HOME funds spent on affordable housing; however, Jackson has been 100% exempted from this requirement due to fiscal distress.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Since 2012, City leaders accumulated tax foreclosed parcels not sold at public tax auctions with the end goal of amassing sufficient contiguous parcels in various areas to promote for redevelopment. One such area is at the corner of Franklin and Mechanic Streets where vacant parcels owned by the City of Jackson and CAA provided the impetus for an affordable housing collaboration. The Greater Jackson Habitat for Humanity used these parcels to construct four (4) new single family homes as the City's Community Housing Development Organization (CHDO) for sale to income qualified homeowners upon completion. The project location is immediately south of the downtown which has experienced significant growth and revitalization. These CHDO homes will neighbor a renovated YMCA Center currently under construction, with an expected completion date of June 2025.

Under new leadership since early 2020, City Administration is reassessing its need to continue amassing tracts of land. The City presently has been selling residential homes it acquired through tax reversion, and is allowing these residential properties to be purchased by responsible investors to fix and resell on the open market. The City also owns approximately 600 buildable residential lots, products of a multi-year demolition program aimed at reducing neighborhood blight. Utilizing funds allocated from the American Rescue Plan Act (ARPA), the City is offering down payment assistance to income-qualified buyers for the purchase of newly constructed homes on these vacant lots, as part of the "100 Homes Program." Builder/developer incentives are layered into this innovative program, and new homes are under construction. Similar builder/developer incentives are being offered outside of the 100 Homes Program, and as a result new homes are being built throughout the City, marking the beginning of an anticipated larger-scale neighborhood rebuilding process.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Category	Needs Addressed	Funding
1	Public Facilities/Infrastructure	Non-Housing Community Development	Streetlight Installation and Streetscape Improvements	CDBG: $538,148
2	Residential Rehabilitation	Affordable Housing	Homeowner Rehabilitation	CDBG: $250,000
3	Residential Demolition	Clearance and Demolition	Residential Demolition	CDBG: $200,000
4	Code Enforcement (legal)	Non-Housing Community Development	Code Enforcement	CDBG: $25,000
5	CHDO Reserve	Affordable Housing	Homebuyer Housing	HOME: $307,292

Table 6 – Goals Summary

Goal Descriptions

1	**Goal Name**	Public Facilities/Infrastructure
	Goal Description	Streetscape improvements (including tree planting, sidewalk and curb/gutter repairs), for the improvement of various neighborhoods; and streetlight installation
2	**Goal Name**	Residential Rehabilitation
	Goal Description	Zero interest, low repayment loans are made available to low-income households to correct emergency hazards or replace major components that have reached the end of their useful life before they become an emergency in their primary residence.
3	**Goal Name**	Residential Demolition
	Goal Description	Demolition of foreclosed, vacant, or abandoned and dilapidated publicly or privately owned property in low-income neighborhoods. Removal of hazardous buildings increases the quality of life and vitality of neighborhoods, supports property values, eliminates hazardous conditions, and reduces opportunities for criminal activities.
4	**Goal Name**	Code Enforcement (legal)
	Goal Description	Legal support to the Community Development Department in its efforts to improve low-income neighborhoods and properties through blight enforcement.
5	**Goal Name**	CHDO Reserve
	Goal Description	HOME funds set aside for future CHDO-eligible projects yet to be identified

Projects

AP-35 Projects – 91.220(d)

Introduction

The City of Jackson is funding projects to achieve the goals and objectives defined in the 2020-2024 Five-Year Consolidated Plan to generally improve the livability and accessibility of low-income neighborhoods. After several years of focusing CDBG funds towards the revitalization of the downtown, City leaders are now expanding assistance into the adjoining neighborhoods. The initial phase will focus on streetscape improvements, clearance of severely dilapidated residential structures, and rehabilitation. The fundamental goal is to improve the living conditions for the low- to moderate-income households residing in the three target areas specified in the Consolidated Plan.

Projects

#	Project Name
1	Streetlight Installation
2	Code Enforcement – Legal Services
3	2023 Residential Rehabilitation
4	2023 Residential Demolition
5	Streetscape Improvements
6	Rehabilitation Administration
7	General Administration/Planning
8	Community Housing Development Organization (CHDO) Reserve

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The level of CDBG funds Jackson receives annually is relatively low considering increasing costs to implement improvements and is insufficient to meet all the demands for assistance. Historically, attempting to fund as many projects as possible did little to impact the residents as a whole; therefore, the number of projects has decreased to ensure sufficient funding to complete activities which boost the community overall. City leaders recognize needs exist in the community but are also cognizant of many other non-housing needs it is solely responsible for, such as infrastructure improvements, park improvements, street lighting, etc. Reliance on non-profit and faith-based organizations to meet the low-income population's direct service needs through other available funding sources allows the City to focus on improving low-income neighborhoods which subsequently impacts the entire City.

AP-38 Project Summary

Project Summary Information

1	**Project Name**	Streetlight Installation
	Target Area	West of Henry Ford Allegiance Health; East of S Martin Luther King Jr Dr.
	Goals Supported	Public Facilities/Infrastructure
	Needs Addressed	Neighborhood Improvements
	Funding	CDBG: $388,148
	Description	Streetlight installation in CDBG-eligible areas to create safe and walkable neighborhoods and to encourage in-fill housing by developers
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Specific area(s) will be determined in the future
	Location Description	Specific area(s) will be determined in the future
	Planned Activities	Streetlight installation in CDBG-eligible areas to create safe and walkable neighborhoods and to encourage in-fill housing by developers
2	**Project Name**	Code Enforcement - City Attorney's Office
	Target Area	n/a
	Goals Supported	Code Enforcement (legal)
	Needs Addressed	Code Enforcement (Legal)
	Funding	CDBG: $25,000
	Description	The City Attorney’s Office provides legal services for various code enforcement activities including housing code enforcement and blight elimination, contract review, and approval.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 300 cases will be filed for prosecution in the City's Administrative Hearings Bureau to help eliminate blight and improve neighborhood quality in the low-income residential areas of the City.
	Location Description	Various CDBG-eligible neighborhoods within the City of Jackson which are comprised of 51% or more low- to moderate-income residents.

	Planned Activities	Enforcement of various housing and blight ordinances to improve neighborhood conditions.
3	**Project Name**	2024 Residential Rehabilitation
	Target Area	West of Henry Ford Allegiance Health; East of S Martin Luther King Jr Dr, West of S Martin Luther King Jr Dr
	Goals Supported	Homeowner Rehabilitation
	Needs Addressed	Affordable Housing
	Funding	CDBG: $250,000
	Description	Provision of zero-interest, low repayment rehabilitation loans to low-income households to replace aged major components in the primary residence before they become an emergency.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Specific sites will be determined in the future.
	Location Description	Specific sites will be determined in the future.
	Planned Activities	Ten (10) or more low-income homeowners will receive rehabilitation assistance.
4	**Project Name**	2024 Residential Demolition
	Target Area	West of Henry Ford Allegiance Health; East of S Martin Luther King Jr Dr, West of S Martin Luther King Jr Dr
	Goals Supported	Residential Demolition
	Needs Addressed	Residential Demolition
	Funding	CDBG: $200,000
	Description	Demolition of foreclosed, vacant, or abandoned residential properties within CDBG-eligible areas across the City.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Limited to no more than 30% of the City's annual CDBG expenditures, approximately seven (7) residential structures will be demolished.
	Location Description	Eligible sites will be determined based upon Section 106 review and located in CDBG-eligible areas within the City.
	Planned Activities	Demolish foreclosed, vacant, or abandoned residential structures within CDBG-eligible neighborhoods.

5	**Project Name**	Streetscape Improvements
	Target Area	West of Henry Ford Allegiance Health; East of S Martin Luther King Jr Dr, West of S Martin Luther King Jr Dr
	Goals Supported	Public Facilities/Infrastructure
	Needs Addressed	Neighborhood Improvements
	Funding	CDBG: $150,000
	Description	Streetscape improvements to various City blocks, including sidewalk repairs, curb cuts, and the planting of street trees to encourage in-fill housing by developers
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Specific neighborhood blocks will be determined in the future.
	Location Description	Specific blocks will be determined in the future.
	Planned Activities	To be determined
6	**Project Name**	Rehabilitation Administration
	Target Area	Not applicable
	Goals Supported	Homeowner Rehabilitation
	Needs Addressed	Rehabilitation Administration
	Funding	CDBG: $150,000
	Description	All delivery costs directly related to carrying out housing rehabilitation activities, including staff, other direct costs, and service costs.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Specific sites will be determined in the future.
	Location Description	Specific sites will be determined in the future.
	Planned Activities	Ten (10) or more low-income homeowners will receive rehabilitation assistance.
7	**Project Name**	Administration/Planning
	Target Area	Not applicable
	Goals Supported	Not applicable
	Needs Addressed	Administration/Planning

	Funding	CDBG: $150,000 HOME: $ 34,000
	Description	Overall program administration, including, but not limited to, salaries, wages, and related costs of grantee staff or others engaged in program management, monitoring and evaluation.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Not applicable
	Location Description	Not applicable
	Planned Activities	Not applicable
8	**Project Name**	CHDO Reserve Activity
	Target Area	West of Henry Ford Allegiance Health; East of S Martin Luther King Jr Dr, West of S Martin Luther King Jr Dr
	Goals Supported	CHDO Reserve
	Needs Addressed	Affordable Housing
	Funding	HOME: $307,292
	Description	Funds held in reserve for use by a certified CHDO on future eligible activities
	Target Date	6/30/2028
	Estimate the number and type of families that will benefit from the proposed activities	Specific activities will be determined in the future.
	Location Description	Specific activities will be determined in the future.
	Planned Activities	To be determined

AP-50 Geographic Distribution – 91.220(f)

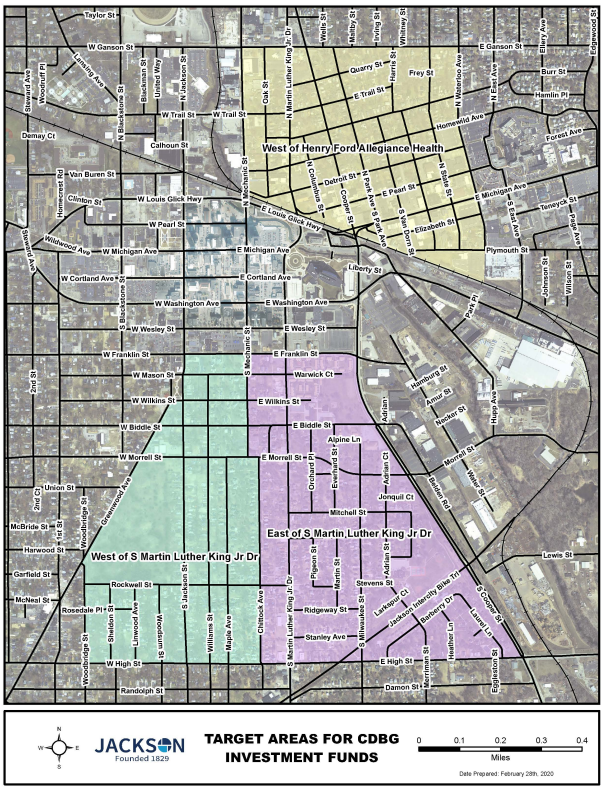
Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The 2020-2024 Five-Year Consolidated Plan identified three (3) local target areas for funding allocation priorities:

West of Henry Ford Allegiance Health - Identified in the 2016 Master Plan as part of the Health and Downtown Neighborhoods, both of which were deemed transitional. This area was also labeled as place-making, forming part of the community's core and in the top tier for transit and non-motorized connectivity.

East of S Martin Luther King Jr Dr - Identified as the King Neighborhood in the 2016 Master Plan, it was noted that while among the most distressed in the City, it scored high in place-making. The King Neighborhood links the downtown to its southern borders and is accessible by transit. This area is home to 126 public housing units and 200 HUD-subsidized units. No major commercial business is located in the neighborhood.

West of S Martin Luther King Jr Dr - This area is partially in the Downtown and Partnership Park neighborhoods as identified in the 2016 Master Plan. While the Downtown neighborhood is labeled transitional, Partnership Park is deemed distressed.



Geographic Distribution

Target Area	Percentage of Funds
West of Henry Ford Allegiance Health	10%
East of S Martin Luther King Jr Dr	10%
West of S Martin Luther King Jr Dr	10%

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The public reinvestment in the City of Jackson has concentrated on revitalizing the heart of the city – its downtown business district. With revival well on its way, investment in the residential neighborhoods immediately adjacent to the downtown is in order to build on the beautification and blight reduction efforts. The percentage of low- to moderate-income residents in these targeted areas ranges from 60.1% to 86.5%. Census Tracts 11 is also one (1) of only two (2) Racially and Ethnically Concentrated Areas of Poverty (R/ECAP) areas within the City limits.

Discussion

Efforts to expend grant funds in or near these target areas will be made to the greatest extent feasible. The City will provide year-end results in its Consolidated Annual Performance and Evaluation Report.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Over 90% of the City's housing stock was built before 1978; lower income homeowners are often unable to pay for the cost of repairs or obtain financing at affordable rates. Due to years of deferred maintenance and the likely presence of lead-based paint, fully rehabilitating owner-occupied housing has become cost prohibitive, hindering the City's ability to provide assistance. Available zero-interest, low repayment rehabilitation loans are now limited to replacing a home's major components that are nearing the end of their useful lifespan before they become an emergency.

New housing unit production is needed to increase the availability of affordable housing to the City's low-income residents pursuing the American Dream of homeownership. The City will utilize HOME funds for this purpose as specific projects are identified.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	10
Special-Needs	0
Total	10

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	10
Acquisition of Existing Units	0
Total	10

Table 10 - One Year Goals for Affordable Housing by Support Type

AP-60 Public Housing – 91.220(h)

Introduction

The Jackson Housing Commission (JHC) has served as the City's Public Housing Authority (PHA) for over 60 years and also services all of Jackson County. JHC is considered a medium-sized agency providing 500 public housing units, 40 scattered-site single family homes, and up to 475 Housing Choice Vouchers (HCV).

Actions planned during the next year to address the needs to public housing

The JHC, in partnership with the City of Jackson, was awarded a HUD Choice Neighborhoods (CN) Planning Grant for the Downtown Jackson neighborhood. Jackson was one of only eight (8) communities nationwide that received the CN grant in 2021. Through the grant, the JHC worked with local residents and a variety of community stakeholders to create a forward-looking CN Plan with a strong commitment to diversity and inclusion**.** The Plan is centered on the redevelopment of JHC's Reed Manor property, which includes 292 units of low-income housing. The CN Plan seeks to replace 100% of those housing units within the neighborhood, or in other areas of opportunity as part of new mixed-income developments.

The JHC has successfully completed the planning phase of the CN grant, and intends to take steps to engage in the Choice Neighborhood HUD Notice of Funding Opportunity upon its release later this year.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Residents are encouraged to attend resident advisory board meetings, JHC board meetings, talk with their housing managers, and even the Executive Director if warranted. Annual surveys are distributed to tenants to get their opinions on real or perceived conditions at their complex and what improvements they would like to be considered.

During development of the CN Plan, resident engagement was at the center of the planning process. Residents were strongly encouraged to continue with that level of engagement to make their day-to-day lives better, including participation in the Resident Council, CN Steering Committee, and to serve as a Community Ambassador during the CN planning process. Data from the Resident Needs Assessment survey was analyzed, and the results helped shape the final proposal from the CN team. City staff are working with the CN team to identify possible land for housing development, City resources available, and other research/data that may inform their process moving forward.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The JHC is currently labeled a troubled agency. New leadership is working to complete the JHC Annual Plan and the yearly audit, and is confident a successful audit will lead to the removal of the JHC from the HUD troubled list by July 1, 2024

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The Jackson County Continuum of Care (CoC) is the local homeless assistance planning group, which encourages community collaboration to address housing and homeless needs. The CoC is comprised of representatives from a variety of non-profit entities, faith-based organizations, community stakeholders, and state and local governments serving households and individuals experiencing housing crises. The group's focused, structured approach identifies existing needs and resources, detects gaps in service, and monitors emerging conditions. Funding received by the CoC is used to prevent homelessness, rapidly re-house people in a housing crisis, and transform the system so more people can obtain and maintain housing.

Homeless providers in Jackson County use a Homeless Management Information System (HMIS) to collect client-level data, the provision of housing to homeless individuals and families, and persons at risk of homelessness. The CoC also participates in an annual Point-in-Time (PIT) Count where volunteers count both sheltered and unsheltered persons experiencing homelessness on a single night in January.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:

- **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

City staff will continue to participate with the CoC, including subcommittees, to the extent feasible. It is important not only to keep City leaders aware of the community's health and emerging needs, but also to impart knowledge and understanding of government capabilities and limitations. Exchange of information is essential along with actionable participation by City staff.

Homeless facilities and services are managed and provided through agencies that participate with the CoC. Outreach is conducted at emergency shelters, domestic violence shelters, with youth providers, and through street outreach to locate potential participants. Case managers complete an initial assessment to prioritize need and set housing stability goals.

- **Addressing the emergency shelter and transitional housing needs of homeless persons**

The CoC adopted a Coordinated Entry policy which ensures people with the greatest needs receive priority for any type of housing and homeless assistance. Coordinated Entry does not screen people out for assistance because of perceived barriers to housing or services including, but not limited to, lack of employment or income, drug or alcohol use, or having a criminal record. Clients are linked to community resources which best meet their immediate and future needs.

On November 9, 2021, the Jackson City Council authorized the official creation of the Jackson Affordable Housing Development Board (AHDB). The intent of the Board is to promote the health, safety and general welfare of the people of the City of Jackson, by serving as an advisory body to the Jackson City Council. The AHDB shall: propose remedies on the implementation of housing goals, objectives, and policies that support economically integrated housing opportunities in the development or rehabilitation of housing; stimulate the production and preservation of owner-occupied and non-owner occupied housing available to low income individuals or families, and; optimize benefits available to low and moderate-income residents by incentivizing affordable residential housing projects within the City of Jackson.

The mission of the AHDB is to promote safe, healthy, and affordable housing. Tasked with recommending the expenditure of $3.5 million of funds from the American Rescue Plan Act (ARPA), this board is comprised of community members and provides recommendations to the Jackson City Council. To assist with the allocation of its ARPA funds, the City of Jackson contracted with Guidehouse, a national firm tasked with navigating the many federal regulations associated with ARPA funds. To aid the AHDB in their work, Guidehouse embarked on a multi-month study of housing needs in the City of Jackson. They released their Housing Strategy and Policy Framework in 2022, a comprehensive and data-driven analysis of Jackson's current & future housing needs.

Utilizing American Rescue Plan Act (ARPA) funds, the City is supporting the work of Residents in Action, a local grassroots nonprofit, to provide homeless housing in the former T.A. Wilson school and an encampment of pallet shelters. Countless families and individuals are receiving food, shelter, intervention, and supportive services at the T.A. Wilson facility. Proposals are currently being considered for the purchase and full-time management of the T.A. Wilson School.

- **Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals**

and families who were recently homeless from becoming homeless again

Homeless households are encouraged to obtain an assessment and linkage to available services to help resolve their housing crisis through CAA. Outreach staff is strategically placed in the community to ensure homeless or at-risk households are aware of community resources to prevent or end homelessness. The housing assessment program will continue to assess at-risk households to prevent homelessness by using available prevention resources, shelter diversion tactics, and linkage to mainstream resources to avoid loss of housing.

- **Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

Preventing homelessness from occurring at all is the most effective means to avoid trauma to families and the creation of a larger crisis which might prevent a household from moving forward successfully. CAA receives funding from HUD to operate a rapid re-housing program, providing short-term assistance to persons at risk of becoming homeless. Coordinating with mainstream providers continues to support effective and efficient access to mainstream benefits by eligible participants.

On September 21, 2021, the City of Jackson was notified that it was eligible to receive $1,137,398 in HOME Investment Partnerships Program – American Rescue Plan (HOME-ARP) funds from the U.S. Department of Housing and Urban Development upon approval of this Allocation Plan. The purpose of this supplemental funding is to provide homelessness assistance and supportive services through several eligible activities, which include: the production or preservation of affordable housing; tenant based rental assistance (TBRA); supportive services (including homeless prevention services and housing counseling); the purchase or development of non-congregate shelters; administration and planning; and Non-profit operating and capacity building assistance. The City's Allocation Plan was approved by HUD in the Spring of 2023, describing the distribution of HOME-ARP funds and identifying any preferences for eligible activities which primarily assist the HOME-ARP qualifying populations, including: homeless persons; persons at risk of becoming homeless; those fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking; other populations where assistance would prevent the family's homelessness or serve those with the greatest risk of housing instability; and, veterans and families that include a veteran family member that meet one of the preceding criteria. The City of Jackson has identified three target areas for funding: rental housing construction, rental housing rehabilitation, and supportive services. The City reviewed proposals from local housing nonprofits for the creation of affordable rental housing with HOME-ARP funds. City leaders and staff will work with selected partners to ensure the creation of affordable rental housing and the ongoing affordability of that housing for identified target populations.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

Conversations with local housing providers reveal affordable housing in Jackson may not necessarily be limited to a specific type of housing but rather addressing the issues that interfere with obtaining housing. Examples of barriers include, but are not limited to, the following:

- Landlords unaware of the laws governing rental housing, including Fair Housing laws and prohibited discriminatory practices.
- Tenants who do not realize their rights as it pertains to rental housing, including Fair Housing laws and awareness of discriminatory practices.
- Exorbitant security deposits, non-refundable application fees, and unaffordable deposits for utilities.
- Inability to obtain utilities in tenant's name.
- Limited public transportation options.
- Poor credit history, especially for youth just out of college, persons facing unexpected life issues, or spoiled as part of a domestic violence situation.
- Rejection of service animals in the unit.
- Refusal to accept Housing Choice Vouchers or charging rents that don't qualify for fair market rent.
- People who are routinely discriminated against often don't notice or identify discrimination. If discrimination is suspected, the tenants are often more interested in finding housing to meet their immediate need rather than going through a lengthy appeal process.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City of Jackson does not intentionally create policies, codes, or rules that create barriers to affordable housing, but rather faces the same realities experienced by most municipalities – increasing construction costs, complexity of financing for larger projects, and an affordability gap between incomes and housing costs. Likewise, most policies, ordinances, and/or codes are established to maintain compliance with local, state, and federal guidelines or for health and safety reasons.

City staff will continue to participate with the CoC in developing strategies to remove or ameliorate barriers to affordable housing. The CoC has identified several strategies to implement, including, but not limited to, the following:

- Further the Landlord Advocacy and Education position currently funded for the short term.
- Work with landlords to determine what they would require to expand the number of units available to subsidy.
- Increase the number of landlords willing to rent to Housing Choice Voucher holders.
- Develop a multi-sector strategy to reduce issues involving utilities as a barrier to housing.

AP-85 Other Actions – 91.220(k)

Introduction:

The projects and activities identified in this 2024-2025 Annual Action Plan coincides with the goals and priorities identified in the 2020-2024 Five-Year Consolidated Plan.

Actions planned to address obstacles to meeting underserved needs

City staff will continue to maintain its network of state and local public agencies and non-profit service providers. The use of CDBG or HOME funds to meet underserved needs will be subject to fluctuations in annual funding. Funds may or may not be allocated accordingly.

Actions planned to foster and maintain affordable housing

The City assists low-income homeowners with housing maintenance and emergency repairs through zero interest, low repayment loans. In addition, homebuyer activities involve the construction of new single family homes and the rehabilitation of 16 former LIHTC rental units being purchased by income qualified first-time homebuyers.

The City partnered with the Jackson Housing Commission (JHC) to develop a Choice Neighborhoods Plan to address public needs. The City has fully supported the planning process in the hopes of securing a future grant to fund actionable activities. The City is also supporting the JHC as it undergoes a leadership transition.

The Jackson City Council also adopted an Affordable Housing ordinance in late 2021, adding Article IX - Affordable Housing Development Board to its Housing ordinance found at Chapter 14 of the City of Jackson Code of Ordinances. The purpose and intent of adding Article IX to Chapter 14 is to:

1) Promote the health, safety, and general welfare of the people of the City of Jackson through the implementation of housing goals, objectives, and policies that support economically integrated housing opportunities in the development or rehabilitation of housing;
2) Stimulate the production and preservation of owner-occupied and non-owner occupied housing available to low-income individuals or families; and
3) Optimize benefits available to low- and moderate-income residents by incentivizing affordable residential housing projects.

The City continues to leverage additional funds separate from the CDBG and HOME programs for the construction of new affordable housing and the rehabilitation of existing housing. ARPA funds are being used to support down payment assistance for new single-family construction as part of the 100 Homes Program. ARPA funds are also being used for an additional rehabilitation program designed for owner and non owner-occupied properties. MSHDA funds are being used to support the construction of affordable and accessible/visitable homes, and for the rehabilitation of existing homes needing energy efficiency improvements. HOME-ARP funds are being used to support the construction of affordable rental housing and the rehabilitation of existing structures.

Actions planned to reduce lead-based paint hazards

Inspections of non-owner occupied housing units will continue to assess deteriorated paint and will be cited as a violation and ordered repaired before a certificate of compliance is issued to the property owner. Any rehabilitation activities that may disturb painted surfaces in a home will receive a combination lead paint inspection/risk assessment and, if hazards exist, will be treated according to the Lead Safe Housing Rule. All actions taken to remediate an identified lead hazard must be approved through a lead clearance examination. The State of Michigan's Department of Health and Human Services recently included Jackson as a target community to address lead hazards through their funding resources.

Actions planned to reduce the number of poverty-level families

The City of Jackson has neither the facilities nor resources to carry out programs directly targeted at reducing the number of households at or below the poverty level. However, through the use of CDBG and HOME funds, the City offers services and programs to make housing affordable to it low- to moderate-income homeowners:

- *Rehabilitation* – up to $25,000 is available through five (5) year, zero-interest, deferred loans with a partial low repayment component. Eligible homeowners receive assistance to upgrade major components nearing the end of their life cycle before they become emergencies. Additional HOME funds are also being used for the rehabilitation of Community Action Agency-sponsored homes in the Partnership Park area.
- *Homebuyer New Construction* –The Greater Jackson Habitat for Humanity constructed four (4) new single family homes as the City's Community Housing Development Organization (CHDO). Homes were sold to qualified low-income buyers upon competition, with the final home completed in December 2023.

In addition, the City ensures tenants have decent, safe, and sanitary living conditions through its Housing Code Enforcement (HCE) program (not federally funded). The HCE program also improves neighborhood living conditions through enforcement of various blight ordinances, such as garbage, inoperable vehicles, noxious weeds and trees, and zoning violations.

Actions planned to develop institutional structure

City staff will continue active participation with the CoC and other collaborative meetings as may be necessary to remain aware of the community's health and emerging needs. Close monitoring of projects implemented by other City departments will ensure compliance with federal rules and regulations and the timely expenditure of CDBG funds. Technical assistance is available to agencies receiving grant funds to aid in conformance.

Actions planned to enhance coordination between public and private housing and social service agencies

Active participation through the Choice Neighborhoods Planning Grant process has strengthened the relationship between the City, the JHC, and various other community service providers. Members of the CoC, of which the City participates, represent various public and non-profit agencies in Jackson that provide mainstream and specialized services to homeless, non-homeless special needs, and general populations and subpopulations. Discussion at monthly CoC meetings always includes identification of emerging needs or gaps in service that need attention. The City reviewed proposals from local housing nonprofits for the creation of affordable rental housing with HOME-ARP funds. City leaders and staff will work with selected partners to ensure the creation of affordable rental housing and the ongoing affordability of that housing for targeted populations, as identified by HUD. The City will also work with the selected purchaser of the former T.A. Wilson School to ensure quality services are provided to the most vulnerable populations.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

While similar in many ways, CDBG and HOME are governed under separate federal regulation with certain requirements specific to each grant. The information below addresses those specific requirements.

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	0
5. The amount of income from float-funded activities	0
Total Program Income	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income.	70.00%

Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

   Forms of investment beyond those identified in 24 CFR 92.205 will not be utilized under this plan.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

   The City of Jackson controls the resale of homebuyer property during the period of affordability using the recapture option as follows:

   1) Should a homebuyer receiving a direct HOME subsidy in the amount of $5,000 or less sell the property during the affordability period, repayment of the entire direct HOME subsidy will be triggered.

   2) Should a homebuyer receiving a direct HOME subsidy in excess of $5,000 sell the property during the affordability period, repayment of the direct HOME subsidy will be directly tied to the length of time the homebuyer has occupied the home in relation to the period of affordability.

   If there are no net proceeds from the sale or the net proceeds are insufficient to repay the HOME subsidy due, the City will recapture the amount of the net proceeds, if any. Recaptured funds will be used for any HOME-eligible activity. The homeowner will receive a return on investment only if there are remaining net proceeds from the sale after payment of all outstanding mortgages, including the HOME mortgage and closing costs.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

   The City's recapture/resale guidelines for acquired properties are the same as noted above under Paragraph 2.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

   Activities in this plan do not include refinancing of existing debt secured by multifamily housing rehabilitated with HOME funds.

CITY OF JACKSON
Founded 1829

City Manager's Office
161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: March 19, 2024

SUBJECT: Accept and place on file the CDBG, HOME, and CDBG-CV Homeless Prevention Financial Summaries through January 31, 2024

Recommendation:

Accept and place on file the CDBG, HOME and CDBG-CV Homeless Prevention Financial Summaries through January 31, 2024.

Attached is a memo from Shane LaPorte, the Director of Community Development, regarding accepting and placing on file the CDBG, HOME, and CDBG-CV Homeless Prevention Financial Summaries through January 31, 2023. Monthly expenses include Personnel Salaries & Expenses, Administration Cost, Homeowner Emergency Hazards/Major Component Expenses, City Attorney Expense, Pre-Demolition Cost, and CHDO Reserve Deland Project Cost.

I recommend accepting and placing on file the CDBG, HOME, and CDBG-CV Homeless Prevention Financial Summaries through January 31, 2024. Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Shane LaPorte, Director of Community Development

DATE: March 19, 2024

RECOMMENDATION: To accept and place on file the CDBG, HOME, and CDBG-CV Homeless Prevention Financial Summaries through January 31, 2024

SUMMARY

Attached please find the Financial Summaries for the CDBG, HOME, and CDBG-CV Homeless Prevention funds for the month ending January 31, 2024.

Monthly expenses included:

- Personnel – Salaries & Expenses
- Administration – Rehabilitation Administration Cost
- Homeowner Emergency Hazards / Major Component Cost
  - 822 Waterloo (Foundation Repair and Roofing System)
  - 600 W. Ganson (Roofing System)
  - 327 Grinnell (Roofing System)
- City Attorney Expenses
- Boos Center Phase 3 Project
  - Red Cedar Consulting
- Demolition Expense
  - Pre-Demo Cost - ETC
    - 110 E. Wilkins
    - 515 Oak St
    - 1608 Pringle Ave.
- CHDO Reserve (Habitat for Humanity – Deland Project)

My recommendation is to accept and place on file the CDBG, HOME, and CDBG-CV Homeless Prevention Financial Summaries through January 31, 2024.

ATTACHMENTS

City of Jackson
Community Development Block Grant
Monthly Financial Summary
For the Seven Months Ended January 31, 2024

		Budgeted	Expended Prior Year	Actual Month-to-Date	Actual Year-to-Date	Total Funds Expended-to-Date	Balance	Percent Spent
	Administration							
1	Administration & Planning							
	FY 2021/2022	145,000	145,000	-	-	145,000	-	100.0%
	FY 2022 / 2023	138,761	60,161	16,869	65,940	126,101	12,660	90.9%
	FY 2023 / 2024	150,000	-	5,369	10,979	10,979	139,021	7.3%
	Code Enforcement							
2	City Attorney Office							
	FY 2021/2022	20,000	20,000	-	-	20,000	-	100.0%
	FY 2022 / 2023	25,000	20,403	-	4,597	25,000	-	100.0%
	FY 2023 / 2024	25,000	-	2,409	4,416	4,416	20,584	17.7%
	Rehabilitation Projects							
3	Rehabilitation Administration							
	FY 2021/2022	135,000	135,000	-	-	135,000	-	100.0%
	FY 2022 / 2023	158,761	125,593	36,705	28,393	153,986	4,775	97.0%
	FY 2023 / 2024	150,000	-	-	66,048	66,048	83,952	44.0%
4	City Emergency Hazard Repair Program							
	FY 2020/2021	497,059	497,059	-	-	497,059	-	100.0%
	FY 2022 / 2023	250,000	54,397	48,594	138,391	192,789	57,211	77.1%
	FY 2023 / 2024	250,000	-	-	-	-	250,000	0.0%

City of Jackson
Community Development Block Grant
Monthly Financial Summary
For the Seven Months Ended January 31, 2024

		Budgeted	Expended Prior Year	Actual Month-to-Date	Actual Year-to-Date	Total Funds Expended-to-Date	Balance	Percent Spent
	Street Projects							
5	Special Assessments							
	FY 2019/2020	25,000	6,080	-	-	6,080	18,920	24.3%
6	Cooley: Morrell to Biddle							
	FY 2021/2022	175,176	170,936	-	-	170,936	4,240	97.6%
7	Biddle: Mechanic to MLK Jr Dr							
	FY 2021/2022	134,702	130,463	-	-	130,463	4,239	96.9%
8	Perrine-Burr							
	FY 2021/2022	56,500	56,500	-	-	56,500	-	100.0%
	FY 2022/2023	463,000	387,573	-	-	387,573	75,427	83.7%
9	Streetscape -City-owned Vacant Lot							
	FY 2023 / 2024	175,000	-	-	-	-	175,000	0.0%
	Recreation -Other Projects							
10	Loomis Park Court Improvements	312,849	312,849	-	-	312,849	-	100.0%
11	Boo Center Improvements							
	FY 2020/2021	305,000	305,000	-	-	305,000	-	100.0%
	FY 2021/2022	1,005,980	1,005,980	-	-	1,005,980	-	**100.0%**
	FY 2022/2023	241,133	241,133	-	-	241,133	-	100.0%
	FY 2023/2024	401,448	-	850	2,600	2,600	398,848	0.6%
	Demolition							
12	Demolition							
	FY 2020/2021	300,000	300,000	-	-	300,000	-	100.0%
	FY 2021/2022	75,000	75,000	-	-	75,000	-	100.0%
	FY 2022 / 2023	150,000	85,328	1,784	9,159	94,487	55,513	63.0%
	FY 2023 / 2024	200,000	-	-	-	-	200,000	0.0%

City of Jackson
HOME
Monthly Financial Summary
For the Seven Months Ended January 31, 2024

	Budgeted	Expended Prior Year	Actual Month-to-Date	Actual Year-to-Date	Total Funds Expended-to-Date	Balance
1 Rehabilitation Assistance Program						
FY 2019/2020	55,068	54,384	-	-	54,384	684
2 HOME Administration			-			
FY 2019/2020	25,000	25,000	-	-	25,000	-
FY 2020/2021	33,000	31,703	-	-	31,703	1,297
FY 2021/2022	16,000	16,000	-	-	16,000	-
FY 2022/2023	30,000	30,000	-	-	30,000	-
FY 2023/2024	35,100	-	-	-	-	35,100
3 CHDO Reservation						
FY 2019/2020	503,052	503,052	-	-	503,052	-
FY 2020/2021	287,439	75,694	16,402	211,745	287,439	0
FY 2021/2022	118,329	-	28,471	28,471	28,471	89,858
FY 2022/2023	129,404	-	-	-	-	129,404
FY 2023/2024	316,092	-	-	-	-	316,092
4 CHDO Operating Expenses						
FY 2019/2020	18,000	15,450	-	-	15,450	2,550
FY 2020/2021	16,800	16,800	-	-	16,800	-
FY 2022/2023	17,226	2,557	-	-	2,557	14,669
5 Partnership Park - Homeowner Rehabilitation (CAA)						
FY 2021/2022	200,000	-	-	19,764	19,764	180,236
FY 2022/2023	200,000	-	-	-	-	200,000

City of Jackson
2020/8 CV Homeless Prevention
Monthly Financial Summary
For the Seven Months Ended January 31, 2024

		Budgeted	Expended Prior Year	Actual Month-to-Date	Actual Year-to-Date	Total Funds Expended-to-Date	Balance	Percent Spent
	Administration							
1	CDBG-CV Admin City							
	FY 2020/2021	60,000	16,898	-	2,387	19,284	40,716	32.1%
2	CDBG-CV Admin CAA							
	FY 2020/2021	33,270	33,270	-	-	33,270	-	100.0%
	Homeless Prevention - Public Services							
3	Eviction Prevention							
	FY 2020/2021	120,000	120,000	-	-	120,000	-	100.0%
4	Foreclosure Prevention							
	FY 2020/2021	41,112	41,112	-	-	41,112	-	100.0%
5	Water Shut-off Protection							
	FY 2020/2021	35,313	35,313	-	-	35,313	-	100.0%
	Parks & Recreation							
6	Boos Center - HVAC	319,425	226,318	-	-	226,317	93,108	70.9%
7	Boos Center - Trail	336,325	330,622	-	-	330,622	5,703	98.3%

CITY OF JACKSON
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City Manager's Office
161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: March 19, 2024

SUBJECT: Accept and place on file the CDBG, HOME, and CDBG-CV Homeless Prevention Financial Summaries through February 29, 2024

Recommendation:

Accept and place on file the CDBG, HOME and CDBG-CV Homeless Prevention Financial Summaries through February 29, 2024.

Attached is a memo from Shane LaPorte, the Director of Community Development, regarding accepting and placing on file the CDBG, HOME, and CDBG-CV Homeless Prevention Financial Summaries through February 29, 2024. Monthly expenses include Personnel Salaries & Expenses, Administration Cost, Homeowner Emergency Hazards/Major Component Expenses, City Attorney Expense, and Demolition Cost.

I recommend accepting and placing on file the CDBG, HOME, and CDBG-CV Homeless Prevention Financial Summaries through February 29, 2024. Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Shane LaPorte, Director of Community Development

DATE: March 19, 2024

RECOMMENDATION: To accept and place on file the CDBG, HOME, and CDBG-CV Homeless Prevention Financial Summaries through February 29, 2024

SUMMARY

Attached please find the Financial Summaries for the CDBG, HOME, and CDBG-CV Homeless Prevention funds for the month ending February 29, 2024.

Monthly expenses included:

- Personnel – Salaries & Expenses
- Administration – Rehabilitation Administration Cost
- Homeowner Emergency Hazards / Major Component Cost
  - 806 Douglas St. (Electrical System)
- City Attorney Expenses
- Demolition Expense
  - 110 E. Wilkins at 70% winter work
  - Pre-Demo Cost - SHPO Section 106
    - 300 N. Vandorn
    - 315 N. Perrine
    - 1205 Linwood &
    - 1701 E. Ganson

My recommendation is to accept and place on file the CDBG, HOME, and CDBG-CV Homeless Prevention Financial Summaries through February 29, 2024.

ATTACHMENTS

City of Jackson
Community Development Block Grant
Monthly Financial Summary
For the Eight Months Ended February 28, 2024

		Budgeted	Expended Prior Year	Actual Month-to-Date	Actual Year-to-Date	Total Funds Expended-to-Date	Balance	Percent Spent
	Administration							
1	Administration & Planning							
	FY 2021/2022	145,000	145,000	-	-	145,000	-	100.0%
	FY 2022 / 2023	138,761	60,161	2,218	68,158	128,319	10,442	92.5%
	FY 2023 / 2024	150,000	-	11,233	22,213	22,213	127,787	14.8%
	Code Enforcement							
2	City Attorney Office							
	FY 2021/2022	20,000	20,000	-	-	20,000	-	100.0%
	FY 2022 / 2023	25,000	20,403	-	4,597	25,000	-	100.0%
	FY 2023 / 2024	25,000	-	948	5,364	5,364	19,636	21.5%
	Rehabilitation Projects							
3	Rehabilitation Administration							
	FY 2021/2022	135,000	135,000	-	-	135,000	-	100.0%
	FY 2022 / 2023	158,761	125,593	528	28,921	154,514	4,247	97.3%
	FY 2023 / 2024	150,000	-	15,817	81,865	81,865	68,135	54.6%
4	City Emergency Hazard Repair Program							
	FY 2020/2021	497,059	497,059	-	-	497,059	-	100.0%
	FY 2022 / 2023	250,000	54,397	18,607	156,998	211,396	38,604	84.6%
	FY 2023 / 2024	250,000	-	-	-	-	250,000	0.0%

City of Jackson
Community Development Block Grant
Monthly Financial Summary
For the Eight Months Ended February 28, 2024

		Budgeted	Expended Prior Year	Actual Month-to-Date	Actual Year-to-Date	Total Funds Expended-to-Date	Balance	Percent Spent
	Street Projects							
5	Special Assessments							
	FY 2019/2020	25,000	6,080	-	-	6,080	18,920	24.3%
6	Cooley: Morrell to Biddle							
	FY 2021/2022	175,176	170,936	-	-	170,936	4,240	97.6%
7	Biddle: Mechanic to MLK Jr Dr							
	FY 2021/2022	134,702	130,463	-	-	130,463	4,239	96.9%
8	Perrine-Burr							
	FY 2021/2022	56,500	56,500	-	-	56,500	-	100.0%
	FY 2022/2023	463,000	387,573	-	-	387,573	75,427	83.7%
9	Streetscape -City-owned Vacant Lot							
	FY 2023 / 2024	175,000	-	-	-	-	175,000	0.0%
	Recreation -Other Projects							
10	Loomis Park Court Improvements	312,849	312,849	-	-	312,849	-	100.0%
11	Boo Center Improvements							
	FY 2020/2021	305,000	305,000	-	-	305,000	-	100.0%
	FY 2021/2022	1,005,980	1,005,980	-	-	1,005,980	-	**100.0%**
	FY 2022/2023	241,133	241,133	-	-	241,133	-	100.0%
	FY 2023/2024	401,448	-	-	2,600	2,600	398,848	0.6%
	Demolition							
12	Demolition							
	FY 2020/2021	300,000	300,000	-	-	300,000	-	100.0%
	FY 2021/2022	75,000	75,000	-	-	75,000	-	100.0%
	FY 2022 / 2023	150,000	85,328	37,905	47,064	132,392	17,608	88.3%
	FY 2023 / 2024	200,000	-	-	-	-	200,000	0.0%

City of Jackson
HOME
Monthly Financial Summary
For the Eight Months Ended February 28, 2024

	Budgeted	Expended Prior Year	Actual Month-to-Date	Actual Year-to-Date	Total Funds Expended-to-Date	Balance	Percent Spent
1 Rehabilitation Assistance Program							
FY 2019/2020	55,068	54,384	-	-	54,384	684	98.8%
2 HOME Administration			-				
FY 2019/2020	25,000	25,000	-	-	25,000	-	100.0%
FY 2020/2021	33,000	31,703	-	-	31,703	1,297	96.1%
FY 2021/2022	16,000	16,000	-	-	16,000	-	100.0%
FY 2022/2023	30,000	30,000	-	-	30,000	-	100.0%
FY 2023/2024	35,100	-	-	-	-	35,100	0.0%
3 CHDO Reservation							
FY 2019/2020	503,052	503,052	-	-	503,052	-	100.0%
FY 2020/2021	287,439	75,694	-	211,745	287,439	0	100.0%
FY 2021/2022	118,329	-	-	28,471	28,471	89,858	24.1%
FY 2022/2023	129,404	-	-	-	-	129,404	0.0%
FY 2023/2024	316,092	-	-	-	-	316,092	0.0%
4 CHDO Operating Expenses							
FY 2019/2020	18,000	15,450	-	-	15,450	2,550	85.8%
FY 2020/2021	16,800	16,800	-	-	16,800	-	100.0%
FY 2022/2023	17,226	2,557	-	-	2,557	14,669	14.8%
5 Partnership Park - Homeowner Rehabilitation (CAA)							
FY 2021/2022	200,000	-	-	19,764	19,764	180,236	9.9%
FY 2022/2023	200,000	-	-	-	-	200,000	0.0%

City of Jackson
2020/8 CV Homeless Prevention
Monthly Financial Summary
For the Eight Months Ended February 28, 2024

		Budgeted	Expended Prior Year	Actual Month-to-Date	Actual Year-to-Date	Total Funds Expended-to-Date	Balance	Percent Spent
	Administration							
1	CDBG-CV Admin City							
	FY 2020/2021	60,000	16,898	-	2,387	19,284	40,716	32.1%
2	CDBG-CV Admin CAA							
	FY 2020/2021	33,270	33,270	-	-	33,270	-	100.0%
	Homeless Prevention - Public Services							
3	Eviction Prevention							
	FY 2020/2021	120,000	120,000	-	-	120,000	-	100.0%
4	Foreclosure Prevention							
	FY 2020/2021	41,112	41,112	-	-	41,112	-	100.0%
5	Water Shut-off Protection							
	FY 2020/2021	35,313	35,313	-	-	35,313	-	100.0%
	Parks & Recreation							
6	Boos Center - HVAC	319,425	226,318	-	-	226,317	93,108	70.9%
7	Boos Center - Trail	336,325	330,622	-	-	330,622	5,703	98.3%

CITY COUNCIL MEETING MINUTES

February 13, 2024

CALL TO ORDER:

The Jackson City Council met in regular session in Council Chambers and was called to order at 6:30 p.m. by Mayor Daniel J. Mahoney.

PLEDGE OF ALLEGIANCE AND INVOCATION:

Council joined in the Pledge of Allegiance. Invocation was given by Mayor Mahoney.

ROLL CALL:

Present: Mayor Daniel Mahoney, Vice Mayor/Second Ward Councilmember Freddie Dancy, Third Ward Councilmember Angelita Gunn, Fourth Ward Councilmember Conner Wood, Fifth Ward Councilmember Shalanda Hunt, and Sixth Ward Councilmember Will Forgrave.

Absent: First Ward Councilmember Arlene Robinson

Also present: City Manager Jonathan Greene, City Attorney Matthew Hagerty, City Clerk Andrea Muray, Chief Equity Officer John Willis, Director of Public Works Mike Osborne, and City Engineer Jon Dowling.

ADOPTION OF AGENDA:

Motion was made by Councilmember Hunt, seconded by Councilmember Wood to adopt the agenda. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Gunn, Wood, Hunt, and Forgrave (6). Nays: none. Motion carried.

PRESENTATIONS/PROCLAMATIONS: none.

PUBLIC HEARINGS:

A. MLK Corridor Reimaged Project
Conduct a public hearing to receive citizen comments on the MLK Corridor Reimagined Project after which adopt a Resolution to approve the road diet on the Martin Luther King, Jr. Drive (MLK) Corridor from South Street to Morrell Street, and authorize the Mayor and City Clerk to execute the appropriate document

Motion was made by Councilmember Gunn, seconded by Councilmember Wood to open the public hearing on the MLK Corridor Reimagined Project. Vote was done by voice with all in favor. Motion carried

A presentation was made by City Engineer Jon Dowling regarding the Martin Luther King Corridor Reimagined Project.

John Leicht, Cathy Moor, John King, Nicholas Thurston, Jessica Hilton, and Peter Bormuth offered comments during the public hearing.

Motion was made by Councilmember Wood, seconded by Councilmember Gunn to close the public hearing. Vote was done by voice with all in favor. Motion carried

Motion was made by Councilmember Forgrave, seconded by Councilmember Wood to approve the resolution presented. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Gunn, Wood, Hunt, and Forgrave (6). Nays: none. Motion carried.

CITIZEN COMMENTS:

Citizen comments were heard and the meeting continued.

PETITIONS & COMMUNICATION FROM CITY STAFF AND OTHER GOVERNMENTAL ENTITIES:

A. Accept and place on file, the City of Jackson's 2023 Annual Report.

Motion was made by Councilmember Wood, seconded by Vice Mayor Dancy to accept and place on file the City of Jackson's 2023 Annual Report. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Gunn, Wood, Hunt, and Forgrave (6). Nays: none. Motion carried.

B. **MLCC Transfer Ownership License - Multani #1, LLC**

Motion was made by Vice Mayor Dancy, seconded by Councilmember Gunn to accept and place on file the MLCC Transfer Ownership License. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Gunn, Wood, Hunt, and Forgrave (6). Nays: none. Motion carried.

CONSENT CALENDAR:

A. Minutes of the Regular Meeting of January 30, 2024 meeting of the Jackson City Council
Approve the minutes of the regular meeting of the Jackson City Council on January 30, 2024.

B. Approval of an off-premises tasting room license and permit for Sandhill Crane Vineyards, LLC

C. Appointment of Mayor and City Councilmembers to various City Boards, Committees and Commissions.
Approve the Mayor's recommendation for the appointment, reappointment, or confirmation of Mayor and City Councilmembers to various City Boards, Committees and Commissions.

D. Appointment to City Planning Commission
Approve the Mayor's recommendation to appoint David Hammontree to fill a vacancy on the Planning Commission for a three-year term, beginning immediately and expiring on December 31, 2026.

E. Resignation from Police Oversight Commission
Accept with regret, the resignation of Leonard Phillips from the Police Oversight Commission, effective immediately.

F. Appointment to Police Oversight Commission
Approve the Mayor's recommendation to appoint David Hammontree to a three-year term on the Police Oversight Commission, beginning immediately and ending on December 31, 2026.

Motion was made by Councilmember Wood, seconded by Councilmember Gunn to approve the consent calendar.

City Manager Jonathan Greene provided the address of 100 W. Washington for Item B.

Vote was taken on the motion. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Gunn, Wood, Hunt, and Forgrave (6). Nays: none. Motion carried.

OTHER BUSINESS: none

NEW BUSINESS:

A. Boos Recreation Center Construction Project
Recommendation: *Approve the Boos Recreation Center Phase Three contract to R.W. Mercer, of Jackson, Michigan for the amount of $545,000.000***.**

Motion was made by Vice Mayor Dancy, seconded by Councilmember Hunt to approve the Boos Recreation Center Phase Three contract to R.W. Mercer, of Jackson, Michigan for the amount of $545,000.000**.** Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Gunn, Wood, Hunt, and Forgrave (6). Nays: none. Motion carried.

B. Sale of City owned residential property located at 206 W Argyle St
Recommendation: *Approve the sale of City owned residential property located at 206 West Argyle Street, to Conrad Hunt for $4000.00. Authorize the City Manager to sign all sale documents associated with the Property Transfer and to make minor modifications.*

Motion was made by Councilmember Wood, seconded by Vice Mayor Dancy to approve the sale of City owned residential property located at 206 West Argyle Street for $4000.00 to Conrad Hunt. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Gunn, Wood, Hunt, and Forgrave (6). Nays: none. Motion carried.

C. Engineering Contract Award - MLK Equality Trail Reconstruction Optimist Shelter to West Avenue
Recommendation: *Approval of an award for the contract for the MLK Equality Trail Reconstruction from Optimist Shelter to West Avenue project to Anlaan Corporation, Inc. of Grand Haven, Michigan at a cost of $373,431.00, and authorization for the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.*

Motion was made by Vice Mayor Dancy, seconded by Councilmember Forgrave to approve the award for the contract for the MLK Equality Trail Reconstruction from Optimist Shelter to West Avenue project to Anlaan Corporation, Inc. of Grand Haven, Michigan at a cost of $373,431.00, and authorization for the Mayor and City Clerk to execute the appropriate

document(s) in accordance with the Purchasing Agent. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Gunn, Wood, Hunt, and Forgrave (6). Nays: none. Motion carried.

D. Renewal of the contract with Michigan Agribusiness Solutions of LLC Saginaw, Michigan, for the hauling and land application of bio solids from the Wastewater Treatment Plant.
Recommendation: *Renew the contract with Michigan Agribusiness Solutions of LLC Saginaw, Michigan, for the hauling and land application of bio solids from the Wastewater Treatment Plant at the cost of $0.041 per gallon, for an estimated annual cost of $260,000*

Motion was made by Councilmember Gunn, seconded by Councilmember Wood to renew the contract with Michigan Agribusiness Solutions of Saginaw, Michigan, for the hauling and land application of bio solids from the Wastewater Treatment Plant. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Gunn, Wood, Hunt, and Forgrave (6). Nays: none. Motion carried.

COUNCILMEMBERS' COMMENTS:

Mayor Mahoney, Vice Mayor Dancy, and Councilmembers Gunn, Wood, Hunt, and Forgrave all offered comments.

MANAGER'S COMMENTS:

City Manager Jonathan Greene did not offer comments.

ADJOURNMENT:

No further business being offered, a motion to adjourn was made by Vice Mayor Dancy and was seconded by Councilmember Hunt. Vote was done by voice with all in favor. Motion carried. Mayor Mahoney adjourned the meeting at 8:22 p.m.

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM:

DATE: March 19, 2024

RECOMMENDATION:

ISSUE STATEMENT

What is the real problem you are trying to solve? What is the issue that needs to be addressed?

DESCRIBE THE CONSEQUENCES

What are consequences if this problem persists? What is the impact on the team, city, and citizens?

OWNERSHIP

How did you contribute to the problem? Or, how has the problem found it's way to you? Why are you or your department the one responsible for a solution. Use this section to demonstrate responsibility.

SOLUTION

What solutions will you implement to solve the problem or issue both tactically and strategically? In other words, what's is the fix now, and what are you thinking about long term?

FACILITATE IMPLEMENTATION

Restate the recommendation

ATTACHMENTS

1. 3.05.24 CCMIN

CITY COUNCIL MEETING MINUTES
SPECIAL MEETING MARCH 5, 2024

CALL TO ORDER:

The Jackson City Council met in special session in Council Chambers and was called to order at 6:02 p.m. by Mayor Daniel Mahoney.

PLEDGE OF ALLEGIANCE AND INVOCATION:

Council joined in the Pledge of Allegiance.

ROLL CALL:

Present: Mayor Daniel Mahoney, First Ward Councilmember Arlene Robinson, Vice Mayor/Second Ward Councilmember Freddie Dancy, Third Ward Councilmember Angelita Gunn, Fourth Ward Councilmember Conner Wood, and Fifth Ward Councilmember Shalanda Hunt.

Absent: Sixth Ward Councilmember Will Forgrave

Also present: City Manager Jonathan Greene, City Attorney Matthew Hagerty, City Clerk Andrea Muray, and Chief Equity Officer John Willis.

ADOPTION OF AGENDA:

Motion was made by Councilmember Gunn, seconded by Councilmember Hunt to adopt the agenda. Vote – Yeas: Mayor Mahoney, Vice Mayor Dancy, Councilmembers Robinson, Gunn, Wood, and Hunt (6). Nays: none. Motion carried.

PRESENTATIONS/PROCLAMATIONS:

A. Presentations from organizations responding to Request for Proposals for services at TA Wilson School
    1. Vittoria Jimerson presented on behalf of the Community Center Concept Plan (Interfaith Shelter, Welcome Home Organization, My Place, and Altering Outcomes).

2. Tasha Carter presented on the behalf of Residents in Action.

3. Tracie Jo "TJ" Sutliff presented on behalf of Second Chance 4 All Jackson.

Motion was made by Councilmember Hunt, seconded by Councilmember Robinson to take a 10 minute recess. Vote was done by voice with all in favor. Motion carried.

A recess was taken from 7:00 p.m. until 7:13 p.m.

Motion was made by Councilmember Wood, seconded by Councilmember Gunn to return from the recess. Vote was done by voice with all in favor. Motion carried.

CITIZEN COMMENTS:

Citizen comments were heard and the meeting continued.

CITY COUNCILMEMBER'S COMMENTS:

Mayor Mahoney, Vice Mayor Dancy, and Councilmembers Robinson, Gunn, Wood, and Hunt offered comments.

MANAGER'S COMMENTS:

City Manager Jonathan Greene offered comments.

ADJOURNMENT:

No further business being offered, a motion to adjourn was made by Vice Mayor Dancy, seconded by Councilmember Wood. Vote was done by voice with all in favor. Mayor Mahoney adjourned the meeting at 8:42 p.m.

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: March 19, 2024

SUBJECT: Social District Permit - Tilted Arcade, LLC

Recommendation:

Consider adopting a resolution providing the Local Governmental Unit approval for a social district permit for Tilted Arcade, LLC's State of Michigan Liquor Control Commission application.

Tilted Arcade, LLC has possessed a State of Michigan Social District Permit in years past and is attempting to obtain a 2024 license.

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll Free: 866-813-0011 • www.michigan.gov/lcc

Business ID:

Request ID: _____
(For MLCC use only)

Local Governmental Unit Approval For Social District Permit

Instructions for Governing Body of Local Governmental Unit:
A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ council/board
(regular or special) *(name of city, township, or village)*

called to order by _____ on _____ at _____
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from Tilted Arcade LLC
(name of licensee - if a corporation or limited liability company, please state the company name)

for a **Social District Permit** is _____ by this body for consideration for approval by the
(recommended/not recommended)

Michigan Liquor Control Commission.

If not recommended, state the reason: _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
(name of city, township, or village)

council/board at a _____ meeting held on _____
(regular or special) *(date)*

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the council/board as part of a social district pursuant to MCL 436.1551.

Print Name of Clerk	Signature of Clerk	Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

LARA is an equal opportunity employer/program.Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: March 19, 2024

SUBJECT: Special Event Application: Relay for Life

Recommendation:

Approve a request from the American Cancer Society to host their Relay for Life event August 2-3, 2024, in and around Sparks Foundation Park.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for Relay for Life.

I recommend approval of the special event application for Relay for Life. Your consideration and concurrence is appreciated.

JG

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director , DDA Director

DATE: March 19, 2024

RECOMMENDATION:

ISSUE STATEMENT

Approvals noted below by each department indicate they have been made aware of the request and the capacity of their department has been met. Conditions of their approval and special considerations are noted.

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		$0.00
Engineering	X		$0.00
Fire	X		$0.00
Community Development	X		$0.00
Parks & Recreation	X		$0.00
Police	X		$0.00
Public Works	X		$1800.00
		TOTAL	***$1800.00***

DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Electricity, city stage on wheels, light towers, street closure

OWNERSHIP

Insurnace Status: Current and on-file with the City Attorney and Downtown Development Authority

SOLUTION

FACILITATE IMPLEMENTATION

Approve a request from the American Cancer Society to host their Relay for Life event August 2-3, 2024, in and around Sparks Foundation Park.

ATTACHMENTS

1. SEA--Jackson Relay for Life

City of Jackson Downtown Development Authority
161 W Michigan Ave, Jackson Michigan, MI 49201
Contact for questions at 517-768-6411 or aecon@cityofjackosn.org

SPECIAL EVENT APPLICATION

Application must be submitted 60 days PRIOR to event

Application Attachments

- ☐ $50 Application Fee
- ☐ $25 Late/Rush Fee
- ☐ Insurance documentation for sponsoring organization
- ☐ Event Map –*Please indicate the location of all items*
- ☐ Liquor License & Liquor Liability Insurance (if applicable)
- ☐ Carnival Ride Permit (*if applicable*)
- ☐ Insurance documentation for all vendors (if applicable)

Make checks payable to "Downtown Development Authority"

Special Event Application Policy

Additional charges may occur if policies are broken.

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
8. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft^2 and does not block any intersections, driveways, or right-of-ways.

Applicant Information

Sponsoring Organization Legal Name: American Cancer Society, Inc.			
Address: PO Box 10069, Detroit, MI 48210		Phone: (517) 325.2272	
Tax ID#: 13-1788491	Website: RelayForLife.org/JacksonCountyMI		
Contact Name: Katie Jones	Phone: 517.325.2272	Email: katie.jones@cancer.org	
Contact Name:	Phone:	Email:	
Contact Name During Event: Katie Jones		Phone: (269)967-1762	

Event Information

Event Name: Relay for Life

Event Date(s):	Set up Time:	Start Time:	End Time:	Tear Down Time:
8/2/24 - 8/3/24	8am (8/2)	4pm (8/2)	2pm (8/3)	2pm (8/3)

Has this event occurred before? ☑Yes, (if yes, how many previous years? 33 years ☐No

Do you expect this event to occur again next year? yes What is the expected attendance for this event? 1,000

Type of Event (*please check all that apply*)

☐Walk/Run ☐Festival ☐March/Parade ☑Other: Walk in a loop with activities/campsites around loop

Event Location – *Choose any of the following that apply. For parks, include a map of the area being used.*

☐Horace Blackman Park

☐Bucky Harris Park

☐Ella Sharp Park *(requires Ella Sharp Board approval)*

☐GrandRiver Farmers Market Pavilion

☐TRUE City Square (Stage)

☐MLK Equality Trail

☐Other Location: _____

☑ Streets: Randolph Street

☑Other Park: Cascades Park

Brief description of Event

This description will be posted on the Special Events Calendar on our website. Please attach an additional sheet if necessary.

The American Cancer Society's Relay For Life brings the community together to fight back against cancer. Individuals, teams, survivors, and caregivers rally together. One member of each team is walking the Relay track through the event.

Street Closure– *Please indicate all street closures on your map.*

Street Name: Randolph Street Cross Streets Between Brown St. and W High St.

Closure Start Date: 8/2/24 Time: 12:00pm Closure End Date: 8/3/24 Time: 4pm

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

City Resources Requests

Not all resources may be available at your requested site.

Please be specific and list any additional information or requests. Such requests might include assistance from the Police Department, Fire Department, Parks and Recreation Department, Public Works Department, etc. Attach additional pages, if needed.

☑ **Electrical Power:** Indicate electrical requirements: we utilize the drop boxes on Randolph and the outlets next to the basketball court
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____
****All electrical lines MUST be covered to limit tripping hazards. ****

☐ **Water Needs**: Indicate water requirements:_____
Amount of water needed:_____ Locations of where water is needed: _____

☐ **Food/Vendors**: Indicate vendors requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____ Number of vendors: _____

☐ **Alcohol Sales**: (If yes attach liquor license and liquor liability insurance)
Start Time:_____ End Time: _____

☐ **Amusement or Carnival Rides**: If yes indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐ **Fireworks**: If yes indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐Traffic Cones ☑ Mobile Stage (*please circle* **15-foot** or **25-foot** *version*)

☑Other: Use of two light towers to be placed on either side of Randolph Street

Insurance

Please request the following documentation from your insurance carrier.

Insurance Type	Requirements
Requested Certificate of Liability Insurance *(MUST also be provided by all vendors)*	• Showing a liability coverage of at least $1,000,000 • Identifying "City of Jackson" & " Jackson Downtown Development Authority as additional insured
Liquor Liability Insurance *(if needed)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance *(if needed; required for all fireworks displays)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

☐ *I am a Level 1 Special Event (low resources), and would like to be considered for eligibility to enter a Hold Harmless Agreement with The City of Jackson in lieu of providing the above-required insurance documentation.*

Event Map *Details of all event activities MUST be included.*

☐Route Plan	☐Emergency Vehicle Access	☐Restroom Locations
☐Vendor Locations	☐Dispersal Locations	☐Tables
☐Tent Locations	☐Trash Receptacles	☐Requested Reserved Parking
☐Assembly Locations	☐Requested Street Closures	☐Electrical Wires & Outlets

If these details change, a revised map must be provided seven days prior to event.
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.

Special Event Application

Certification & Signature

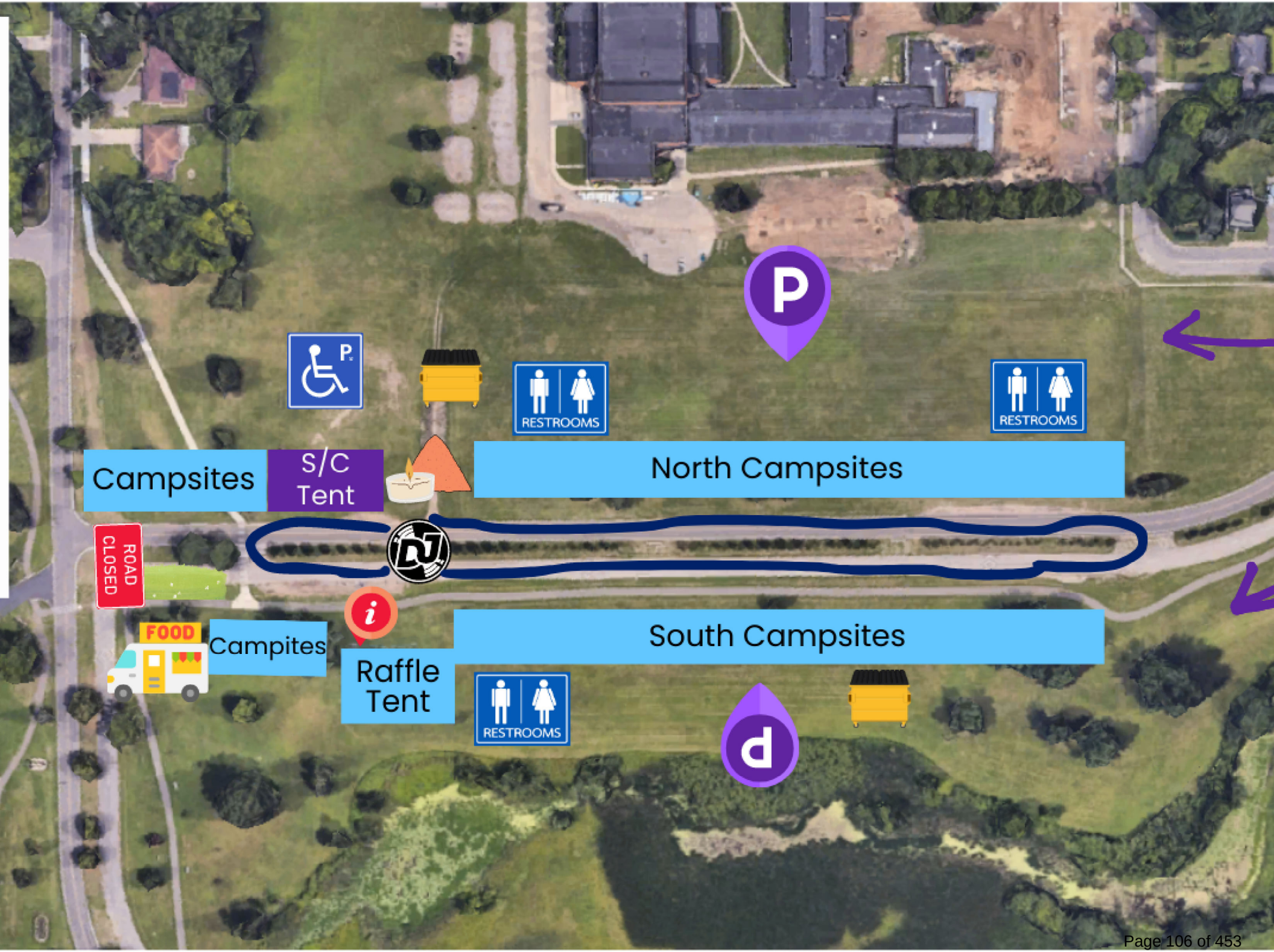
1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional action required.
5. All food vendors must be approved by the Jackson County Health Department and each food and other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. Extreme Close-Up (XCU) fireworks liability insurance is required for all fireworks display.
7. The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.
8. If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature: Katie Jones

Date: 12/6/23

Office Use ONLY
Application Received: Date: 12/6/2023 A.E. Time: By:
Application Fee Received: Not yet

Application Requirements
Application MUST be submitted 60 days PRIOR to event *****NO EXCEPTIONS*****
Application MUST be submitted along with all required attachments to: City of Jackson Downtown Development Authority Office 161 W Michigan Ave, 5th Floor Jackson Michigan, MI 49201 or aecon@cityofjackson.org (517) 768-6411
Prohibited Items *Additional fees may apply if policies are not followed*
No ground stakes No confetti or glitter No use of outlets without prior approval


P
RESTROOMS
RESTROOMS
Campsites
S/C Tent
North Campsites
ROAD CLOSED
DJ
FOOD
Campites
Raffle Tent
South Campsites
RESTROOMS
d

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 2/15/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Aashish Mawani	
Commercial Lines – (404) 923-3700 USI Insurance Services LLC 1 Concourse Parkway NE, Suite 700 Atlanta, GA 30328	PHONE (A/C, No, Ext): 470-428-9760	FAX (A/C, No): 610-537-1929
	E-MAIL ADDRESS: aashish.mawani@usi.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : ACE American Insurance Company	22667
INSURED American Cancer Society, Inc. 270 Peachtree Street NW, Ste 1300 Atlanta, GA 30303	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 15827894 **REVISION NUMBER:** See below

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	X		HDO G47297552	09/01/2023	09/01/2024	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 2,500
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 25,000,000
	X POLICY PRO-JECT X LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	X OTHER: Event							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE / OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBEREXCLUDED? (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: COIR000013004
Relay for Life Jackson County
The Cascades Park
August 2-3, 2024

City of Jackson ant the Jackson Downtown Development Authority are included as an additional insured in accordance with the terms and conditions of the General Liability policy and only if required by written contract or agreement.

CERTIFICATE HOLDER

City of Jackson
Downtown Development Authority Office
161 W Michigan Ave, 5th Floor
Jackson Michigan, MI 49201

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Paul B. Bl...

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JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: March 19, 2024

SUBJECT: Special Event Application: Pinwheel Garden

Recommendation:

> Approve a request from the Council for the Prevention of Child Abuse & Neglect to hang a banner and create a small pinwheel garden in recognition of Child Abuse Prevention Month during the month of April in Austin Blair ("Greenwood") Park in the city of Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Council for the Prevention of Child Abuse & Neglect Banner Hanging to honor Child Abuse Prevention Month.

I recommend approval of the special event application for the Council for the Prevention of Child Abuse & Neglect Banner Hanging to honor Child Abuse Prevention Month. Your consideration and concurrence is appreciated.

JG

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director , DDA Director

DATE: March 19, 2024

RECOMMENDATION:

ISSUE STATEMENT

Approvals noted below by each department indicate they have been made aware of the request and the capacity of their department has been met. Conditions of their approval and special considerations are noted.

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		$0.00
Engineering	X		$0.00
Fire	X		$0.00
Community Development	X		$0.00
Parks & Recreation	X		$0.00
Police	X		$0.00
Public Works	X		$0.00
		TOTAL	***$0.00***

DESCRIBE THE CONSEQUENCES

Conditions & Considerations: None

OWNERSHIP

Insurance Status: Approval pending receipt of proper insurance

SOLUTION

FACILITATE IMPLEMENTATION

Approve a request from the Council for the Prevention of Child Abuse & Neglect to hang a banner and create a small pinwheel garden in recognition of Child Abuse Prevention Month during the month of April in Austin Blair (“Greenwood”) Park in the city of Jackson.

ATTACHMENTS

1. SEA--Pinwheel Garden

JACKSON
Founded 1829

City of Jackson Downtown Development Authority
161 W Michigan Ave, Jackson Michigan, MI 49201
Contact for questions at 517-768-6411 or aecon@cityofjackosn.org

SPECIAL EVENT APPLICATION

Application must be submitted 60 days PRIOR to event

Application Attachments

- ☐ $75 Application Fee please invoice for this
- ☐ $50 Late/Rush Fee (submitted post 60-day deadline)
- ☐ Insurance documentation for sponsoring organization — requested, will send when I get it
- ☑ Event Map – *Please indicate the location of all items*
- ☐ Liquor License & Liquor Liability Insurance (if applicable)
- ☐ Carnival Ride Permit (*if applicable*)
- ☐ Insurance documentation for all vendors (if applicable)

Make checks payable to "Downtown Development Authority"

Special Event Application Policy

Additional charges may occur if policies are broken.

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
8. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft and does not block any intersections, driveways, or right-of-ways.

Applicant Information

Sponsoring Organization Legal Name: Council for the Prevention of Child Abuse & Neglect		
Address: 1606 Greenwood Pl. Jackson, MI 49203	Phone: (517) 788-4239 (CPCAN)	
Tax ID#: 38-2331754	Website: www.cpcanjackson.org	
Contact Name: Staci Blalock	Phone: 517-788-4239	Email: sblalock@cpcanjackson.org
Contact Name:	Phone:	Email:
Contact Name During Event: Staci Blalock	Phone: (517) 917-5025	

Event Information

Event Name:

Event Date(s):	Set up Time:	Start Time:	End Time:	Tear Down Time:
04/04/2024	11:30Am	12pm	1:30pm	2pm

Has this event occurred before? ☑Yes, (if yes, how many previous years? several) ☐No

Do you expect this event to occur again next year? Yes What is the expected attendance for this event? 50 or less

Type of Event (*please check all that apply*)

☐Walk/Run ☐Festival ☐March/Parade ☑Other: Gathering w/ 3-4 speakers

Event Location – *Choose any of the following that apply. For parks, include a map of the area being used.*

☐Horace Blackman Park

☐Bucky Harris Park

☐Ella Sharp Park *(requires Ella Sharp Board approval)*

☐GrandRiver Farmers Market Pavilion

☐TRUE City Square (Stage)

☐MLK Equality Trail

☒Other Location: Greenwood Park

☐ Streets:

☐Other Park:

Brief Description of Event

This description will be posted on the Special Events Calendar on our website. Please attach an additional sheet if necessary.

CPCAN holds a small gathering/ceremony every year during Child Abuse Prevention Month (April). This annual gathering concludes with pinwheels being "planted" to form a pinwheel garden. The pinwheel represents the happy, carefree, safe childhood that every child deserves. CPCAN is the only primary child abuse/neglect prevention agency in Jxn & April is a month where our efforts & efforts across the State (and nation) are at the forefront. I will speak to let attendees know what we've accomplished & what is coming for our agency & how we can work as a community to support children & families. In previous years the DHHS director, mayor, & Judge Lefler have spoken.

Street Closure– *Please indicate all street closures on your map.*

Street Name: Cross Streets

Closure Start Date: Time: Closure End Date: Time:

Street Name: Cross Streets

Closure Start Date: Time: Closure End Date: Time:

Street Name: Cross Streets

Closure Start Date: Time: Closure End Date: Time:

Street Name: Cross Streets

Closure Start Date: Time: Closure End Date: Time:

Street Name: Cross Streets

Closure Start Date: Time: Closure End Date: Time:

Street Name: Cross Streets

Closure Start Date: Time: Closure End Date: Time:

Street Name: Cross Streets

Closure Start Date: Time: Closure End Date: Time:

City Resources Requests

Not all resources may be available at your requested site.

Please be specific and list any additional information or requests. Such requests might include assistance from the Police Department, Fire Department, Parks and Recreation Department, Public Works Department, etc. Attach additional pages, if needed.

☐ **Electrical Power:** Indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____
****All electrical lines MUST be covered to limit tripping hazards. ****

☐ **Water Needs**: Indicate water requirements:_____
Amount of water needed:_____ Locations of where water is needed: _____

☐ **Food/Vendors**: Indicate vendors requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____ Number of vendors: _____

☐ **Alcohol Sales**: (If yes attach liquor license and liquor liability insurance)
Start Time:_____ End Time: _____

☐ **Amusement or Carnival Rides**: If yes indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐ **Fireworks**: If yes indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐Traffic Cones ☐ Mobile Stage (*please circle* **15-foot** or **25-foot** *version*)

☐Other:_____

Additional Event Information

Garbage Plan: Brief description on garbage management for events with 100+ attendees.

Bathroom Plan: Brief description on bathroom(s) based on event size, duration, and services offered.

Our agency is across the street & will have bathrooms available.

Required Attachments for Application Processing

Insurance

Please request the following documentation from your insurance carrier.

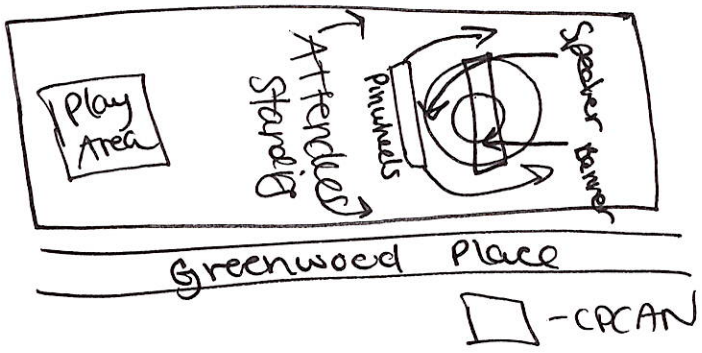
Insurance Type	Requirements
Certificate of Liability Insurance *(MUST also be provided by all vendors)*	• Showing a liability coverage of at least $1,000,000 • Identifying "City of Jackson" & " Jackson Downtown Development Authority" as additional insured
Liquor Liability Insurance *(if needed)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance *(if needed; required for all fireworks displays)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

☐ *I am a Level 1 Special Event (low resources), and would like to be considered for eligibility to enter a Hold Harmless Agreement with The City of Jackson in lieu of providing the above-required insurance documentation.*

Event Map *Details of all event activities MUST be included.*

☐Route Plan	☐Emergency Vehicle Access	☐Restroom Locations
☐Vendor Locations	☐Dispersal Locations	☐Tables
☐Tent Locations	☐Trash Receptacles	☐Requested Reserved Parking
☐Assembly Locations	☐Requested Street Closures	☐Electrical Wires & Outlets

If these details change, a revised map must be provided seven days prior to event.
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.



***Note:** We want to inform you that adjustments are being made to the City Special Event Application process to align with the demand for City resources and the overtime required to facilitate these events. As part of this process, we will gradually introduce limits and monetary requirements for utilizing city resources.

Special Event Application

Certification & Signature

1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event Application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional action required.
5. All food vendors must be approved by the Jackson County Health Department and each food and other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. Extreme Close-Up (XCU) fireworks liability insurance is required for all fireworks display.
7. **The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.**
8. If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature: _____

Date: 02/05/2024

Office Use ONLY
Application Received: Date: 2/5/2024 A.E Time: By:
Application Fee Received: Invoice Sent

Application Requirements
Application MUST be submitted 60 days PRIOR to event ***NO EXCEPTIONS***
Application MUST be submitted along with all required attachments to: City of Jackson Downtown Development Authority Office 161 W Michigan Ave, 5th Floor Jackson Michigan, MI 49201 or aecon@cityofjackson.org (517) 768-6411
Prohibited Items *Additional fees may apply if policies are not followed*
No ground stakes No confetti or glitter No use of outlets without prior approval

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: March 19, 2024

SUBJECT: Special Event Application: Huntington's Disease Society Team Hope Walk

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Recommendation:

Approve a request from the Huntington's Disease Society Team Hope Walk on August 17, 2024, on the sidewalks of downtown Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for the Huntington's Disease Society Team Hope Walk.

I recommend approval of the special event application for the Huntington's Disease Society Team Hope Walk. Your consideration and concurrence is appreciated.

JG

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director , DDA Director

DATE: March 19, 2024

RECOMMENDATION:

ISSUE STATEMENT

Approvals noted below by each department indicate they have been made aware of the request and the capacity of their department has been met. Conditions of their approval and special considerations are noted.

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		$0.00
Engineering	X		$0.00
Fire	X		$0.00
Community Development	X		$0.00
Parks & Recreation	X		$0.00
Police	X		$0.00
Public Works	X		$400.00
		TOTAL	***$400.00***

DESCRIBE THE CONSEQUENCES

Conditions & Considerations: Request for DPW no parking tri pods.

OWNERSHIP

Insurance: On file with the City Attorney and the Downtown Development Authority.

SOLUTION

FACILITATE IMPLEMENTATION

Approve a request from the Huntington ’s Disease Society of America to host the Team Hope Walk on Sunday, August 17, 2024, from 10 am – 2 pm on downtown Jackson sidewalks.

ATTACHMENTS

1. SEA--HDSA Team Hope Walk

JACKSON
Founded 1829

City of Jackson Downtown Development Authority
161 W Michigan Ave, Jackson Michigan, MI 49201
Contact for questions at 517-768-6411 or aecon@cityofjackosn.org

SPECIAL EVENT APPLICATION

Application must be submitted 60 days PRIOR to event

Application Attachments

- ☒ $50 Application Fee
- ☐ $25 Late/Rush Fee
- ☒ Insurance documentation for sponsoring organization
- ☒ Event Map –*Please indicate the location of all items*
- ☐ Liquor License & Liquor Liability Insurance (if applicable)
- ☐ Carnival Ride Permit (*if applicable*)
- ☐ Insurance documentation for all vendors (if applicable)

Make checks payable to "Downtown Development Authority"

Special Event Application Policy

Additional charges may occur if policies are broken.

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
8. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft^2 and does not block any intersections, driveways, or right-of-ways.

Applicant Information

Sponsoring Organization Legal Name:	Huntington's Disease Society of America - Upper Great Lakes Region		
Address: PO Box 72 Richland, MI 49083		Phone: (269) 629-5452	
Tax ID#: 13-3349872	Website: www.hdsa.org		
Contact Name: Deb Boyd	Phone: 269-629-5452	Email:	dboyd@hdsa.org
Contact Name: Chauntay Reynolds	Phone: 517-812-9263	Email:	cah010692@gmail.com
Contact Name During Event: Chauntay & Justin Reynolds		Phone: (517) 795-3333	

Event Information

Event Name: HDSA Team Hope Walk

Event Date(s):	Set up Time:	Start Time:	End Time:	Tear Down Time:
August 17th, 2024	8:00am	10:00am	2:00pm	2:30pm

Has this event occurred before? ☒Yes, (if yes, how many previous years? 1 year in 2023 ☐No

Do you expect this event to occur again next year? yes What is the expected attendance for this event? 250

Type of Event (*please check all that apply*)

☒Walk/Run ☐Festival ☐March/Parade ☐Other: _____

Event Location – *Choose any of the following that apply. For parks, include a map of the area being used.*

☐Horace Blackman Park

☐Bucky Harris Park

☐Ella Sharp Park *(requires Ella Sharp Board approval)*

☐GrandRiver Farmers Market Pavilion

☐TRUE City Square (Stage)

☐MLK Equality Trail

☒Other Location: Participants will be walking on city sidewalks on one of three routes.

☐ Streets: _____

☐Other Park: _____

Brief description of Event

This description will be posted on the Special Events Calendar on our website. Please attach an additional sheet if necessary.

Family friendly fun walk – with music, food, raffles, & more! Come walk around & enjoy the beautiful murals while raising funds and awareness for Huntington's Disease on Sunday, August 17, 2024 from 10 to 2pm

Huntington's disease (HD) is a fatal genetic disorder that causes the progressive breakdown of nerve cells in the brain. It deteriorates a person's physical and mental abilities during their prime working years and has no cure. Every child of a parent with HD has a 50/50 chance of carrying the faulty gene that causes HD. Today, there are 41,000 symptomatic Americans and more than 200,000 at-risk of inheriting the disease.

Many describe the symptoms of HD as having ALS, Parkinson's and Alzheimer's – simultaneously.

The Central Michigan Team Hope Walk is an excellent opportunity for you to support a great cause!

Street Closure– *Please indicate all street closures on your map.*

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

City Resources Requests

Not all resources may be available at your requested site.

Please be specific and list any additional information or requests. Such requests might include assistance from the Police Department, Fire Department, Parks and Recreation Department, Public Works Department, etc. Attach additional pages, if needed.

☐ **Electrical Power:** Indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____
****All electrical lines MUST be covered to limit tripping hazards. ****

☐ **Water Needs**: Indicate water requirements:_____
Amount of water needed:_____ Locations of where water is needed: _____

☐ **Food/Vendors**: Indicate vendors requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____ Number of vendors: _____

☐ **Alcohol Sales**: (If yes attach liquor license and liquor liability insurance)
Start Time:_____ End Time: _____

☐ **Amusement or Carnival Rides**: If yes indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐ **Fireworks**: If yes indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐Traffic Cones ☐ Mobile Stage (*please circle* **15-foot** or **25-foot** *version*)

☒Other: No parking signs

Insurance

Please request the following documentation from your insurance carrier.

Insurance Type	Requirements
*Insurance requested for event Certificate of Liability Insurance *(MUST also be provided by all vendors)*	• Showing a liability coverage of at least $1,000,000 • Identifying "City of Jackson" & " Jackson Downtown Development Authority as additional insured
Liquor Liability Insurance *(if needed)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance *(if needed; required for all fireworks displays)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

☐ *I am a Level I Special Event (low resources), and would like to be considered for eligibility to enter a Hold Harmless Agreement with The City of Jackson in lieu of providing the above-required insurance documentation.*

Event Map *Details of all event activities MUST be included.*

☐Route Plan	☐Emergency Vehicle Access	☐Restroom Locations
☐Vendor Locations	☐Dispersal Locations	☐Tables
☐Tent Locations	☐Trash Receptacles	☐Requested Reserved Parking
☐Assembly Locations	☐Requested Street Closures	☐Electrical Wires & Outlets

If these details change, a revised map must be provided seven days prior to event.
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.

Special Event Application

Certification & Signature

1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional action required.
5. All food vendors must be approved by the Jackson County Health Department and each food and other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. Extreme Close-Up (XCU) fireworks liability insurance is required for all fireworks display.
7. The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.
8. If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature: Courtney Reynolds

Date: 1/29/24

Office Use ONLY	
Application Received:	
Date:	Andrea Econ 1/29/24
Time:	
By:	
Application Fee Received:	Not Yet

Application Requirements

Application MUST be submitted 60 days PRIOR to event
NO EXCEPTIONS

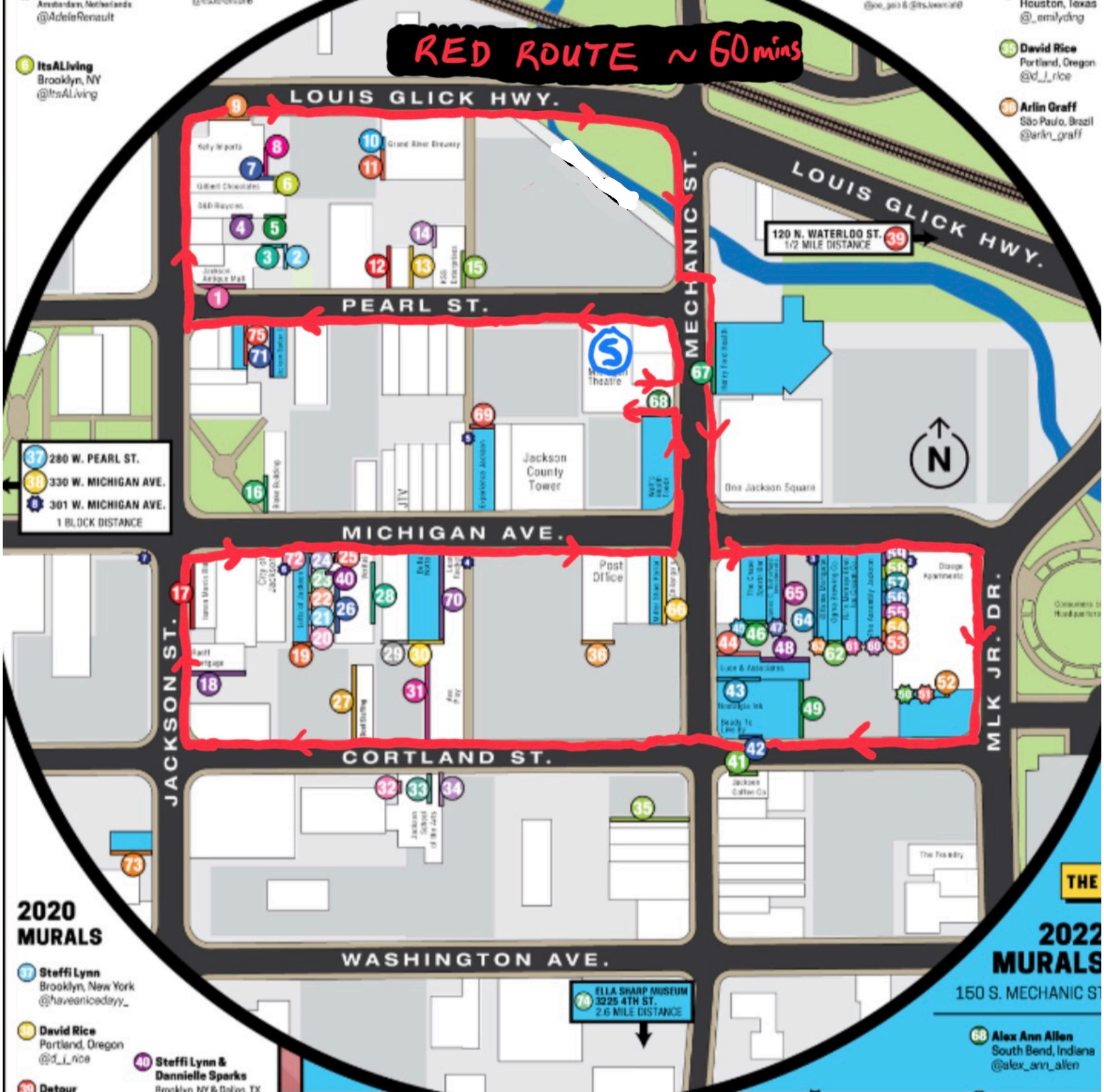
Application MUST be submitted along with all required attachments to:
City of Jackson
Downtown Development Authority Office
161 W Michigan Ave, 5th Floor
Jackson Michigan, MI 49201 or aecon@cityofjackson.org
(517) 768-6411

Prohibited Items

Additional fees may apply if policies are not followed

No ground stakes
No confetti or glitter
No use of outlets without prior approval


GREEN ROUTE ~20mins
LOUIS GLICK HWY.
PEARL ST.
MECHANIC ST.
MICHIGAN AVE.
JACKSON ST.
CORTLAND ST.
MLK JR. DR.
WASHINGTON AVE.
120 N. WATERLOO ST.
1/2 MILE DISTANCE
280 W. PEARL ST.
330 W. MICHIGAN AVE.
301 W. MICHIGAN AVE.
1 BLOCK DISTANCE
ELLA SHARP MUSEUM
3225 4TH ST.
2.6 MILE DISTANCE
Jackson County Tower
One Jackson Square
Post Office
2020 MURALS
2022 MURALS
150 S. MECHANIC ST
ItsALiving
Brooklyn, NY
@ItsALiving
Steffi Lynn
Brooklyn, New York
@haveanicedayy_
David Rice
Portland, Oregon
@d_j_rice
Steffi Lynn & Dannielle Sparks
Brooklyn, NY & Dallas, TX
Arlin Graff
São Paulo, Brazil
@arlin_graff
Alex Ann Allen
South Bend, Indiana
@alex_ann_allen


RED ROUTE ~60mins
LOUIS GLICK HWY.
PEARL ST.
MECHANIC ST.
MICHIGAN AVE.
JACKSON ST.
CORTLAND ST.
MLK JR. DR.
WASHINGTON AVE.
LOUIS GLICK HWY.
120 N. WATERLOO ST.
1/2 MILE DISTANCE
280 W. PEARL ST.
330 W. MICHIGAN AVE.
301 W. MICHIGAN AVE.
1 BLOCK DISTANCE
ELLA SHARP MUSEUM
3225 4TH ST.
2.6 MILE DISTANCE
Jackson County Tower
Post Office
One Jackson Square
N
2020 MURALS
Steffi Lynn
Brooklyn, New York
@haveanicedayy_
David Rice
Portland, Oregon
@d_j_rice
Steffi Lynn & Dannielle Sparks
Brooklyn, NY & Dallas, TX
ItsALiving
Brooklyn, NY
@ItsALiving
David Rice
Portland, Oregon
@d_j_rice
Arlin Graff
São Paulo, Brazil
@arlin_graff
2022 MURALS
150 S. MECHANIC ST
Alex Ann Allen
South Bend, Indiana
@alex_ann_allen


YELLOW ROUTE ~40 mins
LOUIS GLICK HWY.
PEARL ST.
MECHANIC ST.
MICHIGAN AVE.
JACKSON ST.
CORTLAND ST.
MLK JR. DR.
WASHINGTON AVE.
LOUIS GLICK HWY.
120 N. WATERLOO ST.
1/2 MILE DISTANCE
280 W. PEARL ST.
330 W. MICHIGAN AVE.
301 W. MICHIGAN AVE.
1 BLOCK DISTANCE
ELLA SHARP MUSEUM
3225 4TH ST.
2.6 MILE DISTANCE
Michigan Theatre
Jackson County Tower
One Jackson Square
Post Office
N
2020 MURALS
Steffi Lynn
Brooklyn, New York
@haveanicedayy_
David Rice
Portland, Oregon
@d_j_rice
Steffi Lynn & Dannielle Sparks
ItsALiving
Brooklyn, NY
@ItsALiving
David Rice
Portland, Oregon
@d_j_rice
Arlin Graff
São Paulo, Brazil
@arlin_graff
2022 MURALS
150 S. MECHANIC ST
Alex Ann Allen
South Bend, Indiana
@alex_ann_allen

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: March 19, 2024

SUBJECT: Special Event Application: Food Truck Tuesdays

Recommendation:

> Approve a request from the Jackson Downtown Development Authority, Michigan Theatre, and Jackson Symphony Orchestra to conduct their Food Truck Tuesday events on June 4 & 18, July 2 & 16, August 6 & 20, September 10, 2024, from 11:00 a.m. until 3:00 p.m. in the True Community Credit Union City Square and Horace Blackman Park.

Attached is a memo from Beth Kuiper regarding the Special Event Application for the Food Truck Tuesday events.

I recommend approval of the Special Event Application for the Food Truck Tuesdays. Your consideration and concurrence is appreciated.

JG

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director , DDA Director

DATE: March 19, 2024

RECOMMENDATION:

ISSUE STATEMENT

Approvals noted below by each department indicate they have been made aware of the request and the capacity of their department has been met. Conditions of their approval and special considerations are noted.

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		$0.00
Engineering	X		$1400.00*
Fire	X		$0.00
Community Development	X		$0.00
Parks & Recreation	X		$0.00
Police	X		$0.00
Public Works	X		$1400.00
		TOTAL	***$2800.00****

DESCRIBE THE CONSEQUENCES

Conditions & Considerations: DPW garbage cans, no parking tripods, and electrical. * The economic impact will vary to a lesser degree depending on the need to turn the power on for each event.

OWNERSHIP

Insurance: This event is covered under the City of Jackson's insurance policy.

SOLUTION

FACILITATE IMPLEMENTATION

Approve a request from the Jackson Downtown Development Authority, Michigan Theatre, and Jackson Symphony Orchestra to conduct their Food Truck Tuesday events on June 4 & 18, July 2 & 16, August 6 & 20, September 10, 2024, from 11:00 a.m. until 3:00 p.m. in the True Community Credit Union City Square and Horace Blackman Park.

ATTACHMENTS

1. SEA---Food Truck Tuesday

JACKSON
Founded 1829

City of Jackson Downtown Development Authority
161 W Michigan Ave, Jackson Michigan, MI 49201
Contact for questions at 517-768-6411 or aecon@cityofjackosn.org

SPECIAL EVENT APPLICATION

Application must be submitted 60 days PRIOR to event

Application Attachments

- [x] $75 Application Fee
- [ ] $50 Late/Rush Fee (submitted post 60-day deadline)
- [ ] Insurance documentation for sponsoring organization
- [ ] Event Map –*Please indicate the location of all items*
- [ ] Liquor License & Liquor Liability Insurance (if applicable)
- [ ] Carnival Ride Permit (*if applicable*)
- [ ] Insurance documentation for all vendors (if applicable)

Make checks payable to "Downtown Development Authority"

Special Event Application Policy

Additional charges may occur if policies are broken.

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
8. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft and does not block any intersections, driveways, or right-of-ways.

Applicant Information

Sponsoring Organization Legal Name: Jackson DDA		
Address: 161 W. Michigan Ave		Phone: (517) 768-6410
Tax ID#:	Website:	
Contact Name: Beth	Phone: 517-800-1445	Email: Jacksonddaca@cityofjackson.org
Contact Name:	Phone:	Email:
Contact Name During Event: same		Phone: (517) 800-1445

Event Information

Event Name: Food Truck Tuesday

Event Date(s):	Set up Time:	Start Time:	End Time:	Tear Down Time:
June - Sep see description for all dates (7 dates)	9 am	11 am	3 pm	3:15 pm

Has this event occurred before? ☒ Yes, (if yes, how many previous years? 5 years ☐ No

Do you expect this event to occur again next year? Yes What is the expected attendance for this event? 1,500

Type of Event (*please check all that apply*)

☐ Walk/Run ☒ Festival ☐ March/Parade ☑ Other: _____

Event Location – *Choose any of the following that apply. For parks, include a map of the area being used.*

☒ Horace Blackman Park

☐ Bucky Harris Park

☐ Ella Sharp Park *(requires Ella Sharp Board approval)*

☐ GrandRiver Farmers Market Pavilion

☒ TRUE City Square (Stage)

☐ MLK Equality Trail

☐ Other Location: _____

☒ Streets: Hayes Court & parking spaces on Michigan Ave (park side only)

☐ Other Park: _____

Brief Description of Event

This description will be posted on the Special Events Calendar on our website. Please attach an additional sheet if necessary.

Every 1st & 3rd Tuesday plus one in September

Dates: June = 4th & 18th August = 6th & 20th

July = 2nd & 16th Sept = 10th

lunchtime summer concert series w/food trucks

Street Closure– *Please indicate all street closures on your map.*

Street Name: Hayes Ct Cross Streets Pearl & Michigan Ave

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____

Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

City Resources Requests

Not all resources may be available at your requested site.

Please be specific and list any additional information or requests. Such requests might include assistance from the Police Department, Fire Department, Parks and Recreation Department, Public Works Department, etc. Attach additional pages, if needed.

☒ **Electrical Power:** Indicate electrical requirements: All Inground power & power at True Stage
Amount of electrical wattage needed: _____ Amount of plug ins: All HB Power
Locations of where plugs are needed: All inground & True Stage
****All electrical lines MUST be covered to limit tripping hazards. ****

☐ **Water Needs:** Indicate water requirements: _____
Amount of water needed: _____ Locations of where water is needed: _____

☒ **Food/Vendors:** Indicate vendors requirements: 10-12 Food Trucks
Amount of electrical wattage needed: _____ Amount of plug ins: 10-14
Locations of where plugs are needed: All HB inground Number of vendors: 10-13

☐ **Alcohol Sales:** (If yes attach liquor license and liquor liability insurance)
Start Time: _____ End Time: _____

☐ **Amusement or Carnival Rides:** If yes indicate electrical requirements: _____
Amount of electrical wattage needed: _____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐ **Fireworks:** If yes indicate electrical requirements: _____
Amount of electrical wattage needed: _____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐ Traffic Cones ☐ Mobile Stage (*please circle* **15-foot** or **25-foot** *version*)

☒ Other: No-parking Tri-pods DDA will provide, garbage & picnic tables

* Please turn off sprinklers for all events

Additional Event Information

Garbage Plan: Brief description on garbage management for events with 100+ attendees.

extra garbage cans from parks & we will have 4-6 large trash cans from tech trashcan for all overflow & trash garbage. dropped off & picked up next morning.

Bathroom Plan: Brief description on bathroom(s) based on event size, duration, and services offered.

Portables for each one dropped off in am & picked up next day at latest

Required Attachments for Application Processing

Insurance	
Please request the following documentation from your insurance carrier.	
Insurance Type	**Requirements**
Certificate of Liability Insurance *(MUST also be provided by all vendors)*	• Showing a liability coverage of at least $1,000,000 • Identifying "City of Jackson" & " Jackson Downtown Development Authority" as additional insured
Liquor Liability Insurance *(if needed)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance *(if needed; required for all fireworks displays)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

☐ *I am a Level I Special Event (low resources), and would like to be considered for eligibility to enter a Hold Harmless Agreement with The City of Jackson in lieu of providing the above-required insurance documentation.*

Event Map *Details of all event activities MUST be included.*		
☐Route Plan	☐Emergency Vehicle Access	☒Restroom Locations
☐Vendor Locations	☐Dispersal Locations	☒Tables
☐Tent Locations	☒Trash Receptacles	☐Requested Reserved Parking
☒Assembly Locations	☐Requested Street Closures	☐Electrical Wires & Outlets
If these details change, a revised map must be provided seven days prior to event. *Revised maps cannot include any additional street use, reserved parking, or additional space reservations.*		

***Note:** We want to inform you that adjustments are being made to the City Special Event Application process to align with the demand for City resources and the overtime required to facilitate these events. As part of this process, we will gradually introduce limits and monetary requirements for utilizing city resources.

Special Event Application

Certification & Signature

1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event Application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional action required.
5. All food vendors must be approved by the Jackson County Health Department and each food and other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. Extreme Close-Up (XCU) fireworks liability insurance is required for all fireworks display.
7. **The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.**
8. If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature: A.E.

Date: 2/6/24

Office Use ONLY
Application Received:
Date: A.E.
Time: 2/6/23
By:
Application Fee Received: N/A

Application Requirements

Application MUST be submitted 60 days PRIOR to event

*****NO EXCEPTIONS*****

Application MUST be submitted along with all required attachments to:

City of Jackson
Downtown Development Authority Office
161 W Michigan Ave, 5th Floor
Jackson Michigan, MI 49201 or
aecon@cityofjackson.org
(517) 768-6411

Prohibited Items

Additional fees may apply if policies are not followed

No ground stakes
No confetti or glitter
No use of outlets without prior approval


W. PEARL STREET
closed off
LIVE MUSIC
TRUCK 6
TRUCK 5
TRUCK 4
TRUCK 3
TRUCK 2
TRUCK 1
TRUCK 7
TRUCK 8
TRUCK 9
TRUCK 10
TRUCK 11
POWER
110v plugs
up to 240v
S. JACKSON ST
ROAD CLOSED
LAWN GAMES
LAWN GAMES
LAWN GAMES
CE TENT
HOME.FM 106.9
Restrooms
TRUCK 12
TRUCK 13
parking spaces/ no parking
W. MICHIGAN AVE

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: March 19, 2024

SUBJECT: Special Event Application: Heart of a Lion 5K

Recommendation:

Approve a request from the Area 19 Special Olympics to host “Heart of a Lion 5K” on August 25, 2024, at Ella Sharp Park.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for “Heart of a Lion 5K.”

I recommend approval of the special event application for “Heart of a Lion 5K.” Your consideration and concurrence is appreciated.

JG

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director , DDA Director

DATE: March 19, 2024

RECOMMENDATION: Approve a request from the Area 19 Special Olympics to host Heart of a Lion 5K on August 25, 2024 at Ella Sharp Park.

ISSUE STATEMENT

Approvals noted below by each department indicate they have been made aware of the request and the capacity of their department has been met. Conditions of their approval and special considerations are noted.

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		$0.00
Engineering	X		$0.00
Fire	X		$0.00
Community Development	X		$0.00
Parks & Recreation	X		$0.00
Police	X		$190.00
Public Works	X		$1200.00
		TOTAL	***$1390.00***

DESCRIBE THE CONSEQUENCES

Conditions & Considerations: City stage on wheels; road closed barricades

OWNERSHIP

Insurance: Approval contingent on receipt of insurance.

SOLUTION

FACILITATE IMPLEMENTATION

Approve a request from the Area 19 Special Olympics to host Heart of a Lion 5K on August 25, 2024 at Ella Sharp Park.

ATTACHMENTS

1. SEA--Heart of a Lion 5K

JACKSON
Founded 1829

City of Jackson Downtown Development Authority
161 W Michigan Ave, Jackson Michigan, MI 49201
Contact for questions at 517-768-6411 or aecon@cityofjackosn.org

SPECIAL EVENT APPLICATION

Application must be submitted 60 days PRIOR to event

Application Attachments

- ☑ $50 Application Fee
- ☐ $25 Late/Rush Fee
- ☐ Insurance documentation for sponsoring organization
- ☐ Event Map –*Please indicate the location of all items*
- ☐ Liquor License & Liquor Liability Insurance (if applicable)
- ☐ Carnival Ride Permit (*if applicable*)
- ☐ Insurance documentation for all vendors (if applicable)

Make checks payable to "Downtown Development Authority"

Special Event Application Policy

Additional charges may occur if policies are broken.

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
8. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft^2 and does not block any intersections, driveways, or right-of-ways.

Applicant Information

Sponsoring Organization Legal Name: Jackson Area 19 Special Olympics		
Address: 210 E McDevitt Ave Jackson MI		Phone: (517) 748-7707
Tax ID#: 38-1964643	Website: SOMI.ORG	
Contact Name: Amy Gingras	Phone: (517) 262-1445	Email: amygingrasrealtor@gmail.com
Contact Name: Randy Coleman	Phone: (517) 740-3887	Email:
Contact Name During Event: Amy Gingras		Phone: (517) 262-1445

Event Information

Event Name: Heart of a Lion 5K

Event Date(s):	Set up Time:	Start Time:	End Time:	Tear Down Time:
8/25/2024	6am	9am	11 am	12 pm

Has this event occurred before? ☒Yes, (if yes, how many previous years? 9 years ☐No

Do you expect this event to occur again next year? Yes What is the expected attendance for this event? 200

Type of Event (*please check all that apply*)

☒Walk/Run ☐Festival ☐March/Parade ☐Other: _____

Event Location – *Choose any of the following that apply. For parks, include a map of the area being used.*

☐Horace Blackman Park

☐Bucky Harris Park

☒Ella Sharp Park *(requires Ella Sharp Board approval)*

☐GrandRiver Farmers Market Pavilion

☐TRUE City Square (Stage)

☐MLK Equality Trail

☐Other Location: _____

☒Streets: S. Oakwood, Birchwood Dr, Maplewood

☐Other Park: _____

Brief description of Event

This description will be posted on the Special Events Calendar on our website. Please attach an additional sheet if necessary.

Tenth Annual Heart of a Lion 5K Run/Walk.
All proceeds from this event benefit the Jackson Area 19 Special Olympics. The Special Olympics provides year round sports training + competition for individuals with special needs.
The Heart of a Lion is part of the ORS Race Series.

Street Closure – *Please indicate all street closures on your map.*

Street Name: Maplewood Cross Streets S Oakwood
Closure Start Date: 8-25-24 Time: 8:00 am Closure End Date: 8-25-24 Time: 12:00 pm

Street Name: S. Oakwood Cross Streets Birchwood / Maplewood
Closure Start Date: 8-25-24 Time: 8:00 am Closure End Date: 8-25-24 Time: 12:00pm

Street Name: Birchwood Cross Streets S. Oakwood / Maplewood
Closure Start Date: 8-25-24 Time: 8:00 Closure End Date: 8-25-24 Time: 12:00pm

Street Name: S. Oakwood Cross Streets Birchwood / Maplewood
Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____
Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

Street Name: _____ Cross Streets _____
Closure Start Date: _____ Time: _____ Closure End Date: _____ Time: _____

City Resources Requests

Not all resources may be available at your requested site.

Please be specific and list any additional information or requests. Such requests might include assistance from the Police Department, Fire Department, Parks and Recreation Department, Public Works Department, etc. Attach additional pages, if needed.

☐ **Electrical Power:** Indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____
****All electrical lines MUST be covered to limit tripping hazards. ****

☐ **Water Needs**: Indicate water requirements:_____
Amount of water needed:_____ Locations of where water is needed: _____

☐ **Food/Vendors**: Indicate vendors requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____ Number of vendors: _____

☐ **Alcohol Sales**: (If yes attach liquor license and liquor liability insurance)
Start Time:_____ End Time: _____

☐ **Amusement or Carnival Rides**: If yes indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐ **Fireworks**: If yes indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐Traffic Cones ☒ Mobile Stage (*please circle* **15-foot** or **25-foot** *version*)

☐Other:_____

Insurance

Please request the following documentation from your insurance carrier.

Insurance Type	Requirements
Certificate of Liability Insurance *(MUST also be provided by all vendors)*	• Showing a liability coverage of at least $1,000,000 • Identifying "City of Jackson" & " Jackson Downtown Development Authority as additional insured
Liquor Liability Insurance *(if needed)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance *(if needed; required for all fireworks displays)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

☐ *I am a Level 1 Special Event (low resources), and would like to be considered for eligibility to enter a Hold Harmless Agreement with The City of Jackson in lieu of providing the above-required insurance documentation.*

Event Map *Details of all event activities MUST be included.*

☐Route Plan	☐Emergency Vehicle Access	☐Restroom Locations
☐Vendor Locations	☐Dispersal Locations	☐Tables
☐Tent Locations	☐Trash Receptacles	☐Requested Reserved Parking
☐Assembly Locations	☐Requested Street Closures	☐Electrical Wires & Outlets

If these details change, a revised map must be provided seven days prior to event.
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.

Special Event Application

Certification & Signature

1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional action required.
5. All food vendors must be approved by the Jackson County Health Department and each food and other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. Extreme Close-Up (XCU) fireworks liability insurance is required for all fireworks display.
7. The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.
8. If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature: _____

Date: 1-26-24

Office Use ONLY	
Application Received:	
Date:	1-26-2024
Time:	3:24
By:	Beth K
Application Fee Received:	Yes

Application Requirements

Application MUST be submitted 60 days PRIOR to event
NO EXCEPTIONS

Application MUST be submitted along with all required attachments to:
City of Jackson
Downtown Development Authority Office
161 W Michigan Ave, 5th Floor
Jackson Michigan, MI 49201 or aecon@cityofjackson.org
(517) 768-6411

Prohibited Items

Additional fees may apply if policies are not followed

No ground stakes
No confetti or glitter
No use of outlets without prior approval

Like Comment Share

Cynthia Anderson, Christine Herrera Kerr, Tammie Vanderkarr Withrow and 8 others like this.

6 shares

Write a comment...

Amy Gingras
September 20 · Jackson, MI ·

Heart of a Lion 5K run/walk course map



Anne Markiewicz and Anne Vischer like this.

4 shares

Write a comment...

Amy Gingras
September 20 · Jackson, MI

Online Registration at Runsignup.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 01/12/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
American Specialty Insurance & Risk Services, Inc. dba American Specialty Insurance & Risk Services Agency 7609 W. Jefferson Blvd., Suite 100 Fort Wayne IN 46804	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Philadelphia Indemnity Insurance Company	18058
INSURED Special Olympics, Inc. 1133 19th Street NW Washington DC 20036	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 1002202700 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [ ] LOC [X] OTHER: OTHER	Y		PHPK2638240	12/31/2023	12/31/2024	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ Excluded
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 5,000,000
							PRODUCTS - COMP/OP AGG	$ 1,000,000
								$
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			PHPK2638240	12/31/2023	12/31/2024	COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
							NON-OWNED/HIRED AUTO	$ 1,000,000
A	[X] UMBRELLA LIAB [X] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 10,000			PHUB894526	12/31/2023	12/31/2024	EACH OCCURRENCE	$ 5,000,000
							AGGREGATE	$ 5,000,000
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

- Coverage applies to the following: SPECIAL OLYMPICS MICHIGAN AREA 19, CENTRAL MICHIGAN UNIVERSITY, MOUNT PLEASANT, MI 48859.

- Named Insured (cont'd): All Special Olympics Accredited U.S. Programs

CERTIFICATE HOLDER

Ella Sharp Park - City of Jackson

2800 4th Street

Jackson MI 49203

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Drew Smith

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AGENCY CUSTOMER ID: _____

LOC #: _____

ADDITIONAL REMARKS SCHEDULE

AGENCY		NAMED INSURED
American Specialty Insurance & Risk Services, Inc.		Special Olympics, Inc. 1133 19th Street NW Washington, DC 20036
POLICY NUMBER PHPK2638240		
CARRIER Philadelphia Indemnity Insurance Company	NAIC CODE 18058	EFFECTIVE DATE: 12/31/2023

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE - Certificate #1002202700

- The Hired Auto Physical Damage limit contains a $1,000 collision deductible and a $100 other than collision deductible (for commercially rented vehicles only). Nonowned and Hired Auto (NOHA) liability is excess of any valid and collectible insurance.
- Coverage for property you rent or occupy, property loaned to you and property in the care, custody, or control of the Insured, $100,000 limit subject to a $2,500 deductible per loss, excluding watercraft, aircraft, and autos.
- The Certificateholder is only an Additional Insured with respect to liability caused by the negligence of the Named Insured as per Form PI-AM-002-Additional Insured-Certificateholders, as respects to the SPECIAL OLYMPICS MICHIGAN AREA 19, 2024 HEART OF THE LION 5K from August 24, 2024 through August 25, 2024.
- Abusive Conduct Incident Sublimit: $1,000,000; Aggregate Sublimit of Insurance: $2,000,000; $100,000 Self-Insured Retention applies

*DDA requested updated insurance with the City and DDA listed as additionally insured.

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JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: March 19, 2024

SUBJECT: Special Event Application: Save Our Youth 20th Anniversary Celebration

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Recommendation:

Approve a request from Save Our Youth Help Them Prosper to host their 20th Anniversary Celebration on July 6th, 2024, at Ella Sharp Park.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for “Save Our Youth 20th Anniversary Celebration.”

I recommend approval of the special event application for “Save Our Youth Anniversary Celebration." Your consideration and concurrence are appreciated.

JG

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: DDA Director , DDA Director

DATE: March 19, 2024

RECOMMENDATION: Approve a request from Save Our Youth Help Them Prosper to host their 20th Anniversary Celebration on July 6th, 2024, at Ella Sharp Park.

ISSUE STATEMENT

Approvals noted below by each department indicate they have been made aware of the request and the capacity of their department has been met. Conditions of their approval and special considerations are noted.

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		$0.00
Engineering	X		$0.00
Fire	X		$0.00
Community Development	X		$0.00
Parks & Recreation	X		$0.00
Police	X		$0.00
Public Works	X		$400.00
		TOTAL	***$400.00***

DESCRIBE THE CONSEQUENCES

Conditions & Considerations: City stage on wheels

OWNERSHIP

Insurance Status: Approval contingent on receipt of insurance

SOLUTION

FACILITATE IMPLEMENTATION

Approve a request from Save Our Youth Help Them Prosper to host their 20th Anniversary Celebration on July 6th, 2024, at Ella Sharp Park.

ATTACHMENTS

1. SEA--Save Our Youth 20th

JACKSON
Founded 1829

City of Jackson Downtown Development Authority
161 W Michigan Ave, Jackson Michigan, MI 49201
Contact for questions at 517-768-6411 or aecon@cityofjackosn.org

SPECIAL EVENT APPLICATION

Application must be submitted 60 days PRIOR to event

Application Attachments

- ☑ $50 Application Fee
- ☐ $25 Late/Rush Fee
- ☐ Insurance documentation for sponsoring organization
- ☐ Event Map –*Please indicate the location of all items*
- ☐ Liquor License & Liquor Liability Insurance (if applicable)
- ☐ Carnival Ride Permit (*if applicable*)
- ☐ Insurance documentation for all vendors (if applicable)

Make checks payable to "Downtown Development Authority"

Special Event Application Policy

Additional charges may occur if policies are broken.

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
8. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft^2 and does not block any intersections, driveways, or right-of-ways.

Applicant Information

Sponsoring Organization Legal Name: Save Our Youth Help Them Prosper		
Address: 211 W. Ganson Street Ste 220		Phone: (517) 240-6134
Tax ID#: 47-5664864	Website: saveouryouthjackson.org	
Contact Name: Thomas Burke	Phone: 517-240-6134	Email: tburke@saveouryouthjackson.org
Contact Name:	Phone:	Email:
Contact Name During Event: Thomas Burke		Phone: (517) 240-6134

Event Information

Event Name: Save Our Youth 20th

Event Date(s):	Set up Time:	Start Time:	End Time:	Tear Down Time:
July 6, 2024	10 am	12 noon	4 pm	5pm

Has this event occurred before? ☐Yes, (if yes, how many previous years?_____ ☑No

Do you expect this event to occur again next year? NO What is the expected attendance for this event? 200

Type of Event (*please check all that apply*)

☐Walk/Run ☐Festival ☐March/Parade ☒Other: Celebration

Event Location – *Choose any of the following that apply. For parks, include a map of the area being used.*

☐Horace Blackman Park

☐Bucky Harris Park

☒Ella Sharp Park *(requires Ella Sharp Board approval)*

☐GrandRiver Farmers Market Pavilion

☐TRUE City Square (Stage)

☐MLK Equality Trail

☐Other Location:_____

☐ Streets:_____

☐Other Park:_____

Brief description of Event

This description will be posted on the Special Events Calendar on our website. Please attach an additional sheet if necessary.

20th Anniversary for Save our youth. Family picnic + fun events. Magician, bounce houses, dj, games + more

Street Closure– *Please indicate all street closures on your map.*

Street Name:_____ Cross Streets _____

Closure Start Date:_____ Time:_____ Closure End Date:_____ Time:_____

Street Name:_____ Cross Streets _____

Closure Start Date:_____ Time:_____ Closure End Date:_____ Time:_____

Street Name:_____ Cross Streets _____

Closure Start Date:_____ Time:_____ Closure End Date:_____ Time:_____

Street Name:_____ Cross Streets _____

Closure Start Date:_____ Time:_____ Closure End Date:_____ Time:_____

Street Name:_____ Cross Streets _____

Closure Start Date:_____ Time:_____ Closure End Date:_____ Time:_____

Street Name:_____ Cross Streets _____

Closure Start Date:_____ Time:_____ Closure End Date:_____ Time:_____

City Resources Requests

Not all resources may be available at your requested site.

Please be specific and list any additional information or requests. Such requests might include assistance from the Police Department, Fire Department, Parks and Recreation Department, Public Works Department, etc. Attach additional pages, if needed.

☐ **Electrical Power:** Indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____
****All electrical lines MUST be covered to limit tripping hazards. ****

☐ **Water Needs**: Indicate water requirements:_____
Amount of water needed:_____ Locations of where water is needed: _____

☐ **Food/Vendors**: Indicate vendors requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____ Number of vendors: _____

☐ **Alcohol Sales**: (If yes attach liquor license and liquor liability insurance)
Start Time:_____ End Time: _____

☐ **Amusement or Carnival Rides**: If yes indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐ **Fireworks**: If yes indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐Traffic Cones ☒ Mobile Stage (*please circle* **15-foot** or **25-foot** *version*)
☒Other: porta-johns (2)

Insurance

Please request the following documentation from your insurance carrier.

Insurance Type	Requirements
Certificate of Liability Insurance *(MUST also be provided by all vendors)*	• Showing a liability coverage of at least $1,000,000 • Identifying "City of Jackson" & " Jackson Downtown Development Authority as additional insured
Liquor Liability Insurance *(if needed)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance *(if needed; required for all fireworks displays)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

☐ *I am a Level I Special Event (low resources), and would like to be considered for eligibility to enter a Hold Harmless Agreement with The City of Jackson in lieu of providing the above-required insurance documentation.*

Event Map *Details of all event activities MUST be included.*

☐Route Plan	☐Emergency Vehicle Access	☐Restroom Locations
☐Vendor Locations	☐Dispersal Locations	☐Tables
☐Tent Locations	☐Trash Receptacles	☐Requested Reserved Parking
☐Assembly Locations	☐Requested Street Closures	☐Electrical Wires & Outlets

If these details change, a revised map must be provided seven days prior to event.
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.

Special Event Application

Certification & Signature

1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional action required.
5. All food vendors must be approved by the Jackson County Health Department and each food and other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. Extreme Close-Up (XCU) fireworks liability insurance is required for all fireworks display.
7. The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.
8. If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature: Ronnie Burke

Date: 01/25/2024

Office Use ONLY
Application Received:
Date: Andrea 1/29/24
Time:
By:
Application Fee Received: ✓

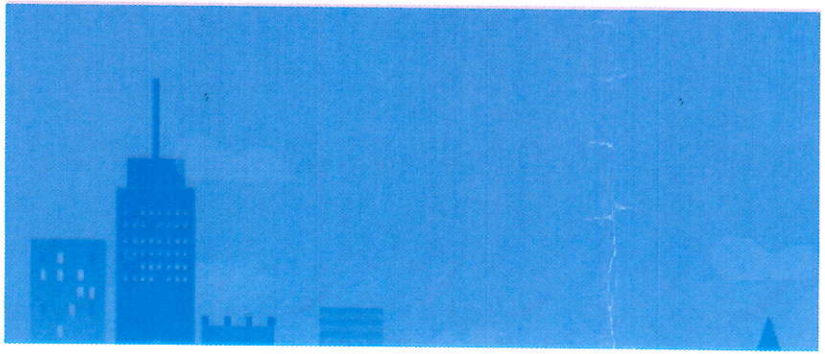
Application Requirements
Application MUST be submitted 60 days PRIOR to event ***NO EXCEPTIONS***
Application MUST be submitted along with all required attachments to: City of Jackson Downtown Development Authority Office 161 W Michigan Ave, 5th Floor Jackson Michigan, MI 49201 or aecon@cityofjackson.org (517) 768-6411
Prohibited Items *Additional fees may apply if policies are not followed*
No ground stakes No confetti or glitter No use of outlets without prior approval

Want the area by pavilion near Carter's Corner

Google Maps 2800 4th St



Map data ©2024 Google 200 ft



SECURA INSURANCE COMPANIES
PO Box 819
Appleton, WI 54912-0819
(920) 739-3161

SECURA Insurance Company

COMMERCIAL PROTECTION POLICY

Commercial General Liability Coverage Part

RENEWAL DECLARATIONS

POLICY NO. 20-CP-003272956-13

RENEWAL OF 20-CP-003272956-12

ACCOUNT NUMBER: 7371510

NAMED INSURED AND MAILING ADDRESS

SAVE OUR YOUTH/HELP THEM PROSPER
110 LINCOLN CT
JACKSON, MI 49203

AGENCY AND MAILING ADDRESS 210752

LIGHTHOUSE GROUP
AN ALERA GROUP AGY
56 GRANDVILLE SW
GRAND RAPIDS, MI 49503

(269) 349-9603

POLICY PERIOD: FROM 08/09/2023 TO 08/09/2024 AT 12:01 AM STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE.

Michigan – This policy is exempt from the filing requirements of the Michigan insurance code (MCL 500.2236).

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

COMMERCIAL GENERAL LIABILITY COVERAGE

LIMITS OF INSURANCE		
GENERAL AGGREGATE LIMIT	$2,000,000	
PRODUCTS – COMPLETED OPERATIONS AGGREGATE LIMIT	$2,000,000	
PERSONAL INJURY & ADVERTISING INJURY LIMIT	$1,000,000	
EACH OCCURRENCE LIMIT	$1,000,000	
DAMAGE TO PREMISES RENTED TO YOU LIMIT	$100,000	ANY ONE PREMISES
MEDICAL EXPENSE LIMIT	EXCLUDED	ANY ONE PERSON

ALL PREMISES YOU OWN, RENT OR OCCUPY:	
LOC	**ADDRESS**
1	211 Ganson St, Jackson, MI 49203
2	110 Lincoln Ct, Jackson, MI 49203

CITY OF JACKSON
Founded 1829

City Manager's Office
161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Council Members

FROM: Jonathan Greene, City Manager

DATE: March 19, 2024

SUBJECT: Special Event Application: Bella Notte Bike Night

Recommendation:

Approve a request from the Bella Notte Ristorante to host their Bike Night every Tuesday, March through October, during nice weather on a section of Michigan Ave in downtown Jackson.

Attached is a memo and supporting paperwork from Beth Kuiper regarding the Special Event Application for "Bella Notte Bike Night."

I recommend approval of the special event application for "Bella Notte Bike Night." Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Beth Kuiper, Executive Director, DDA

DATE: March 19, 2024

RECOMMENDATION: Approve a request from the Bella Notte Ristorante to host their Bike Night every Tuesday, March through October, during nice weather on a section of Michigan Ave in downtown Jackson.

SUMMARY: Bike night with parking for bikes outside of Bella Notte

---

DEPARTMENTAL APPROVAL SUMMARY

Approvals noted below by each department indicate they have been made aware of the request and the capacity of their department has been met. Conditions of their approval and special considerations are noted.

DEPARTMENT	APPROVAL	DENIAL	ECONOMIC IMPACT
DDA	X		$0.00
Engineering	X		$0.00
Fire	X		$0.00
Community Development	X		$0.00
Parks & Recreation	X		$0.00
Police	X		$0.00
Public Works	X		$0.00
		TOTAL	***$0.00***

CONDITIONS & CONSIDERATIONS

INSURANCE STATUS

Approved and on file with the City Attorney and the Downtown Development Authority.

ATTACHMENTS: Special Event Application: Bella Notte Bike Night

City of Jackson Downtown Development Authority
161 W Michigan Ave, Jackson Michigan, MI 49201
Contact for questions at 517-768-6411 or aecon@cityofjackosn.org

SPECIAL EVENT APPLICATION

Application must be submitted 60 days PRIOR to event

Application Attachments

- ☐ $50 Application Fee
- ☐ $25 Late/Rush Fee
- ☐ Insurance documentation for sponsoring organization
- ☐ Event Map –*Please indicate the location of all items*
- ☐ Liquor License & Liquor Liability Insurance (if applicable)
- ☐ Carnival Ride Permit (*if applicable*)
- ☐ Insurance documentation for all vendors (if applicable)

Make checks payable to "Downtown Development Authority"

Special Event Application Policy

Additional charges may occur if policies are broken.

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
8. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft^2 and does not block any intersections, driveways, or right-of-ways.

Applicant Information

Sponsoring Organization Legal Name: Prego LLC		
Address: 137 West Michigan		Phone: ( )
Tax ID#: 38-3596771	Website:	
Contact Name: Gregory Walker	Phone: 517 782 5727	Email: gawalkler@modernmachinetool.com
Contact Name:	Phone:	Email:
Contact Name During Event: Gregory Walker		Phone: (517) 7825727

Event Information

Event Name: Bike Night

Event Date(s):	Set up Time:	Start Time:	End Time:	Tear Down Time:
Tuesdays From March 11 to October 21	2:00 PM	~~3:00 PM~~ 4:00	9:00 PM	Zero

Weather permitting

Has this event occurred before? ☑Yes, (if yes, how many previous years? Six ☐No

Do you expect this event to occur again next year? Yes What is the expected attendance for this event? 20 to 30 Bikes

Type of Event (*please check all that apply*)

☐Walk/Run ☐Festival ☐March/Parade ☐Other:_____

Event Location – *Choose any of the following that apply. For parks, include a map of the area being used.*

☐Horace Blackman Park

☐Bucky Harris Park

☐Ella Sharp Park *(requires Ella Sharp Board approval)*

☐GrandRiver Farmers Market Pavilion

☐TRUE City Square (Stage)

☐MLK Equality Trail

☑Other Location: Parking 7 Spaces In front of 137 W Michigan

☐ Streets:_____

☐Other Park:_____

Brief description of Event

This description will be posted on the Special Events Calendar on our website. Please attach an additional sheet if necessary.

We will put out no parking after 4:00 PM signs on Tuesdays. At 4:00 cones will be put out. We own the cones. Depending unpon attendance number of spaces is adjusted during the event. There is normally between 20 and 50 bikes. Many of the attenaniees do not usually come downtown.

Street Closure– *Please indicate all street closures on your map.*

Street Name:_____ Cross Streets _____

Closure Start Date:_____ Time:_____ Closure End Date:_____ Time:_____

Street Name:_____ Cross Streets _____

Closure Start Date:_____ Time:_____ Closure End Date:_____ Time:_____

Street Name:_____ Cross Streets _____

Closure Start Date:_____ Time:_____ Closure End Date:_____ Time:_____

Street Name:_____ Cross Streets _____

Closure Start Date:_____ Time:_____ Closure End Date:_____ Time:_____

Street Name:_____ Cross Streets _____

Closure Start Date:_____ Time:_____ Closure End Date:_____ Time:_____

Street Name:_____ Cross Streets _____

Closure Start Date:_____ Time:_____ Closure End Date:_____ Time:_____

City Resources Requests

Not all resources may be available at your requested site.

Please be specific and list any additional information or requests. Such requests might include assistance from the Police Department, Fire Department, Parks and Recreation Department, Public Works Department, etc. Attach additional pages, if needed.

☐ **Electrical Power:** Indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____
****All electrical lines MUST be covered to limit tripping hazards. ****

☐ **Water Needs**: Indicate water requirements:_____
Amount of water needed:_____ Locations of where water is needed: _____

☐ **Food/Vendors**: Indicate vendors requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____ Number of vendors: _____

☐ **Alcohol Sales**: (If yes attach liquor license and liquor liability insurance)
Start Time:_____ End Time: _____

☐ **Amusement or Carnival Rides**: If yes indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐ **Fireworks**: If yes indicate electrical requirements:_____
Amount of electrical wattage needed:_____ Amount of plug ins: _____
Locations of where plugs are needed: _____

☐Traffic Cones ☐ Mobile Stage (*please circle* **15-foot** or **25-foot** *version*)

☐Other:_____

Insurance

Please request the following documentation from your insurance carrier.

Insurance Type	Requirements
Certificate of Liability Insurance *(MUST also be provided by all vendors)*	• Showing a liability coverage of at least $1,000,000 • Identifying "City of Jackson" & " Jackson Downtown Development Authority as additional insured
Liquor Liability Insurance *(if needed)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured
XCU Fireworks Liability Insurance *(if needed; required for all fireworks displays)*	• Identifying "City of Jackson" & "Jackson Downtown Development Authority" as additional insured

☐ *I am a Level 1 Special Event (low resources), and would like to be considered for eligibility to enter a Hold Harmless Agreement with The City of Jackson in lieu of providing the above-required insurance documentation.*

Event Map *Details of all event activities MUST be included.*

☐Route Plan	☐Emergency Vehicle Access	☐Restroom Locations
☐Vendor Locations	☐Dispersal Locations	☐Tables
☐Tent Locations	☐Trash Receptacles	☐Requested Reserved Parking
☐Assembly Locations	☐Requested Street Closures	☐Electrical Wires & Outlets

If these details change, a revised map must be provided seven days prior to event.
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.

Special Event Application

Certification & Signature

1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional action required.
5. All food vendors must be approved by the Jackson County Health Department and each food and other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. Extreme Close-Up (XCU) fireworks liability insurance is required for all fireworks display.
7. The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.
8. If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature: Gregory A. Walker

Date: 17 January 2024

Office Use ONLY
Application Received: Date: Time: Andrea 1/19/2024
Application Fee Received: By:

Application Requirements
Application MUST be submitted 60 days PRIOR to event *****NO EXCEPTIONS*****
Application MUST be submitted along with all required attachments to: City of Jackson Downtown Development Authority Office 161 W Michigan Ave, 5th Floor Jackson Michigan, MI 49201 or aecon@cityofjackson.org (517) 768-6411
Prohibited Items *Additional fees may apply if policies are not followed*
No ground stakes No confetti or glitter No use of outlets without prior approval

The DDA has requested that Bella Notte get approval signatures from their neighbors to promote positive relations with our neighbors and ensure a hassle-free event. (Lean Rocket to Murphy's and JTV- Dirty Bird).

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 01/22/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Shawna Bahr	
The Craft Agency Inc. 2533 Spring Arbor Rd P O Box 1187 Jackson MI 49204	PHONE (A/C, No, Ext): (517) 787-0077	FAX (A/C, No): (517) 787-9356
	E-MAIL ADDRESS: sab@craftagency.com	

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
Prego LLC, DBA: Bella Notte Ristorante 137 - 139 W Michigan Avenue Jackson MI 49201	INSURER A : Auto Owners	18988
	INSURER B : Home Owners Ins	26638
	INSURER C : MI Restaurant & Lodging Fund	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 23/24 Updated **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			06477354	10/26/2023	10/26/2024	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 300,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [X] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY [X] 19 [ ]			5147735400	10/26/2023	10/26/2024	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
B	[X] UMBRELLA LIAB [X] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 10,000			5147735401	10/26/2023	10/26/2024	EACH OCCURRENCE AGGREGATE	$ 1,000,000 $ 1,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N: Y If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		BELLA1R	01/01/2024	12/31/2024	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Jackson & Jackson Downtown Development Authority are named as Additional Insured with respect to the General Liability.

CERTIFICATE HOLDER

City of Jackson Jackson Downtown Development Authority
161 W Michigan Ave
Jackson MI 49201

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CITY OF JACKSON
Founded 1829

Office of the Mayor
161 W. Michigan Ave. • Jackson, MI 49201
Phone: (517) 788-4028 • Facsimile: (866) 384-1772

MEMO TO: City Councilmembers

FROM: Daniel Mahoney, Mayor

DATE: March 19, 2024

SUBJECT: Appointment to Downtown Development Authority

RECOMMENDATION:

Approval of the Mayor's recommendation to appoint Lauren Miller to the Downtown Development Authority, for a four-year term, beginning April 1, 2024 and ending on March 31, 2028.

In accordance with the City Code Section 2-401 providing for creation of Authority pursuant to Act 197 of the Public Acts of 1975, adopted 3/2/77 and City Commission resolution adopted 11/26/91. Members are appointed by the Mayor subject to Council confirmation, for four year terms. The Mayor serves during term of office. The Board shall consist of 13 members, with at least seven having an interest in downtown district property, and at least one member a resident of the downtown district.

It is my recommendation, therefore, to appoint Lauren Miller to the Downtown Development Authority, for a four-year term, beginning April 1, 2024, and ending on March 31, 2028.

Your consideration and concurrence is appreciated.

DM:lmm

Lisa Moutinho

From: noreply@civicplus.com
Sent: Wednesday, February 7, 2024 3:38 PM
To: Aaron Dimick; Lisa Moutinho
Subject: Online Form Submittal: City of Jackson Board/Commission Application

City of Jackson Board/Commission Application

City of Jackson Board/Commission Application

First Name	Lauren
Last Name	Miller
Address	5455 Stony Lake Rd.
City	Jackson
State	MI
Zip	49201
Phone Number	517-414-2185
Email	lauren.miller@cmsenergy.com
Last four digits of Social Security Number	
Occupation	Sr. Executive Assistant - Consumers Energy
Describe your community involvement.	- Consumers Energy Employee, located in downtown Jackson - Big sister in the Big Brothers Big Sisters or Jackson program - Upcoming appointment to the BBBS board, May 2024 - 2023 Volunteer of the Year for Big Brothers Big Sisters of Jackson - 2023 Graduate of the Chamber of Commerce "Leadership Jackson" program - 2023 recipient of Jackson Magazines "30 and Under" award - Volunteer for local animal rescue "Rescue Me Jackson"
Are you a City of Jackson resident? Being a non-resident does not prevent you from serving on a board or commission. However, some boards	No

and commissions have residency requirements.	
If you answered "No" where do you reside?	Napoleon
If you answered "Yes" how long have you been a City resident?	Jackson
Which board or commission are you interested in? You may choose more than one.	Downtown Development Authority Board
If you selected the Civil Service Board, are you a registered voter? Only registered voters can serve on this commission.	*Field not completed.*
Why do you want to serve on your selected board or commission?	I would love to serve on the DDA board because I am passionate about our community and the people who live, work, and play here. This will be the first board I sit on, and I look forward to learning and growing with others who have the same purpose as me.
Upload additional documents	*Field not completed.*

(Section Break)

Appointment Process

Following the submission of your completed application, it will be reviewed by the City Manager's Office and the City Treasurer's Office. The Treasurer will review your application to ensure you do not owe the City unpaid taxes or fines. After that clearance, the Mayor will review your application and make a recommendation for an appointment to a board or commission by the City Council. If the recommendation is confirmed by the City Council, you may officially start the process of becoming a member of a board or commission.

(Section Break)

City Charter Section 2.15. - Person in Default to the City.

The city shall not contract with, or give an appointive position to, one who is in default to the city. No person who is in default to the city may accept or hold an elective or appointive position unless the default is resolved. Written notice describing the default shall be filed with the clerk and verified by the treasurer and served upon the candidate before the oath of office is given, or upon the officeholder. The term "default" shall not apply if the candidate or officeholder shall, within 30 days after receiving the notice, resolve the default, or if the person shall

contest it by any recognized means of legal procedure before a court or tribunal of competent jurisdiction. In the event the indebtedness is upheld, the person shall have 30 days after final determination of the obligation is made to pay it in full.

(Section Break)

Final Submission

Completed applications are kept on file for up to one year after submission. You will be contacted using the information you provided if you are selected for final consideration by the City Council. A board or commission appointment is a non-paid volunteer position.

Digital Signature	Lauren Miller
Date of Submission	2/7/24

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Click here to report this email as spam.

SECOND ADDENDUM TO PURCHASE AGREEMENT

This is a Second Addendum to the Purchase Agreement entered into on the 11th day of April, 2022 between the **City of Jackson**, a Michigan municipal corporation, with offices at 161 West Michigan Avenue, Jackson, Michigan 49201 ("Seller"), and **J. JEFFERS & CO., LLC,** a Wisconsin limited liability company, with a business address of 225 E. Michigan St., #300, Milwaukee, WI 53202 ("Purchaser").

This Second Addendum shall be and is incorporated into the Purchase Agreement dated April 11, 2022 between Seller and Purchaser ("Agreement"), as amended by a certain Addendum to Purchase Agreement dated January 27, 2023.

The City and Purchaser agree to the following changes and/or additions to the Agreement:

A. Paragraph 2 of the Agreement shall be amended to read as follows:

2. Contract Date; Closing; Closing Date.

2.1 The "Contract Date" is April 11, 2022, the date on which the last party executed the Agreement.

2.2 The closing of the transaction contemplated herein ("Closing") shall take place on the Closing Date at the offices of Chicago Title Insurance Company, 111 E. Kilbourn Avenue, Suite 2060, Milwaukee, Wisconsin, 53202, Attn: Marshal Mikolajczak, or such other title company as the parties may agree to ("Title Company"). A party to this Agreement will not be required to be present in person at such Closing if such party has delivered all of the items it is required to deliver at the Closing to the Title Company on or before the Closing; provided, that if such items have been delivered to the Title Company with escrow instructions, such instructions must be consistent with the provisions of this Agreement. If any such instructions conflict with the provisions of this Agreement, the provisions of this Agreement shall govern. The attorneys of each party

are hereby authorized to execute and deliver escrow instructions on behalf of their respective clients with the same binding effect as if executed by their respective clients.

2.3 The "Closing Date" shall be on a date and time as is mutually agreeable to the parties as dictated by the ability and availability of Buyer's lender, if any, to close; provided, however, that closing shall occur not later than December 31, 2024. Purchaser may designate a date for Closing prior thereto upon the delivery of a written notice thereof given to Seller not less than ten (10) days prior to the desired Closing Date.

All other terms and conditions set forth in the April 11, 2022 Agreement not otherwise modified herein shall remain in full force and effect. This Second Addendum supersedes and replaces the January 27, 2023 Addendum in its entirety.

IN WITNESS WHEREOF, the parties hereto have caused this Second Addendum to Purchase Agreement to be executed as a proper corporate act of the Seller and the Purchaser and effective on the last day and year written below.

SELLER:

THE CITY OF JACKSON, MICHIGAN
A Michigan municipal corporation

Date: _____ By: _____
Jonathan Greene
Its: City Manager

STATE OF MICHIGAN)
) SS:
JACKSON COUNTY)

Subscribed and sworn to before me, this ____ day of _____, 2024 by Jonathan Greene, City Manager of the City of Jackson, Michigan, a Michigan municipal corporation.

_____
Notary Public
Jackson County, Michigan
My commission expires:

PURCHASER:

J. JEFFERS & CO., LLC
a Wisconsin limited liability company

Date: _____ By: _____
Joshua Jeffers
Its: President/CEO

STATE OF _____)
)SS:
_____COUNTY)

Subscribed and sworn to before me, this ____ day of _____, 2024 by Joshua Jeffers, President and CEO of J. Jeffers & Co., LLC, a Wisconsin limited liability company, on behalf of the company.

_____
Notary Public
_____ County, _____
My commission expires:

Drafted by:

Matthew M. Hagerty (P66015)
Jackson City Attorney
161 West Michigan Avenue
Jackson, MI 49201

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: March 19, 2024

SUBJECT: Resolution for Approval of a Contract with the Michigan Department of Transportation for asphalt reconstruction on N. Elm Avenue from North Street to Floral Avenue, and crushing, shaping and paving on E. High Street from Executive Drive to South Street.

Recommendation:

Approve a resolution to enter into a contract with the Michigan Department of Transportation (MDOT) for asphalt reconstruction on N. Elm Avenue from North Street to Floral Avenue, and crushing, shaping and paving on E. High Street from Executive Drive to South Street, and authorize the Mayor and City Clerk to execute the appropriate documents.

Attached is a report from Jon Dowling, City Engineer regarding a resolution for an MDOT contract for the subject project.

I recommend approval of the resolution. Your consideration and concurrence is appreciated.

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Jon Dowling, Engineer

DATE: March 19, 2024

RECOMMENDATION: Approve a resolution to enter into a contract with the Michigan Department of Transportation (MDOT) for asphalt reconstruction on N. Elm Avenue from North Street to Floral Avenue, and crushing, shaping and paving on E. High Street from Executive Drive to South Street, and authorize the Mayor and City Clerk to execute the appropriate documents.

ISSUE STATEMENT

Engineering records show that Elm Avenue was originally constructed in 1957 between North Street and Maguire Street, in 1958 between Maguire and Blakely Avenue and in 1959 between Blakely and Floral Avenue. Elm from North to Floral was crack sealed in 1965, and Elm from North to Blakely was resurfaced in 1979. Elm from North to Floral was chip sealed in 1992, crack filled in 1998, milled and resurfaced in 2001, crack filled in 2004, chip sealed in 2005 and crack filled in 2017. The roadway has cracking, utility patches and potholes. The current PASER rating is 3.

Engineering records show that High Street was originally constructed in 1962, crack sealed in 1997 and sealed with sealcoating in 1998. The roadway has cracking, utility patches and potholes. The current PASER rating is 3.

DESCRIBE THE CONSEQUENCES

If the work is not performed on Elm Avenue or High Street, the pavement conditions will continue to deteriorate. On Elm Avenue, Engineering proposes to remove the existing pavement and replace the pavement structure with new hot mix asphalt. Sidewalk ramps will be upgraded to comply with current Americans with Disabilities Act (ADA) requirements. On High Street, Engineering proposes to crush and shape the existing pavement and pave the roadway with new hot mix asphalt.

Plans for these streets were prepared and sent to MDOT for bidding. The cost participation agreement with contract number 23-5581 for this project has been prepared by MDOT and forwarded to the City for approval. The estimate for the construction work is $1,251,700, with the federal being $910,000 and the City share being $341,700.

OWNERSHIP

Engineering is responsible for the reconstruction of the street system in the City. Engineering proposes to reconstruct the asphalt on N. Elm Avenue from North Street to Floral Avenue, and crush, shape and pave on E. High Street from Executive Drive to South Street.

SOLUTION

To get these streets reconstructed, it is the request of Engineering that the MDOT contract be approved by City Council.

FACILITATE IMPLEMENTATION

Approve a resolution to enter into a contract with the Michigan Department of Transportation (MDOT) for asphalt reconstruction on N. Elm Avenue from North Street to Floral Avenue, and crushing, shaping and paving on E. High Street from Executive Drive to South Street, and authorize the Mayor and City Clerk to execute the appropriate documents.

ATTACHMENTS

1. Engineering MDOT Contr Res Elm-High ATTACHMENT

RESOLUTION

BY CITY COUNCIL:

WHEREAS, N. Elm Avenue from North Street to Floral Avenue is in need of improvements; and

WHEREAS, E High Street from Executive Drive to South Street is in need of improvements; and

WHEREAS, the project is broken down into two parts: Part A - asphalt reconstruction on N. Elm Avenue from North Street to Floral Avenue, and Part B - crushing, shaping and paving on E. High Street from Executive Drive to South Street; and

WHEREAS, the project has received federal funding for 81.85% to a maximum of $412,000 for Part A of this project; and federal funding for 81.85% to a maximum of $498,000 for Part B of this project; and

WHEREAS, the cost-participation agreement and contract number 23-5581 for this project has been prepared by the Michigan Department of Transportation and forwarded to the City of Jackson for approval; and

WHEREAS, the estimate for the construction work is $1,251,700 with the federal share being $910,000 and the City share being $341,700.

NOW, THEREFORE, BE IT RESOLVED that the City Council does approve the asphalt reconstruction on N. Elm Avenue from North Street to Floral Avenue, and the crushing, shaping and paving on E. High Street from Executive Drive to South Street; and

BE IT FURTHER RESOLVED that the City Council does approve entering into the contract number 23-5581 with the Michigan Department of Transportation for the asphalt reconstruction on N. Elm Avenue from North Street to Floral Avenue, and the crushing, shaping and paving on E. High Street from Executive Drive to South Street; and

BE IT FURTHER RESOLVED that the City Council does authorize the Mayor and the City Clerk to sign the contract documents on behalf of the City.

* * * *

State of Michigan)
County of Jackson)ss
City of Jackson)

I, Andrea Muray, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 19th day of March, 2024.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 20th day of March, 2024.

_____
Daniel Mahoney, Mayor

_____
Andrea Muray, City Clerk

STP DA

Control Section	STUL 38000
Job Number	216641CON; 216642CON
Project	24A0167; 24A0177
CFDA No.	20.205 (Highway Research Planning & Construction)
Contract No.	23-5581

PART I

THIS CONTRACT, consisting of PART I and PART II (Standard Agreement Provisions), is made by and between the MICHIGAN DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the "DEPARTMENT"; and the CITY OF JACKSON, a Michigan municipal corporation, hereinafter referred to as the "REQUESTING PARTY"; for the purpose of fixing the rights and obligations of the parties in agreeing to the following improvements, in Jackson, Michigan, hereinafter referred to as the "PROJECT" and estimated in detail on EXHIBIT "I", dated January 9, 2024, attached hereto and made a part hereof:

PART A – STUL 38000; JOB #216641CON – FEDERAL PARTICIPATION
Hot mix asphalt reconstruction along North Elm Avenue from North Street to Floral Avenue, including aggregate base, concrete curb and gutter, curb ramps and sidewalk, permanent signing and pavement markings; and all together with necessary related work.

PART B – STUL 38000; JOB #216642CON – FEDERAL PARTICIPATION
Hot mix asphalt base crushing, shaping and paving along East High Street from Executive Drive to South Street, including grading, aggregate base and shoulder, permanent signing and pavement markings; and all together with necessary related work.

WITNESSETH:

WHEREAS, pursuant to Federal law, monies have been provided for the performance of certain improvements on public roads; and

WHEREAS, the reference "FHWA" in PART I and PART II refers to the United States Department of Transportation, Federal Highway Administration; and

WHEREAS, the PROJECT, or portions of the PROJECT, at the request of the REQUESTING PARTY, are being programmed with the FHWA, for implementation with the use of Federal Funds under the following Federal program(s) or funding:

SURFACE TRANSPORTATION PROGRAM

WHEREAS, the parties hereto have reached an understanding with each other regarding the performance of the PROJECT work and desire to set forth this understanding in the form of a written contract.

NOW, THEREFORE, in consideration of the premises and of the mutual undertakings of the parties and in conformity with applicable law, it is agreed:

1. The parties hereto shall undertake and complete the PROJECT in accordance with the terms of this contract.

2. The term "PROJECT COST", as herein used, is hereby defined as the cost of the physical construction necessary for the completion of the PROJECT, including any other costs incurred by the DEPARTMENT as a result of this contract, except construction engineering and inspection.

No charges will be made by the DEPARTMENT to the PROJECT for any inspection work or construction engineering.

The costs incurred by the REQUESTING PARTY for preliminary engineering, construction engineering, construction materials testing, inspection, and right-of-way are excluded from the PROJECT COST as defined by this contract.

The Michigan Department of Environment, Great Lakes, and Energy has informed the DEPARTMENT that it adopted new administrative rules (R 325.10101, et. seq.) which prohibit any governmental agency from connecting and/or reconnecting lead and/or galvanized service lines to existing and/or new water main. Questions regarding these administrative rules should be directed to Michigan Department of Environment, Great Lakes, and Energy. The cost associated with replacement of any lead and/or galvanized service lines, including but not limited to contractor claims, will be the sole responsibility of the REQUESTING PARTY.

3. The DEPARTMENT is authorized by the REQUESTING PARTY to administer on behalf of the REQUESTING PARTY all phases of the PROJECT, including advertising and awarding the construction contract for the PROJECT or portions of the PROJECT. Such administration shall be in accordance with PART II, Section II of this contract.

Any items of the PROJECT COST incurred by the DEPARTMENT may be charged to the PROJECT.

4. The REQUESTING PARTY, at no cost to the PROJECT or to the DEPARTMENT, shall:

A. Design or cause to be designed the plans for the PROJECT.

B. Appoint a project engineer who shall be in responsible charge of the PROJECT and ensure that the plans and specifications are followed.

C. Perform or cause to be performed the construction engineering, construction materials testing, and inspection services necessary for the completion of the PROJECT.

The REQUESTING PARTY will furnish the DEPARTMENT proposed timing sequences for trunkline signals that, if any, are being made part of the improvement. No timing adjustments shall be made by the REQUESTING PARTY at any trunkline intersection, without prior issuances by the DEPARTMENT of Standard Traffic Signal Timing Permits.

5. The PROJECT COST shall be met in accordance with the following:

PART A

Federal Surface Transportation Funds shall be applied to the eligible items of the PART A portion of the PROJECT COST up to the lesser of: (1) $412,000, or (2) an amount such that 81.85 percent, the normal Federal participation ratio for such funds, for the PART A portion of the PROJECT is not exceeded at the time of the award of the construction contract. The balance of the PART A portion of the PROJECT COST, after deduction of Federal Funds, shall be charged to and paid by the REQUESTING PARTY in the manner and at the times hereinafter set forth.

PART B

Federal Surface Transportation Funds shall be applied to the eligible items of the PART B portion of the PROJECT COST up to the lesser of: (1) $498,000, or (2) an amount such that 81.85 percent, the normal Federal participation ratio for such funds, for the PART B portion of the PROJECT is not exceeded at the time of the award of the construction contract. The balance of the PART B portion of the PROJECT COST, after deduction of Federal Funds, shall be charged to and paid by the REQUESTING PARTY in the manner and at the times hereinafter set forth.

Any items of PROJECT COST not reimbursed by Federal Funds will be the sole responsibility of the REQUESTING PARTY.

6. No working capital deposit will be required for this PROJECT.

In order to fulfill the obligations assumed by the REQUESTING PARTY under the provisions of this contract, the REQUESTING PARTY shall make prompt payments of its share of the PROJECT COST upon receipt of progress billings from the DEPARTMENT as herein provided. All payments will be made within 30 days of receipt of billings from the DEPARTMENT. Billings to the REQUESTING PARTY will be based upon the REQUESTING PARTY'S share of the actual costs incurred less Federal Funds earned as the PROJECT progresses.

7. At such time as traffic volumes and safety requirements warrant, the REQUESTING PARTY will cause to be enacted and enforced such ordinances as may be necessary to prohibit parking in the traveled roadway throughout the limits of the PROJECT.

8. The performance of the entire PROJECT under this contract, whether Federally funded or not, will be subject to the provisions and requirements of PART II that are applicable to a Federally funded project.

In the event of any discrepancies between PART I and PART II of this contract, the provisions of PART I shall prevail.

Buy America Requirements (23 CFR 635.410) shall apply to the PROJECT and will be adhered to, as applicable, by the parties hereto.

9. The REQUESTING PARTY certifies that it is not aware if and has no reason to believe that the property on which the work is to be performed under this agreement is a facility, as defined by the Michigan Natural Resources and Environmental Protection Act [(NREPA), PA 451, 1994, as amended 2012]; MCL 324.20101(1)(s). The REQUESTING PARTY also certifies that it is not a liable party pursuant to either Part 201 or Part 213 of NREPA, MCL 324.20126 et seq. and MCL 324.21323a et seq. The REQUESTING PARTY is a local unit of government that has acquired or will acquire property for the use of either a transportation corridor or public right-of-way and was not responsible for any activities causing a release or threat of release of any hazardous materials at or on the property. The REQUESTING PARTY is not a person who is liable for response activity costs, pursuant to MCL 324.20101 (vv) and (ww).

10. If, subsequent to execution of this contract, previously unknown hazardous substances are discovered within the PROJECT limits, which require environmental remediation pursuant to either state or federal law, the REQUESTING PARTY, in addition to reporting that fact to the Michigan Department of Environment, Great Lakes, and Energy, shall immediately notify the DEPARTMENT, both orally and in writing of such discovery. The DEPARTMENT shall consult with the REQUESTING PARTY to determine if it is willing to pay for the cost of remediation and, with the FHWA, to determine the eligibility, for reimbursement, of the remediation costs. The REQUESTING PARTY shall be charged for and shall pay all costs associated with such remediation, including all delay costs of the contractor for the PROJECT, in the event that remediation and delay costs are not deemed eligible by the FHWA. If the REQUESTING PARTY refuses to participate in the cost of remediation, the DEPARTMENT shall terminate the PROJECT. The parties agree that any costs or damages that the DEPARTMENT incurs as a result of such termination shall be considered a PROJECT COST.

11. If federal and/or state funds administered by the DEPARTMENT are used to pay the cost of remediating any hazardous substances discovered after the execution of this contract and if there is a reasonable likelihood of recovery, the REQUESTING PARTY, in cooperation with the Michigan Department of Environment, Great Lakes, and Energy and the DEPARTMENT, shall make a diligent effort to recover such costs from all other possible

entities. If recovery is made, the DEPARTMENT shall be reimbursed from such recovery for the proportionate share of the amount paid by the FHWA and/or the DEPARTMENT and the DEPARTMENT shall credit such sums to the appropriate funding source.

12. The DEPARTMENT'S sole reason for entering into this contract is to enable the REQUESTING PARTY to obtain and use funds provided by the Federal Highway Administration pursuant to Title 23 of the United States Code.

Any and all approvals of, reviews of, and recommendations regarding contracts, agreements, permits, plans, specifications, or documents, of any nature, or any inspections of work by the DEPARTMENT or its agents pursuant to the terms of this contract are done to assist the REQUESTING PARTY in meeting program guidelines in order to qualify for available funds. Such approvals, reviews, inspections and recommendations by the DEPARTMENT or its agents shall not relieve the REQUESTING PARTY and the local agencies, as applicable, of their ultimate control and shall not be construed as a warranty of their propriety or that the DEPARTMENT or its agents is assuming any liability, control or jurisdiction.

The providing of recommendations or advice by the DEPARTMENT or its agents does not relieve the REQUESTING PARTY and the local agencies, as applicable of their exclusive jurisdiction of the highway and responsibility under MCL 691.1402 et seq., as amended.

When providing approvals, reviews and recommendations under this contract, the DEPARTMENT or its agents is performing a governmental function, as that term is defined in MCL 691.1401 et seq., as amended, which is incidental to the completion of the PROJECT.

Upon completion of the PROJECT, the REQUESTING PARTY shall accept the facilities constructed as built to specifications within the contract documents. It is understood that the REQUESTING PARTY shall own the facilities and shall operate and maintain the facilities in accordance with all applicable Federal and State laws and regulations, including, but not limited to, Title II of the Americans with Disabilities Act (ADA), 42 USC 12131 et seq., and its associated regulations and standards, and DEPARTMENT Road and Bridge Standard Plans and the Standard Specifications for Construction.

13. The DEPARTMENT, by executing this contract, and rendering services pursuant to this contract, has not and does not assume jurisdiction of the highway, described as the PROJECT for purposes of MCL 691.1402 et seq., as amended. Exclusive jurisdiction of such highway for the purposes of MCL 691.1402 et seq., as amended, rests with the REQUESTING PARTY and other local agencies having respective jurisdiction.

14. The REQUESTING PARTY shall approve all of the plans and specifications to be used on the PROJECT and shall be deemed to have approved all changes to the plans and specifications when put into effect. It is agreed that ultimate responsibility and control over the PROJECT rests with the REQUESTING PARTY and local agencies, as applicable.

15. The REQUESTING PARTY agrees that the costs reported to the DEPARTMENT for this contract will represent only those items that are properly chargeable in accordance with

this contract. The REQUESTING PARTY also certifies that it has read the contract terms and has made itself aware of the applicable laws, regulations, and terms of this contract that apply to the reporting of costs incurred under the terms of this contract.

16. Each party to this contract will remain responsible for any and all claims arising out of its own acts and/or omissions during the performance of the contract, as provided by this contract or by law. In addition, this is not intended to increase or decrease either party's liability for or immunity from tort claims. This contract is also not intended to nor will it be interpreted as giving either party a right of indemnification, either by contract or by law, for claims arising out of the performance of this contract.

17. The parties shall promptly provide comprehensive assistance and cooperation in defending and resolving any claims brought against the DEPARTMENT by the contractor, vendors or suppliers as a result of the DEPARTMENT'S award of the construction contract for the PROJECT. Costs incurred by the DEPARTMENT in defending or resolving such claims shall be considered PROJECT COSTS.

18. The DEPARTMENT shall require the contractor who is awarded the contract for the construction of the PROJECT to provide insurance in the amounts specified and in accordance with the DEPARTMENT'S current Standard Specifications for Construction and to:

A. Maintain bodily injury and property damage insurance for the duration of the PROJECT.

B. Provide owner's protective liability insurance naming as insureds the State of Michigan, the Michigan State Transportation Commission, the DEPARTMENT and its officials, agents and employees, the REQUESTING PARTY and any other county, county road commission, or municipality in whose jurisdiction the PROJECT is located, and their employees, for the duration of the PROJECT and to provide, upon request, copies of certificates of insurance to the insureds. It is understood that the DEPARTMENT does not assume jurisdiction of the highway described as the PROJECT as a result of being named as an insured on the owner's protective liability insurance policy.

C. Comply with the requirements of notice of cancellation and reduction of insurance set forth in the current standard specifications for construction and to provide, upon request, copies of notices and reports prepared to those insured.

19. This contract shall become binding on the parties hereto and of full force and effect upon the signing thereof by the duly authorized officials for the parties hereto and upon the adoption of the necessary resolutions approving said contract and authorizing the signatures thereto of the respective officials of the REQUESTING PARTY, a certified copy of which resolution shall be attached to this contract.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed as written below.

CITY OF JACKSON

By_____
Title:

By_____
Title:

MICHIGAN DEPARTMENT
OF TRANSPORTATION

By_____
for Department Director MDOT



January 9, 2024

EXHIBIT I

CONTROL SECTION	STUL 38000
JOB NUMBER	216641CON; 216642CON
PROJECT	24A0167; 24A0177

ESTIMATED COST

CONTRACTED WORK

	PART A	PART B	TOTAL
Estimated Cost	$629,500	$622,200	$1,251,700

COST PARTICIPATION

GRAND TOTAL ESTIMATED COST	$629,500	$622,200	$1,251,700
Less Federal Funds*	$412,000	$498,000	$ 910,000
BALANCE (REQUESTING PARTY'S SHARE)	$217,500	$124,200	$ 341,700

*Federal Funds for the PROJECT are limited to an amount as described in Section 5.

NO DEPOSIT

PART II

STANDARD AGREEMENT PROVISIONS

SECTION I COMPLIANCE WITH REGULATIONS AND DIRECTIVES

SECTION II PROJECT ADMINISTRATION AND SUPERVISION

SECTION III ACCOUNTING AND BILLING

SECTION IV MAINTENANCE AND OPERATION

SECTION V SPECIAL PROGRAM AND PROJECT CONDITIONS

SECTION I

COMPLIANCE WITH REGULATIONS AND DIRECTIVES

A. To qualify for eligible cost, all work shall be documented in accordance with the requirements and procedures of the DEPARTMENT.

B. All work on projects for which reimbursement with Federal funds is requested shall be performed in accordance with the requirements and guidelines set forth in the following Directives of the Federal-Aid Policy Guide (FAPG) of the FHWA, as applicable, and as referenced in pertinent sections of Title 23 and Title 49 of the Code of Federal Regulations (CFR), and all supplements and amendments thereto.

1. Engineering

   a. FAPG (6012.1): Preliminary Engineering

   b. FAPG (23 CFR 172): Administration of Engineering and Design Related Service Contracts

   c. FAPG (23 CFR 635A): Contract Procedures

   d. FAPG (49 CFR 18.22): Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments–Allowable Costs

2. Construction

   a. FAPG (23 CFR 140E): Administrative Settlement Costs-Contract Claims

   b. FAPG (23 CFR 140B): Construction Engineering Costs

   c. FAPG (23 CFR 17): Recordkeeping and Retention Requirements for Federal-Aid Highway Records of State Highway Agencies

   d. FAPG (23 CFR 635A): Contract Procedures

   e. FAPG (23 CFR 635B): Force Account Construction

   f. FAPG (23 CFR 645A): Utility Relocations, Adjustments and Reimbursement

g. FAPG (23 CFR 645B): Accommodation of Utilities (PPM 30-4.1)

h. FAPG (23 CFR 655F): Traffic Control Devices on Federal-Aid and other Streets and Highways

i. FAPG (49 CFR 18.22): Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments–Allowable Costs

3. Modification Or Construction Of Railroad Facilities

a. FAPG (23 CFR 140I): Reimbursement for Railroad Work

b. FAPG (23 CFR 646B): Railroad Highway Projects

C. In conformance with FAPG (23 CFR 630C) Project Agreements, the political subdivisions party to this contract, on those Federally funded projects which exceed a total cost of $100,000.00 stipulate the following with respect to their specific jurisdictions:

1. That any facility to be utilized in performance under or to benefit from this contract is not listed on the Environmental Protection Agency (EPA) List of Violating Facilities issued pursuant to the requirements of the Federal Clean Air Act, as amended, and the Federal Water Pollution Control Act, as amended.

2. That they each agree to comply with all of the requirements of Section 114 of the Federal Clean Air Act and Section 308 of the Federal Water Pollution Control Act, and all regulations and guidelines issued thereunder.

3. That as a condition of Federal aid pursuant to this contract they shall notify the DEPARTMENT of the receipt of any advice indicating that a facility to be utilized in performance under or to benefit from this contract is under consideration to be listed on the EPA List of Violating Facilities.

D. Ensure that the PROJECT is constructed in accordance with and incorporates all committed environmental impact mitigation measures listed in approved environmental documents unless modified or deleted by approval of the FHWA.

E. All the requirements, guidelines, conditions and restrictions noted in all other pertinent Directives and Instructional Memoranda of the FHWA will apply to this contract and will be adhered to, as applicable, by the parties hereto.

SECTION II

PROJECT ADMINISTRATION AND SUPERVISION

A. The DEPARTMENT shall provide such administrative guidance as it determines is required by the PROJECT in order to facilitate the obtaining of available federal and/or state funds.

B. The DEPARTMENT will advertise and award all contracted portions of the PROJECT work. Prior to advertising of the PROJECT for receipt of bids, the REQUESTING PARTY may delete any portion or all of the PROJECT work. After receipt of bids for the PROJECT, the REQUESTING PARTY shall have the right to reject the amount bid for the PROJECT prior to the award of the contract for the PROJECT only if such amount exceeds by ten percent (10%) the final engineer's estimate therefor. If such rejection of the bids is not received in writing within two (2) weeks after letting, the DEPARTMENT will assume concurrence. The DEPARTMENT may, upon request, readvertise the PROJECT. Should the REQUESTING PARTY so request in writing within the aforesaid two (2) week period after letting, the PROJECT will be cancelled and the DEPARTMENT will refund the unused balance of the deposit less all costs incurred by the DEPARTMENT.

C. The DEPARTMENT will perform such inspection services on PROJECT work performed by the REQUESTING PARTY with its own forces as is required to ensure compliance with the approved plans & specifications.

D. On those projects funded with Federal monies, the DEPARTMENT shall as may be required secure from the FHWA approval of plans and specifications, and such cost estimates for FHWA participation in the PROJECT COST.

E. All work in connection with the PROJECT shall be performed in conformance with the Michigan Department of Transportation Standard Specifications for Construction, and the supplemental specifications, Special Provisions and plans pertaining to the PROJECT and all materials furnished and used in the construction of the PROJECT shall conform to the aforesaid specifications. No extra work shall be performed nor changes in plans and specifications made until said work or changes are approved by the project engineer and authorized by the DEPARTMENT.

F. Should it be necessary or desirable that portions of the work covered by this contract be accomplished by a consulting firm, a railway company, or governmental agency, firm, person, or corporation, under a subcontract with the REQUESTING PARTY at PROJECT expense, such subcontracted arrangements will be covered by formal written agreement between the REQUESTING PARTY and that party.

This formal written agreement shall: include a reference to the specific prime contract to which it pertains; include provisions which clearly set forth the maximum reimbursable and the basis of payment; provide for the maintenance of accounting records in accordance with generally accepted accounting principles, which clearly document the actual cost of the services provided; provide that costs eligible for reimbursement shall be in accordance with clearly defined cost criteria such as 49 CFR Part 18, 48 CFR Part 31, 23 CFR Part 140, OMB Circular A-87, etc. as applicable; provide for access to the department or its representatives to inspect and audit all data and records related to the agreement for a minimum of three years after the department's final payment to the local unit.

All such agreements will be submitted for approval by the DEPARTMENT and, if applicable, by the FHWA prior to execution thereof, except for agreements for amounts less than $100,000 for preliminary engineering and testing services executed under and in accordance with the provisions of the "Small Purchase Procedures" FAPG (23 CFR 172), which do not require prior approval of the DEPARTMENT or the FHWA.

Any such approval by the DEPARTMENT shall in no way be construed as a warranty of the subcontractor's qualifications, financial integrity, or ability to perform the work being subcontracted.

G. The REQUESTING PARTY, at no cost to the PROJECT or the DEPARTMENT, shall make such arrangements with railway companies, utilities, etc., as may be necessary for the performance of work required for the PROJECT but for which Federal or other reimbursement will not be requested.

H. The REQUESTING PARTY, at no cost to the PROJECT, or the DEPARTMENT, shall secure, as necessary, all agreements and approvals of the PROJECT with railway companies, the Railroad Safety & Tariffs Division of the DEPARTMENT and other concerned governmental agencies other than the FHWA, and will forward same to the DEPARTMENT for such reviews and approvals as may be required.

I. No PROJECT work for which reimbursement will be requested by the REQUESTING PARTY is to be subcontracted or performed until the DEPARTMENT gives written notification that such work may commence.

J. The REQUESTING PARTY shall be responsible for the payment of all costs and expenses incurred in the performance of the work it agrees to undertake and perform.

K. The REQUESTING PARTY shall pay directly to the party performing the work all billings for the services performed on the PROJECT which are authorized by or through the REQUESTING PARTY.

L. The REQUESTING PARTY shall submit to the DEPARTMENT all paid billings for which reimbursement is desired in accordance with DEPARTMENT procedures.

M. All work by a consulting firm will be performed in compliance with the applicable provisions of 1980 PA 299, Subsection 2001, MCL 339.2001; MSA 18.425(2001), as well as in accordance with the provisions of all previously cited Directives of the FHWA.

N. The project engineer shall be subject to such administrative guidance as may be deemed necessary to ensure compliance with program requirement and, in those instances where a consultant firm is retained to provide engineering and inspection services, the personnel performing those services shall be subject to the same conditions.

O. The DEPARTMENT, in administering the PROJECT in accordance with applicable Federal and State requirements and regulations, neither assumes nor becomes liable for any obligations undertaken or arising between the REQUESTING PARTY and any other party with respect to the PROJECT.

P. In the event it is determined by the DEPARTMENT that there will be either insufficient Federal funds or insufficient time to properly administer such funds for the entire PROJECT or portions thereof, the DEPARTMENT, prior to advertising or issuing authorization for work performance, may cancel the PROJECT, or any portion thereof, and upon written notice to the parties this contract shall be void and of no effect with respect to that cancelled portion of the PROJECT. Any PROJECT deposits previously made by the parties on the cancelled portions of the PROJECT will be promptly refunded.

Q. Those projects funded with Federal monies will be subject to inspection at all times by the DEPARTMENT and the FHWA.

SECTION III

ACCOUNTING AND BILLING

A. Procedures for billing for work undertaken by the REQUESTING PARTY:

1. The REQUESTING PARTY shall establish and maintain accurate records, in accordance with generally accepted accounting principles, of all expenses incurred for which payment is sought or made under this contract, said records to be hereinafter referred to as the "RECORDS". Separate accounts shall be established and maintained for all costs incurred under this contract.

The REQUESTING PARTY shall maintain the RECORDS for at least three (3) years from the date of final payment of Federal Aid made by the DEPARTMENT under this contract. In the event of a dispute with regard to the allowable expenses or any other issue under this contract, the REQUESTING PARTY shall thereafter continue to maintain the RECORDS at least until that dispute has been finally decided and the time for all available challenges or appeals of that decision has expired.

The DEPARTMENT, or its representative, may inspect, copy, or audit the RECORDS at any reasonable time after giving reasonable notice.

If any part of the work is subcontracted, the REQUESTING PARTY shall assure compliance with the above for all subcontracted work.

In the event that an audit performed by or on behalf of the DEPARTMENT indicates an adjustment to the costs reported under this contract, or questions the allowability of an item of expense, the DEPARTMENT shall promptly submit to the REQUESTING PARTY, a Notice of Audit Results and a copy of the audit report which may supplement or modify any tentative findings verbally communicated to the REQUESTING PARTY at the completion of an audit.

Within sixty (60) days after the date of the Notice of Audit Results, the REQUESTING PARTY shall: (a) respond in writing to the responsible Bureau or the DEPARTMENT indicating whether or not it concurs with the audit report, (b) clearly explain the nature and basis for any disagreement as to a disallowed item of expense and, (c) submit to the DEPARTMENT a written explanation as to any questioned or no opinion expressed item of expense, hereinafter referred to as the "RESPONSE". The RESPONSE shall be clearly stated and provide any supporting documentation necessary to resolve any disagreement or questioned or no opinion expressed item of expense. Where the documentation is voluminous, the REQUESTING PARTY may supply appropriate excerpts and make alternate

arrangements to conveniently and reasonably make that documentation available for review by the DEPARTMENT. The RESPONSE shall refer to and apply the language of the contract. The REQUESTING PARTY agrees that failure to submit a RESPONSE within the sixty (60) day period constitutes agreement with any disallowance of an item of expense and authorizes the DEPARTMENT to finally disallow any items of questioned or no opinion expressed cost.

The DEPARTMENT shall make its decision with regard to any Notice of Audit Results and RESPONSE within one hundred twenty (120) days after the date of the Notice of Audit Results. If the DEPARTMENT determines that an overpayment has been made to the REQUESTING PARTY, the REQUESTING PARTY shall repay that amount to the DEPARTMENT or reach agreement with the DEPARTMENT on a repayment schedule within thirty (30) days after the date of an invoice from the DEPARTMENT. If the REQUESTING PARTY fails to repay the overpayment or reach agreement with the DEPARTMENT on a repayment schedule within the thirty (30) day period, the REQUESTING PARTY agrees that the DEPARTMENT shall deduct all or a portion of the overpayment from any funds then or thereafter payable by the DEPARTMENT to the REQUESTING PARTY under this contract or any other agreement, or payable to the REQUESTING PARTY under the terms of 1951 PA 51, as applicable. Interest will be assessed on any partial payments or repayment schedules based on the unpaid balance at the end of each month until the balance is paid in full. The assessment of interest will begin thirty (30) days from the date of the invoice. The rate of interest will be based on the Michigan Department of Treasury common cash funds interest earnings. The rate of interest will be reviewed annually by the DEPARTMENT and adjusted as necessary based on the Michigan Department of Treasury common cash funds interest earnings. The REQUESTING PARTY expressly consents to this withholding or offsetting of funds under those circumstances, reserving the right to file a lawsuit in the Court of Claims to contest the DEPARTMENT'S decision only as to any item of expense the disallowance of which was disputed by the REQUESTING PARTY in a timely filed RESPONSE.

The REQUESTING PARTY shall comply with the Single Audit Act of 1984, as amended, including, but not limited to, the Single Audit Amendments of 1996 (31 USC 7501-7507).

The REQUESTING PARTY shall adhere to the following requirements associated with audits of accounts and records:

a. Agencies expending a total of $500,000 or more in federal funds, from one or more funding sources in its fiscal year, shall comply with the requirements of the federal Office of Management and Budget (OMB) Circular A-133, as revised or amended.

The agency shall submit two copies of:

The Reporting Package
The Data Collection Form
The management letter to the agency, if one issued by the audit firm

The OMB Circular A-133 audit must be submitted to the address below in accordance with the time frame established in the circular, as revised or amended.

b. Agencies expending less than $500,000 in federal funds must submit a letter to the Department advising that a circular audit was not required. The letter shall indicate the applicable fiscal year, the amount of federal funds spent, the name(s) of the Department federal programs, and the CFDA grant number(s). This information must also be submitted to the address below.

c. Address: Michigan Department of Education
Accounting Service Center
Hannah Building
608 Allegan Street
Lansing, MI 48909

d. Agencies must also comply with applicable State laws and regulations relative to audit requirements.

e. Agencies shall not charge audit costs to Department's federal programs which are not in accordance with the OMB Circular A-133 requirements.

f. All agencies are subject to the federally required monitoring activities, which may include limited scope reviews and other on-site monitoring.

2. Agreed Unit Prices Work - All billings for work undertaken by the REQUESTING PARTY on an agreed unit price basis will be submitted in accordance with the Michigan Department of Transportation Standard Specifications for Construction and pertinent FAPG Directives and Guidelines of the FHWA.

3. Force Account Work and Subcontracted Work - All billings submitted to the DEPARTMENT for Federal reimbursement for items of work performed on a force account basis or by any subcontract with a consulting firm, railway company, governmental agency or other party, under the terms of this contract, shall be prepared in accordance with the provisions of the pertinent FHPM Directives and the procedures of the DEPARTMENT. Progress billings may be submitted monthly during the time work is being performed provided, however, that no bill of a lesser amount than $1,000.00 shall be submitted unless it is a final

or end of fiscal year billing. All billings shall be labeled either "Progress Bill Number _____", or "Final Billing".

4. Final billing under this contract shall be submitted in a timely manner but not later than six months after completion of the work. Billings for work submitted later than six months after completion of the work will not be paid.

5. Upon receipt of billings for reimbursement for work undertaken by the REQUESTING PARTY on projects funded with Federal monies, the DEPARTMENT will act as billing agent for the REQUESTING PARTY, consolidating said billings with those for its own force account work and presenting these consolidated billings to the FHWA for payment. Upon receipt of reimbursement from the FHWA, the DEPARTMENT will promptly forward to the REQUESTING PARTY its share of said reimbursement.

6. Upon receipt of billings for reimbursement for work undertaken by the REQUESTING PARTY on projects funded with non-Federal monies, the DEPARTMENT will promptly forward to the REQUESTING PARTY reimbursement of eligible costs.

B. Payment of Contracted and DEPARTMENT Costs:

1. As work on the PROJECT commences, the initial payments for contracted work and/or costs incurred by the DEPARTMENT will be made from the working capital deposit. Receipt of progress payments of Federal funds, and where applicable, State Critical Bridge funds, will be used to replenish the working capital deposit. The REQUESTING PARTY shall make prompt payments of its share of the contracted and/or DEPARTMENT incurred portion of the PROJECT COST upon receipt of progress billings from the DEPARTMENT. Progress billings will be based upon the REQUESTING PARTY'S share of the actual costs incurred as work on the PROJECT progresses and will be submitted, as required, until it is determined by the DEPARTMENT that there is sufficient available working capital to meet the remaining anticipated PROJECT COSTS. All progress payments will be made within thirty (30) days of receipt of billings. No monthly billing of a lesser amount than $1,000.00 will be made unless it is a final or end of fiscal year billing. Should the DEPARTMENT determine that the available working capital exceeds the remaining anticipated PROJECT COSTS, the DEPARTMENT may reimburse the REQUESTING PARTY such excess. Upon completion of the PROJECT, payment of all PROJECT COSTS, receipt of all applicable monies from the FHWA, and completion of necessary audits, the REQUESTING PARTY will be reimbursed the balance of its deposit.

2. In the event that the bid, plus contingencies, for the contracted, and/or the DEPARTMENT incurred portion of the PROJECT work exceeds the estimated cost therefor as established by this contract, the REQUESTING PARTY may be advised and billed for the additional amount of its share.

C. General Conditions:

1. The DEPARTMENT, in accordance with its procedures in existence and covering the time period involved, shall make payment for interest earned on the balance of working capital deposits for all projects on account with the DEPARTMENT. The REQUESTING PARTY in accordance with DEPARTMENT procedures in existence and covering the time period involved, shall make payment for interest owed on any deficit balance of working capital deposits for all projects on account with the DEPARTMENT. This payment or billing is processed on an annual basis corresponding to the State of Michigan fiscal year. Upon receipt of billing for interest incurred, the REQUESTING PARTY promises and shall promptly pay the DEPARTMENT said amount.

2. Pursuant to the authority granted by law, the REQUESTING PARTY hereby irrevocably pledges a sufficient amount of funds received by it from the Michigan Transportation Fund to meet its obligations as specified in PART I and PART II. If the REQUESTING PARTY shall fail to make any of its required payments when due, as specified herein, the DEPARTMENT shall immediately notify the REQUESTING PARTY and the State Treasurer of the State of Michigan or such other state officer or agency having charge and control over disbursement of the Michigan Transportation Fund, pursuant to law, of the fact of such default and the amount thereof, and, if such default is not cured by payment within ten (10) days, said State Treasurer or other state officer or agency is then authorized and directed to withhold from the first of such monies thereafter allocated by law to the REQUESTING PARTY from the Michigan Transportation Fund sufficient monies to remove the default, and to credit the REQUESTING PARTY with payment thereof, and to notify the REQUESTING PARTY in writing of such fact.

3. Upon completion of all work under this contract and final audit by the DEPARTMENT or the FHWA, the REQUESTING PARTY promises to promptly repay the DEPARTMENT for any disallowed items of costs previously disbursed by the DEPARTMENT. The REQUESTING PARTY pledges its future receipts from the Michigan Transportation Fund for repayment of all disallowed items and, upon failure to make repayment for any disallowed items within ninety (90) days of demand made by the DEPARTMENT, the DEPARTMENT is hereby authorized to withhold an equal amount from the REQUESTING PARTY'S share of any future distribution of Michigan Transportation Funds in settlement of said claim.

4. The DEPARTMENT shall maintain and keep accurate records and accounts relative to the cost of the PROJECT and upon completion of the PROJECT, payment of all items of PROJECT COST, receipt of all Federal Aid, if any, and completion of final audit by the DEPARTMENT and if applicable, by the FHWA, shall make final accounting to the REQUESTING PARTY. The final PROJECT accounting will not include interest earned or charged on working capital deposited for the PROJECT which will be accounted for separately at the close of the State of Michigan fiscal year and as set forth in Section C(1).

5. The costs of engineering and other services performed on those projects involving specific program funds and one hundred percent (100%) local funds will be apportioned to the respective portions of that project in the same ratio as the actual direct construction costs unless otherwise specified in PART I.

SECTION IV

MAINTENANCE AND OPERATION

A. Upon completion of construction of each part of the PROJECT, at no cost to the DEPARTMENT or the PROJECT, each of the parties hereto, within their respective jurisdictions, will make the following provisions for the maintenance and operation of the completed PROJECT:

1. All Projects:

Properly maintain and operate each part of the project, making ample provisions each year for the performance of such maintenance work as may be required, except as qualified in paragraph 2b of this section.

2. Projects Financed in Part with Federal Monies:

a. Sign and mark each part of the PROJECT, in accordance with the current Michigan Manual of Uniform Traffic control Devices, and will not install, or permit to be installed, any signs, signals or markings not in conformance with the standards approved by the FHWA, pursuant to 23 USC 109(d).

b. Remove, prior to completion of the PROJECT, all encroachments from the roadway right-of-way within the limits of each part of the PROJECT.

With respect to new or existing utility installations within the right-of-way of Federal Aid projects and pursuant to FAPG (23 CFR 645B): Occupancy of non-limited access right-of-way may be allowed based on consideration for traffic safety and necessary preservation of roadside space and aesthetic quality. Longitudinal occupancy of non-limited access right-of-way by private lines will require a finding of significant economic hardship, the unavailability of practicable alternatives or other extenuating circumstances.

c. Cause to be enacted, maintained and enforced, ordinances and regulations for proper traffic operations in accordance with the plans of the PROJECT.

d. Make no changes to ordinances or regulations enacted, or traffic controls installed in conjunction with the PROJECT work without prior review by the DEPARTMENT and approval of the FHWA, if required.

B. On projects for the removal of roadside obstacles, the parties, upon completion of construction of each part of the PROJECT, at no cost to the PROJECT or the DEPARTMENT, will, within their respective jurisdictions, take such action as is necessary to assure that the roadway right-of-way, cleared as the PROJECT, will be maintained free of such obstacles.

C. On projects for the construction of bikeways, the parties will enact no ordinances or regulations prohibiting the use of bicycles on the facility hereinbefore described as the PROJECT, and will amend any existing restrictive ordinances in this regard so as to allow use of this facility by bicycles. No motorized vehicles shall be permitted on such bikeways or walkways constructed as the PROJECT except those for maintenance purposes.

D. Failure of the parties hereto to fulfill their respective responsibilities as outlined herein may disqualify that party from future Federal-aid participation in projects on roads or streets for which it has maintenance responsibility. Federal Aid may be withheld until such time as deficiencies in regulations have been corrected, and the improvements constructed as the PROJECT are brought to a satisfactory condition of maintenance.

SECTION V

SPECIAL PROGRAM AND PROJECT CONDITIONS

A. Those projects for which the REQUESTING PARTY has been reimbursed with Federal monies for the acquisition of right-of-way must be under construction by the close of the twentieth (20th) fiscal year following the fiscal year in which the FHWA and the DEPARTMENT projects agreement covering that work is executed, or the REQUESTING PARTY may be required to repay to the DEPARTMENT, for forwarding to the FHWA, all monies distributed as the FHWA'S contribution to that right-of-way.

B. Those projects for which the REQUESTING PARTY has been reimbursed with Federal monies for the performance of preliminary engineering must be under construction by the close of the tenth (10th) fiscal year following the fiscal year in which the FHWA and the DEPARTMENT projects agreement covering that work is executed, or the REQUESTING PARTY may be required to repay to the DEPARTMENT, for forwarding to the FHWA, all monies distributed as the FHWA'S contribution to that preliminary engineering.

C. On those projects funded with Federal monies, the REQUESTING PARTY, at no cost to the PROJECT or the DEPARTMENT, will provide such accident information as is available and such other information as may be required under the program in order to make the proper assessment of the safety benefits derived from the work performed as the PROJECT. The REQUESTING PARTY will cooperate with the DEPARTMENT in the development of reports and such analysis as may be required and will, when requested by the DEPARTMENT, forward to the DEPARTMENT, in such form as is necessary, the required information.

D. In connection with the performance of PROJECT work under this contract the parties hereto (hereinafter in Appendix "A" referred to as the "contractor") agree to comply with the State of Michigan provisions for "Prohibition of Discrimination in State Contracts", as set forth in Appendix A, attached hereto and made a part hereof. The parties further covenant that they will comply with the Civil Rights Acts of 1964, being P.L. 88-352, 78 Stat. 241, as amended, being Title 42 U.S.C. Sections 1971, 1975a-1975d, and 2000a-2000h-6 and the Regulations of the United States Department of Transportation (49 C.F.R. Part 21) issued pursuant to said Act, including Appendix "B", attached hereto and made a part hereof, and will require similar covenants on the part of any contractor or subcontractor employed in the performance of this contract.

E. The parties will carry out the applicable requirements of the DEPARTMENT'S Disadvantaged Business Enterprise (DBE) program and 49 CFR, Part 26, including, but not limited to, those requirements set forth in Appendix C.

APPENDIX A
PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS

In connection with the performance of work under this contract; the contractor agrees as follows:

1. In accordance with Public Act 453 of 1976 (Elliott-Larsen Civil Rights Act), the contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, treatment, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status. A breach of this covenant will be regarded as a material breach of this contract. Further, in accordance with Public Act 220 of 1976 (Persons with Disabilities Civil Rights Act), as amended by Public Act 478 of 1980, the contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants will be regarded as a material breach of this contract.

2. The contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, shall contain a covenant the same as hereinabove set forth in Section 1 of this Appendix.

3. The contractor will take affirmative action to ensure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status, or any disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action shall include, but not be limited to, the following: employment; treatment; upgrading; demotion or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

4. The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.

5. The contractor or its collective bargaining representative shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising such labor union or workers' representative of the contractor's commitments under this Appendix.

6. The contractor shall comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission that may be in effect prior to the taking of bids for any individual state project.

7. The contractor shall furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission; said forms may also elicit information as to the practices, policies, program, and employment statistics of each subcontractor, as well as the contractor itself, and said contractor shall permit access to the contractor's books, records, and accounts by the Michigan Civil Rights Commission and/or its agent for the purposes of investigation to ascertain compliance under this contract and relevant rules, regulations, and orders of the Michigan Civil Rights Commission.

8. In the event that the Michigan Civil Rights Commission finds, after a hearing held pursuant to its rules, that a contractor has not complied with the contractual obligations under this contract, the Michigan Civil Rights Commission may, as a part of its order based upon such findings, certify said findings to the State Administrative Board of the State of Michigan, which State Administrative Board may order the cancellation of the contract found to have been violated and/or declare the contractor ineligible for future contracts with the state and its political and civil subdivisions, departments, and officers, including the governing boards of institutions of higher education, until the contractor complies with said order of the Michigan Civil Rights Commission. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom the contractor is declared ineligible to contract as a contracting party in future contracts. In any case before the Michigan Civil Rights Commission in which cancellation of an existing contract is a possibility, the contracting agency shall be notified of such possible remedy and shall be given the option by the Michigan Civil Rights Commission to participate in such proceedings.

9. The contractor shall include or incorporate by reference, the provisions of the foregoing paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Michigan Civil Rights Commission; all subcontracts and purchase orders will also state that said provisions will be binding upon each subcontractor or supplier.

Revised June 2011

APPENDIX B
TITLE VI ASSURANCE

During the performance of this contract, the contractor, for itself, its assignees, and its successors in interest (hereinafter referred to as the "contractor"), agrees as follows:

1. **Compliance with Regulations**: For all federally assisted programs, the contractor shall comply with the nondiscrimination regulations set forth in 49 CFR Part 21, as may be amended from time to time (hereinafter referred to as the Regulations). Such Regulations are incorporated herein by reference and made a part of this contract.

2. **Nondiscrimination**: The contractor, with regard to the work performed under the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices, when the contractor covers a program set forth in Appendix B of the Regulations.

3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment**: All solicitations made by the contractor, either by competitive bidding or by negotiation for subcontract work, including procurement of materials or leases of equipment, must include a notification to each potential subcontractor or supplier of the contractor's obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

4. **Information and Reports**: The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and facilities as may be determined to be pertinent by the Department or the United States Department of Transportation (USDOT) in order to ascertain compliance with such Regulations or directives. If required information concerning the contractor is in the exclusive possession of another who fails or refuses to furnish the required information, the contractor shall certify to the Department or the USDOT, as appropriate, and shall set forth the efforts that it made to obtain the information.

5. **Sanctions for Noncompliance**: In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Department shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to, the following:

    a. Withholding payments to the contractor until the contractor complies; and/or

    b. Canceling, terminating, or suspending the contract, in whole or in part.

6. **Incorporation of Provisions**: The contractor shall include the provisions of Sections (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Department or the USDOT may direct as a means of enforcing such provisions, including sanctions for non-compliance, provided, however, that in the event a contractor becomes involved in or is threatened with litigation from a subcontractor or supplier as a result of such direction, the contractor may request the Department to enter into such litigation to protect the interests of the state. In addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Revised June 2011

APPENDIX C

TO BE INCLUDED IN ALL FINANCIAL ASSISTANCE AGREEMENTS WITH LOCAL AGENCIES

Assurance that Recipients and Contractors Must Make (Excerpts from US DOT Regulation 49 CFR 26.13)

A. Each financial assistance agreement signed with a DOT operating administration (or a primary recipient) must include the following assurance:

> The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR Part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

B. Each contract MDOT signs with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:

> The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of US DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: March 19, 2024

SUBJECT: Recommendation of Approval of Second Extension of the 2022 As Needed Materials Testing Services Contract.

Recommendation:

Approval of the second extension of the 2022 As Needed Materials Testing Services Contract with Professional Service Industries (PSI), Inc. of Lansing, Michigan in the estimated amount of $125,000.00, and authorization for the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

Attached is a report from Jon Dowling, City Engineer, requesting a second extension of the City's 2022 As Needed Materials Services Contract for the 2024 construction season.

I recommend approval of the extension as requested. Your consideration and concurrence is appreciated.

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Jon Dowling, Engineer

DATE: March 19, 2024

RECOMMENDATION: Approval of the second extension of the 2022 As Needed Materials Testing Services Contract with Professional Service Industries (PSI), Inc. of Lansing, Michigan in the estimated amount of $125,000.00, and authorization for the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

ISSUE STATEMENT

The City of Jackson has annually, for several decades, entered into a professional services contract with an engineering firm to provide testing services to ensure that specifications are met regarding the provision and placement of various materials on the City's construction projects. This is an industry wide standard practice and a requirement for those projects that are funded in part or in whole by state and/or federal grants.

DESCRIBE THE CONSEQUENCES

If the materials testing is not performed on City projects, the City will be in violation of the MDOT agreements in federal aid projects. Also, the City would have no way to verify if the contractors working on streets, water and sewer projects are meeting specifications.

On March 8, 2022, City Council approved the award of the 2022 As Needed Materials Testing Services Contract to Professional Service Industries (PSI), Inc. of Lansing Michigan in the amount of $125,205.00. This contract is subject to two 1-year extensions with a two and a half percent unit price adjustment per year. PSI has submitted the attached letter indicating their desire to renew the contract to provide materials testing services for the 2024 construction season.

OWNERSHIP

Engineering is responsible for the major construction and rehabilitation projects on the City's infrastructure. As part of the work to oversee the construction contracts, Engineering utilizes a materials testing firm to ensure the work performed adheres to the contract specifications.

Engineering is requesting that the second extension be approved in the estimated amount of

$125,000.00. This amount will cover the costs for materials testing on the various construction projects that the City will undertake in 2024. This work will be paid for out of various project accounts in the Major Street Fund, Local Street Fund, Sewer Fund and Water Fund.

SOLUTION

In concurrence with the Purchasing Agent, it is Engineering's recommendation that the second extension of the 2022 As Needed Materials Testing Services contract with Professional Service Industries, Inc. of Lansing, Michigan, in the estimated amount of $125,000.00 be approved, and the Mayor and City Clerk be authorized to execute the appropriate document(s).

FACILITATE IMPLEMENTATION

Approval of the second extension of the 2022 As Needed Materials Testing Services Contract with Professional Service Industries (PSI), Inc. of Lansing, Michigan in the estimated amount of $125,000.00, and authorization for the Mayor and City Clerk to execute the appropriate document(s) in accordance with the Purchasing Agent.

ATTACHMENTS

1. Engineering Materials Testing ATTACHMENT

Intertek-PSI
3120 Sovereign Drive, Suite C
Lansing, MI 48911

Tel +1 517 394 5700
Fax +1 517 394 5796
intertek.com/building

February 12, 2024

Mr. Jon Dowling, P.E.
City of Jackson
Department of Engineering
161 West Michigan Avenue
Jackson, Michigan 49201

Re: 2024 As Needed Materials Testing Services
City of Jackson
Jackson, Michigan

Dear Mr. Dowling:

PSI (Professional Service Industries, Inc.), an Intertek company, provided as-needed material testing services to the City of Jackson during the 2022 and 2023 construction seasons. If agreeable to the City of Jackson, PSI would be pleased to continue to provide these services in 2024 in accordance with our proposal, dated January 24, 2022, and the current agreement between the City of Jackson and PSI.

PSI appreciates the opportunity to provide our services and we look forward to continuing working with you. If you have any questions or need any additional information, please feel free to call me at 517-394-5700.

Very truly yours,
PROFESSIONAL SERVICE INDUSTRIES, INC.

Joel A. Walter, P.E.
Branch Manager

JAW/lnr

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: March 19, 2024

SUBJECT: Resolution to Apply for Local Bridge Program Funding Martin Luther King, Jr. Drive Bridge over the Grand River.

Recommendation:

Approve a resolution for application to the Michigan Department of Transportation (MDOT) for Local Bridge Program Funding, authorization for the Mayor and City Clerk to execute the resolution, and authorization for the City Engineer to file an application for the Martin Luther King, Jr. Drive bridge over the Grand River.

Attached is a memo from Jon H. Dowling, City Engineer, regarding a resolution to file the above referenced funding application to MDOT.

I recommend approval. Your consideration and concurrence is appreciated.

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Jon Dowling, Engineer

DATE: March 19, 2024

RECOMMENDATION: Approve a resolution for application to the Michigan Department of Transportation (MDOT) for Local Bridge Program Funding, authorization for the Mayor and City Clerk to execute the resolution, and authorization for the City Engineer to file an application for the Martin Luther King, Jr. Drive bridge over the Grand River.

ISSUE STATEMENT

The bridge located on Martin Luther King Jr. Drive over the Grand River was constructed in 1903. The bridge is an earth filled concrete arch structure that is showing its age. The Michigan Department of Transportation (MDOT) is soliciting applications for candidate projects for the Local Bridge Program. Engineering has determined that the Martin Luther King, Jr. Drive bridge over the Grand River qualifies for full replacement.

DESCRIBE THE CONSEQUENCES

As the bridge continues to age and deteriorate, the load limits will need to be reduced and eventually require closure of the bridge. Prior to the bridge reaching that condition, Engineering is looking to replace the structure. The total construction cost is estimated at $3,558,000 with the Local Bridge Program paying 95% of the construction cost with federal and state funding. The City is responsible for the remaining 5% along with 100% of the engineering costs. The total estimated cost for the City is $1,067,400. This cost would be paid from the Major Street Fund.

OWNERSHIP

The City has 15 bridges that it is responsible to have inspected annually or bi-annually and to maintain. Michigan legislation enacted on October 1, 2004 created the Local Bridge Program. With the City's application for the Local Bridge Program, the City must commit to funding within the fiscal year for which we are applying. The current call for projects is for MDOT's fiscal year 2026-2027.

SOLUTION

I am requesting the attached resolution to apply for Local Bridge Program Funding through MDOT for the Martin Luther King, Jr. Drive bridge over the Grand River be approved, the Mayor and City Clerk be authorized to execute the resolution and the City Engineer by authorized to file an application.

FACILITATE IMPLEMENTATION

Approve a resolution for application to the Michigan Department of Transportation (MDOT) for Local Bridge Program Funding, authorization for the Mayor and City Clerk to execute the resolution, and authorization for the City Engineer to file an application for the Martin Luther King, Jr. Drive bridge over the Grand River.

ATTACHMENTS

1. Engineering MDOT Local Br Resolution ATT

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the bridge located on Martin Luther King, Jr. Drive over the Grand River in the City of Jackson was constructed in 1903; and

WHEREAS, a bridge inspection completed in 2023 noted that the bridge is in deteriorating condition and recommended full replacement; and

WHEREAS, the Michigan Department of Transportation is accepting new applications for the Local Bridge Program; and

WHEREAS, if successful, the City will receive Federal and State funding in fiscal year 2026-2027 to finance 95% of construction costs, and the City will fund 5% of the construction cost and 100% of the engineering costs; and

WHEREAS, based upon engineering conceptual estimates, the projected construction cost is $3,558,000; and

WHEREAS, 5% of the conceptual construction cost is $177,900, and estimated engineering costs are $889,500, for a total estimated City cost of $1,067,400.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Jackson hereby certifies its support of the filing by the City Engineer on behalf of the City of Jackson an application for the Martin Luther King, Jr. Drive bridge over the Grand River under the Michigan Department of Transportation Local Bridge Program.

* * * * * *

State of Michigan)
County of Jackson) ss
City of Jackson)

I, Andrea Muray, City Clerk, in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 19th day of March, 2024.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 20th day of March, 2024.

_____
Daniel Mahoney, Mayor

_____
Andrea Muray, City Clerk

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: March 19, 2024

SUBJECT: Amendment 1 to the 23-001 Major Street Engineering Contract.

Recommendation:

Approval of Amendment 1 to the 23-001 Major Street Engineering contract with Rowe Professional Services Company of Flint, MI, at a not-to-exceed cost of $8,837.50, and authorization for the City Manager and City Engineer to sign the appropriate document.

Attached is a report from Jon H. Dowling, City Engineer, regarding an amendment to the above referenced contract.

I recommend approval of the amendment. Your consideration and concurrence is appreciated.

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Jon Dowling, Engineer

DATE: March 19, 2024

RECOMMENDATION: Approval of Amendment 1 to the 23-001 Major Street Engineering contract with Rowe Professional Services Company of Flint, MI, at a not-to-exceed cost of $8,837.50, and authorization for the City Manager and City Engineer to sign the appropriate document.

ISSUE STATEMENT

The scope of services for the awarded contract for the design engineering of Elm Avenue and High Street listed the scope of work Engineering believed was adequate for the design. Due to the complexity of the project, modifications to the design phase for both streets were made as described in the letter from Rowe Professional Services Company dated December 4, 2023.

DESCRIBE THE CONSEQUENCES

If the changes made in design were not made to clarify the bid documents, the project would have cost more during the construction of these roads. Adjusting the point of ending from the north side of Floral Avenue to the south side saves the cost of rebuilding the intersection, as well as modifying the cross-slopes to remove curb replacement and driveway work saves cost.

OWNERSHIP

Engineering is responsible for overseeing the roadwork to fit within the available funding for our projects. By increasing the design fee by $8,837.50 the City will save much more in the construction cost of these two roadways.

SOLUTION

Engineering recommends approval of the attached contract Amendment 1 to the design phase of the 2023 Major Street Engineering contract.

FACILITATE IMPLEMENTATION

Approval of Amendment 1 to the 23-001 Major Street Engineering contract with Rowe Professional Services Company of Flint, MI, at a not-to-exceed cost of $8,837.50, and authorization for the City Manager and City Engineer to sign the appropriate document.

ATTACHMENTS

1. Engineering Amend 1 Rowe ATTACHMENTS

AMENDMENT NO. 1
To Contract for
23-001 Major Street Engineering Contract
City of Jackson, Michigan

Notice is hereby given that the following additional information and changes shall become a part of the Contract Documents of the above-named contract.

ORIGINAL CONTRACT AMOUNT	**$144,678.05**
AMENDMENT NO. 1	**$ 8,837.50**
NEW CONTRACT AMOUNT AS SET BY AMENDMENT NO.1	**$153,515.55**

REASON FOR AMENDMENT:

To provide for design modifications to the contract as described in the letter from Rowe Professional Services Company dated December 4, 2023.

Prepared by Jon H. Dowling, P.E.
City Engineer

ACCEPTED BY:

Jeremy M. Lynn, P.E., Principal/VP
Rowe Professional Services Company

Date:

ACCEPTED BY:

Jon H. Dowling, P.E., City Engineer

Date:

ACCEPTED BY:

Jonathan Greene, City Manager

Date:

ROWE

540 S. Saginaw Street, Suite 200
Flint, MI 48502 | (810) 341-7500
www.rowepsc.com

December 4, 2023

Mr. Jon Dowling, P.E., City Engineer
City of Jackson
161 W. Michigan Avenue
Jackson, MI 49201

RE: RFQP 23-001 Major Street Engineering (Invoice #109990)
Scope of Work Change Revision #1

Dear Mr. Dowling:

ROWE Professional Services Company is submitting this design engineering scope of work change request, for the High Street (Task I) and Elm Avenue (Task II) Project. This request is based on our discussions and the direction we received from the city at our 50 percent project review meeting on April 13th, 2023. The following is a summary of the revisions that were incorporated into the project, and then removed to reduce project cost according to the cities September 8, 2023, markups. As you are aware, we completed these revisions and submitted final documents to Michigan Department of Transportation (MDOT) for their letting. Barring any revisions needed from MDOT's review, we anticipate these services will conclude our design services scope and the project will move into the construction phase once it has been awarded by MDOT.

- Update roadway cross sections and hot mix asphalt (HMA) mixture type for High Street and Elm Avenue.
- Update sidewalk details, special provisions, and quantities to exclude sand subbase.
- Revisit existing cross slope constraints on Elm Avenue to remove the proposed curb and driveway replacement work. Provide and discuss additional options to address roadway cross slopes. Update estimate, cross sections, removal, and plan sheets.
- Replace brick drainage structures and sewer leads to nearest manhole on Elm Avenue. Incorporated then removed storm sewer work from the plans and estimate.
- Adjust Point of Ending (POE) on Elm Avenue to the south side of Floral Avenue. Removed work within the intersection and sidewalk ramps from the project plans and estimate.

Our fee for these additional services is **$8,837.50.**

Our current authorized design engineering services budget is **$74,822.07** for Tasks I and II. This scope of work change revision request #1 to the project is **$8,837.50** which would increase our authorized budget to **$83,659.57.**

If you agree with this scope of work change request, please sign in the following space provided and return to our office. If you have any questions or require additional information, please contact me at (810) 341-7500.

Sincerely,
ROWE Professional Services Company

Ryan D. Bair, P.E.
Project Manager

Having reviewed this scope of work change request acceptance of this proposal is hereby confirmed. ROWE Professional Services Company is authorized to proceed with the work.

Accepted by: _____
Signature Date

_____
Print Name and Title

R:\Projects\2300034\Docs\Proposal and Contract\Scope Change Request #1.docx

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: March 19, 2024

SUBJECT: State of Michigan Department of Natural Resources Passport Grant Application for new Softball Lights at 2 of the Ella Sharp Park softball fields

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Recommendation:

Approve a State of Michigan Department of Natural Resources Passport Grant Application for new Softball Lights at 2 of the Ella Sharp Park softball fields

State of Michigan Department of Natural Resources Passport Grant Application for new Softball Lights at 2 of the Ella Sharp Park softball fields

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Kelli Hoover, Parks Director

DATE: March 19, 2024

RECOMMENDATION: State of Michigan Department of Natural Resources Passport Grant Application for new Softball Lights at 2 of the Ella Sharp Park softball fields

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ISSUE STATEMENT

The City of Jackson Parks, Recreation and Cemeteries Department is applying to the State of Michigan Department of Natural Resources Passport Grant for a 2 Ella Sharp Park Softball lights. The current light poles from the 1960's and wood frames lights are out of date and inefficient. Each bulb takes 1500 watts. We need new poles, LED light system and a safer way to turn on and off the lights.

DESCRIBE THE CONSEQUENCES

The City of Jackson softball program and special events would be unable to take place after dusk.

OWNERSHIP

The City of Jackson working over the years to maintain the system and at this point we are in need of changes for participant and money saving opportunities with lower electrical and maintenance costs.

SOLUTION

Approve a State of Michigan Department of Natural Resources Passport Grant Application for new Softball Lights at 2 of the Ella Sharp Park softball fields.

FACILITATE IMPLEMENTATION

State of Michigan Department of Natural Resources Passport Grant Application for new Softball Lights at 2 of the Ella Sharp Park softball fields.

ATTACHMENTS

1. MDNR 2024 resolution Passport Grant

RESOLUTION

BY THE CITY COUNCIL:

WHEREAS, the City of Jackson supports the submission of an application titled Ella Sharp Park Softball Lights Project to the Michigan Department of Natural Resources Passport Grant to update the lighting at the Ella Sharp Park softball fields; and,

WHEREAS, the proposed application, is supported by the Community's Approved 5-Year Parks and Recreation Plan; and,

WHEREAS, The City of Jackson is hereby making a financial commitment to the project in the amount of $300,000 matching funds, in cash and/or force account; and,

WHEREAS, if the grant is awarded the applicant commits its local match and donated amounts from the following sources:

City of Jackson	$300,000
Total	$300,000

NOW, THEREFORE, BE IT RESOLVED, that the City of Jackson City Council hereby authorizes submission of a Michigan Department of Natural Resource Passport Grant application for $300,000 and further resolves to make availed a local match through financial commitment and donation(s) of $300,000 (50%) of a total $600,000 project cost, during the 2024-2025 fiscal year

* * * * *

State of Michigan)
County of Jackson) ss
City of Jackson)

I, Andrea Murray, City Clerk in and for the City of Jackson, County and State of Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Jackson City Council on the ____ day of _____.

IN WITNESS WHEREOF, I have hereto affixed my signature and the seal of the City of Jackson, Michigan, on this ____day of_____, 2024.

_____

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: March 19, 2024

SUBJECT: Award a Contract to R.W. Mercer for the Masonic Temple Buildout

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Recommendation:

Award a Contract to R.W. Mercer for the Masonic Temple Buildout in the amount of $2,994,706, Provide $170,000 for a Contingency Fund, and Authorize the City Manager to Execute Potential Change Orders Less than $50,000

Attached is a memorandum from Shane LaPorte, Director of the Community Development Department, requesting City Council award a contract to R.W. Mercer for the Masonic Temple Buildout in the amount of $2,994,706, provide a $170,000 contingency fund, and authorize the City Manager to execute potential change orders less than $50,000.

I recommend approval of the request. Your consideration and concurrence is appreciated.

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Shane LaPorte, Director of Community Development

DATE: March 19, 2024

RECOMMENDATION: Award a Contract to R.W. Mercer for the Masonic Temple Buildout in the amount of $2,994,706, Provide $170,000 for a Contingency Fund, and Authorize the City Manager to Execute Potential Change Orders Less than $50,000

ISSUE STATEMENT

On March 21, 2023, City Council awarded a contract in the amount of $774,184 to R. W. Mercer to perform interior demolition work to prepare for this phase of the project. Additional preparatory work included full reconstruction of the existing elevator shaft and installation of a new elevator and all associated equipment and electrical connections.
Bids were recently solicited for Phase II of the project to complete the City Garden Kitchen and Event Center buildout in the basement, first floor, mezzanine level, and exterior site upgrades. R. W. Mercer was again the low bidder in the amount of $2,994,706. Only one other bid was received from a company in Flint in the amount of $4,494,000.
To ensure timely construction and the potential for cost overruns, a contingency fund in the amount of $170,000 should also be included in the budget to cover unknown, but expected, costs for utilities, fire suppression, elevator activation, etc. This would bring the total amount needed to finish this phase of construction to $3,164,706. As was approved for the Phase I construction, the City Manager should also be authorized to execute potential change orders that do not exceed $50,000 per request. Change orders are generally avoided except in instances when they address unforeseen issues, such as when walls and ceilings are removed.

DESCRIBE THE CONSEQUENCES

The City Garden Kitchen and Event Center has been a project in the works for several years with significant investment in the building's stabilization and preparation for rehabilitation. Should Council determine it wants to abandon the project, this investment will have been for naught.

OWNERSHIP

The City of Jackson took ownership of the former Masonic Temple at the end of August 2017. The rehabilitation project was partially assigned to the Community Development Department as

the Chief Building Official, Brian Taylor, provides project oversight during construction phases. Mr. Taylor is extremely adept at communicating with architects, engineers, and contractors, ensuring work is completed fully and in good fashion.

SOLUTION

To avoid the loss of investment in this long term project, City Council should award a contract to R.W. Mercer in the amount of $2,994,706 and ensure the budget is sufficient for a $170,000 contingency fund. A copy of the Responsible Contractor Scoring is attached for your review.

FACILITATE IMPLEMENTATION

Requested action is for City Council to:

- Award a contract to R. W. Mercer in the amount of $2,994,706;
- Provide a $170,000 contingency fund; and
- Authorize the City Manager to execute potential change orders for less than $50,000 per City Purchasing Guidelines.

ATTACHMENTS

1. Resp Bidder Scoring

	RW MERCER	SORENSON GROSS COMPANY LLC
Price (25%)		
A statement identifying what possible change orders could be necessary and what their approximate subsequent total costs would be.	25	0
Submitted Bid:	2,994,706.00	$4,494,000.00
Labor Costs:	1,335,620.00	$1,797,600.00
Materials Costs:	1,644.086.00	$2,696,400.00
Equipment Costs:	15,000	In Materials
Possible Change Orders:		Unknown
Corporate Accountability (25%) – 25 pts total - 5 pts. Each item		
Qualifications of management and supervisory personnel to be assigned by the bidder. **Criteria #18**	All of our project managers have over 20-30 years of experience in the industry, with the majority of them also holding a B.S. in Construction Management from Michigan State University. The City's Building Department can attest to the quality of our management and supervisory personnel. 5	Proposed Project Manager - Alex Summers Alex Summers joined the Sorensen Gross team in 2019, and has over 10 years of experience in the maintenance and construction industry. He is skilled in coordination and organization and has strong experience managing commercial and municipal projects. Proposed Superintendent - Lukas Miskowski Lukas joined the Sorensen Gross team in 2022, and has 3 years of experience as a superintendent, plus 4 additional years of experience in facility maintenance. He is skilled in onsite supervision and coordination of trades. 3
References from individuals or entities the bidder has worked for within the last five (5) years including information regarding records of performance and job site cooperation. **Criteria #19**	All of our project managers have over 20-30 years of experience in the industry, with the majority of them also holding a B.S. in Construction Management from Michigan State University. The City's Building Department can attest to the quality of our management and supervisory personnel. 0	**CRITERIA 19** *References from individuals or entities the bidder has worked for within the last five (5) years including information regarding records of performance and job site cooperation.* We have many clients for whom we have performed multiple projects over many years, such as City of Flint, Bishop International Airport, University of Michigan (multiple campuses), Mott Community College, Flint Institute of Arts, and Hurley Medical Center. We feel that this is a positive reflection of our performance record and successful approach to cooperation and relationship building. In addition to the three references for similar work provided in the bid forms, please find information and references for other recently completed work on the following pages. 5
Evidence of any quality assurance program used by the bidder and the results of any such program on the bidder's previous projects. **Criteria #20**	N/A 0	Sorensen Gross has a responsibility and an obligation to provide quality control. In the event a quality control issue arises, the application of quality control procedures will ensure proper documentation, review, correction and follow-up. Our Project Manager shall maintain effective, concise and thorough written records. Original bid documents starting from the bid date of a project shall be preserved and maintained in their original format on the jobsite. Our standard procedures also call for regularly scheduled inspections of work in place, as a function of verifying subcontractor performance and schedule compliance and adherence to contract and scope of work requirements. 5

<table>
<tr><th></th><th>RW MERCER</th><th>SORENSON GROSS COMPANY LLC</th></tr>
<tr><td>Assurance that all construction work for this project must proceed economically, efficiently, continuously and without interruption. Criteria #21</td><td>Confirmed
5</td><td>Sorensen Gross is prepared to proceed with this project upon award and notice to proceed, barring any unforeseen delays in project startup outside of our control. Once the project is underway, we will take all steps necessary to ensure efficient and continuous work. We use a critical path method (CPM) of scheduling which visually identifies all tasks of critical nature and allows us to focus on items that impact or affect the end date of the schedule. Schedules are prepared at the start of the project and are updated as required as to allow us to monitor impact of events. In the event of negative impact, we can analyze our construction plan and review our course of execution to allow the opportunity to correct unanticipated impact, or likewise, take advantage of positive impact.
5</td></tr>
<tr><td>A list of projects completed within the past five (5) years of comparable size/complexity, including dates, clients, approximate dollar value, and size. Documentation from these previous projects including but not limited to all extra costs relating to the bidder's timeliness, performance, quality of work, extension requests, contractual fines and penalties imposed, liens filed, history of claims for extra work and any contract defaults with an explanation of the reason for the default and how the default was resolved. Criteria #22</td><td>
<table>
<tr><th>Project</th><th>Description</th><th>Contract Amount</th><th>Completion Date</th></tr>
<tr><td>Jackson College, Jackson, MI</td><td>Construction Manager for the renovation of Whiting Hall and construction of new building addition; LEED Silver project</td><td>$21,900,000</td><td>05/11</td></tr>
<tr><td>Jackson Public Schools Jackson, MI</td><td>Construction Manager for the JPS 2009 Bond Campaign</td><td>$16,000,000</td><td>05/13</td></tr>
<tr><td>Jackson County ISD Jackson, MI</td><td>Construction Manager for the Renovations To Frost Elementary School</td><td>$16,000,000</td><td>2023</td></tr>
<tr><td>Jackson College Jackson, MI</td><td>Construction Manager for the renovation of Bert Walker Hall</td><td>$15,000,000</td><td>08/16</td></tr>
<tr><td>Napoleon Community Schools, Napoleon, MI</td><td>Construction Manager for 2012 bond campaign to renovate high school</td><td>$13,000,000</td><td>09/14</td></tr>
<tr><td>The 200 Jackson, MI</td><td>Construction Manager for the construction of a new apartment complex in downtown Jackson.</td><td>$11,800,000</td><td>10/20</td></tr>
<tr><td>Omnisource – Michigan Division, Jackson, MI</td><td>Construction Manager for new shredder operation and remodeling of existing facilities</td><td>$10,800,000</td><td>06/05</td></tr>
<tr><td>Tru by Hilton Traverse City, MI</td><td>Construction Manager for the construction of a new hotel in Traverse City</td><td>$9,700,000</td><td>2022</td></tr>
<tr><td>Hannah Hospitality East Lansing, MI</td><td>Construction Manager for new Residence Inn in East Lansing</td><td>$9,500,000</td><td>09/15</td></tr>
<tr><td>Consumers Energy Jackson, MI</td><td>Renovation of Jackson Innovation Center</td><td>$8,000,000</td><td>01/16</td></tr>
<tr><td>Jackson College Jackson, MI</td><td>Construction Manager for a 24-suite student dormitory; achieved LEED Gold Certification</td><td>$6,660,000</td><td>07/09</td></tr>
<tr><td>Lifeways (Jackson Co.) Jackson, MI</td><td>Renovation of Existing Facility</td><td>$5,500,000</td><td>2021</td></tr>
<tr><td>Anesthesia Business Cons. Jackson, MI</td><td>Renovation of 60,000 SF facility into new Corporate headquarters</td><td>$4,900,000</td><td>09/06</td></tr>
<tr><td>City of Jackson Jackson, MI</td><td>Construction of new public works facility</td><td>$4,600,000</td><td>06/20</td></tr>
<tr><td>Consumers Energy Jackson, MI</td><td>Renovation of Parnall First Floor</td><td>$4,300,000</td><td>08/18</td></tr>
</table>
5</td><td>
<table>
<tr><td>Project Information</td><td>ELGA Credit Union
New Branch and Headquarters Buildings
Grand Blanc, MI

 
New construction of an approx. 61,000 SF headquarters building alongside a new 4,400 SF retail branch.
Headquarters building is two-story plus terrace, including offices, workstations, conference areas, cafeteria, support areas, and elevators. Branch is one-story and includes offices, transaction areas, support areas, and drive-through lanes with protective awning.

Project also involved extensive site work, including site preparation, parking lots, entries, landscaping, sidwalks, utilities, and a retaining pond.</td></tr>
<tr><td>Value / Size</td><td>$19,274,246 / 67,400 SF</td></tr>
<tr><td>Status</td><td>Complete February 2022</td></tr>
<tr><td>Reference</td><td>Terry Katzur, President/CEO, 810-600-2499, Terry.Katzur@ELGACU.com</td></tr>
</table>
<table>
<tr><td>Project Information</td><td>Hurley Medical Center
Hurley 3D Adolescent Behavior Health Unit Renovations
Flint, MI

Interior renovation of the Adolescent Behavioral Health Unit located on the third floor within Hurley Medical Center. Project consisted of approximately 10,500 SF of renovations, including a new 14 bed Child and Adolescent Behavioral Health Unit. The newly renovated unit will provide private & semi private patient rooms, improving customer satisfaction and dignity of care for patients.

Major aspects/challenges of the buildout included -
• All plumbing and HVAC connections for new construction had to be performed in the ceiling space of the occupied floor below. The associated work had to be coordinated with steff in advance to minimize the disruption to patient loads.
• Existing building structure was reinforced concrete built in the mid-1930s, so coordinating layout of new patient rooms and bathrooms while meeting ADA accessibility requirements was a challenge. Structural repair to existing columns was incorporated into project scope.
• The exterior building envelope rating was brought up to current energy standards.
• A trash chute system was used to minimize the amount debris that needed to be removed sterile corridors.
• Specialized installation included anti-ligature equipment</td></tr>
<tr><td>Value / Size</td><td>$3,258,103 / 10,500 SF</td></tr>
<tr><td>Status</td><td>Complete March 2022</td></tr>
<tr><td>Reference</td><td>Joe Hosler, 810-262-6216, jhosler1@hurleymc.com</td></tr>
</table>
5</td></tr>
</table>

	RW MERCER	SORENSON GROSS COMPANY LLC

RW MERCER

Project	Description	Contract Amount	Completion Date
Sealandaire Jackson, MI	Renovation of 20,000 SF existing facility	$2,800,000	08/19
Llamasoft Ann Arbor, MI	Renovation of third floor of existing facility	$2,600,000	02/20
Jackson Free Methodist Church Jackson, MI	Construction of new addition; renovation of the existing facility	$2,500,000	01/20
Classic Turning Jackson, MI	Construction of new addition; renovation of existing facility	$2,400,000	10/19
Beacon & Bridge Mt. Morris, MI	Construction of new convenience store with A & W; installation of new fueling system	$2,400,000	5/19
Standard Bistro Ann Arbor, MI	Renovation of restaurant	$2,100,000	03/18
Turtle Creek Casino Traverse City, MI	Construction of new convenience store/ Fueling facility	$2,000,000	07/18
Toledo 76, Inc. Homer, MI	Construction of New Convenience Store/Fueling Facility	$1,950,000	09/15
City of Jackson Jackson, MI	Renovation and addition to existing MLK Center	$1,910,000	10/20
MB C-Stores, LLC Dowagiac, MI	Construction of New Convenience Store/ Fueling Facility	$1,800,000	12/13
Kelly Fuels, Inc. Jackson, MI	Construction manager for the construction of a new strip mall facility	$1,686,000	08/17
Save Time Clark Lake, MI	Construction of new 7,700 SF convenience store; bank and Subway	$1,600,000	05/11
Pic Center Jackson, MI	Construction of new 6,100 SF medical office facility.	$1,550,000	06/13
Grinnell Properties, LLC Jackson, MI	Design/Build construction of new medical office facility addition	$1,500,000	01/17
Page Ave., LLC Michigan Center, MI	Design/build construction of new two-story medical office building	$1,500,000	02/10

SORENSON GROSS COMPANY LLC

Project Information	**Flint Institute of Arts** **Additions and Renovation Phases IV & V** Flint, MI The Flint Institute of Arts (FIA) has undertaken several extensive renovation and expansion projects in recent years. Sorensen Gross provided pre-construction services, design/build, and construction management services for Phases I through V, working closely and collaboratively with the Owner and Architect throughout all.orensen Gross provided pre-construction services, design/build and construction management services for several projects at the Flint Institute of Arts. Phases IV and V included the addition of another new 11,000 SF gallery wing for collection exhibitions, as well as the enclosure of and reconfiguring of an existing 3,350 SF courtyard into a state-of-the-art glassblowing studio.
Delivery Method	Construction Management
Value / Size	$8,225,000 / 14,350 SF inclusive of all phases
Status	Complete 2018
Reference	Tracee Glab, Executive Director, 810-234-1695



Project Information	**Huntington Bank (formerly First Merit Corporation)** **Flint Headquarters Renovations** Flint, MI Project involved renovations to approximately 75,000 SF of the FirstMerit Headquarters in downtown Flint. Renovations occurred on several floors to provide new offices and workspace buildouts for employees. The café facility was also renovated. Work was also done to fully separate a portion of the building, including a fire wall and separation of all utilities, resulting in two distinct buildings, the second of which is now owned and used by the University of Michigan-Flint.
Value / Size	$6,400,000 / 75,000 SF
Status	Complete April 2018
Reference	Fred Hawk, 330-996-6449

Workplace Safety (25%) – 25 pts total – 6.25 each item		
The ratio of masters or journeypersons to apprentices proposed to be used on the construction project job site, if apprentices are to be used on the project. **Criteria #23**	N/A 0	**Tradespeople are evaluated by applicable agencies for the craft that they perform.** 0

	RW MERCER	SORENSON GROSS COMPANY LLC
Evidence of the bidder's worker's compensation Experience Modification Rating ("EMR"). Preference will be given to contractors and subcontractors who exhibit an EMR of 1.0 or less based on a three-year average. **Criteria #24**	5/1/22-23 .76 5/1/21-22 .73 5/1/20-21 .73 = .74 6.25	Sorensen Gross' average Experience Modification Rating (EMR) for the last three years is 0.757: 2024 – 0.76 2023 – 0.77 2022 – 0.74 Our EMR is consistently better than the national average, which speaks to the effectiveness of our safety program. Please find attached at the end of this section the reference from our insurance agent. 5
All craft labor that will be employed by the firm for the project has completed at least the OSHA 10 hour training course for safety established by the U.S. Department of Labor, Occupational Safety & Health Administration. **Criteria #25**	Yes 6.25	Yes 6.25
Documentation of master or journeyperson certification or status for masters and journeypersons to be used on the project, and the source of such certification or status. **Criteria #26**	N/A 0	**Sorensen Gross will determine final staffing and provide applicable certifications upon award.** 0
Workforce Development (15%) – 15 pts total – 5 pts each item		
Documentation as to pay rates of employees and whether the bidder provides health insurance, pension or other retirement benefits, paid leave, or other benefits to its employees. **Criteria #15**	Confirmed; provided the project we are bidding on specifies that it is a prevailing wage project and the applicable wage rates to be paid on that project are provided by the City. 5	Sorensen Gross confirms that it will pay all craft employees on the project current wage rate and fringe benefits as required under applicable federal, state, or local laws. 5
Documentation if the bidder participates in a Registered Apprenticeship Program that is registered with the United States Department of Labor Office of Apprenticeship or by a State Apprenticeship Agency recognized by the Office of Apprenticeship. **Criteria #23**	N/A 0	Sorensen Gross maintains a 25% ratio of apprentices to journeypersons for self-performed work, and subcontractors will comply with industry standards 5
Documentation of how the bidder assesses the skills and qualifications of any employees who do not have master or journeyperson certification or status, or are not participants in a Registered Apprenticeship Program. **Criteria #23**	N/A 0	Sorensen Gross maintains a 25% ratio of apprentices to journeypersons for self-performed work, and subcontractors will comply with industry standards 5

Social Equity (10%) – 10 pts total – 3.33 pts each item		
A statement from the bidder as to what percentage of its workforce can be drawn significantly from area residents because a goal of the City is to utilize, in its construction activities, local residents as much as is economically feasible while retaining the high quality of construction required for its construction activities, consistent with applicable law. The City will consider in evaluating which bids best serve its interests, the extent to which responsible and qualified bidders are able to achieve this goal. **Criteria #27**	RW Mercer Co. will solicit local participation and utilize bids that meet the project requirements. 3.33	Sorensen Gross sent invitations to bid to local subcontractors, as is our standard policy. Percentage of workforce for this project unknown at this time, but if awarded we will endeavor to use local subcontractors as much as possible. 0
Evidence of Equal Employment Opportunity Programs for minorities, women, veterans, returning citizens, and small businesses. **Criteria #28**	N/A 0	Evidence of Equal Employment Opportunity Programs for minorities, women, veterans, returning citizens, and small businesses. 3.33
Assurance that the bidder is an equal opportunity employer and does not discriminate on the basis of race, sex, pregnancy, age, religion, national origin, marital status, sexual orientation, gender identity or expression, height, weight, or disability. **Criteria #29**	RW Mercer Co. will provide equal employment opportunities to all persons regardless of race, color, religion, sex, sexual orientation, pregnancy and general identity, national origin, age, disability, veteran status, height, weight, marital status, familial status, arrest record, genetic information or nay other basis prohibited by law. We will ensure that we maintain our commitment to reviewing all aspects of employment, including but not limited to recruitment, hiring, selection, placement, retention, promotion, termination, layoff , recall transfer, leave of absence, compensation, and training, to identify and eliminate barriers to providing all persons equal employment opportunity. 3.33	Assurance that the bidder is an equal opportunity employer and does not discriminate on the basis of race, sex, pregnancy, age, religion, national origin, marital status, sexual orientation, gender identity of expression, height, weight, or disability. **EQUAL EMPLOYMENT OPPORTUNITY POLICY** **It is the policy of this company to practice, encourage and promote an equal opportunity for any individual to improve himself/herself without discrimination based on religion, race, color, national origin, age, sex, height, weight, marital status, arrest record, or disability, ethnic background, veterans of the Viet Nam era and disabled veterans, handicapped workers and special disabled.** **All personnel shall be hired, promoted, demoted and selected for training and separation without discrimination based on race, sex, gender, gender identity, sexual orientation, pregnancy, childbirth and other pregnancy-related conditions, color, national origin, age, religion, citizenship, height, weight, marital status, parental status, mental and physical disabilities, medical condition, military or veteran status (including protected veteran status), and any other protected characteristic or status.** **Sorensen Gross shall make all placement, promotion and advancement solely on the basis of training, ability, aptitude and initiative.** **Sorensen Gross shall assure non-discriminatory compensation for all employees with respect to direct wages, fringe benefits, working conditions and the opportunity to perform overtime work where available.** 3.33

		Layoff of all personnel shall be on a non-discriminatory basis and in the case of field employees, in accordance with applicable union agreements. Demotion and/or termination shall be for just cause and in no event made for reasons based on discrimination based on race, sex, gender, gender identity, sexual orientation, pregnancy, childbirth and other pregnancy-related conditions, color, national origin, age, religion, citizenship, height, weight, marital status, parental status, mental and physical disabilities, medical condition, military or veteran status (including protected veteran status), and any other protected characteristic or status. Sorensen Gross shall encourage its subcontractors to adopt an Equal Opportunity Program and to provide equal opportunity in recruiting, hiring, placement, promotion, demotion, pay scale and working conditions. Sorensen Gross shall continue to support educational programs that provide an opportunity for self advancement and improvement without discrimination.
Scoring:		
PRICE (25%)	25	0
CORPORATE ACCOUNTABILITY (25%)	15	23
WORKPLACE SAFETY (25%)	12.5	11.25
WORKFORCE DEVELOPMENT (15%)	5	15
SOCIAL EQUITY (10%)	6.66	6.66
TOTAL	64.16	55.91

JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: March 19, 2024

SUBJECT: Conditional Phase One Facility License for SMOK Holdings LLC, a Marihuana Retailer License.

Recommendation:

Approve Conditional Phase One Facility License for SMOK Holdings LLC, a Marihuana Retailer License. To be located at 810 W Argyle Street.

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM:

DATE: March 19, 2024

RECOMMENDATION: Approve Conditional Phase One Facility License for SMOK Holdings LLC, a Marihuana Retailer License.

ISSUE STATEMENT

On July 14, 2023, SMOK Holdings LLC. Submitted an application for building and site plan review for a Marihuana Retailer License to be located at 800 W. Argyle St,this was done in accordance with City Ordinance Section 16-516 License Application Process and Submissions. The applicant's site and building plans were reviewed by City Staff,all plans were found to be in accordance with building and site requirements. On February 22nd 2023, the Marihuana License Committee reviewed SMOK Holdings LLC license application to determine compliance with applicable ordinances that pertain to Phase 1 of the licensing process, it was determined that all criteria was met. The Marihuana License Review Committee voted unanimously to recommend City Council approve the Phase One Marihuana Retailer License to SMOK Holdings LLC.

DESCRIBE THE CONSEQUENCES

At present there are no budgetary considerations because the applicant has submitted the requisite application fee and escrow funds intended to cover the associated staff time. However, these fees are not intended to cover building permit costs, each of which will be assessed separately.

OWNERSHIP

The applicant received approval of the marihuana facility site plan and building drawings from the chief building official and Zoning Administrator, the marihuana licensing committee evaluated the application and is submitting a recommendation to the city council for a conditional license Phase 1 approval. Upon approval by city council, the chief building shall issue building permits building permits which will be valid for one (1) year pursuant to the Stille-Derossett-Hale Single State Construction Act.

SOLUTION

Ordinance No. 2020-15 clearly outlines the process for consideration of a marihuana facility, including the use types, quantities, and time frame. City Council is presently only considering the facility application (phase one) which affords the applicant the ability to seek a building permit no sooner than 30 days after Council action. Approval would also permit the City Manager to sign the development agreement which ensures that the applicant completes the project as denoted on the plans and accompanied future operational commitments. Building permits can be sought immediately thereafter. The subsequent review phase (entity) will not commence until a building permit is granted and will not end until up to twelve (12) months later or upon receipt of a Certificate of Occupancy.

FACILITATE IMPLEMENTATION

Approve Conditional Phase One Facility License for SMOK Holdings LLC, a Marihuana Retailer License.

ATTACHMENTS

1. Application Packet
2. Preliminary Plans

SMŌK
CANNABIS

Enclosed herein is SMOK Holding Co, LLC's application for a permit to operate an adult-use retailer. As detailed more comprehensively in our application and related plans, our company is seeking an adult-use retailer license at 810 W Argyle.

Included in this application is the information requested pursuant to Jackson City Ordinance and additional information we believed to be relevant for your consideration. Upon request from the City, we will provide other relevant information for processing and considering this application. For your reference:

Applicant Name: SMOK Holding Co, LLC a Michigan limited liability company
Applicant Address: 400 Hamilton Row, Suite 300, Birmingham, MI 48009
Proposed Property: 810 W Argyle St, Jackson, MI 49202
Phone Number: (616) 551-3855
Contact E-mail: lisa.dawdy@smokecannabis.com

This application was prepared by SMOK Cannabis staff. I wanted to make note that during our citation of the ordinance, we noticed that paragraphs d & e were different from the online codified version and the PDF from the link on the website. Our references pertain to the online codified version. Any questions pertaining to the information contained in these documents may be directed to Lisa Dawdy. We look forward to working with the city!

Sincerely,

Anthony Yousif

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BUSINESS PLAN 6
LOCATION AREA MAP & FLOOR PLANS 7
PROPOSED GRAPHICS 8
PROPERTY PURCHASE AGREEMENT 9

SMŌK
CANNABIS

TAB 1

SMŌK
CANNABIS

LARA APPLICATION PACKAGE

Attached hereto is documentation submitted to the State of Michigan Cannabis Regulatory Agency (CRA) that demonstrates that SMOK Holding Co, LLC has successfully completed and submitted the prequalification application package to obtain MRTMA prequalification pursuant to §16-516(d)(1).

Documentation within this section and required to be supplied pursuant to MRTMA has been provided if it has not been separately requested elsewhere within the application packet by the City of Jackson.

The City of Jackson requires additional information not required for a MRTMA application such as:

- Proof of Financial Responsibility
- Financial Statement of Assets
- Capitalization Documents
- CPA Attested Financial Statement

As such, the requested documentation pertaining only to an MMFLA CRA application cannot be provided.

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING
VIA ELECTRONIC MAIL

Date: June 28, 2023

Addressee: SMOK Holding Co LLC
Address: 400 Hamilton Row, Ste 300
Birmingham, MI 48009

RE: Prequalification status for your pending application

Dear Applicant:

The Cannabis Regulatory Agency (Agency) considered your partial application for prequalification status and determined that you have prequalification status pursuant to the licensing provisions of the Michigan Regulation and Taxation of Marihuana Act (MRTMA) and associated rules. This letter may be provided to a municipality as documentation of your prequalification status. Please note that this is a pending status until all application requirements of the MRTMA and associated rules are completed. A state license for a marihuana establishment cannot be issued at this stage of the application process. During complete application review, the Agency will consider all information relevant to eligibility including information that has been newly acquired or information that is newly apparent since determination of prequalification status.

If you have not already done so, please submit a marijuana establishment license application (Step 2) for each state license for which you wish to apply. You may submit an application online through the Accela Citizen Access Portal on the Agency website at www.michigan.gov/cra or your application may be submitted by mail or in person as follows:

Mailing Address:
Cannabis Regulatory Agency
Licensing Division
Adult-Use
P.O. Box. 30205
Lansing, MI 48909

In Person:
Cannabis Regulatory Agency
Licensing Division
Adult-Use
2407 North Grand River
Lansing, MI 48906

Sincerely,

Licensing Division
Cannabis Regulatory Agency

Adult-Use Licensing | Licensing Division
Cannabis Regulatory Agency
P.O. Box 30205 Lansing, MI 48909
Telephone: (517) 284-8599
CRA-AdultUseLicensing@Michigan.gov

ENTITY PREQUALIFICATION

☐ $3,000 Application Fee (Main applicants only)

☐ Entity Prequalification Application

- ☐ Page 1: Demographic Information
- ☐ Page 2: Attestation 1-A – Acknowledgment, Agreement, & Consent
- ☐ Page 3: Attestation 1-B – Verification & Affidavit of Full Disclosure
- ☐ Page 4: Attestation 1-C – Authorization to Release Information
- ☐ Page 5: Attestation 1-D – Acknowledgment of Federal Law & Release of Liability
- ☐ Page 6: Attestation 1-E – Confirmation of Tax Compliance
- ☐ Page 7: Acknowledgment of Attestations (signed and notarized)
- ☐ Page 8: Disclosure E-1 – Entity Information
- ☐ Pages 10-11: Disclosure E-2 – Associated Parties
- ☐ Page 12: Disclosure E-3 – Tax & Tax Compliance
- ☐ Pages 13-14 : Disclosure E-4 – Government Regulation
- ☐ Page 15: Disclosure E-5 – Litigation History

☐ Supporting Documents

Entity Information Documents

- ☑ Copy of Governing Documents (e.g., operating agreement, bylaws)
- ☑ Certificate of Good Standing
- ☐ Approval to Conduct Business Transactions in Michigan (if applicable)
- ☐ Certificate of Assumed Name (if applicable) (obtained from LARA Corporations Division)
- ☑ Copy of Organizational Structure (required for main entities; not required for supplemental entities)
- ☑ Authorizing Resolution
- ☑ Social Equity Plan (required for main entities; not required for supplemental entities)

Regulation Documents

- ☐ Copy of Marijuana Licenses (if applicable)
- ☐ Summary of Facts and Circumstances Concerning License Denial, Restriction, Revocation, Suspension, or Nonrenewal (if applicable)

Tax Compliance Documents

- ☐ Copy of Notice of Tax Liability Due (if applicable)

Litigation Documents

- ☐ Copy of Litigation Documentation (if applicable)

All applicable items on the checklist are <u>required</u> to be provided at the time of application submission. Failure to submit any of the required items may result in the denial of your application.

Adult-Use Licensing | Licensing Division
Cannabis Regulatory Agency
P.O. Box 30205 Lansing, MI 48909
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CRA-AdultUseLicensing@Michigan.gov

Is the entity applying as the main applicant or a supplemental applicant? ☑ Main Applicant ☐ Supplemental Applicant
If applying as a supplemental applicant, provide the entity name of the main applicant: _____

DEMOGRAPHIC INFORMATION

Please provide the following information regarding the entity applicant.

Entity Name (as appears on official entity documents)			**Assumed Name** (attach copy of filed assumed name certificate, if applicable)	
SMOK Holding Co LLC				
Entity Mailing Address			**FEIN**	
400 Hamilton Row Ste 300			93-1724825	
City	**State**	**Zip Code**	**Entity Phone**	**Entity E-mail Address**
Birmingham	MI	48009	(616) 551-3855	lisa.dawdy@smokecannabis.com

PERSON COMPLETING APPLICATION

Please provide the following information regarding the person completing this application.

Name (First, Middle, Last)			**Date of Birth** (mm/dd/yyyy)
Lisa Renee Dawdy			05/31/1983
Mailing Address			**Phone**
400 Hamilton Row Ste 300			616-551-3855
City	**State**	**Zip Code**	**E-mail Address**
Birmingham	MI	48009	lisa.dawdy@smokecannabis.com

SOCIAL EQUITY INFORMATION

Please provide the following information regarding social equity. Attach additional pages of this form if necessary.

Is the entity applying under the social equity program? ☐ Yes ☑ No If you answered **yes**, provide the information requested below.

Social Equity Participant Name (First, Middle, Last)	**Social Equity Applicant Number** (E.g., SEA-000001)

VALIDATION - FOR DEPARTMENT USE ONLY	
CRA RECEIPT	**REVENUE SERVICES VALIDATION** CODE: 51060

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ATTESTATION 1-A
ACKNOWLEDGMENT, AGREEMENT & CONSENT

(To be completed and submitted by the applicant)

On behalf of SMOK Holding Co LLC (Name of Entity), I Anthony Yousif, Member (Name & Title of Individual Authorized to Sign on Behalf of Entity),

acknowledge that I am the person responsible for submitting this application and supporting documents.

I hereby acknowledge that the Cannabis Regulatory Agency (Agency) may require supplemental materials in order to carry out its statutory duties. I hereby agree to submit such supplemental materials as requested by the Agency in a timely manner. I understand that if the Agency identifies a deficiency in an application, the Agency shall notify the applicant and the applicant shall submit the missing information or proof that the deficiency has been corrected to the agency within 5 days of the date the applicant received the deficiency notice. I acknowledge that failure to provide requested disclosures and documentation or to correct any notice of deficiency within 5 days of its receipt may result in the **denial** of an application.

I, as the applicant submitting this application, hereby certify that I do not have an interest in any other state license that is prohibited by the Michigan Regulation and Taxation of Marihuana Act, 2018 IL 1 (MRTMA).

I hereby acknowledge that I am under a continuing duty to promptly disclose to the Agency any changes in the information provided in the application and supporting documents submitted to the Agency. To comply with this requirement, I hereby acknowledge that I must submit a letter to the Agency stating any changes with reference to the specific information within the application to which the changes pertain.

I hereby consent to investigations of compliance, regular inspections, examinations, searches, seizures, and auditing of books and records as provided in MRTMA Section 7 and the MRTMA Administrative Rules, and to disclose to the Agency and its agents of otherwise confidential records, including tax records held by any federal, state, or local agency, or credit agency or financial institution, while applying for or holding a state license. This consent is authorization to review and inspect tax records administered under the Michigan Revenue Act, 1941 PA 122.

I hereby acknowledge that the finding of prequalification status for a pending application is valid for two years after the Agency issues a notice of prequalification status unless otherwise determined by the agency. I understand that after two years have expired, I may be required to submit a new application and pay a new nonrefundable application fee.

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ATTESTATION 1-B
VERIFICATION & AFFIDAVIT OF FULL DISCLOSURE

(To be completed and submitted by the applicant)

Add additional pages of this form as necessary to account for multiple contact persons.

On behalf of SMOK Holding Co LLC (Name of Entity), I Anthony Yousif, Member (Name & Title of Individual Authorized to Sign on Behalf of Entity),
confirm the following:

1. I am the individual responsible for submitting this application and have full authority to execute this affidavit of full disclosure.

2. I authorize Lisa Dawdy to be a contact person for the Cannabis Regulatory Agency (Agency). I understand that this person will have access to records and material submitted to the Agency for the purposes of this application. Further, I understand that this person will retain access and receive communication from the Agency regarding the applicant/licensee until the applicant/licensee submits an official request to remove this person's access and cease communication with this person. Please provide the information for this contact person below.

   E-mail Address: lisa.dawdy@smokecannabis.com Phone Number: 616-551-3855

   Accela Citizen Access Login User ID (if applicable): _____

3. I authorize the person listed as the Person Completing Application within the demographic section of the application to be a contact person for the Agency. I understand that this person will have access to records and material submitted to the Agency for the purposes of this application. Further, I understand that this person will retain access and receive communication from the Agency regarding the applicant/licensee until the applicant/licensee submits an official request to remove this person's access and cease communication with this person.

4. I affirm that the information contained in this application is true, complete, and accurate to the best of my knowledge and belief.

5. Except as reported in this application, I have no agreements or understandings with any person or entity and no present intent to hold as agent, nominee, or otherwise any interest in the application.

6. Except as reported in this application, I have no agreements or understanding with any person or entity and no present intent to pay any sums of money or give anything of value as, including but without limitation, a finder's fee or commission to any person or entity related to the interest in this application.

7. I understand that the entity has an ongoing obligation to notify the Agency should the entity enter into any such agreement contemplated by this attestation.

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Cannabis Regulatory Agency
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ATTESTATION 1-C
AUTHORIZATION TO RELEASE INFORMATION
(To be completed and submitted by the applicant)

To all courts, probation departments, selective service boards, employers, educational institutions, banks, financial and other such institutions, and all governmental agencies federal, state and local, without exception, both foreign and domestic:

On behalf of SMOK Holding Co LLC (Name of Entity), I Anthony Yousif, Member (Name & Title of Individual Authorized to Sign on Behalf of Entity),

authorize the Cannabis Regulatory Agency (Agency) and its agents to conduct a full investigation into the background and activities of the applicant for purposes of determining the applicant's eligibility for a marijuana establishment prequalification and state license.

I understand that by signing this authorization, a financial background check will be performed. I authorize any financial institution to surrender to the Agency a complete and accurate record of such transactions that may have occurred with that institution, including, but not limited to, internal banking memoranda, past and present loan applications, financial statements and any other documents relating to my personal financial records in whatever form and wherever located. I authorize my employers to release any employment information required to validate my financial history. I understand that the financial background check will include a credit history examination and that my credit report, credit history, and credit capacity information will be obtained.

I understand that by signing this authorization, a financial background check of my tax filing and tax obligation status will be performed. I authorize my respective state taxing agency to surrender to the Agency a complete and accurate record of any and all tax information or records relating to me for the purposes of this application. I authorize the Agency to obtain, receive, review, copy, discuss, and use any such tax information or documents relating to me. I authorize the release of this type of information, even though such information may be designated as "confidential" or "nonpublic" under the provisions of state or federal laws.

I understand that by signing this authorization, a criminal history background check will be performed. I authorize the Agency to obtain and use from any source, any information concerning me contained in any type of criminal history record files, wherever located for purposes of completing this application. I understand that the criminal history record files contain records of arrests which may have resulted in a disposition other than a finding of guilt (i.e., dismissed charges, or charges that resulted in a not guilty finding). I understand that the information may contain listings of charges that resulted in suspended imposition of sentence, even though I successfully completed the conditions of said sentence and the sentence was discharged pursuant to law. I authorize the release of this type of information, even though this record may be designated as "confidential" or "nonpublic" under the provisions of state or federal laws.

Therefore, you are hereby authorized to release any and all information pertaining to this applicant, documentary or otherwise, as requested by any employee or agent of the Agency, provided that he or she certifies to you that said applicant has an application pending before the Agency or that said applicant is a licensee or other person required to be qualified under the provisions of the Michigan Regulation and Taxation of Marihuana Act (MRTMA).

This authorization shall supersede any prior request or authorization to the contrary and shall be in effect during the pendency of this application. A photocopy of this authorization will be considered as effective and valid as the original.

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ATTESTATION 1-D
ACKNOWLEDGMENT OF FEDERAL LAW & RELEASE OF LIABILITY

(To be completed and submitted by the applicant)

On behalf of SMOK Holding Co LLC (Name of Entity), I Anthony Yousif, Member (Name & Title of Individual Authorized to Sign on Behalf of Entity),

hereby acknowledge and affirm the following:

Although the State of Michigan has recognized and authorized the use of marijuana pursuant to the Michigan Regulation and Taxation of Marihuana Act, 2018 IL 1, MCL 333.27951 to 333.27967, and has provided for a statewide monitoring system as authorized by the Administrative Rules, this state authorized activity remains prohibited by federal law.

I understand that a state license does not insulate or shield me or my business from federal seizure and/or forfeiture as allowed by federal law and does not insulate me from federal criminal arrest and/or prosecution.

I understand that choosing to file an application for a state license and, if issued a license, choosing to establish and operate a marijuana establishment pursuant to that license, is done so at my own risk.

By my signature and attestation to this form, I hereby completely release and forever discharge the State of Michigan, the Michigan Department of Licensing and Regulatory Affairs, the Cannabis Regulatory Agency, and its respective employees, agents, facilities, insurers, indemnors, successors, heirs and/or assigns from any and all past, present or future claims, demands, obligations, actions, causes of action, wrongful death claims, rights, damages, costs, losses of services, expenses and compensation of any nature whatsoever, whether based on a tort, contract or other theory of recovery, which I may now have, or which may hereafter accrue or otherwise be acquired, on account of, or may in any way arise out of my application for a state license and, if issued a license, my operation of a marijuana establishment.

DocuSign Envelope ID: F2C31F2D-8607-41D3-84DF-9A6FDE0F6632

CANNABIS REGULATORY AGENCY

Adult-Use Licensing | Licensing Division
Cannabis Regulatory Agency
P.O. Box 30205 Lansing, MI 48909
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ATTESTATION 1-E
CONFIRMATION OF TAX COMPLIANCE

(To be completed by a designee of the Michigan Department of Treasury and submitted by the applicant)

PART A (to be completed by the applicant before submitting to the Department of Treasury):

On behalf of SMOK Holding Co LLC, Name of Entity, I Anthony Yousif, Member, Name & Title of Individual Authorized to Sign on Behalf of Entity, understand that I am submitting this Attestation in compliance with MRTMA and the Administrative Rules. I hereby attest that the statements that will be confirmed in Part B below are true to the best of my knowledge and belief. I further affirm that if I have been making sales, I am registered and remitting sales and excise taxes to the Michigan Department of Treasury, as required.

The Revenue Act, 1941 PA 122, MCL 205.28(1)(f), makes taxpayer information acquired in the administration of a tax confidential. I authorize the Michigan Department of Treasury to furnish tax returns and provide tax return information to the Cannabis Regulatory Agency for the limited purpose of determining my qualification and fitness for licensure under MRTMA. This limited authorization relates to all tax types administered under the Revenue Act. This limited authorization continues for two years from the date of my signature below or until the applicant is no longer licensed, whichever is later.

DocuSigned by:
[signature]
Signature of Individual Authorized to Sign on Behalf of Entity

6/6/2023
Date

93-1724825
Entity FEIN

Return Address for Completed Form:

SMOK Holding Co LLC
Name

Lisa Dawdy
Representative Name (if applicable)

lisa.dawdy@smokecannabis.com
Return Email Address or Mailing Address

616-551-3855
Phone Number

Treasury Phone: 517-636-6925 | Treasury Email: Treas-MI-Marihuana-Tax@michigan.gov

PART B (to be completed by a designee of the Michigan Department of Treasury and returned to the applicant):

I, Eric T. Adams (designee) of the Michigan Department of Treasury, hereby confirm to the Cannabis Regulatory Agency (Agency) that the applicant for a state license as named above in Part A:

☐ does not have federal employer identification number, therefore, Treasury cannot verify the applicant has no delinquency in payments.

☑ has no delinquency in payments and has satisfied all obligations for any sales, excise, or any other taxes that were to be levied on the sale of marijuana in accordance with the treasury bulletin titled "Notice to the Taxpayers Regarding the Michigan Regulation and Taxation of Marihuana Act" which was issued January 29, 2019, as well as any subsequent bulletins released regarding tax obligations. This attestation is provided in accordance with the Michigan Regulation and Taxation of Marihuana Act, 2018 IL 1 (MRTMA), and the Administrative Rules.

So long as Treasury can verify the applicant has no delinquency in payments, I further confirm that:

1. The applicant is in good standing with the Michigan Department of Treasury for any taxes for which the applicant is responsible.
2. There are no outstanding obligations for any taxes levied for which the applicant is responsible.
3. Any tax delinquencies for which the applicant is responsible, have been satisfied, if applicable.

Eric T. Adams
Signature of Treasury Designee

06/08/2023
Date

CANNABIS
REGULATORY AGENCY

Adult-Use Licensing | Licensing Division
Cannabis Regulatory Agency
P.O. Box 30205 Lansing, MI 48909
Telephone: (517) 284-8599
CRA-AdultUseLicensing@Michigan.gov

ACKNOWLEDGMENT OF ATTESTATIONS

(To be completed and submitted by the applicant)

Do not sign until notary is present

On behalf of SMOK Holding Co LLC, I Anthony Yousif, Member,
(Name of Entity) (Name & Title of Individual Authorized to Sign on Behalf of Entity)

hereby swear, acknowledge, and consent to the following attestations (check all that apply to indicate the applicant's acknowledgment and consent):

- ☑ Attestation 1-A: Acknowledgment, Agreement & Consent
- ☑ Attestation 1-B: Verification & Affidavit of Full Disclosure (with contact designated, if applicable)
- ☑ Attestation 1-C: Authorization to Release Information
- ☑ Attestation 1-D: Acknowledgment of Federal Law & Release of Liability
- ☑ Attestation 1-E: Confirmation of Tax Compliance

Further, I affirm, under the penalties of perjury, that the information set forth in this application and all supporting documents is true, complete, and correct, and that no material information has been omitted.

Signature of Individual Authorized to Sign on Behalf of Entity — Date 6/8/2023

Subscribed and sworn to by Anthony Yousif (Authorized Individual Name) before me on June 8, 2023 (Date).

Michelle Gabriel
(Notary Public Signature)

Michelle Gabriel
(Notary Public Printed Name)

State of Michigan, County of Oakland. Acting in the county of Oakland (county), MI (state).

My commission expires: July 29, 2028.

MICHELLE GABRIEL
NOTARY PUBLIC - STATE OF MICHIGAN
County of Oakland
My Commission Expires July 29, 2028
Acting in the County of Oakland

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DISCLOSURE E-1 – ENTITY INFORMATION

SMOK Holding Co LLC
Entity Name

(1) ENTITY STRUCTURE

- ☑ Limited Liability Company (LLC)
- ☐ C Corporation
- ☐ S Corporation
- ☐ Joint Venture
- ☐ Partnership
- ☐ Trust
- ☐ Other: _____

(2) ENTITY PRIOR NAMES

Provide any prior name used by the entity during the past 3 years, if applicable. Add additional pages if necessary.

Entity Prior Name	Date Use Began	Date Use Ceased
N/A		

(3) ENTITY PRIOR ADDRESSES

Provide any prior address used by the entity during the past 3 years, if applicable. Add additional pages if necessary.

Entity Prior Street Address	City, State, Zip Code	Date Use Began	Date Use Ceased
N/A			

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DISCLOSURE E-2—ASSOCIATED PARTIES

SMOK Holding Co LLC
Entity Name

Associated Parties & Spouses

- **For a main entity applicant:** Disclose all managerial employees and the following for the applicable entity type below:
  - **For a limited liability company (LLC):** Disclose all managers, all members that have greater than 10% direct or indirect ownership interest and/or that exercise control over or participate in the management of the LLC, and the spouses of these individuals.
  - **For a publicly or privately held corporation:** Disclose all corporate officers or persons with equivalent titles, all directors, all shareholders holding a direct or indirect interest of greater than 10% in the corporation, and the spouses of these individuals.
  - **For a trust:** Disclose all trustees, all individuals or bodies able to control or direct the affairs of the trust, all beneficiaries receiving or who have the right to receive greater than 10% of the gross or net profit of the trust during any full or partial calendar or fiscal year, and the spouses of these beneficiaries.
  - **For a partnership or limited liability partnership:** Disclose all partners and their spouses.
  - **For a limited partnership and limited liability limited partnership:** Disclose all general and limited partners with greater than 10% ownership interest and their spouses.
  - **For a nonprofit corporation**: Disclose all entities and individuals with membership or shareholder rights and their spouses.

If this application is for a main entity applicant, all entities and individuals listed on this page must submit a prequalification application.

Entity or Individual Name	FEIN or SSN	E-mail Address	Mailing Address	Date of Birth (if applicable)	Out of Country Applicant?
Anthony Mark Yousif	377-82-1901	a.yousif@lainsurance.com	400 Hamilton Row Ste 300 Birmingham, MI 48009	02/02/1967	☐ Yes
					☐ Yes
					☐ Yes
					☐ Yes
					☐ Yes
					☐ Yes
					☐ Yes
					☐ Yes
					☐ Yes
					☐ Yes
					☐ Yes
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					☐ Yes
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					☐ Yes
					☐ Yes
					☐ Yes
					☐ Yes
					☐ Yes
					☐ Yes

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DISCLOSURE E-2 – ASSOCIATED PARTIES, CONTINUED

SMOK Holding Co LLC
Entity Name

Ten Percent or Less

List all entities and individuals with 10% or less direct or indirect ownership in the entity for which this application is being completed. Those holding less than 2.5% direct or indirect ownership interest in the main entity are not required to be disclosed.

- **For a limited liability company (LLC):** Disclose all members with 10% or less ownership interest in the main applicant seeking licensure.
- **For a publicly and privately held corporation**: Disclose all shareholders holding an interest of 10% or less in the main applicant seeking licensure. Shareholders holding an interest of 5% or less in the main applicant seeking licensure are not required to be disclosed.
- **For a trust:** Disclose all beneficiaries receiving or who have the right to receive 10% or less of the gross or net profit of the trust during any full or partial calendar or fiscal year
- **For a limited partnership and limited liability limited partnership:** Disclose all general and limited partners with 10% or less ownership interest.

Entity or Individual Name	E-mail Address	Mailing Address	Date of Birth (if applicable)

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Cannabis Regulatory Agency
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DISCLOSURE E-3—TAX & TAX COMPLIANCE

SMOK Holding Co LLC
Entity Name

(1) TAXING AGENCIES

Has the entity been subject to taxation during the last year?

☐ Yes ☑ No

If you answered **yes**, provide the information requested below for each federal, state, local, and foreign jurisdictions in which the entity was subject to taxation during the last year. Add additional pages if necessary.

Taxing Agency	Type of Tax (E.g., Federal income tax, state income tax, sales tax)

(2) TAX COMPLIANCE

Has the entity ever been served with, or had filed against it, a complaint or other notice regarding the delinquent payment of any tax required under federal, state, local, or foreign jurisdictions?

☐ Yes ☑ No

If you answered **yes**, provide the requested information for each delinquent tax payment and provide all applicable required supporting documents (e.g., copy of notice of tax liability due). Add additional pages if necessary.

Taxing Agency	Type of Tax	Tax Year	Amount

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DISCLOSURE E-4 - GOVERNMENT REGULATION

SMOK Holding Co LLC
Entity Name

Is the entity subject to regulation by a public agency in any other jurisdiction (e.g., Does the entity hold any license, certificate, permit, etc., that is regulated by a department of a local, state, federal, or foreign government)?

☐ Yes ☑ No

Does the entity hold any commercial licenses? (Not including the license in which they are currently applying.)

☐ Yes ☑ No

Has the entity ever applied for or been granted any commercial license or certificate issued by a licensing authority in Michigan, or any other jurisdiction, that has been denied, restricted, suspended, revoked, or not renewed?

☐ Yes ☑ No

(1) MARIJUANA BUSINESS INTERESTS

Provide the requested information for any interest that the entity has in any other corporation, partnership or other business entity that is directly or indirectly involved in the ***growing, processing, testing, transporting, or sale of marijuana.*** Add additional pages if necessary.

Marijuana Business Entity Name	License Number	State of Issuance	Country of Issuance

(2) COMMERCIAL LICENSES OR CERTIFICATES

Provide the requested information for all non-marijuana commercial licenses or certificates held by the entity. Add additional pages if necessary.

License or Certificate Type	License Number or Other Identifying Number	Issuing Agency

Adult-Use Licensing | Licensing Division
Cannabis Regulatory Agency
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DISCLOSURE E-4 - GOVERNMENT REGULATION, CONTINUED

SMOK Holding Co LLC
Entity Name

(3) COMMERCIAL LICENSES OR CERTIFICATES DENIED, RESTRICTED, SUSPENDED, REVOKED, OR NOT RENEWED

Provide the requested information for all commercial licenses or certificates with which the entity has had an application or license denied, restricted, suspended, revoked, or not renewed. Add additional pages if necessary.

#	License or Certificate Type	License Number or Other Identifying Number	Issuing Agency
1			
	Action Taken	**Reason for Action**	**Date Action Taken**
#	**License or Certificate Type**	**License Number or Other Identifying Number**	**Issuing Agency**
2			
	Action Taken	**Reason for Action**	**Date Action Taken**
#	**License or Certificate Type**	**License Number or Other Identifying Number**	**Issuing Agency**
3			
	Action Taken	**Reason for Action**	**Date Action Taken**

(4) PENDING LICENSES OR CERTIFICATES

Disclose any application for a commercial license or certificate in this state or any other jurisdiction that is currently pending and for which a determination has not been made. Do not include this current application for a marijuana license or any commercial license or certificate previously disclosed on this application. Add additional pages if necessary.

License or Certificate Type	Issuing Agency	Application Number or Other Identifying Number

Adult-Use Licensing | Licensing Division
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DISCLOSURE E-5 - LITIGATION HISTORY

SMOK Holding Co LLC
Entity Name

(1) LITIGATION HISTORY

Has the entity been a party to any litigation during the past five years (e.g., fraud, environmental, food safety, alcohol, tobacco, labor, employment, worker's compensation, discrimination, and tax laws and regulations)?

☐ Yes ☑ No

If you answered **yes**, provide the requested information for all litigation related to the entity (e.g., fraud, environmental, food safety, labor, employment, worker's compensation, discrimination, and tax laws and regulations) pending or concluded, for the past 5 years. Add additional pages if necessary.

Case Caption	Docket/Case No.	Name & Location of Court	Cause of Action

(2) PENDING LITIGATION

For any cases that are currently initiated or pending, provide a brief explanation regarding the allegations of the case. Add additional pages if necessary.

(3) GOVERNMENT CHARGES & INVESTIGATIONS

Disclose any charges and government investigations, whether initiated, pending, or concluded, related to the entity's business operations unless they have been previously disclosed on this application (e.g., fraud, environmental, food safety, alcohol, tobacco, labor, employment, worker's compensation, discrimination, and tax laws and regulations). Add additional pages if necessary.

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CONSENT TO ACTION WITHOUT MEETING OF THE MEMBERS

Written consent to action without meeting of the sole member of SMOK Holding Co, LLC (the "Company") dated this 6th day of June, 2023.

BACKGROUND:

a. The Company is a limited liability company organized and operating under the laws of the State of Michigan.

IT WAS RESOLVED THAT:

1. Anthony Yousif of the Company is authorized to sign all documents and perform such acts as may be necessary or desirable to give effect to the above resolution.

Dated in the State of Michigan on the 6th day of June, 2023

DocuSigned by:

8FA407D973154C6...

Anthony Yousif

UNITED STATES OF AMERICA

The State of Michigan

Department of Licensing and Regulatory Affairs

Lansing, Michigan

This is to Certify That

SMOK HOLDING CO LLC

was validly authorized on June 6 , 2023, as a Michigan
DOMESTIC LIMITED LIABILITY COMPANY
and said limited liability company is validly in existence under the laws of this state and has satisfied its annual filing obligations.

This certificate is issued pursuant to the provisions of 1993 PA 23 to attest to the fact that the company is in good standing in Michigan as of this date.

This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit given it in every court and office within the United States.

LICENSING AND REGULATORY AFFAIRS
Corporations, Securities & Commercial Licensing Bureau

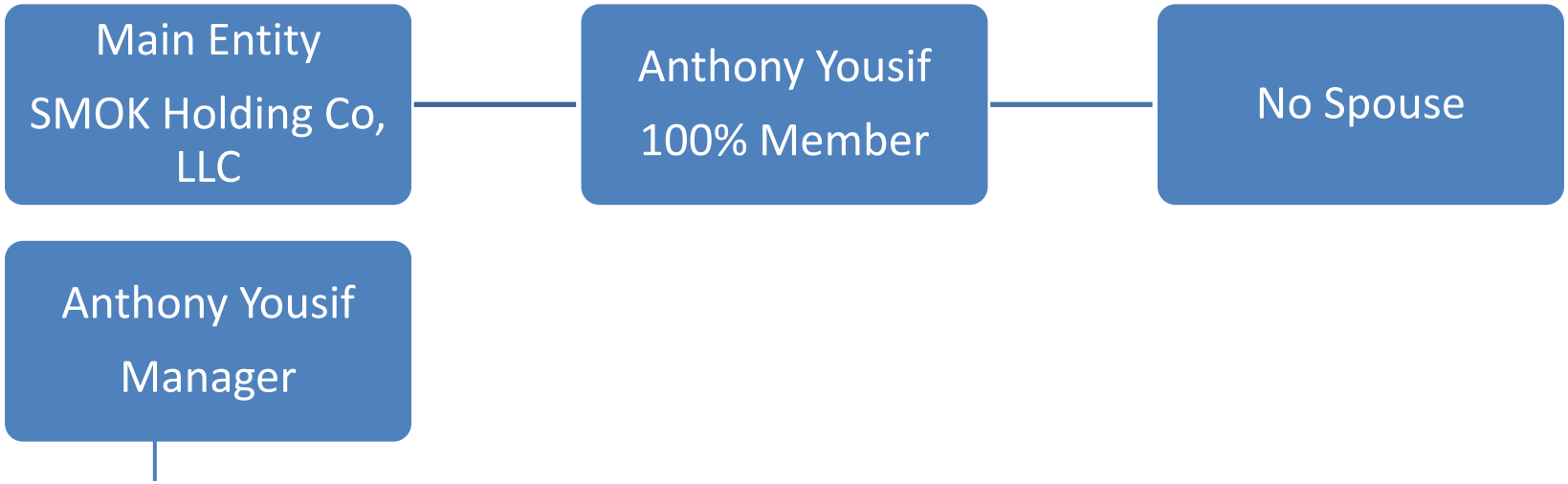
In testimony whereof, I have hereunto set my hand,
in the City of Lansing, this 6th day of June , 2023.

Linda Clegg, Director
Corporations, Securities & Commercial Licensing Bureau

Sent by electronic transmission

Certificate Number: 23060107405

Verify this certificate at: URL to eCertificate Verification Search http://www.michigan.gov/corpverifycertificate.



Anthony Yousif is currently acting as officer for all roles of President, Vice President, Controller, Secretary, Chief Operating Officer, and Chief Administrative Officer.

TAB 2

SMŌK
CANNABIS

BUSINESS DOCUMENTATION

Attached hereto is the stakeholder information form and photo identification of Anthony Yousif, the sole member of SMOK Holding Co, LLC, and business documentation including the Articles of Organization, SS-4 EIN Letter, and operating agreement pursuant to §16-516(d)(3). Since the facility has not yet been approved, there are currently no other employees to provide identification for at this time.

Application # _____

MARIHUANA FACILITY LICENSE STAKEHOLDER INFORMATION FORM

(List all stakeholders)

Highest Ranking Stakeholder Name:
Anthony Mark Yousif

Phone Number: 248-760-9000 Email Address: a.yousif@lainsurance.com

Address: 400 Hamilton Row Ste 300 Birmingham, MI 48009

Stakeholder Name: _____

Phone Number: _____ Email Address: _____

Address: _____

Stakeholder Name: _____

Phone Number: _____ Email Address: _____

Address: _____

Stakeholder Name: _____

Phone Number: _____ Email Address: _____

Address: _____

Stakeholder Name: _____

Phone Number: _____ Email Address: _____

Address: _____

Stakeholder Name: _____

Phone Number: _____ Email Address: _____

Address: _____

MICHIGAN MI USA

ENHANCED
CHAUFFEUR LICENSE



Y 210 067 585 088

DOB 02-02-1967

ISS 11-15-2022

EXP 02-02-2027

ANTHONY MARK YOUSIF
4700 DOW RIDGE RD
ORCHARD LAKE, MI 48324-2327

Sex M Hgt 508 Eyes BRO

Lic Type E,C End CY

Restrictions NONE

02-02-1967



DD 1205560896440

Rev 07-01-2012



Form Revision Date 02/2017

ARTICLES OF ORGANIZATION

For use by DOMESTIC LIMITED LIABILITY COMPANY

Pursuant to the provisions of Act 23, Public Acts of 1993, the undersigned executes the following Articles:

Article I

The name of the limited liability company is:

SMOK HOLDING CO LLC

Article II

Unless the articles of organization otherwise provide, all limited liability companies formed pursuant to 1993 PA 23 have the purpose of engaging in any activity within the purposes for which a limited liability company may be formed under the Limited Liability Company Act of Michigan. You may provide a more specific purpose:

Article III

The duration of the limited liability company if other than perpetual is:

Article IV

The street address of the registered office of the limited liability company and the name of the resident agent at the registered office (P.O. Boxes are not acceptable):

1. Agent Name: ANTHONY YOUSIF
2. Street Address: 400 HAMILTON ROW
   Apt/Suite/Other: STE 300
   City: BIRMINGHAM
   State: MI Zip Code: 48009

3. Registered Office Mailing Address:
   P.O. Box or Street Address: 400 HAMILTON ROW, STE 300
   Apt/Suite/Other:
   City: BIRMINGHAM
   State: MI Zip Code: 48009

Signed this 6th Day of June, 2023 by the organizer(s):

Signature	Title	Title if "Other" was selected
ANTHONY YOUSIF	Organizer	

By selecting ACCEPT, I hereby acknowledge that this electronic document is being signed in accordance with the Act. I further certify that to the best of my knowledge the information provided is true, accurate, and in compliance with the Act.

Decline Accept

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

FILING ENDORSEMENT

This is to Certify that the ARTICLES OF ORGANIZATION

for

SMOK HOLDING CO LLC

ID Number: 803050729

received by electronic transmission on June 06, 2023 ***, is hereby endorsed.***

Filed on June 06, 2023 ***, by the Administrator.***

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 6th day of June, 2023.

Linda Clegg, Director

Corporations, Securities & Commercial Licensing Bureau

DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

Date of this notice: 06-06-2023

Employer Identification Number:
93-1724825

Form: SS-4

Number of this notice: CP 575 G

SMOK HOLDING CO LLC
ANTHONY YOUSIF SOLE MBR
400 HAMILTON ROW STE 300
BIRMINGHAM, MI 48009

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 93-1724825. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

Taxpayers request an EIN for their business. Some taxpayers receive CP575 notices when another person has stolen their identity and are opening a business using their information. If you did **not** apply for this EIN, please contact us at the phone number or address listed on the top of this notice.

When filing tax documents, making payments, or replying to any related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

A limited liability company (LLC) may file Form 8832, *Entity Classification Election*, and elect to be classified as an association taxable as a corporation. If the LLC is eligible to be treated as a corporation that meets certain tests and it will be electing S corporation status, it must timely file Form 2553, *Election by a Small Business Corporation*. The LLC will be treated as a corporation as of the effective date of the S corporation election and does not need to file Form 8832.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at www.irs.gov. If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

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THE MEMBERSHIP INTERESTS IN SMOK HOLDING CO LLC HAVE NOT BEEN REGISTERED UNDER THE SECURITIES ACT OF 1933, AS AMENDED, OR UNDER ANY STATE SECURITIES LAW AND MAY NOT BE SOLD, TRANSFERRED OR ASSIGNED UNLESS SUBSEQUENTLY REGISTERED UNDER SUCH ACT OR LAWS OR UNLESS AN EXEMPTION FROM REGISTRATION IS AVAILABLE. ARTICLE VI OF THIS AGREEMENT FURTHER RESTRICTS TRANSFERABILITY OF MEMBERSHIP INTERESTS IN THE COMPANY.

OPERATING AGREEMENT

OF

SMOK HOLDING CO LLC

JUNE 6, 2023

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SECOND AMENDED AND RESTATED OPERATING AGREEMENT
OF
SMOK HOLDING CO LLC

THIS OPERATING AGREEMENT (this "**Agreement**") of SMOK Holding Co LLC, a Michigan limited liability company ("**Company**"), is entered into as of June 6, 2023 by and among Company and those Persons who from time to time become parties to or are otherwise bound by this Agreement as provided herein (collectively, the "**Members**"). Unless otherwise noted or defined elsewhere in this Agreement, capitalized terms used in this Agreement have the meanings ascribed herein, as more fully set forth in Article X.

RECITALS:

A. Company was formed to carry on any lawful business purpose or activity which shall at any time appear conducive to or expedient for the protection or benefit of Company and its assets.

B. The parties hereto agree that the terms of this Agreement shall govern, regulate and manage the affairs of Company except to the extent expressly prohibited or ineffective under the laws of the State of Michigan or the Articles.

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE I
ORGANIZATIONAL MATTERS

Section 1.01 Name. The name of Company is SMOK HOLDING CO LLC.

Section 1.02 Principal Office. The principal office of Company is located at 400 Hamilton Row Ste 300 Birmingham, MI 48009, or such other location as may from time to time be determined by the Majority in Interest.

Section 1.03 Registered Office; Registered Agent. The registered office of Company and the registered agent for service of process on Company in the State of Michigan shall be that office and Person named in the Articles or such other office (which need not be a place of business of Company) or such other Person or Persons as the Majority in Interest may designate from time to time in the manner provided by the Act and Applicable Law.

Section 1.04 Purpose; Powers.

(a) The purposes of Company are: (i) to engage in any lawful act or activity for which limited liability companies may be formed under the Act; and (ii) to engage in any and all activities necessary or incidental thereto.

(b) Company shall have all the powers necessary or convenient to carry out the purposes for which it is formed, including the powers granted by the Act.

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Section 1.05 Term. The term of Company commenced on the date and time the Articles were filed and shall continue in existence perpetually or until any earlier date when Company is terminated in accordance with the provisions of this Agreement or as provided by law.

ARTICLE II
MEMBERS

Section 2.01 Members. The names, mailing addresses, Voting Interest, and Economic Interest of the Members are set out in Exhibit A attached hereto (the "**Members Schedule**"). The Majority in Interest shall maintain and update the Members Schedule upon the issuance or Transfer of any Membership Interests to any new or existing Member in accordance with this Agreement.

Section 2.02 Capital Contributions; Capital Accounts; No Withdrawals.

(a) The Members have contributed to Company the amounts, in the form of cash, property, services, or a promissory note or other obligation (as such amounts may be amended herein from time to time, the "**Capital Contributions**") set out in the Members Schedule. No Member is required to make additional Capital Contributions to Company unless the Majority in Interest determines otherwise. In the event that any additional contributions to the capital of Company are so determined required, any failure to contribute the amount required when required shall be deemed a default by the Member so failing to contribute, and Company and all non-defaulting Members shall have the right to dilute the Membership Interests of the defaulting Member in such manner as the non-defaulting Members determine appropriate to take into account the disproportionate change in Capital Contributions caused by the disproportionate delivery of required additional contributions to the capital of Company (for which each Member who may hereafter be a defaulting Member hereby grants to Company and each Member who may hereafter be a non-defaulting Member a power of attorney, which is hereby deemed to be coupled with an interest and shall be irrevocable, authorizing such Person to, on behalf of such defaulting Member, take such further action as may be deemed necessary or appropriate to effect this dilution).

(b) Company shall establish and maintain for each Member a separate capital account (a "**Capital Account**") on its books and records in accordance with the provisions of Section 704(b) of the Code and Treasury Regulations Section 1.704-1(b)(2)(iv). Each Capital Account shall be: (i) credited by such Member's Capital Contributions to Company and any profits allocated to such Member in accordance with Article IV; and (ii) debited by any distributions to such Member pursuant to Article V and any losses allocated to such Member in accordance with Article IV. For purposes of maintaining the Members' Capital Accounts, profit and losses shall be determined in accordance with Treasury Regulation Section 1.704-1(b). The Capital Accounts shall be adjusted by the Majority in Interest upon the occurrence of an event described in Treasury Regulations Section 1.704-1(b)(2)(iv)(f)(5) in the manner described in Treasury Regulations Section 1.704-1(b)(2)(iv)(f)(5) and (g) if the Majority in Interest determine that such adjustments are necessary or appropriate to reflect the relative economic interests of the Members. In the event of a Transfer of any Membership Interest in accordance with the terms of this

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Agreement, the Transferee shall succeed to the Capital Account of the Transferor to the extent it relates to the transferred Membership Interest.

(c) No Member shall be entitled to withdraw any part of its Capital Account or to receive any distribution from Company, except as otherwise provided in this Agreement.

Section 2.03 Admission of Additional Members.

(a) Additional Members may be admitted from time to time in connection with (i) the issuance of Membership Interests by the Company, subject to compliance with the provisions of Section 3.02(a), or (ii) a Transfer of Membership Interests, subject to compliance with the provisions of Article VI, and in either case, following compliance with the provisions of Section 2.03(b).

(b) In order for any Person not already a Member of Company to be admitted as a Member, such Person shall have executed and delivered to Company a joinder agreement in which such Person agrees to be bound by all of the provisions of this Agreement. Upon the amendment of the Members Schedule by the Majority in Interest and the satisfaction of any other applicable conditions, including, if a condition, the receipt by Company of payment for the issuance of the applicable Membership Interests, such Person shall be admitted as a Member, shall be a party hereto, shall be deemed listed as such on the books and records of Company, and thereupon shall be issued his, her, or its Membership Interests. The Majority in Interest shall also adjust the Capital Accounts of the Members as necessary in accordance with Section 2.02.

Section 2.04 Certification of Membership Interests.

(a) Company may, but shall not be required to, issue certificates evidencing Membership Interests in Company.

(b) If the Majority in Interest shall issue certificates representing Membership Interests in accordance with Section 2.04(a), then in addition to any other legend required by Applicable Law, all certificates representing issued and outstanding Membership Interests shall bear a legend substantially in the following form:

> THE MEMBERSHIP INTERESTS REPRESENTED BY THIS CERTIFICATE ARE SUBJECT TO A SECOND AMENDED AND RESTATED OPERATING AGREEMENT AMONG THE COMPANY AND ITS MEMBERS, A COPY OF WHICH IS ON FILE AT THE PRINCIPAL EXECUTIVE OFFICE OF THE COMPANY. NO TRANSFER, SALE, ASSIGNMENT, GIFT, PLEDGE, ENCUMBRANCE, HYPOTHECATION, OR OTHER DISPOSITION OF THE MEMBERSHIP INTERESTS REPRESENTED BY THIS CERTIFICATE MAY BE MADE EXCEPT IN ACCORDANCE WITH THE PROVISIONS OF SUCH SECOND AMENDED AND RESTATED OPERATING AGREEMENT.

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THE MEMBERSHIP INTERESTS REPRESENTED BY THIS CERTIFICATE HAVE NOT BEEN REGISTERED UNDER THE SECURITIES ACT OF 1933, AS AMENDED, OR UNDER ANY OTHER APPLICABLE SECURITIES LAWS AND MAY NOT BE TRANSFERRED, SOLD, ASSIGNED, PLEDGED, HYPOTHECATED, OR OTHERWISE DISPOSED EXCEPT PURSUANT TO: (A) A REGISTRATION STATEMENT EFFECTIVE UNDER SUCH ACT AND LAWS; OR (B) AN EXEMPTION FROM REGISTRATION THEREUNDER.

Section 2.05 Meetings.

(a) Meetings of the Members may be called by a Member.

(b) Written notice stating the place, date, and time of the meeting and, in the case of a meeting of the Members not regularly scheduled, describing the purposes for which the meeting is called, shall be delivered not fewer than ten (10) days and not more than thirty (30) days before the date of the meeting to each Member, by or at the direction of the Member(s) calling the meeting. The Members may hold meetings at Company's principal office or at such other place, as the Member(s) calling the meeting may designate in the notice for such meeting.

(c) Any Member may participate in a meeting of the Members by means of conference telephone or other communications equipment by means of which all Persons participating in the meeting hear each other, and participation in a meeting by such means shall constitute presence in person at such meeting.

(d) On any matter that is to be voted on by the Members, a Member may vote in person or by proxy, and such proxy may be granted in writing, by means of Electronic Transmission, or as otherwise permitted by Applicable Law. Every proxy shall be revocable in the discretion of the Member executing it unless otherwise provided in such proxy; provided, that such right to revocation shall not invalidate or otherwise affect actions taken under such proxy prior to such revocation.

(e) The business to be conducted at such meeting need not be limited to the purpose described in the notice and can include other business to be conducted by the Members; provided, that the Members shall have been notified of the meeting in accordance with Section 2.05(b). Attendance of a Member at any meeting shall constitute a waiver of notice of such meeting, except where a Member attends a meeting for the express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully called or convened.

(f) A quorum of any meeting of the Members shall require the presence, whether in person or by proxy, of the Members holding a majority of the Voting Interests. Subject to Section 2.06, no action may be taken by the Members unless the appropriate quorum is present at a meeting.

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(g) Subject to Section 2.06 and any other provision of this Agreement or the Act requiring the vote, consent, or approval of a different percentage of the Voting Interests, no action may be taken by the Members at any meeting at which a quorum is present without the affirmative vote of the Members holding a majority of the Voting Interests.

Section 2.06 Action Without Meeting. Notwithstanding the provisions of Section 2.05, any matter that is to be voted on, consented to, or approved by Members may be taken without a meeting, without prior notice, and without a vote if consented to, in writing or by Electronic Transmission, by a Member or Members holding not less than the minimum number of votes that would be necessary to authorize or take such action at a meeting at which each Member entitled to vote on the action is present and votes. A record shall be maintained by the Majority in Interest of each such action taken by written consent of a Member or Members.

Section 2.07 Confidential Information.

(a) Each Member acknowledges and agrees that all information provided to the Member by or on behalf of Company concerning Company's business or assets shall be deemed strictly confidential and, without the prior consent of the Majority in Interest, shall not be: (i) disclosed to any Person; or (ii) used by the Member other than for a Company purpose or a purpose reasonably related to protecting the Member's interest in a manner not inconsistent with the interests of Company. Each Member hereby is authorized to disclose such information to the Member's accountants, attorneys and similar advisors bound by a duty of confidentiality; moreover, the foregoing requirements of this Section 2.07 shall not apply to a Member with regard to any information that is currently or becomes: (i) required to be disclosed pursuant to applicable law (but only to the extent of such requirement and with prompt notice to Company of such disclosure); (ii) required to be disclosed in order to protect the Member's interest (but only to the extent of such requirement and only after consultation with the Majority in Interest); (iii) publicly known or available in the absence of any improper or unlawful action on the part of the Member; or (iv) known or available to the Member other than through or on behalf of Company.

(b) If a Member breaches the provisions of this Section 2.07 (whether by the Member's own action, the action of the Member's Affiliates, officers, principals, family members, agents or otherwise), Company shall be entitled to the following remedies: (i) damages from the Member incurred by Company as a direct and proximate result of the breach; and (ii) in addition to the remedies provided by law or any other rights, remedies or damages to which Company may be entitled, Company may seek injunctive or other equitable relief to restrain any breach or threatened breach or to enforce specifically the provisions of this Section 2.07. Each Member further agrees that the existence of any claim or cause of action on the part of the Member, whether arising from this Agreement or otherwise, shall not constitute a defense to specific enforcement of this Section 2.07. Each Member acknowledges and agrees that money damages alone would be inadequate to compensate Company and would be an inadequate remedy for a breach of this Section 2.07 by the Member. The rights and remedies set forth in this Section 2.07(b) are cumulative and not alternative.

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Section 2.08 Devotion of Time to Company. The Members may have other business interests and may engage in other activities in addition to those relating to the Company and its business. Neither the Company nor any Member shall have any right, by virtue of this Agreement or the mere fact that a person is a Member of the Company, to share or participate in such other interests or activities of a Member or to the income or proceeds derived from such interests or activities. The provisions of this Section 2.08 shall be subject to those of Sections 2.09 and 2.10 below and any separate obligations from this Agreement.

Section 2.09 Self-Dealing. Any Member and any Affiliate of any Member may deal with the Company, directly or indirectly, as vendor, purchaser, employee, agent or otherwise, if such dealings were approved, in advance, by the Majority in Interest.

Section 2.10 Deadlock; Mediation. In the event that a good faith disagreement exists among the Members, the parties shall first endeavor to settle the dispute in an amicable manner by mediation under the Commercial Mediation Rules of the American Arbitration Association, before resorting to arbitration. Any unresolved controversy or claim arising out of or relating to this Agreement, or breach thereof, which is not resolved by mediation within sixty (60) days of a request, shall be settled by arbitration by a single arbitrator in accordance with the Commercial Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the arbitral tribunal may be entered in any court of record having jurisdiction thereof. All fees and expenses of mediation and arbitration shall be borne by the parties equally; and each party shall bear the expense of its own counsel, experts, witnesses, and preparation and presentation of proofs; except the arbitral tribunal shall award to the prevailing party, if any, as determined by the arbitral tribunal, all of its costs and fees.

ARTICLE III
MANAGEMENT

Section 3.01 Management of Company. The business and affairs of the Company shall be managed by one or more Managers (the "**Managers**"). Except for situations in which the approval of the Members is expressly required by this Agreement or by nonwaivable provisions of the Act, the Managers shall have full and complete authority, power and discretion to manage and control the business, affairs and properties of the Company, to make all decisions regarding those matters and to perform any and all other acts or activities customary or incident to the management of the Company's business. Whenever any matter is required to be approved by the Managers at a time in which there is more than one Manager, the matter shall be considered approved or consented to upon the receipt of the affirmative approval of a majority of the Managers. Should there be an impasse among them as to the operation of the Company or any proposed action of the Company, then any Manager may submit the proposed action to a vote by Members and the impasse shall be resolved by the Majority in Interest. The actions of the Managers taken in accordance with the provisions of this Agreement shall bind the Company. Initially, Anthony Yousif, and individual ("**ANTHONY**"), shall be the sole Manager.

Section 3.02 Certain Powers of the Managers. Without limiting the general powers of the Managers set forth in Section 3.01, the Managers shall have power and authority, on behalf of the Company without requiring approval from any Members, to:

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(a) Execute any and all agreements, contracts, documents, certifications and instruments necessary or convenient in connection with the management, maintenance and operation of Company's business;

(b) Contract on behalf of Company for the employment and services of employees and/or independent contractors, including lawyers and accountants;

(c) Take or refrain from taking all actions not expressly proscribed or limited by this Agreement, as may be necessary or appropriate to accomplish the purposes of Company;

(d) Acquire by purchase, lease, exchange or otherwise any real or personal property that may be necessary, convenient or incidental to the accomplishment of the purposes of Company;

(e) Design, construct, operate, maintain, finance, improve, own, grant options with respect to, sell, convey, assign, mortgage, exchange or lease and cause to have constructed any real estate and any personal property necessary, convenient or incidental to the accomplishment of the purposes of Company;

(f) Borrow money and issue evidences of indebtedness (including from or to any Member) necessary, convenient or incidental to the accomplishment of the purposes of Company, and to secure the same by mortgage, pledge or other Lien on assets of Company;

(g) Execute, in furtherance of any or all of the purposes of Company, any deed, lease, mortgage, mortgage note, bill of sale, contract or other instrument conveying, exchanging or encumbering the real or personal property of Company;

(h) Prepay in whole or in part, refinance, re-cast, increase, modify or extend any mortgages or other indebtedness of Company and in connection therewith to execute any extensions or renewals of such indebtedness;

(i) Engage in any kind of activity and perform and carry out contracts of any kind necessary to, or in connection with, or incidental to the accomplishment of the purposes of Company, as may be lawfully carried on or performed; and/or

(j) Amend or modify any provisions of the Articles.

Section 3.03 Actions Requiring Approval of a Majority in Interest. Without written approval of the Majority in Interest, the Managers shall not, and shall not cause the Company to take any of the following actions:

(a) Issue additional Membership Interests;

(b) The sale or disposition of (at one time or through a series of transactions) all or substantially all of the assets of Company, or causing Company to engage in a merger,

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consolidation, share exchange, reorganization or other similar transaction or series of transactions;

(c) Dissolve, wind up, or liquidate Company or initiate a bankruptcy proceeding involving Company;

(d) Convert Company into another form of business entity; and/or

(e) Change the name of Company.

Section 3.04 Standard of Care. A Manager's duty of care in the discharge of the Manager's duties to the Company and the other Members is limited to refraining from engaging in willful misconduct. A Manager shall be fully protected in discharging the Manager's duties in relying in good faith upon the records maintained by the Company and upon the information, opinions, reports or statements by any other Manager, or agents, or by any other Person, as to matters a Manager reasonably believes are within the other Person's professional or expert competence and who has been selected with reasonable care by, or on behalf of, the Company. Each of the Members hereby holds harmless (to the extent of the Member's share of the assets of the Company, but not with respect to any of the assets of the Member independent of the Company) and waives any claim against each Manager for any and all losses, damages, liability claims, causes of action, omissions, demands and expenses or any other act or failure to act arising from or out of the Manager's duties as Manager provided the action or failure to act complies with the standard of conduct set forth in the first sentence of this Section 3.04. The Members hereby acknowledge and agree that the Manager shall have no fiduciary duty of care except as to obligations expressly set forth in this Agreement.

Section 3.05 Officers. The Managers may appoint one or more individuals as officers of the Company (the "**Officers**") as the Managers deem necessary or desirable to carry on the business of the Company and may delegate to such Officers such power and authority as the Managers deem advisable. An Officer is not required to be a Member or Manager of the Company. Any individual may hold two or more offices of the Company. Each Officer shall hold office until his or her successor is designated by the Managers or until his or her earlier death, resignation, or removal. Any Officer may resign at any time upon written notice to the Managers. Any Officer may be removed by the Manager at any time, with or without cause. A vacancy in any office occurring because of death, resignation, removal, or otherwise may, but need not, be filled by the Managers pursuant to this Section 3.05.

Section 3.06 Replacement and Resignation of Manager. Any Member and any Affiliate of any Member may deal with Company, directly or indirectly, as vendor, purchaser, employee, agent or otherwise, if such dealings were approved, in advance, by the Majority in Interest. A Manager may be removed at any time, with or without cause, by the Majority in Interest. A Manager may resign at any time by delivering a written resignation to the Company, which resignation shall be effective upon receipt thereof unless it is specified to be effective at some other time or upon the occurrence of a particular event. Following the Manager's removal or resignation, a successor Manager shall be appointed by the Majority in Interest.

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Section 3.07 Limitation of Liability. Except as set forth in the Act, no Manager will be obligated personally for any debt, obligation, or liability of the Company, whether arising in contract, tort, or otherwise, solely by reason of being a Manager.

Section 3.08 Managers Shall Have No Exclusive Duty to Company. A Manager shall not be required to dedicate the full time and attention of the Manager to the Company's business and may have other business interests and engage in activities in addition to those relating to the Company, including activities that compete with the Company, except as otherwise expressly provided in this Agreement. Further, a Manager shall not be required to submit any business opportunities to the Company or refrain from taking part in any business opportunities. The Members hereby acknowledge and agree that the Manager shall have no fiduciary duty of loyalty except as to obligations expressly set forth in this Agreement.

Section 3.09 Power to Bind the Company. Only the Managers (and the officers of the Company pursuant to authority granted by the Manager) shall have the authority to bind the Company. Unless authorized to do so by this Agreement or by the Managers, no attorney-in-fact, employee, or other agent of the Company (other than officers duly authorized by the Manager) shall have any power or authority to bind the Company in any way, to pledge its credit or to render it liable for any purpose. No Member shall have any power or authority to bind the Company unless the Member has been authorized by the Manager to act as an agent of the Company in accordance with the previous sentence.

Section 3.10 Fees and Compensation. The Company shall reimburse (or if not yet expended, advance on behalf of) the Managers for all reasonable expenses incurred in managing the Company, including costs associated with all non-executive personnel, costs of establishing and maintaining its status as a limited liability company, all accounting and tax return costs and all overhead and associated costs of operations. The Managers shall determine the compensation, if any, that the Company will pay the Managers, officers and employees of the Company.

ARTICLE IV
ALLOCATIONS OF PROFITS AND LOSSES

All items of income, gain, loss, deduction, and credit of Company shall be allocated among the Members in proportion to their Economic Interests for federal, state, and local income tax purposes, except as may otherwise be provided herein or under the Code.

Notwithstanding any other provision of this Agreement, (i) "partner nonrecourse deductions" (as defined in Treasury Regulations Section 1.704-2(i)), if any, of Company shall be allocated for each Fiscal Year to the Member that bears the economic risk of loss within the meaning of Treasury Regulations Section 1.704-2(i) and "nonrecourse deductions" (as defined in Treasury Regulations Section 1.704-2(b)) and "excess nonrecourse liabilities" (as defined in Treasury Regulations Section 1.752-3(a)), if any, shall be allocated to and among the Members in accordance with their Economic Interests.

This Agreement shall be deemed to include "qualified income offset," "minimum gain chargeback," and "partner nonrecourse debt minimum gain chargeback" provisions within the meaning of Treasury Regulations under Section 704(b) of the Code.

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ARTICLE V
DISTRIBUTIONS

Distributions of available cash shall be made to the Members in proportion to their Economic Interests on a monthly, quarterly or annual basis if and to the extent that the Majority in Interest determines that Company's cash on hand exceeds the current and anticipated needs of Company to fulfill its business purposes, business plan and contractual obligations.

Notwithstanding any provision to the contrary contained in this Agreement, Company shall not make any distribution to Members if such distribution would violate the Act or other Applicable Law.

ARTICLE VI
TRANSFERS

Section 6.01 General Restrictions on Transfer.

(a) Each Member agrees that it will not Transfer all or any portion of its Membership Interest in Company unless approved in writing by the Majority in Interest (which approval may be granted or withheld for any reason or for no reason in the sole discretion of the Majority in Interest) or specifically permitted by this Agreement.

(b) No Transfer of any Membership Interest may be made if counsel for Company will be of the opinion that the transfer would be in violation of the Securities Act of 1933, as amended, or of any state securities or "**Blue Sky**" laws (including any investment suitability standards) applicable to Company.

(c) Any Transfer or attempted Transfer of any Membership Interest in violation of this Agreement shall be null and void, no such Transfer shall be recorded on Company's books, and the purported Transferee in any such Transfer shall not be treated (and the purported Transferor shall continue be treated) as the owner of such Membership Interest for all purposes of this Agreement.

(d) No Transfer of Membership Interests to a Person not already a Member of Company shall be deemed completed until the prospective Transferee is admitted as a Member of Company in accordance with Section 2.03(b) hereof.

(e) For the avoidance of doubt, any Transfer of a Membership Interest permitted by this Agreement shall be deemed a sale, transfer, assignment, or other disposal of such Membership Interest in its entirety as intended by the parties to such Transfer, and shall not be deemed a sale, transfer, assignment, or other disposal of any less than all of the rights and benefits described in the definition of the term "**Membership Interest**," unless otherwise explicitly agreed to by the parties to such Transfer.

Section 6.02 Triggering Events.

(a) The Members will have the options described in Section 6.02(b) with respect to any Person (other than ANTHONY) who holds a Membership Interest (a

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"**Holder**") if any of the following events ("**Triggering Events**") has occurred with respect to such Holder:

(i) If the Holder appoints or has appointed a receiver or custodian for all or a substantial portion of its assets;

(ii) If the Holder makes or consents to an assignment for the benefit of creditors or a common law composition of creditors;

(iii) If the Holder files a voluntary petition of bankruptcy or is otherwise adjudged bankrupt or has entered against it an order for relief in any bankruptcy or insolvency proceeding;

(iv) If the Holder dissolves and liquidates, or merges with or into any other Person, consolidates or otherwise reorganizes in any manner such that the Holder is not the survivor;

(v) If the Holder's Membership Interests will be levied on for execution, or if any interest in Company is awarded by judicial decree or judgment to any Person, including, without limitation, the spouse or former spouse of the Holder pursuant to a divorce or separation proceeding;

(vi) If there is a change in ownership of fifty percent (50%) or more of the securities of the Holder; or

(vii) If the Holder sells or otherwise disposes of all or substantially all the assets of the Holder.

(viii) If the Holder performs any act, omission or conduct which results in a violation, complaint or other adversarial action against the Company or which would render the Holder ineligible to hold a facility establishment license under the Michigan Regulation and Taxation of Marijuana Act or a state operating license under the Michigan Medical Marijuana Facilities Licensing Act.

(b) If any of the Triggering Events in Section 6.02(a) occurs, then the Members other than the Holder of the Membership Interests described above shall have the option: (i) to purchase all, but not less than all, of such Holder's Membership Interests at the price and on the terms specified in this Section 6.02; (ii) to request that Company be liquidated and dissolved, which must be approved by a majority of such Members; or (iii) to continue Company as permitted by law after the Triggering Event described above with any successor to such Holder being treated as a mere assignee of the interest thereof, with no right to participate in the management of Company (unless approved for membership in accordance with this Agreement).

(c) If the Members other than the Holder of the Membership Interests exercise the option to purchase or liquidate as granted under this Section 6.02, they will do so by notifying all the Members and the Holder of the Membership Interests being purchased (or its legal successor) of this decision any time within six (6) months after the occurrence of

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the Triggering Event, even though it may have been cured before the notice of exercise or any bankruptcy petition may have been dismissed or otherwise discharged. Such exercising Members shall have a pro rata right to purchase all of such Holder's Membership Interests on the basis of such exercising Members' respective Membership Interests relative to all such exercising Members' Membership Interests. The Members' primary option to purchase will be enforceable by injunctive relief.

(d) Except as otherwise specifically provided herein, the purchase price for the Membership Interests to be sold pursuant to options or requirements contained in this Section 6.02 will be equal to the Fair Market Value of Company, divided by the outstanding Membership Interests, then multiplied by the number of the Membership Interests being purchased in connection with the acquisition of the seller's Membership Interests. For purposes of this Agreement, "**Fair Market Value**" shall be an amount determined by the Accountants, who may retain and consult with one or more appraisers on Company's behalf, as they deem appropriate, and the amount so determined by the Accountants will be final and binding on all parties. Any costs or expenses associated with making any such determination will be paid fifty percent (50%) by Company and fifty percent (50%) by the seller.

(e) Except as otherwise provided herein, if any Membership Interests are sold and purchased pursuant to the provisions of this Section 6.02, the payment terms will be as follows: the purchase price will be paid by a down payment in cash of ten percent (10%) of the total purchase price, with the balance being paid pursuant to a promissory note, bearing interest at a rate equal to the applicable federal rate (as determined under Code Section 1274(d)) for midterm loans made during the month of closing, and requiring twelve (12) equal quarterly payments of principal and interest, with payments commencing three (3) months following the time of closing. The promissory note may be prepaid without premium or penalty.

Section 6.03 Drag-Along Right.

(a) If the Majority in Interest proposes to transfer all of their Membership Interests to any third party (the "**Prospective Purchaser**"), such Members may require all or any other Members (the "**Drag-Along Members**") to transfer all of their Membership Interests to the Prospective Purchaser on the same terms by delivery of a written notice (a "**Drag-Along Notice**") to them. Upon the receipt of a Drag-Along Notice, each Drag-Along Member shall transfer all of its Membership Interest to the Prospective Purchaser on such terms and in accordance with Section 6.03(b) below.

(b) Each Drag-Along Member individually, not jointly and severally, shall: (i) make such Drag-Along Member's proportionate share of any representations, warranties, covenants, and indemnification provided by the sellers in connection with the transfer; (ii) fulfill its proportionate share of the obligations to be fulfilled by the sellers in connection with the transfer; (iii) execute any applicable agreements, instruments, or documents transferring the Membership Interests to the Prospective Purchaser; and (iv) deliver the Membership Interest it is transferring at the closing against delivery of the consideration it is to receive at the closing.

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Section 6.04 Death of a Member. Upon the death of a Member, Company shall purchase, and the estate of the deceased Member shall sell, all, but not less than all, of such Member's Membership Interests at the Fair Market Value. The purchase and sale of such Membership Interests shall be consummated not later than ninety (90) days after the date of death of the deceased Member. In the event a personal representative for the estate of a deceased Member is not appointed within ninety (90) days after the date of death, Company may, at its election and without affecting the obligation to purchase and sell the Membership Interests of the deceased Member hereunder, await the appointment of a personal representative, petition for the appointment of a personal representative or purchase the deceased Member's Membership Interests from the heirs of the deceased Member as determined by a majority of the other Members.

Section 6.05 Right to Purchase. At any time and for any reason whatsoever, ANTHONY shall have the exclusive right to purchase the other Members' Membership Interests at a price equal to the other Members' Capital Contributions amount. The purchase and sale of such Membership Interests shall be consummated not later than ten (10) days after ANTHONY provides written notice to such Member.

ARTICLE VII
LIABILITY AND INDEMNIFICATION

Section 7.01 Liability. Except as otherwise provided in the Act, no Member will be obligated personally for any debt, obligation, or liability of the Company or other Members, whether arising in contract, tort, or otherwise, solely by reason of being a Member.

Section 7.02 Indemnification.

(a) To the fullest extent permitted under the Act, any Covered Person (as defined in section (c) below) shall be entitled to indemnification and reimbursement of reasonable expenses from the Company for and against any loss, damage, claim, or expense (including reasonable attorneys' fees) (collectively, "Losses") whatsoever incurred by the Covered Person relating to or arising out of any act or omission or alleged acts or omissions (whether or not constituting negligence) performed or omitted by any Covered Person on behalf of the Company; provided, however, that (i) any indemnity under this Section 7.02 shall be provided out of and to the extent of the Company assets only, and neither any Member or any other Person shall have any personal liability to contribute to such indemnity by the Company; (ii) such Covered Person acted in good faith and in a manner believed by such Covered Person to be in, or not opposed to, the best interests of the Company and, with respect to any criminal proceeding, had no reasonable cause to believe his conduct was unlawful; and (iii) such Covered Person's conduct did not constitute fraud or willful misconduct.

(b) Upon receipt by the Company of a written undertaking by or on behalf of the Covered Person to repay such amounts if it is finally judicially determined that the Covered Person is not entitled to indemnification under this Section 7.02, the Company shall advance, to the extent reasonably required, each Covered Person for reasonable legal or other expenses (as incurred) of such Covered Person in connection with investigating,

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preparing to defend, or defending any claim, lawsuit, or other proceeding relating to any Losses for which such Covered Person may be indemnified pursuant to this Section 7.02.

(c) For purposes of this Section 7.02, "Covered Person" means (i) each Member; (ii) each Manager and Officer of the Company; and (iii) each officer, director, shareholder, partner, manager, member, Affiliate, employee, agent, or representative of each Member and of each Manager.

ARTICLE VIII
ACCOUNTING AND TAX MATTERS

Section 8.01 Inspection Rights. Upon reasonable notice from a Member, Company shall afford the Member access during normal business hours to the corporate, financial, and similar records, reports, and documents of Company, and shall permit the Member to examine such documents and make copies thereof.

Section 8.02 Income Tax Status. It is the intent of this Company and the Members that this Company shall be treated as a partnership for US, federal, state, and local income tax purposes. No Member shall take any action inconsistent with such intent, and the Members agree to make any amendments to this Agreement required to obtain or maintain partnership classification for tax purposes from time to time.

Section 8.03 Partnership Representative.

(a) Appointment; Resignation. The Members hereby appoint ANTHONY as the "partnership representative" (as provided in Section 6223(a) of the Code, as amended by the Bipartisan Budget Act of 2015 ("**BBA**")) (the "**Partnership Representative**"). The Partnership Representative may resign at any time. The Partnership Representative can also be removed at any time by a vote of the Majority in Interest. In the event of the resignation or removal of the Partnership Representative, the Majority in Interest shall appoint a new Partnership Representative.

(b) Tax Examinations and Audits. The Partnership Representative is authorized and required to represent Company (at Company's expense) in connection with all examinations of Company's affairs by any federal, state, local, or foreign taxing authority, including resulting administrative and judicial proceedings, and to expend Company funds for professional services and costs associated therewith. Each Member agrees that it will not treat any Company item inconsistently on such Member's income tax return. The Partnership Representative shall have sole authority to act on behalf of Company in any such examinations and any resulting administrative or judicial proceedings, and shall have sole discretion to determine whether Company (either on its own behalf or on behalf of the Members) will contest or continue to contest any tax deficiencies assessed or proposed to be assessed by any taxing authority.

(c) Income Tax Elections. Except as otherwise provided herein, the Partnership Representative shall have sole discretion to make any determination regarding income tax elections they deem advisable on behalf of Company; provided, that the Partnership

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Representative will make an election under Section 754 of the Code, if requested in writing by the Majority in Interest.

Section 8.04 Tax Returns.

(a) At the expense of Company, the Partnership Representative will cause the preparation and timely filing (including extensions) of all tax returns required to be filed by Company pursuant to the Code as well as all other required tax returns in each jurisdiction in which Company owns property or does business. As soon as reasonably possible after the end of each Fiscal Year, the Partnership Representative will deliver to each Member, Company information necessary for the preparation of such Member's federal, state, and local income tax returns for such Fiscal Year.

(b) Each Member agrees that such Member shall not treat any Company item on such Member's federal, state, foreign, or other income tax return inconsistently with the treatment of the item on Company's return.

ARTICLE IX
DISSOLUTION AND LIQUIDATION

Section 9.01 Events of Dissolution. Company shall be dissolved and its affairs wound up only upon the occurrence of any of the following events:

(a) The written approval of the Majority in Interest; or

(b) The happening of any other event requiring the dissolution of Company under the Act.

Section 9.02 Effectiveness of Dissolution. Dissolution of Company shall be effective on the day on which the event described in Section 9.01 occurs, but Company shall not terminate until the winding up of Company has been completed, and the assets of Company have been distributed as provided in Section 9.03.

Section 9.03 Liquidation. If Company is dissolved pursuant to Section 9.01, Company shall be liquidated and its business and affairs wound up in accordance with the Act and the following provisions:

(a) ANTHONY, or another Person selected by the Majority in Interest, shall act as liquidator to wind up Company (the "**Liquidator**"). The Liquidator shall have full power and authority to sell, assign, and encumber any or all of Company's assets and to wind up and liquidate the affairs of Company in an orderly and business-like manner.

(b) As promptly as possible after dissolution and again after final liquidation, the Liquidator shall cause a proper accounting to be made by a recognized firm of certified public accountants of Company's assets, liabilities, and operations through the last day of the calendar month in which the dissolution occurs or the final liquidation is completed, as applicable.

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(c) The Liquidator shall liquidate the assets of Company and distribute the proceeds of such liquidation in the following order of priority, unless otherwise required by mandatory provisions of Applicable Law:

(i) First, to the payment of Company's debts and liabilities to its creditors (including Members, if applicable) and the expenses of liquidation (including sales commissions incident to any sales of assets of Company);

(ii) Second, to the establishment of and additions to reserves that are determined by the Manager to be reasonably necessary for any contingent unforeseen liabilities or obligations of Company;

(iii) Third, to the Members in satisfaction and return of their Capital Contributions; and

(iv) Fourth, to the Members, on a pro rata basis, in accordance with the Members' Economic Interests.

Section 9.04 Required Filings. Upon completion of the winding up of Company, the Liquidator shall make all necessary filings required by the Act.

ARTICLE X
DEFINITIONS

Capitalized terms used herein and not otherwise defined shall have the meanings set forth in this Article X:

"**Accountants**" means the independent certified public accountants then serving Company, from time to time.

"**Act**" means the Michigan Limited Liability Company Act and any successor statute, as it may be amended from time to time.

"**Affiliate**" means, with respect to any Person, any other Person who, directly or indirectly, controls, is controlled by, or is under common control with such Person. For purposes of this definition, "control" when used with respect to any specified Person, shall mean the power, direct or indirect, to direct or cause the direction of the management and policies of such Person, whether through ownership of voting securities or partnership or other ownership interests, by contract, or otherwise; and the terms "controlling" and "controlled" shall have correlative meanings.

"**Applicable Law**" means all applicable provisions of: (i) constitutions, treaties, statutes, laws (including the common law), rules, regulations, decrees, ordinances, codes, proclamations, declarations, or orders of any Governmental Authority; (ii) any consents or approvals of any Governmental Authority; and (iii) any orders, decisions, advisory, or interpretative opinions, injunctions, judgments, awards, decrees of, or agreements with, any Governmental Authority.

"**Articles**" means the articles of organization filed with the Michigan Department of Licensing and Regulatory Affairs on November 21, 2016.

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"**Code**" means the Internal Revenue Code of 1986, as amended.

"**Economic Interest**" means a Membership Interest consisting of a Member's rights (expressed as a percentage) in Company to which a Person is entitled to participate in net income and gain, net loss and all other economic attributes of ownership to which a Member is entitled under this Agreement.

"**Electronic Transmission**" means any form of communication not directly involving the physical transmission of paper that creates a record that may be retained, retrieved, and reviewed by a recipient thereof and that may be directly reproduced in paper form by such a recipient through an automated process.

"**Fiscal Year**" means the calendar year, unless Company is required or elects to have a taxable year other than the calendar year, in which case Fiscal Year shall be the period that conforms to its taxable year.

"**Governmental Authority**" means any federal, state, local, or foreign government or political subdivision thereof, or any agency or instrumentality of such government or political subdivision, or any self-regulated organization or other non-governmental regulatory authority or quasi-governmental authority (to the extent that the rules, regulations, or orders of such organization or authority have the force of law), or any arbitrator, court, or tribunal of competent jurisdiction.

"**Lien**" means any mortgage, pledge, security interest, option, right of first offer, encumbrance, or other restriction or limitation of any nature whatsoever.

"**Majority in Interest**" means Members holding more than fifty percent (50%) of the Voting Interests of Company.

"**Membership Interest**" means the entire interest in Company owned by a Member, including such Member's: (i) Economic Interest; (ii) Voting Interest; and (iii) right to receive any and all other benefits due to a Member under this Agreement and the Act.

"**Person**" means an individual, corporation, partnership, joint venture, limited liability company, Governmental Authority, unincorporated organization, trust, association, or other entity.

"**Securities Act**" means the Securities Act of 1933, as amended, or any successor federal statute, and the rules and regulations thereunder, which shall be in effect at the time.

"**Transfer**" means to sell, transfer, assign, gift, pledge, encumber, hypothecate, or similarly dispose of, directly or indirectly, voluntarily or involuntarily, by operation of law or otherwise, or to enter into any contract, option, or other arrangement or understanding with respect to the sale, transfer, assignment, gift, pledge, encumbrance, hypothecation, or similar disposition of, any Membership Interests or any interest (including a beneficial interest) therein.

"**Transferor**" and "**Transferee**" mean a Person who makes or receives a Transfer, respectively.

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"**Voting Interest**" means a Membership Interest consisting of a Member's rights (expressed as a percentage) in Company to which a Person is entitled to vote, consent, or participate in any Member decisions provided in this Agreement and the Act and all other non-economic attributes of ownership to which a Member is entitled under this Agreement.

ARTICLE XI
MISCELLANEOUS

Section 11.01 Governing Law. This Agreement shall be governed by and construed in accordance with the internal laws of the State of Michigan, without giving effect to any choice or conflict of law provision or rule (whether of the State of Michigan or any jurisdiction).

Section 11.02 Waiver of Jury Trial. EACH PARTY HERETO HEREBY ACKNOWLEDGES AND AGREES THAT ANY CONTROVERSY THAT MAY ARISE UNDER THIS AGREEMENT IS LIKELY TO INVOLVE COMPLICATED AND DIFFICULT ISSUES AND, THEREFORE, EACH SUCH PARTY IRREVOCABLY AND UNCONDITIONALLY WAIVES ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN RESPECT OF ANY LEGAL ACTION ARISING OUT OF OR RELATING TO THIS AGREEMENT OR THE TRANSACTIONS CONTEMPLATED HEREBY.

Section 11.03 Waiver. No waiver by any party of any of the provisions hereof shall be effective unless explicitly set forth in writing and signed by the party so waiving. No failure to exercise, or delay in exercising, any right, remedy, power, or privilege arising from this Agreement shall operate or be construed as a waiver thereof, nor shall any single or partial exercise of any right, remedy, power, or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege. Nothing contained in this Section 11.03 shall diminish the waiver described in Section 11.02.

Section 11.04 Notices. All notices, requests, consents, claims, demands, waivers, and other communications hereunder shall be in writing and shall be deemed to have been given:

(a) when delivered by hand;

(b) when received by the addressee if sent by a nationally recognized overnight courier;

(c) on the date sent by facsimile or email of a PDF document (with confirmation of transmission) if sent during normal business hours of the recipient, and on the next business day if sent after normal business hours of the recipient; or

(d) on the third (3rd) day after the date mailed, by certified or registered mail, return receipt requested, postage prepaid.

Such communications must be sent to the respective parties at the following addresses (or at such other address for a party as shall be specified in a notice given in accordance with this Section 11.04):

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If to Company: SMOK HOLDING CO LLC
400 Hamilton Row Ste 300
Birmingham, MI 48009
Attention: Anthony Yousif
E-Mail: a.yousif@lainsurance.com

If to a Member: To the Member's respective mailing address as set forth on the Members Schedule.

Section 11.05 Remedies. In the event of any actual or prospective breach or default by any party, the other parties shall be entitled to equitable relief, including remedies in the nature of injunction and specific performance, awarded by a court of competent jurisdiction (without being required to post a bond or other security or to establish any actual damages). In this regard, the parties acknowledge and agree that they will be irreparably damaged in the event this Agreement is not specifically enforced, since (among other things) the Membership Interests are not readily marketable. All remedies hereunder are cumulative and not exclusive, may be exercised concurrently, and nothing herein shall be deemed to prohibit or limit any party from pursuing any other remedy or relief available at law or in equity for any actual or prospective breach or default, including recovery of damages. In addition, the parties hereby waive and renounce any defense to such equitable relief that an adequate remedy at law may exist.

Section 11.06 Severability. If any term or provision of this Agreement is held to be invalid, illegal, or unenforceable under Applicable Law in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction.

Section 11.07 Successors and Assigns. Subject to the restrictions on Transfers set forth herein, this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors, and assigns.

Section 11.08 Amendment. No provision of this Agreement may be amended or modified except by an instrument in writing executed by all Members. Any such written amendment or modification will be binding upon Company and each Member.

Section 11.09 Headings. The headings in this Agreement are inserted for convenience or reference only and are in no way intended to describe, interpret, define, or limit the scope, extent, or intent of this Agreement or any provision of this Agreement.

Section 11.10 Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement.

Section 11.11 Entire Agreement. This Agreement, together with the Articles and all related exhibits, constitutes the sole and entire agreement of the parties to this Agreement with respect to the subject matter contained herein and therein, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to such subject matter.

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Section 11.12 No Third-Party Beneficiaries. Except as provided in Article VII, this Agreement is for the sole benefit of the parties hereto (and their respective heirs, executors, administrators, legal representatives, successors, and permitted assigns) and nothing herein, express or implied, is intended to or shall confer upon any other Person, including any creditor of Company, any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first written above by their respective officers thereunto duly authorized.

COMPANY:

By: Anthony Yousif
Its: Manager

By: DocuSigned by: 8FA407D97315...
Name: Anthony Yousif
Title: Manager

MEMBERS:

Anthony Yousif

By: DocuSigned by: 8FA407D97315...
Name: Anthony Yousif
Title: Manager

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EXHIBIT A

MEMBERS SCHEDULE

Member Name, Address and E-Mail	Capital Contribution	Voting Interest	Economic Interest
Anthony Yousif 400 Hamilton Row Ste 300 Birmingham, MI 48009 E-Mail: a.yousif@lainsurance.com	[$_____]	100.00%	100.00%
Total:	[$_____]	100.00%	100.00%

TAB 3

SMŌK
CANNABIS

CITY OF JACKSON FORMS

Pursuant to City ordinance, the signed and required forms are contained herein:

- License Criminal History pursuant to §16-516(d)(5)
- Criminal Background Check pursuant to §16-516(d)(6)
- Inspection Consent Form pursuant to §16-516(d)(7)
- Marihuana Facility License/Certificate History pursuant to §16-516(d)(9)
- Marihuana Facilities License Applicant Affidavit pursuant to §16-516(d)(15)

Application # _____

MARIHUANA FACILITY LICENSE CRIMINAL HISTORY

Complete Section 1 or Section 2

SECTION 1

I do swear (or affirm) that I am at least 18 years of age and have never been convicted of or pled guilty to any criminal offense under the laws of any jurisdiction for a controlled substance related crime.

X _____
Signature

Taken, subscribed and sworn before me on

July / 07 / 2023
Month Date Year

X _____
Signature of Person Administering Oath

SECTION 2

Date of Conviction: _____

Name of Court: _____

Location of Court: _____

Arresting Agency: _____

Prosecuting Agency: _____

Case Caption: _____ Docket Number: _____

Offence: _____ Disposition: _____

Location and length of incarceration: _____

Application # _____

CRIMINAL BACKGROUND CHECK AUTHORIZATION FORM

(To be completed by the applicant and each employee)

Name: Anthony (First) Mark (Middle) Yousif (Last)

Former Name(s) and Dates Used: _____

Current Address: 400 Hamilton Row Ste 300 Birmingham, MI 48009

Previous Address: 812 S Main St Ste 200 Royal Oak, MI 48067

Previous Address: _____

Social Security Number: 377-82-1901 DOB: 02/02/1967

Drivers License Number/State: Y 210 067 585 088

The information contained in this application is correct to the best of my knowledge.

I hereby authorize the City of Jackson Department of Police and Fire Services to perform a criminal background check to ascertain whether I meet the criteria set forth in Article XVIII, Chapter 16 of the Jackson Code of Ordinances.

Signature: _____ Date: 7/7/23

Application # _____

PREMISES INSPECTION CONSENT FORM

Name of Proposed Marihuana Facility: SMOK Cannabis

Address: 810 W Argyle St

I hereby authorize the City of Jackson Department of Police and Fire Services to inspect the premises of the proposed Medical Marihuana Facility and/or Adult-Use Marihuana Facility for compliance with the provisions applicable under the City of Jackson, Michigan Code of Ordinances.

Print Name: Anthony Yousif

Signature: _____ Date: 7/7/23

Application # _____

MARIHUANA FACILITY LICENSE/CERTIFICATE HISTORY

Complete Section 1 or Section 2

Section 1

I do swear (or affirm) that I have never applied for or have been granted any commercial license or certificate issued by a licensing authority in Michigan or any other jurisdiction that has been denied, restricted, suspended, revoked, or not renewed.

X _____
Signature

Taken, subscribed and sworn before me on

July / 07 / 2023
Month Date Year

X _____
Signature of Person Administering Oath

Section 2

Status: Denied Restricted Suspended Revoked Not Renewed

Type: Commercial License Certificate

Licensing Authority/Jurisdiction: _____

Please describe the facts and circumstances concerning the application and the action taken, dates, and reason for the action:

Application # _____

MARIHUANA FACILITIES LICENSE APPLICANT AFFIDAVIT

STATE OF MICHIGAN
COUNTY OF JACKSON

The undersigned, Anthony Mark Yousif, being duly sworn, herby deposes and says:

1. Neither I nor any stakeholder of the applicant have failed to file or pay any income taxes, property taxes, special assessments, fines, fees, or other financial obligation to the City of Jackson.

2. The transfer of marihuana to and from Medical Marihuana Facilities shall be in compliance with the MMMA and the MMFLA or other applicable state laws.

3. The liquid assets identified in the documents submitted to LARA to meet LARA's capitalization requirements will still be in liquid form at the time the license is issued by the City.

I declare that, to the best of my knowledge and belief, the information herein is true, correct, and complete.

Executed this 7th day of July, 2023.

_____
Signature

NOTARY ACKNOWLEDGEMENT

STATE OF MICHIGAN, COUNTY OF Oakland,

SS:

MICHELLE GABRIEL
NOTARY PUBLIC - STATE OF MICHIGAN
County of Oakland
My Commission Expires July 29, 2028
Acting in the County of Oakland

_____
Notary Public

My commission expires:

TAB 4

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PROOF OF INSURANCE

SMOK Holding LLC is not yet an operating facility/business and therefore does not hold an insurance policy. Upon approval, SMOK intends to establish an adequate premise liability and casualty insurance policy in the amount not less than one million dollars ($1,000,000.00) per occurrence, covering the adult-use marihuana establishment and naming the city as an additional insured party as required per §16-516(d)(12).

TAB 5

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FACILITY PLAN

Attached hereto are SMOK Holding Co, LLC's facility plans as required by LARA pursuant to §16-516(d)(14). SMOK's facility plan includes but is not limited to:

- Security Plan §16-516(d)(13)
- Staffing Plan §16-516(d)(17)
- Facility Sanitation Plan §16-516(d)(21)

Adult Use Retailer Business Plan

SMOK HOLDING CO, LLC

A Michigan Limited Liability Company



Contents

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SECURITY PLAN 4
SECURITY SYSTEM LAYOUT 11
BUILDING INFORMATION 22
ZONING INFORMATION 23
TECHNOLOGY PLAN 25
INVENTORY PLAN 26
STORAGE PLAN 27
WASTE MANAGEMENT PLAN 32
ODOR MANAGEMENT PLAN 35
STAFFING PLAN 39
MARKETING PLAN 45

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FACILITY DESCRIPTION

SMOK Holding Co, LLC (the "Company") is seeking to obtain licensing for an adult-use retailer. We are requesting one (1) retailer license. The facility is located at 810 W Argyle St in the City of Jackson. It is located on the north side of W Argyle between N West Ave and N Wisner St in a C4-zoned area.

Hours of Operation
Our initial hours of operation will be 10:00 am to 9:00 pm with hours being adjusted as needed, but will still fit within the hour limitations per City ordinance.

SECURITY PLAN

As part of our camera package, we will install 360-degree high-definition cameras on the exterior, as well as high-definition cameras inside, and provide the City Police Department 24-hour access to the footage. In addition, our facility will staff security personnel 24 hours. In addition to 360-degree exterior footage, SMOK Holding Co will also install cameras at the property points of egress/ingress with the capability of capturing license plate images.

OUTER PERIMETER

Perimeter Lighting

Security lighting will be used as a form of deterrence and to keep customers safe. Well-lit entrances and exits discourage unlawful or inappropriate access, and of course, lighting will assist in the capture of video on entrance and exit areas. We will use widely distributed low-intensity lighting because high-density lighting can create blind spots for security cameras and personnel. Lighting will be installed in a manner that makes it difficult to tamper with (e.g. suspending lights from tall poles) and will be installed with a backup power supply so that security lights will not go out if the electricity is cut off. An ample amount of lighting fixtures will be installed on the exterior.

Entrance and Exits

There will be one exterior door for customers and employees to use as the main point of egress, and one emergency exit-only door. A roll-down steel door will be added to all doors and windows that can be rolled down after hours to secure the entrance. We will also install shatterproof windows. Locks on the exterior doors will meet NFPA 1, local fire codes, and Michigan building ccodes

MIDDLE PERIMETER

Lobby/Reception Area

The lobby/reception area will be separated from the retail sales floor and the office area by floor-to-ceiling walls. This area will also contain a lavatory. The lobby/reception area will act as a lounge area for customers to wait until a position and employee become available in the sales area. The front customer/employee entrance will also be used for secure deliveries, which will then be buzzed into the retail sales area where they will be routed behind the sales counter.

Adjacent to the lobby, a metal security door, with an electric strike plate controlled via card reader and buzzer controlled by the receptionist, will separate the lobby area from the retail sales area.

Customers will arrive through the main entrance, walk through a metal detector, and be greeted by a security officer. The officer will request to see the customer's identification and medical marihuana card (if a patient). Once this has been done, the customer will be guided to the reception desk where the customer's identification will be rechecked by the receptionist. When a position in the retail sales area becomes available, the receptionist will buzz the customer into the retail sales area.

CCTV camera coverage is provided in these areas.

INNER PERIMETER

Retail Sales Floor

Security for the retail sales floor is controlled by a combination of CCTV security cameras, access control, and panic alarms. Every area has cameras that provide overlapping coverage. All Point of Sales locations have security camera coverage.

The storage room area will contain a DEA-rated vault and work area. Security is provided here by CCTV security cameras and panic alarms. Refer to the Security Technology section of this plan.

NOTE: Only a minimal amount of marijuana products will be on display. All marijuana stock will be kept in the DEA-rated vault in the secured storage room. No marijuana product will be visible from the front of the building.

Safe/Vault

At least one safe/vault will be placed in the safe/vault room. The safe/vault will meet or exceed DEA TL-15 standards to secure schedule 1-5 narcotics as well as currency. The safe/vault will weigh in excess of 750 lbs. and will be secured to either the wall or floor.

TL-rated safes are combination lock safes that offer protection against a combination of mechanical, electrical, and cutting tools. Safes with a TL rating will resist abuse by a variety of tools depending on classification, from picking tools to hand tools, mechanical or electrical tools, grinding points, carbide drills, pressure-applying devices, cutting wheels, power saws, or impact tools.

The room will also contain the IT server, which will be secured in the safe/vault room. Access to this room will be secured and have surveillance camera coverage. Refer to the Security Technology section of this plan. The room is located at the rear of the building so it has no wall on the exterior of the building. The room will have a metal security door with an electric strike plate and card reader/FOB access control.

SECURITY TECHNOLOGY

Camera

The security plan for SMOK Holding Co provides Internet Protocol CCTV coverage for both the exterior and interior of the building. The system will include video monitors, digital archiving devices, and a color printer capable of delivering still photos. The system will be made accessible to police and regulatory officials.

The camera and recording system will run 24/7 and provide evidentiary quality images that clearly identify the individuals in the recordings. Camera recordings will be time-stamped as well.

The surveillance system will be equipped with a "failure" notification system, which will immediately alert ownership and management if there is an interruption or failure of the video surveillance system or video surveillance system storage device.

The video surveillance system will include a Network Video Recorder capable of meeting or exceeding requirements as well as a color printer that will have the capability of delivering still photos.

All media related to the surveillance cameras will be stored in a secure manner. This security measure will include keeping the media in a safe or vault or secured in the locked, secured server room.

All cameras will be permanently mounted in fixed locations.

All recordings will be retained for a minimum of 30 days.

Areas covered by CCTV include, but are not limited to:

- Storage area where the surveillance system is stored
- All areas where marijuana products are weighed, packed, stored, loaded/unloaded for transportation, and prepared or moved within the facility.
- Point of Sales areas
- Safes/Vaults and any locations where currency is used for a transaction or stored
- Entrances, exits, and parking areas

Ownership will designate at least one management person to be responsible for maintaining a log of all recordings, which will include:

- Identities of the employees responsible for monitoring the video surveillance system
- Identity of the employee who removed the recording from the video surveillance system storage device and the time and date removed
- The identity of the employee who destroyed any recordings

Access Control: FOBS, Pin Numbers and Keys

Access into the building will consist of an advanced access control system, Tracking everyone's access by date, time, pin code and key-fob scan. Each employee will have access on a clearance basis.

Unlocking of a secured array will only occur when scanning a key-fob and entering a PIN simultaneously.

Only designated individuals who are employed by SMOK Holding's LLC will be issued A FOB and pin, in the event an individual who has access is terminated or leaves employment management will immediately disable the FOB and pin.

In the event of power loss, the access control system houses a 24-hour battery backup. If power remains off longer than 24-hours the access control system will revert to a lock and key system until power is restored. Motion and request to exit sensors become implemented on the opposite side of the door for easy exit.

All components of the access control system are that of a security grade system and UL Listed. Access control will also work in conjunction with the Intrusion and CCTV system. All components are tested monthly and monitored by Alarm.com and Clearview Michigan (License No.: 3601206773).

Intrusion Alarms

For intrusion types of alarms, the security plan prescribes Motion Detectors with image sensors, Door

Contact, Fire/carbon sensors, leakage sensors, sirens, and Glass Brake sensors.
Door contact sensors are positioned at each door on site.

Motion, fire, glass brake, and leakage sensors are placed throughout the building's interior.

In the event of a Power outage, the alarm system will continue to operate as usual for 24 hours due to a battery backup. The system will also notify management of any power loss or tampering.

A 4G cell receiver connects the intrusion system communications from AT&T or Verizon as well as landline and Wi-Fi communication as a backup.

The intrusion system will be armed and disarmed by individual codes for each employee. Alarm.com will power the system and be Monitored by Clearview (License No.:3601206773). In the event, that the alarm is triggered, the monitoring center will conduct a visual inspection via the CCTV system as well as contacting on staff security officers, management, and if necessary, the proper authorities.

Panic Button
Employees will be equipped with wireless, wearable silent alarm buttons that can be outfitted to become a neckless, bracelet and belt clip. The button can only function if pressed and held down for 2 seconds to avoid accidental pressing.

EMPLOYEE BACKGROUND SCREENING

To help prevent product diversion or theft, management will conduct pre-employment screening of all employees. The background will examine the individual's civil and criminal records.

Individuals who have been convicted in the last 10 years of a felony or 5 years for a misdemeanor involving theft, controlled substances, dishonesty, or fraud will not be hired.

INVENTORY CONTROL/ANTI-DIVERSION PROTOCOL

All product will be monitored and controlled while at the facility. SMOK Holding Co will utilize a four-tier "checks and balance" process to eliminate the potential of employee diversion or theft. This process includes the Metrc System, multiple employee witnesses to the transfer/transaction, the CCTV System, and a weekly audit of all inventory.

SECURE TRANSPORT ARRIVAL/DEPARTURE PROTOCOL

Protocol for deliveries

- Upon receiving a delivery from the secure transport, a SMOK Holding Co employee will inspect the delivery to ensure it is the correct strain of marijuana or product and quantity ordered and will log it into the Metrc System. This transaction will be witnessed by another employee of SMOK Holding Co.
- The employee will then accept the delivery entering it into the Metrc System via RFD or online.
- The marijuana will then be secured in the DEA safe previously described in this plan.
- The transfer will be monitored and recorded by the CCTV system located in the secure room.
- Additionally, the transfer will be recorded, either manually or electronically, via a proprietary recording system.

Protocol for marijuana leaving the facility

- The marijuana will be removed from the DEA-rated safe. The exact data of the marijuana product will be entered into the Metrc System as leaving SMOK Holding Co.
- The secure transport will acknowledge receipt of the product by scanning it into the Metrc System as required.
- This transfer will be witnessed by another employee of SMOK Holding Co.
- The transfer will be monitored and recorded by the CCTV system located in the secure room.
- Additionally, the transfer will be recorded, either manually or electronically, via a proprietary recording system.

Protocol for marijuana sales at facility

- The customer provides the required identification and state issued marijuana card (if a patient) to the security officer greeting him/her in the lobby.
- The customer then proceeds to a check-in desk (in the lobby) and presents the required identification and state issued marijuana card again.
- The customer is then directed to the waiting area.
- When availability becomes available in the retail area, the receptionist will buzz them in.
- The customer meets with an employee of SMOK Holding Co to make a purchase.
- The customer pays for the purchase at which time the employee takes the cash and places it into the safe.
    - This transaction is monitored and recorded by the surveillance camera system.
    - This cash transaction is recorded into a proprietary accounting system.
- The employee obtains the required marijuana and enters the transaction into the Metrc System as well as the proprietary system.
- The entire transaction process is monitored and recorded by the CCTV system, and is witnessed by at least one other employee.
- Once the transaction is complete, the customer exits the sales floor and then out of the building.

Inventory control audit procedures

- A comprehensive audit of all inventory will be conducted every five days.
    - Two employees will be designated to audit the marijuana products that are still in inventory. One employee will conduct the audit while the other acts as a witness.
- An audit will be conducted at least two times per day. The first audit will be conducted mid-day and the other audit will be conducted at closing time.
- Employees will compare the "on hand" marijuana products to the records kept both in the Metrc System and in the proprietary system.
- If a discrepancy is found, employees will immediately notify management who will then initiate an investigation to determine the reason for the discrepancy.
- If during the investigation process, it is determined that theft or diversion is the reason for the discrepancy, management will immediately notify the proper law enforcement and regulatory authorities. The authorities will then initiate the proper criminal investigation.

NOTE: Only a minimal amount of marijuana will be present on the sales floor, which will help to reduce diversion.

CASH HANDLING PROCEDURES

This section addresses the proper procedures for the safe handling of cash for customer purchases as well as for cash being moved out of the facility.

Customer purchases

- The employee always will require the customer to pay before receiving the marijuana.
- Once the employee receives payment, the employee will count the money in front of the customer.
- The employee will enter the purchase amount into the Metrc System (if applicable) and/or into the proprietary recording system.
- The employee will immediately take the money into the secure room and place it into the vault and return with the purchase.
- The entire purchase and movement of the money will be recorded on the CCTV system.

Cash transfers

- All cash transfers will be conducted with a licensed secure transport company.
- The cash will be placed in an approved locked container for transport.
- If applicable, all cash transfers will be entered into the Metrc System. If not, they will be recorded into the proprietary record system.
- All cash transfers will be witnessed by two employees, who will be identified in the record system.
- All cash transfers will be conducted in the secured storage area, which is monitored by CCTV cameras.
- The arrival/departure protocol used by the secured transport company will be identical to the protocol used for delivery of the product, which is through the rear doors of the building and facility.

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OPENING AND CLOSING PROCEDURES-EMPLOYEE SECURITY

This section outlines the procedures to be used by employees for opening and closing the facility. A minimum of two employees must be present to open or close the center.

Management and employees will establish code words that indicate everything is "all clear" or if there is a "problem." During any portion of the below procedures, the employees should not hesitate to use the code words.

Opening procedure

- The first employee who arrives at the center will drive through the parking lot to determine if there are any suspicious persons or vehicles.
- If a suspicious person or activity is observed, the employee will not park and exit the vehicle.
    - The employee will wait for the arrival of another employee and security. If the situation appears urgent, the employee will call the local police and report a suspicious person or activity.
    - The employees will wait until the police arrive and investigate/clear the situation.
- Upon arrival and when the employee or manager sees that the area is safe, the manager or

employee will enter the building.

- Once inside, the manager or employee will deactivate the alarm and ensure that the interior of the building is secure.
    - If there is a problem, the manager or employee will give the code word indicating there is a problem in the building.
- The security officer will take a position near the door.

Closing procedure

- At closing time, employees, with the assistance of security, will ensure all customers and visitors have left the building.
    - All cannabis and currency will be placed into the safe and locked.
    - This activity should be recorded in the Metrc System.
- All closing activities will be monitored and recorded by the camera surveillance system.
- After all marijuana and currency have been secured, employees, except for the manager, will exit the building.
    - These employees will be escorted to the parking lot by the security officer.
    - The manager, who remains in the building, will monitor the employees who leave using the camera surveillance system.
    - Employees will wait in their vehicles until the security officer goes back to the door.
    - The manager on duty will then set the alarm, exit, and lock the building.
    - Once the manager on duty has exited and reached his/her vehicle, all employees may leave for the night.
- If at any time an employee observes suspicious activity, s/he should immediately notify the police.
- ALL MOVEMENTS WILL BE MONITORED AND RECORDED BY THE CAMERA SURVEILLANCE SYSTEM.

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SMOK CANNABIS

SECURITY SYSTEM LAYOUT

CVDS Inc.

Jason Yousif

Jul 11, 2023

Smok Cannabis

810 W Argyle St Jackson,MI,49202

Included Surveys

Smok Cannabis - Access Control Layout

Smok Cannabis - Alarm Layout

Smok Cannabis - Camera Layout

Summary Page

Smok Cannabis - Access Control Layout

Summary:

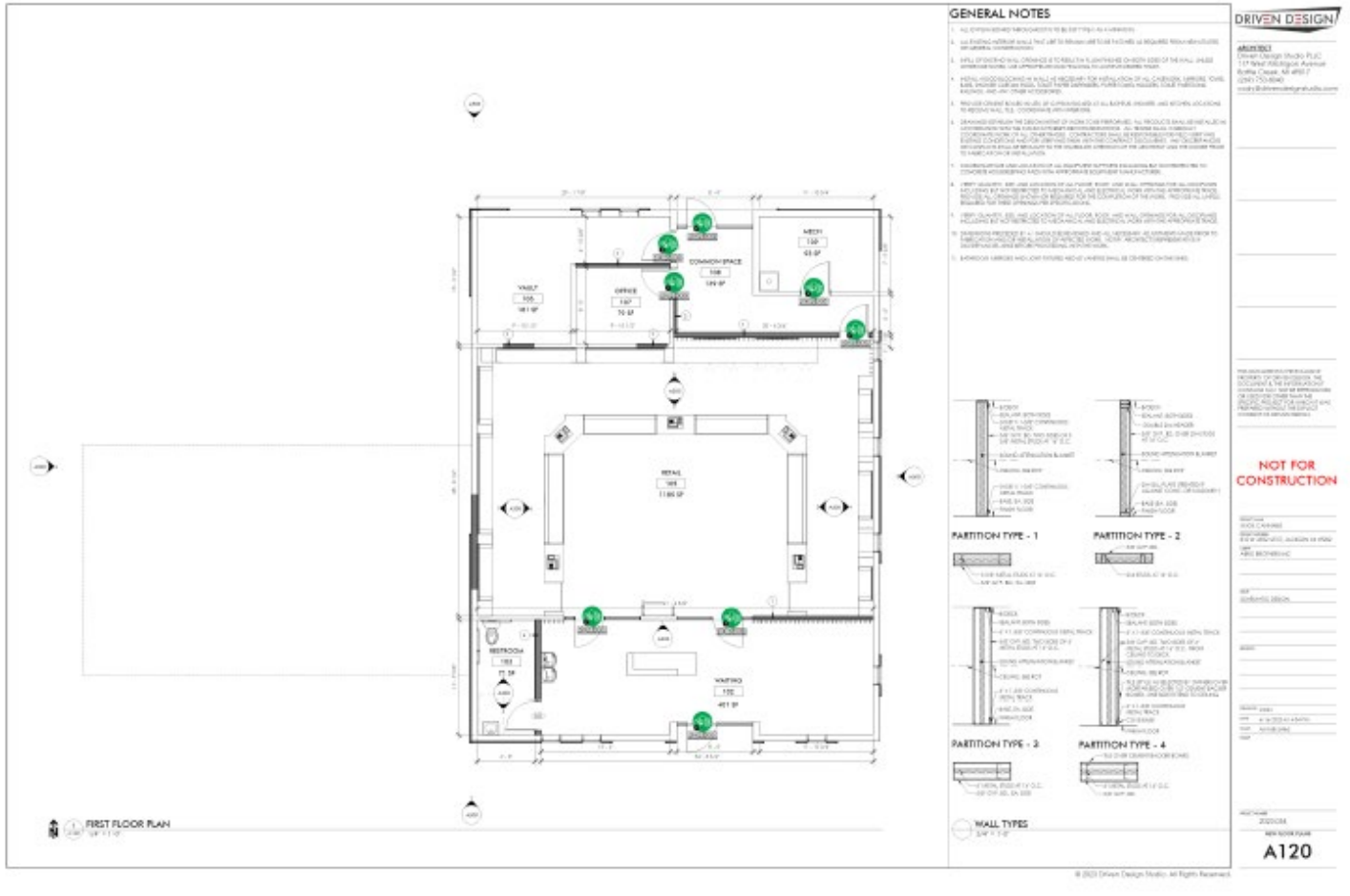
Smok Cannabis - Alarm Layout

Summary:

Smok Cannabis - Camera Layout

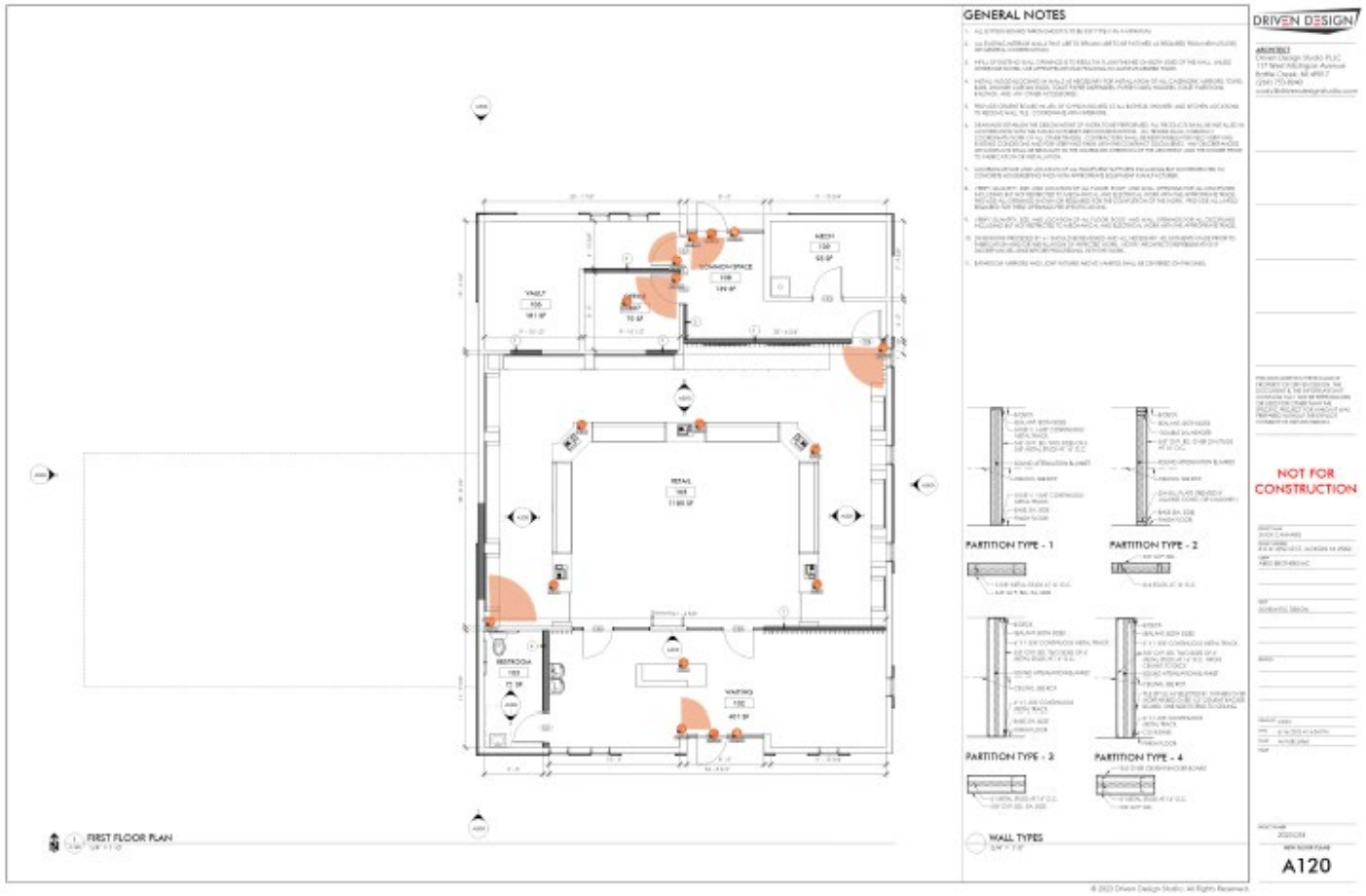
Summary:

Smok Cannabis - Access Control Layout



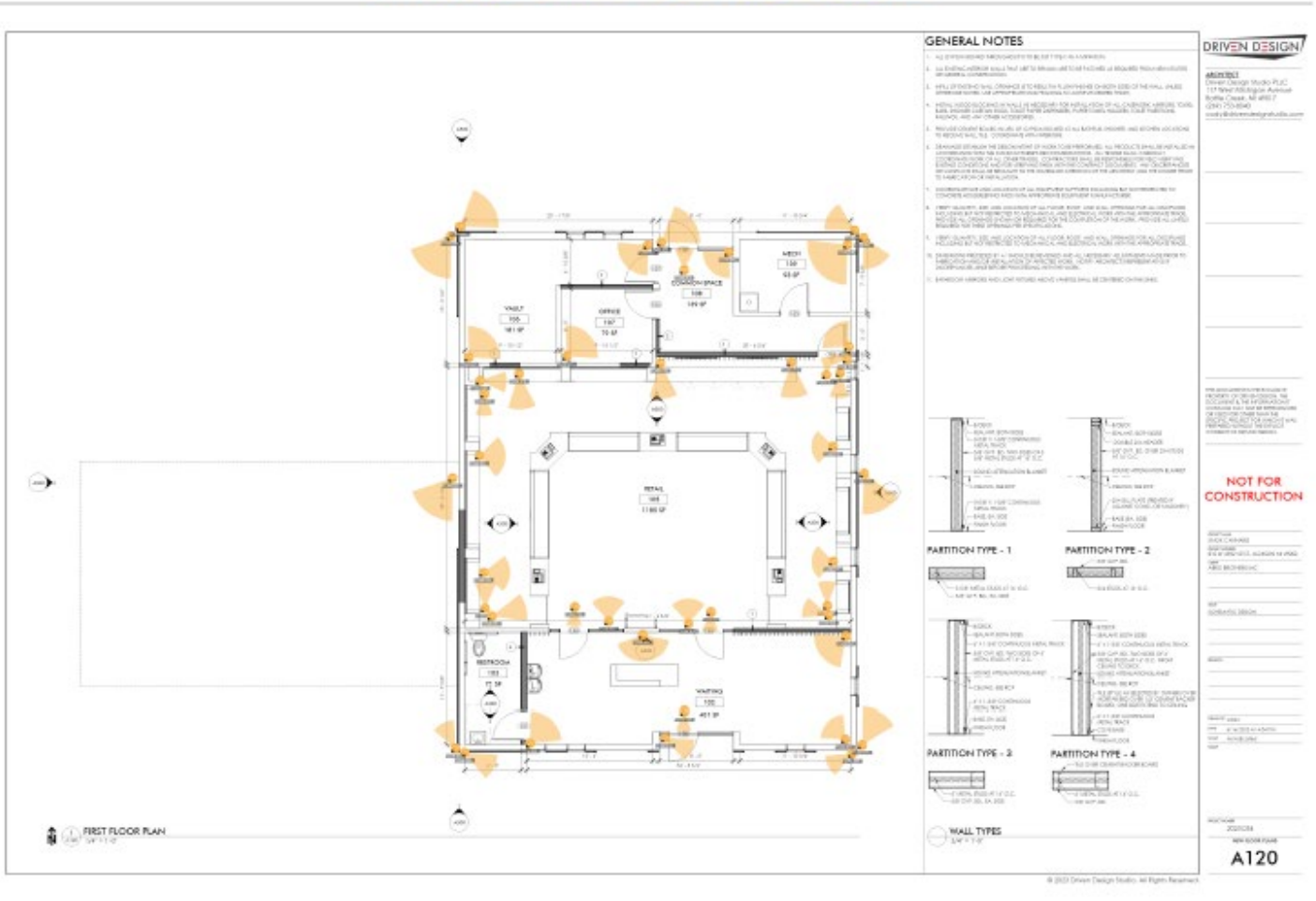
Survey Layout

Smok Cannabis - Alarm Layout



Survey Layout

Smok Cannabis - Camera Layout



Survey Layout

Totals by Element Type

	Element Name	Quantity
	Fixed Camera	44
	Card Reader	8
	Panic Button	7
	IDS Keypad	2
	Door Position Switch	2
	Motion Detector	6

Totals by Element Detail

Element Name	Quantity
Fixed Camera	44

Element Name	Element ID	Survey	Description	Quantity
Fixed Camera	FCAM-001	Smok Cannabis - Camera Layout		1
Fixed Camera	FCAM-002	Smok Cannabis - Camera Layout		1
Fixed Camera	FCAM-003	Smok Cannabis - Camera Layout		1
Fixed Camera	FCAM-004	Smok Cannabis - Camera Layout		1
Fixed Camera	FCAM-005	Smok Cannabis - Camera Layout		1
Fixed Camera	FCAM-006	Smok Cannabis - Camera Layout		1
Fixed Camera	FCAM-007	Smok Cannabis - Camera Layout		1
Fixed Camera	FCAM-008	Smok Cannabis - Camera Layout		1
Fixed Camera	FCAM-009	Smok Cannabis - Camera Layout		1
Fixed Camera	FCAM-010	Smok Cannabis - Camera Layout		1
Fixed Camera	FCAM-011	Smok Cannabis - Camera Layout		1
Fixed Camera	FCAM-012	Smok Cannabis - Camera Layout		1
Fixed Camera	FCAM-013	Smok Cannabis - Camera Layout		1
Fixed Camera	FCAM-014	Smok Cannabis - Camera Layout		1

Fixed Camera	FCAM-015	Smok Cannabis - Camera Layout	1
Fixed Camera	FCAM-016	Smok Cannabis - Camera Layout	1
Fixed Camera	FCAM-017	Smok Cannabis - Camera Layout	1
Fixed Camera	FCAM-018	Smok Cannabis - Camera Layout	1
Fixed Camera	FCAM-019	Smok Cannabis - Camera Layout	1
Fixed Camera	FCAM-020	Smok Cannabis - Camera Layout	1
Fixed Camera	FCAM-021	Smok Cannabis - Camera Layout	1
Fixed Camera	FCAM-022	Smok Cannabis - Camera Layout	1
Fixed Camera	FCAM-023	Smok Cannabis - Camera Layout	1
Fixed Camera	FCAM-024	Smok Cannabis - Camera Layout	1
Fixed Camera	FCAM-025	Smok Cannabis - Camera Layout	1
Fixed Camera	FCAM-026	Smok Cannabis - Camera Layout	1
Fixed Camera	FCAM-027	Smok Cannabis - Camera Layout	1
Fixed Camera	FCAM-028	Smok Cannabis - Camera Layout	1
Fixed Camera	FCAM-029	Smok Cannabis - Camera Layout	1
Fixed Camera	FCAM-030	Smok Cannabis - Camera Layout	1
Fixed Camera	FCAM-031	Smok Cannabis - Camera Layout	1

	Fixed Camera	FCAM-032	Smok Cannabis - Camera Layout		1
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	Fixed Camera	FCAM-034	Smok Cannabis - Camera Layout		1
	Fixed Camera	FCAM-035	Smok Cannabis - Camera Layout		1
	Fixed Camera	FCAM-036	Smok Cannabis - Camera Layout		1
	Fixed Camera	FCAM-037	Smok Cannabis - Camera Layout		1
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	Fixed Camera	FCAM-039	Smok Cannabis - Camera Layout		1
	Fixed Camera	FCAM-040	Smok Cannabis - Camera Layout		1
	Fixed Camera	FCAM-041	Smok Cannabis - Camera Layout		1
	Fixed Camera	FCAM-042	Smok Cannabis - Camera Layout		1
	Fixed Camera	FCAM-043	Smok Cannabis - Camera Layout		1
	Fixed Camera	FCAM-044	Smok Cannabis - Camera Layout		1
			Card Reader		8

	Element Name	Element ID	Survey	Description	Quantity
	Card Reader	RDR-005	Smok Cannabis - Access Control Layout		1
	Card Reader	RDR-006	Smok Cannabis - Access Control Layout		1

Card Reader	RDR-007	Smok Cannabis - Access Control Layout		1
Card Reader	RDR-008	Smok Cannabis - Access Control Layout		1
Card Reader	RDR-001	Smok Cannabis - Access Control Layout		1
Card Reader	RDR-002	Smok Cannabis - Access Control Layout		1
Card Reader	RDR-003	Smok Cannabis - Access Control Layout		1
Card Reader	RDR-004	Smok Cannabis - Access Control Layout		1
Panic Button				7

Element Name	Element ID	Survey	Description	Quantity
Panic Button	PB-001	Smok Cannabis - Alarm Layout		1
Panic Button	PB-002	Smok Cannabis - Alarm Layout		1
Panic Button	PB-003	Smok Cannabis - Alarm Layout		1
Panic Button	PB-004	Smok Cannabis - Alarm Layout		1
Panic Button	PB-005	Smok Cannabis - Alarm Layout		1
Panic Button	PB-006	Smok Cannabis - Alarm Layout		1
Panic Button	PB-007	Smok Cannabis - Alarm Layout		1
IDS Keypad				2

Element Name	Element ID	Survey	Description	Quantity

	IDS Keypad	IDKP-001	Smok Cannabis - Alarm Layout		1
	IDS Keypad	IDKP-002	Smok Cannabis - Alarm Layout		1
	Door Position Switch				2
	Element Name	**Element ID**	**Survey**	**Description**	**Quantity**
	Door Position Switch	DPS-001	Smok Cannabis - Alarm Layout		1
	Door Position Switch	DPS-002	Smok Cannabis - Alarm Layout		1
	Motion Detector				6
	Element Name	**Element ID**	**Survey**	**Description**	**Quantity**
	Motion Detector	MTN-001	Smok Cannabis - Alarm Layout		1
	Motion Detector	MTN-002	Smok Cannabis - Alarm Layout		1
	Motion Detector	MTN-003	Smok Cannabis - Alarm Layout		1
	Motion Detector	MTN-004	Smok Cannabis - Alarm Layout		1
	Motion Detector	MTN-005	Smok Cannabis - Alarm Layout		1
	Motion Detector	MTN-006	Smok Cannabis - Alarm Layout		1

BUILDING INFORMATION

The main building on the property is a brick building sitting among a 0.592 acre parcel. The exterior of the building will stay intact and refaced.

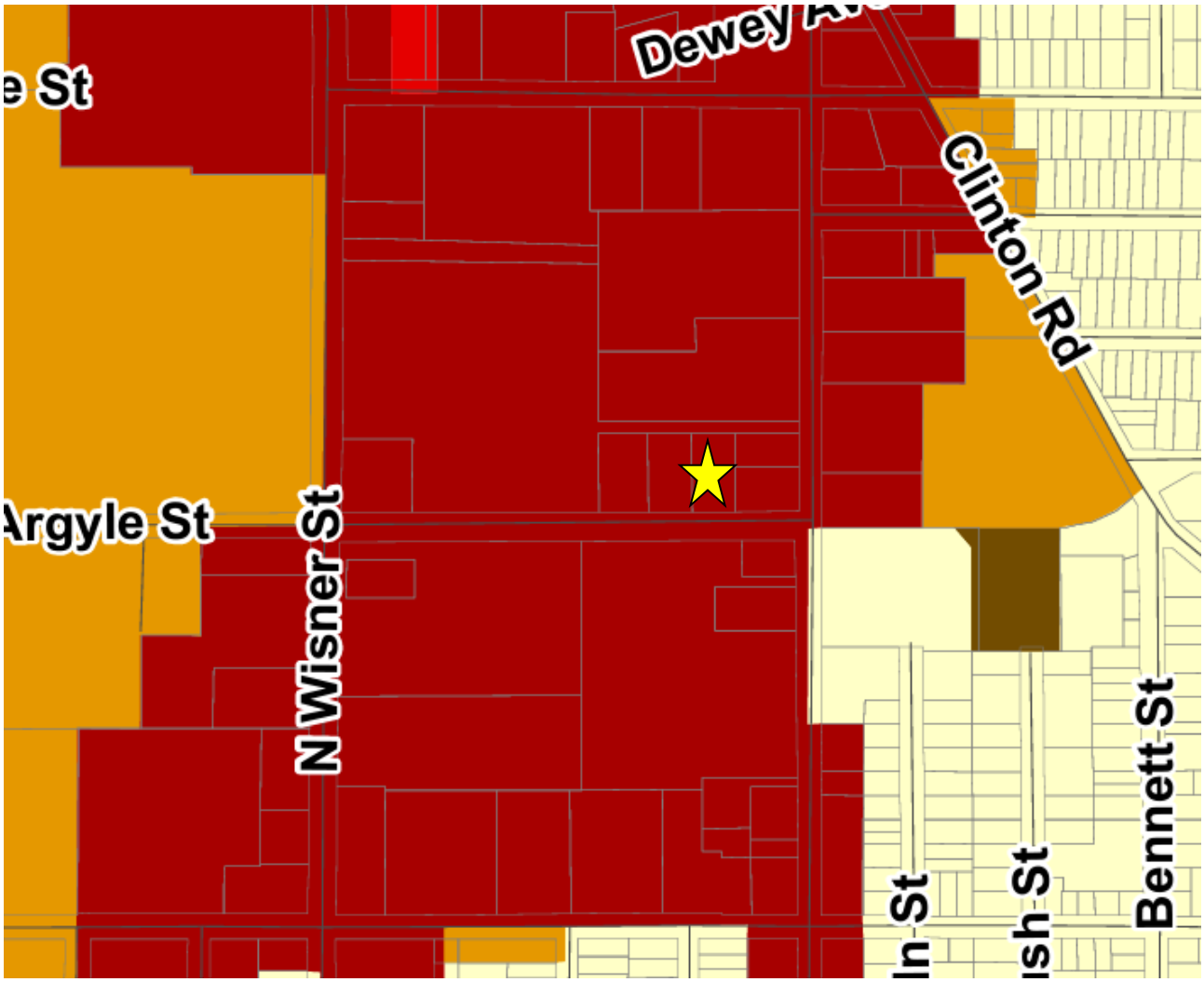




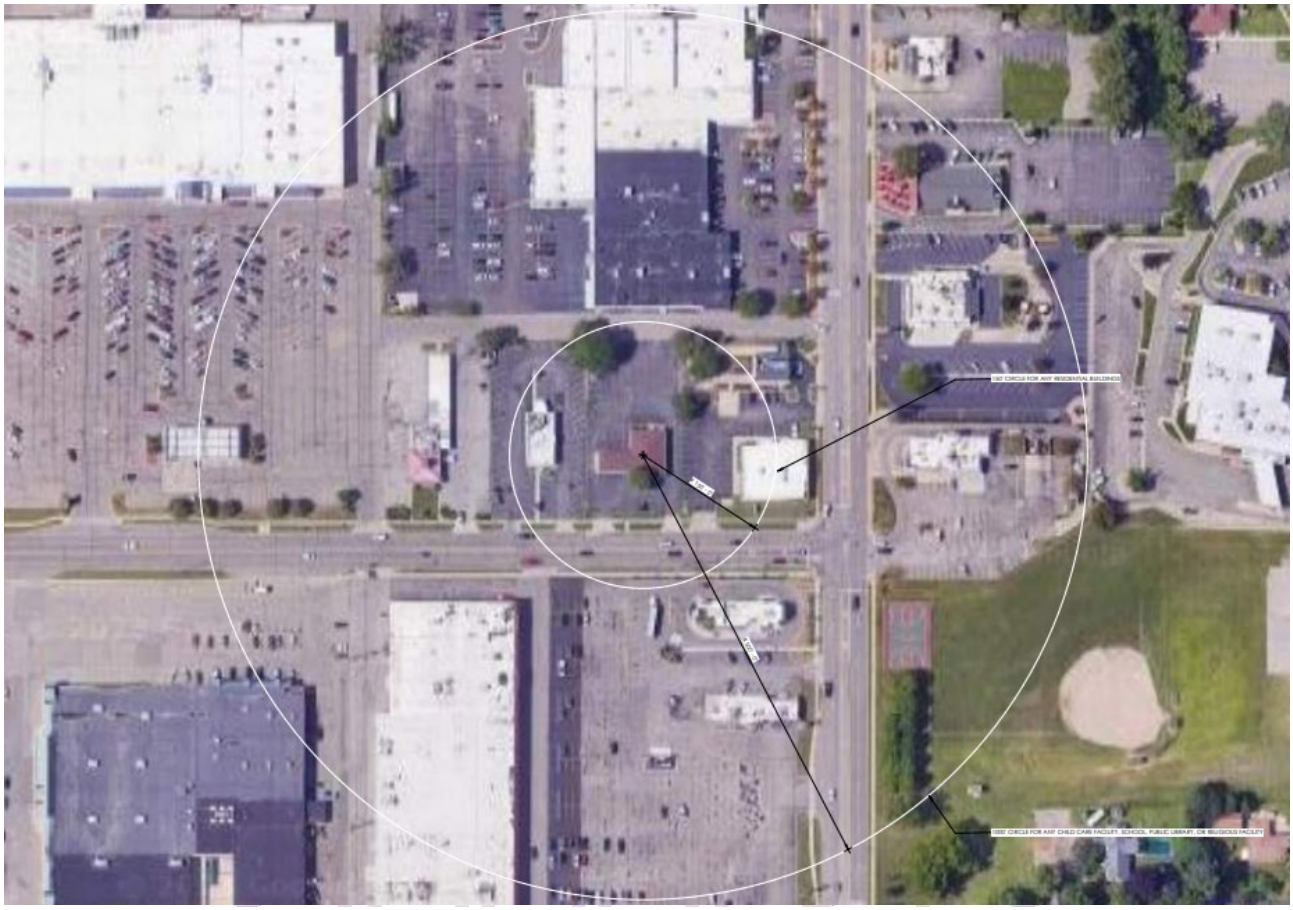


ZONING INFORMATION

The property is zoned C-4, General Commercial, adjacent to other C-4 properties as indicated by the yellow star.



Per the location area map, the site meets the sensitive use buffers from residential buildings and child care, school, public library, or religious facility. We founds no sesnsitive uses within the minimum buffers of our property.



TECHNOLOGY PLAN

SMOK Holding Co will be utilizing METRC state tracking software and Dutchie for sales. Dutchie fully integrates with METRC and is an industry leading point-of-sale system that has been utilized by licensed facilities in the State of Michigan and Nationwide.

To further ensure that there is no theft, non-compliance or unaccounted for loss, we will be utilizing periodic third-party auditing. SMOK Holding Co believes that this best ensures the facility's compliance with all applicable state and municipal laws.

Finally, we will utilize physical logbooks as a backup system. Between third-party auditing, METRC and POS tracking, and physical log books, the Company will be able to completely and accurately track all product from seed to sale and ensure no diversions of product take place.

INVENTORY PLAN

The primary method of inventory tracking will be METRC, which will provide a complete account of marihuana in the Facility from the time inventory is purchased until its final sale to a customer or disposal. Once deployed, the system is critical to ensuring a complete and transparent account of the inventory on-hand at the facility. Every type of transaction, such as a sale, purchase order, movement or adjustment of inventory, or inventory reconciliation will be serialized and recoverable on-demand as required by the City of Jackson or the CRA. Strict inventory management will allow us to lower costs, speed up fulfillment, and prevent fraud, abuse, or diversion.

SMOK Holding Co will be utilizing METRC to track all sales of products. In addition to utilizing METRC, we will utilize a point-of-sale system to track all sales and will keep a separate physical logbook to track quantity and inventory moving between its co-located facilities.

STORAGE PLAN

Proper inventory storage requires strategic planning to minimize or eliminate the risk of theft, diversion, unauthorized access to restricted areas, mishandling of sensitive materials, and manipulation of inventory controls, cross-contamination, and spoiling of finished marihuana products. We have developed comprehensive standard operating procedures (SOPs) that will dictate how marihuana and marihuana products are stored at the Facility. The Inventory Control Manager (ICM) will be responsible for inventory receipt, inspection, storage, and distribution under the supervision of the Facility General Manager (GM).

Storage Overview

Storage areas, including safes and vaults and any other areas used for holding marihuana products, will be securely locked, and protected from unauthorized entry, except during the actual time required to remove or replace marihuana. Secure storage areas will be constructed and installed away from exterior walls to prevent infiltration or other unauthorized access, burglary or theft. Vault and secure-access storage room walls will be constructed of steel-reinforced concrete, armored walling, or other building material designed to prevent diversion. Limited access storage areas will remain under constant video surveillance, recording all activity in storage areas 24 hours a day. Fixed surveillance cameras will monitor secure storage areas and vaults with an unobstructed field of view, in images capable of clearly revealing facial detail.

In accordance with State law, all marihuana storage areas will be physically separated from the public reception area and the restricted access dispensing area by a permanent barrier. All marihuana products within the dispensing area will be securely out of the reach of customers and caregivers. Certified lab results from a licensed Safety Compliance facility with THC, CBD, total cannabinoids, and a pass/fail rating based on state-required testing will be prominently displayed in this dispensing area. Employees will move all marihuana products within the dispensing area after close of business to a secure safe permanently affixed to the premises for overnight storage. The public reception area will be further segregated from the restricted access dispensing area by second permanent barrier. No marihuana products will be stored, displayed, or transferred in the public reception area of the Facility.

Any area where marihuana is stored, the safe, and any additional locked rooms are considered restricted access areas, subject to the "two-person rule." This requires the active involvement of a manager and another approved team member to gain access to the secured storage areas; as such, no one person will be left alone in these rooms for any reason. The manager on duty (MOD) will take responsibility for keys and access codes to the secure inventory storage room and other limited or restricted access areas. Employees will be trained to report evidence of unauthorized access to the MOD. When additional product is required in the dispensing area, the MOD will accompany an agent to storage and record the employee's name and the time-in/time-out on the storage room access log along with their initials authorizing the action. Inventory transferred from storage to the dispensing area will be recorded in the inventory tracking system.

SMOK Holding Co will use the Michigan Cannabis Regulatory Agency (CRA)-approved inventory tracking system, METRC, to ensure proper accounting of product chain-of-custody. From the moment marihuana arrives at the Facility until it is ultimately sold to a qualifying customer or caregiver, the product's location within the facility will be tracked. To maintain accurate inventory

control, we will utilize the "virtual storage room" capability of METRC to mirror the contents physically located within the facility. Product movement will be associated with an employee ID, recorded in the system, and tracked in supporting manual logs. The ICM will conduct daily audits of all storage areas to confirm the electronic inventory matches the physical inventory. Daily inventory audits will help us maintain appropriate amounts of inventory and prevent diversion.

Maintaining the quality of purity of marihuana products is critical to customer safety and treatment efficacy. Therefore, we will maintain all storage areas in a clean and orderly condition, free from infestation by insects, rodents, birds, and pests of any kind. Facility walls, floors, tables, and racks will be regularly sanitized and disinfected to prevent contamination.

Storage Area Climate Control
Environmental controls will maintain storage areas at the desired temperature and humidity levels. Dry storage temperatures will remain between 50ºF and 70ºF; humidity maintained at less than 15%. In the winter, heat will be used in dry storage areas if the temperature drops below 50°F. Air in the storage areas will be constantly circulated, continuously filtered and cooled. Heat-producing equipment will be prohibited in storage areas.

Marihuana products requiring refrigeration will be stored in NSF International-certified refrigeration units. The temperature will be monitored, verified, and recorded in temperature logs for all refrigerated equipment and areas throughout the day to protect against the degradation or contamination of consumable products. Temperature Logs will be kept on-site. Refrigeration temperatures will be kept at 40ºF or below. Freezer temperatures will be kept between 0ºF-10ºF. Deep freeze storage temperatures will be maintained between 0ºF to -15ºF.

Product Storage Recommendations for Customers
Treating marihuana like other prescription medications can help reduce the risk of accidental marihuana consumption by children or pets. While the majority of marihuana products will be pre-packaged in childproof packaging and labeled by the originating grower or processing facility, our staff will educate and encourage customers and caregivers to make safe storage of marihuana products a priority. Customers will be instructed to keep marihuana products in their original packaging and to store them according to the instructions on the product labels. Sales staff will offer combination storage boxes, safes, and other personal secure storage devices for sale to our customers and caregivers. These are an effective way to secure marihuana, as well as other prescription medications, from small children, teens, pets, or any individual for whom the medication was not intended. Staff will be trained on the City of Jackson and CRA rules and regulations regarding the proper storage of marihuana, as well as internal policies that will be reinforced with customers at thepoint of sale. A record of training will be retained in each employee file.

If requested, SMOK Holding Co will make the facility, including all storage areas and records, available to the City of Jackson and the CRA for inspection as part of their commitment to helping further educate customers, caregivers, law enforcement, City Council, government officials, and the public about the safety of this newly regulated industry and to continually demonstrate industry best practices within a safe and secure environment. The facility will be open for inspection during business hours and anytime any employee is present on the premises.

Employee Training
Employees will be trained on storage protocols before beginning to work at SMOK Holding Co. The full set of SOPs will be maintained by the General Manager (GM) and the Quality Assurance Manager (QAM) and disseminated to employees as part of their training process. Any future process changes to the storage SOPs will be documented and employees will be re-trained as the procedure is applied within the operating environment. Confirmation of this training will be recorded and kept within the employee files.

Storage Methods and Procedures
Various storage processes will be implemented throughout multiple areas of the Facility, all of which will have dedicated written and electronic SOPs for use by appropriate team members.

Marihuana Product and Consumable Goods Storage
Process Oversight and Validation Responsibility: GM, Licensed Medical Professionals, Inventory Control Manager (ICM)
Tasking Assigned Responsibility: ICM
Access Requirement: Dual control; a security procedure whereby the active involvement of two people is required to gain access, controlled by key fob, biometric access controls, or access code. Access to this area is limited to the GM, Employed Licensed Medical Professionals, ICM, QAM, and Security Manager.
Description: Marihuana products that are not in the dispensing area under the direct supervision and oversight of the GM or Licensed Medical Professional while interfacing with customers or a caregiver during daytime operating hours will be stored in a secured, limited-access area. The ICM will have direct oversight and control over the storage of the marihuana products within secure storage locations.

In accordance with FDA 21 CFR 110.80, all consumable products within the marihuana storage room will be kept in such a manner to protect against contamination and minimize the growth of microorganisms. Shelving units for storing marihuana products will be no less than 6 inches off the floor and away from walls. Shelving, racks, and tables will be NSF International certified. Marihuana products will not be stored in vestibules, hallways, bathrooms, garbage rooms, mechanical rooms, or other common areas in the facility. Water pipes and similar utilities passing through storage areas will be insulated and self-contained. Storage areas will be controlled and monitored for temperature and humidity to assure product quality.

Products stored in the Facility will be clearly labeled with its common name and the date the product was stored. Clear labeling is crucial for proper First In, First Out (FIFO) storage protocols. FIFO ensures older products are sold first, guaranteeing an efficient and safe rotation of products through the facility. Products stored in the secure storage room will be organized by type, and sorted according to their expiration dates to ensure proper FIFO inventory movement. Clear product labeling also aids accurate inventory counts and improves the convenience and efficiency of third-party audits by allowing inspectors to quickly observe the contents of a storage area.

Damaged or Defective Marihuana Product Storage
Process Oversight and Validation Responsibility: GM, ICM, QAM
Tasking Assigned Responsibility: ICM, QAM
Access Requirement: Dual control; a security procedure whereby the active involvement of two people is required to gain access, controlled by key fob or access code.
Description: Applicant will have a separate, locked, limited access area for the storage of marihuana that is expired, damaged, deteriorated, mislabeled, contaminated, recalled, or whose containers or packaging have been opened or breached until it can be returned to a grower or processor, destroyed or otherwise legally disposed of.

Additionally, the METRC will create a virtual "quarantined product room" that identifies and mirrors the quarantined inventory being stored. Upon discovery or notification of marihuana products that are expired, damaged, deteriorated, mislabeled, contaminated, recalled or whose packaging has been opened or breached the GM, Licensed Medical Professional, the QAM, or the ICM will clearly label the product to say: "DAMAGED-DO NOT TOUCH." A Damaged Product Report detailing the type of damage, date, affected amount of product, and corrective action taken will be documented in METRC and the defective products will be placed into the secured limited access quarantine area. The product will remain in this secure storage location until the originating grower or processing facility is notified and arrangements are made or product return or proper disposal. METRC will be updated to reflect the return to manufacturer, or destruction and disposal of quarantined marihuana products as it occurs.

Legal Tender Storage (Vault)
Process Oversight and Validation Responsibility: GM, Security Manager
Tasking Assigned Responsibility: GM
Access Requirement: Dual control; a security procedure whereby the active involvement of two people is required to gain access, controlled by key fob or access code.
Description: All monies and legal tender acquired by the Facility from a customer or caregiver in exchange for marihuana and derivative products will be stored in a secured, limited access area, in either a vault or a safe, located in a centralized location that is not exposed to an exterior wall. Management will remove cash from register drawers on a consistent basis throughout the work day to avoid having too much cash in a register at any given time. Cash will be counted and logged through a dual-control verification system and will be dropped and logged into the safe for secure storage. SMOK Holding Co will schedule periodic transports to make bank deposits, following required transportation regulations. Deposits will take place at the close of normal business hours, or before the close of bank hours. Our third-party security contractor will transport cash to the bank utilizing armored vehicles with a secure storage lockbox.

When selecting a safe for secure storage, SMOK Holding Co intends to follow DEA Diversion Control and Controlled Substance Act (CSA) storage requirements to ensure the safety and security of our customers, employees, and the public. If the chosen safe weighs less than 750 lbs., it will be bolted or cemented to the floor in such a way that it cannot be removed. The safe will be equipped with an alarm system, which upon attempted break-in, will transmit a signal directly to a central protection company and law enforcement.

Transport Vehicle Storage
Process Oversight and Validation Responsibility: GM, ICM, Security Manager
Tasking Assigned Responsibility: ICM, Security Manager
Access Requirement: Dual control; a security procedure whereby the active involvement of two people is required to gain access, controlled by key fob or access code.
Description: The Facility will have an enclosed, secure area out of public sight for the loading and unloading of marihuana into and from a transport vehicle. This secure transport area will be accessible via keypad or card by the security officer or a transportation employee, as well as the ICM or GM. The shipping and receiving bay will remain under constant surveillance.

Toxic Cleaning Compounds, Sanitizing Agents, Solvents, Chemicals Storage
Process Oversight and Validation Responsibility: GM
Tasking Assigned Responsibility: Employees
Access Requirement: Dual control; a security procedure whereby the active involvement of two people is required to gain access, controlled by key fob or access code.
Description: All cleaning compounds, sanitizing agents, solvents and chemicals will be maintained in a separate area of the facility from marihuana storage to limit the potential for contamination. Only sanitizers and disinfectants registered with the Environmental Protection Agency (EPA) will be used to clean the facility and any equipment used to store or display marihuana. Refillable spray bottles used for cleaners or other fluids will be clearly labeled to indicate their contents to prevent misuse or accidental ingestion. We will employ food -grade, industrial, stainless steel shelving units to securely store cleaning compounds. The shelves will be well organized with the chemical product label facing outward using established FIFO (First-In, First-Out) protocols. Shelves will be cleaned and sanitized regularly and maintained in good order and condition. SDS sheets for cleaning compounds, sanitizing agents, solvents, and other chemicals will be kept onsite near where these products are used or stored and in the SOP manual for quick reference.

Recordkeeping Storage
Process Oversight and Validation Responsibility: GM, QAM, Licensed Medical Professional(s)
Tasking Assigned Responsibility: QAM, Licensed Medical Professional(s)
Access Requirement: Dual control; a security procedure whereby the active involvement of two people is required to gain access, controlled by key fob or access code.
Description: Applicant's recordkeeping plan will provide high -security, physical and electronic storage of all customer, caregiver, and employee data, as well as the storage of all required records, security recordings, logs, and manifests.

Electronic record keeping at the facility will be championed through the selection, implementation, and management of METRC to monitor all inventory and transactions at the Facility. The QAM will be responsible for selecting a responsible vendor for systems implementation and report this progress to the GM. SMOK Holding Co will also dedicate limited access space within the facilities to the storage of transaction records that require a physically printed copy.

HIPAA Security Rule - Physical Storage and Safeguards
The safeguards for HIPAA compliance focus on physical access to Protected Health Information and who has it. Physical security systems implemented at each Facility will monitor storage areas and set access requirements and controls to ensure the highest level of security is deployed with regard to HIPPA records.

WASTE MANAGEMENT PLAN

SMOK Holding Co will collect, store and transport non-hazardous marihuana waste as required for disposal by the City of Jackson and CRA. Employees will receive hands-on training concerning SOPs for handling and disposing of green waste, and appropriately logging those activities.

Marihuana Waste Process Overview

If marihuana flower or product does not meet quality standards, is outdated, unauthorized, damaged, deteriorated, misbranded, mislabeled, adulterated, or recalled, or if its container or package has been improperly or accidentally opened, it will not be available for sale. The rejected marihuana will instead be destroyed or otherwise disposed of in accordance with SMOK Holding's waste management SOPs. The following procedures will be enforced by the center's General Manager:

1. Segregation. How to determine if marihuana or a marihuana product is outdated, unauthorized, damaged, deteriorated, misbranded, mislabeled, or otherwise adulterated. Location within the facility designated for waste storage. Access will be limited to authorized personnel. We will store green waste in a secured receptacle in their direct possession and under constant control.
2. Disposal by authorized personnel. Supervisory approval will be required on all marihuana waste and products designated for disposal. Segregated inventories (including quarantined items) are clearly identified with a label that includes the signature of supervisory personnel and reads: "DO NOT USE."
3. Render substance unusable. Clear description of waste-handling procedures including protocols for rendering the substance unusable prior to disposal. This will include mixing waste with non-consumable solid wastes so that the resulting mixture is at least 51% non-marihuana waste.
4. Documentation of disposal in the inventory tracking system, (METRC). The supervisor's signature will verify waste has been properly entered into METRC.
5. Location of final disposal. Identity of solid waste site/disposal facility or, if allowable, where composted material is located. We will not incinerate or dispose of green waste using the sewer system.
6. Documentation retained for three years.

Segregation and Storage of Waste Material

Green waste materials are collected throughout the day. After properly recording the green waste material in METRC, it will be segregated in the storage room or separate waste disposal area. Supervisory approval is required for all marihuana products designated for disposal. Segregated inventories will be clearly identified with a label that includes the signature of supervisory personnel.

Green waste will be stored in dedicated, secure receptacles possessing two locks; one for the waste management company and one for the facility. SMOK Holding Co will construct and maintain secure fencing on the premises to prevent unauthorized access to waste disposal containers or compost (if allowed) located outside the facility.

The dedicated waste disposal storage room will be consistently maintained in a clean and orderly fashion and will be deep cleaned weekly. Walls, floors, tables, and racks will be sanitized and disinfected to prevent contamination, insects, rodents, birds, and other pests. This room will remain

locked with biometric or keypad system for limited access by authorized personnel only. Security cameras will cover the exterior and interior of the room at a minimum of two juncture points and will capture video on monitors recording 24 hours a day, 7 days a week.

Disposal Personnel and Surveillance Guidelines
Destruction and disposal of waste material will be performed in a designated limited-access destruction area in the facility. SMOK Holding Co will send a notification to the City of Jackson and CRA via METRC prior to rendering marihuana unusable. Towards the end of the day, but before the close of business hours, an authorized employee will unlock the storage room and move green waste material to the destruction area.

The steps taken to render marihuana unusable will be conducted under video surveillance and will be recorded from the time the destruction begins to when the rendered material is placed in a locked dumpster or other approved, locked container for removal from the facility. The General

The manager will ensure that video equipment remains in proper working order. Only authorized employees will be permitted to carry out the disposal process. A list of authorized personnel will be posted in the waste holding area and made available to the City of Jackson and CRA upon request.

Rendering Waste Unusable
Marihuana plant waste will be made unusable and unrecognizable prior to leaving the facility, eradicating THC, CBD, and other cannabinoids from the plant leaving it void of psychoactive elements. Green waste will be rendered unusable by placing it, along with either compostable or non-compostable mixed waste, into an electric wood chipper or grinder so that the resulting mixture is at least 51% non-cannabis waste by volume.

1. Compostable mixed waste – when the waste is to be disposed of as compost, feedstock, or any other kind of organic waste method:
    - Food waste
    - Yard waste
    - Vegetable-based grease oils
    - Agricultural materials
    - Biodegradable products and paper
    - Clean wood
    - Fruits and vegetables
    - Plant matter

2. Noncompostable mixed waste – when the waste is to be disposed of in a landfill or by another disposal method such as incineration:
    - Paper waste
    - Cardboard waste
    - Plastic waste
    - Soil
    - Nonrecyclable plastic
    - Broken glass

Waste Disposal Inventory Tracking
All disposal activities will be recorded in METRC and on manual logs to maintain accurate and

comprehensive records regarding waste material that specifically accounts for and reconciles activity related to the disposal of marihuana. The facility will utilize METRC to ensure its green waste materials are identified, weighed, and tracked while on the premises until disposed of.

SMOK Holding Co will utilize both digital scales along with the completion of manual logs to ensure waste materials are identified, weighed, and tracked while on the premises before it is designated for disposal. Inventory adjustments will be made by utilizing the Inventory Adjustment Log to record miscellaneous changes in the inventory due to waste including removal of stems and contaminated product (dropped on floor, soiled, etc.).

Final Disposal and Documentation

A separate written record of the destruction and disposal process will be recorded on the Waste Disposal Log and entered into METRC every time the destruction process takes place. This log will be filed and retained for a minimum of three years and will include:

- The date and time of the disposal
- The manner of the disposal
- The volume and weight of the approved solid waste media used to render the marihuana unusable
- The batch number(s) associated with the marihuana scheduled for destruction
- The reasoning for and description of the disposal
- The signature of the authorized employee(s) overseeing the disposal of the marihuana

All marihuana waste that is rendered unusable by following the process above will be discarded into a locked dumpster or other approved, locked container for delivery from the facility to a City of Jackson and CRA-permitted solid waste facility. The GM will be responsible for maintaining any waste disposal company contracts, monitoring individual deliveries by validating waste disposal agent credentials, and ensuring all final documentation of the waste pick-up is entered in METRC.

SMOK CANNABIS

ODOR MANAGEMENT PLAN

As part of SMOK Holding Co's commitment to positive community impact, we have developed odor mitigation strategies to ensure there are no detectable marihuana odors beyond the property boundary. SMOK Holding Co has considered potential impacts to its neighbors during facility site selection, facility design, and developing company standard operating procedures (SOPs). Both primary and secondary HVAC systems will be installed to reduce detectable odors outside the facility.

Potential Odor Sources

Packaging - The majority of marihuana items will arrive at the Facility pre- packaged for individual sale, which will drastically reduce the potential for odors. Bulk flower shipments requiring repackaging for dispensing directly to customers will be separated according to bud size and placed into child-resistant packaging (CRP) in the packaging room. Mild odor is emitted during the packaging process, as the cured marihuana is agitated. This also results in a small amount of particulate matter released, which can contribute to emitted odors. The packaging room will be equipped with an activated carbon filter to absorb a large portion of the odors emitted during packaging and will feature a pre-filter designed to collect particulate matter.

Storage Area – Odors should be minimal in the storage and designated quarantine areas. All packages will remain sealed and enclosed in a box or safe in the product storage area. Any product being stored for disposal will remain sealed until it is destroyed. Employees will make sure that all containers are closed and sealed, and will immediately close any containers noticed open in the storage area. To ensure odors are kept to a minimum, the storage room will have an activated carbon filter, similar to that in the packaging room.

Dispensing – Opening displays or sample jars prior to customer purchase may generate odors. This exposure is brief, minimizing odors while preserving the integrity of the sample. Dispensing agents will immediately replace the lids of sample jars after allowing customers to smell the sample. The dispensing room will also have an activated carbon filter.

Odor Mitigation Devices

SMOK Holding Co will install a Photohydroionization (PHI) Unit (see specifications below) as the primary odor mitigation device, designed to eliminate 99.99% of all odors safely and efficiently. In rooms where the odor is more intense, we have elected to use activated carbon filters as a secondary odor reduction method.

Commercial PHI Unit by RGF®



This device is designed to reduce air pollutants such as odors, VOCs (chemical odors such as paint fumes, hydrocarbons, etc.), or smoke, and also kills mold, bacteria, and viruses. The unit is easily mounted into air conditioning and heating system air ducts, which are the primary conduits for odors being released outside the facility. When the HVAC system is in operation the Commercial PHI Unit creates an advanced oxidation process consisting of hydro-peroxides, ozonide ions, superoxide ions, and hydroxide ions. All are considered low-r oxidizers that revert back to oxygen and hydrogen during the oxidation of the pollutant. The system comes fully assembled for easy installation.

Germicidal UV light rays have been used for decades by the medical industry as a method for destroying microorganisms (germs, viruses, bacteria). UV light is dependable and can be easily installed in HVAC ducts or a plenum. Germicidal UV light is effective in reducing only the airborne micro-organisms that pass directly through the light rays. However, germicidal UV light has little to no effect on gases, vapors, or odors. Photohydroionization Advanced Oxidation, on the other hand, is very effective on gases, vapors, VOCs, and odors.

The combination of safe, low-level ozone (O3) and UV light enhanced by a hydrated quad-metallic compound target, develops an advanced oxidation reaction that creates, as well as reduces, ozone to safe levels. This process also produces hydro-peroxides, superoxide ions, ozonide ions, and hydroxides. By engineering the proper UV light wavelength, in combination with a triple function, no maintenance unit, the PHI Cell provides safe hydro-peroxides, superoxide ions, ozonide ions, and hydroxides to purify the air.

With the RGF HVAC PHI Cell® Advanced Oxidation System, micro-organisms are reduced up to 99.99%. Gases, VOCs, and odors are also reduced significantly; replaced with ozonide ions, hydro-peroxides, superoxide ion, and hydroxides that leave the room fresh, clean, and odor free.

Activated Carbon Filters



Secondary odor mitigation systems include the placement of high-quality, 2.5-in. activated-carbon filters in the HVAC systems. These filters will be affixed to the HVAC intake vents in all rooms where marihuana is packaged, stored, displayed for sale, or otherwise handled.

The carbon filters are designed to reduce and control airborne pollutants such as VOCs, odors, and other gaseous contaminants. The filters act by "scrubbing" the air, absorbing contaminants into the activated carbon material as it passes through to be recirculated throughout the HVAC system. We have selected Can Filter for the provider of these filters. The products are made in North America, and the company has a good reputation for providing high-quality filters for over 30 years. The brand was selected for having the thickest filter material, and the longest shelf life of the various filters we compared.

Service and Maintenance

Employees will be instructed on the routine maintenance of pre-filters and carbon filters during orientation and training. Employees will learn how to disassemble pre-filters and carbon filters for inspection and proper maintenance, along with proper removal and reinstallation.

Pre-filter - Employees will perform maintenance on pre-filters monthly by vacuuming the dust from the pre-filter. Pre-filters will be replaced every 6 months.

Carbon filter - Employees will perform maintenance on carbon filters each year by vacuuming the dust from the outside of the carbon filter. Carbon Filters will be completely replaced every four years.

PHI unit – Employees will routinely inspect the bulb through an inspection sight glass during monthly examinations to confirm the unit is operational. Per manufacturer instructions, the bulbs in these units will be replaced every 18,000 hours, or around every 4 years at an average of 12

hours per day of operation.

All filters and pre-filters will be tagged to identify the employee that installed the device, the date and time of the replacement, and the date by which the device should be replaced. Service and maintenance records will be maintained for all serviceable items in the odor control system. At a minimum, these records will contain the following information:

- Date and time of service
- Service performed
- Name of individual performing the service
- Unit number or device number serviced

Odor Complaints and Troubleshooting

SMOK Holding Co has developed SOPs to manage complaints or system malfunctions should they arise. As part of routine facility inspections, the QAM will walk around the perimeter of the facility to confirm there are no detectable odors being emitted. Should any odor be detected, the QAM will record the issue in the related notes in the inspection and will include the location the odor was detected.

In the event, SMOK Holding Co receives a complaint of odors being emitted from the facility, the Facility General Manager will complete a complaint form to document the incident and begin the investigation and resolution process. Once the form has been completed, it will be immediately provided to the manager on duty to take further action. The complaint form will include, at minimum, the following information:

- Date and Time of complaint
- Name of the individual making the complaint
- Description of the complaint
- Name and badge number of the employee recording the complaint

Once an odor mitigation concern has been identified, the management team will follow a diagnostic process to replicate the complaint, pinpoint the possible source, repair or replace items as needed, and confirm the repair has resolved the issue.

SMOK CANNABIS

STAFFING PLAN

SMOK Cannabis will hire staff on an as-needed basis. The needs of SMOK may change and increase or decrease with time, as such, there could be fluctuation in the number of staff needed to run the store. SMOK intends and expects staff requirements to increase as the store becomes established. We anticipate hiring 25 full-time and 10 part-time employees.

All staff shall receive a minimum of two weeks training before they are able to interact with customers. The first round of staff will be trained prior to opening. Staff will also be given an internal code of conduct, so they know what is expected of them while working. Expectations and responsibilities will be communicated clearly, effectively, and often.

SMOK will look for qualified candidates to fill the open positions. Our staff will be sourced first and foremost from the surrounding community. We will utilize the knowledge of local community organizations, local job placement agencies, and job fairs to fill open positions. We aspire to hire a minimum of 50% of our staff from within the City of Jackson. Additionally, all employees are eligible for health, dental, and vision insurance administered by Blue Cross Blue Shield after 90 days of employment. Employees will also be eligible for paid time off, sick leave, and 401k.

A qualified general manager (GM) will be hired to oversee all operations of the store. It is of the utmost importance that the operation of the business is overseen with care due to the high level of regulation within the cannabis industry.

Our daily operations will be from 10 am to 9 pm. Based on our model, our store will have 2 shifts per day. The staff requirement per shift will be based on the number of customers the store averages per day. As discussed in detail below, we expect to hire 25 full-time and 10 part-time employees within the following job classifications and compensation ranges.

Job Title	**Expected Salary/Wage**
General Manager	$65,000-$80,000
Inventory Coordinator	$46,000-$51,000
Shift Manager	$20/hour
Budtender	$15/hour
Receptionist	$15/hour

General Manager

The General Manager's responsibility is to oversee all day-to-day operations of the Company including sales, money inventory, storage of marihuana Products, cleanliness and organization, and signage. The General Manager will also be responsible for ensuring that all operations are compliant with state and local law and that all appropriate steps are being taken to mitigate exposure under Federal law.

Inventory Coordinator

The Inventory Coordinator will be responsible for taking inventory of any usable or unusable marihuana during all processes from seed to sale. The Inventory Coordinator will also be responsible for reporting any inventory discrepancies to the appropriate supervisor.

Shift Manager

The shift manager is responsible for the direct oversight of the store's operations. This position manages the team of employees including employee development and training, ensures compliance with sanitary standards and industry regulations, communicates the company's risk management strategies, and works directly with customers alongside the budtenders.

Receptionist

The Receptionist is responsible for checking in a customer and ensuring the customer's eligibility to enter the facility. Since the Receptionist is the front lines of operations, it is imperative that this individual is professional, knowledgeable, and trustworthy.

SMŌK CANNABIS

Budtenders

The budtender will be stationed in the sales area and will dispense marihuana products to customers. Other responsibilities will include providing each customer with knowledgeable and welcoming service, entering each sale into the POS system, and working closely with the General Manager to ensure the sales area is clean and organized.

Employment & Staffing Approach

Our Company intends to take a multifaceted approach to ensuring diverse employment opportunities within its facilities. All training will be in full compliance with the Medical Marihuana Facilities Licensing Act, ("MMFLA") and the Michigan Regulation and Taxation of Marihuana Act, ("MRTMA") and the accompanying rules and regulations. Our Company will host as needed a series of job fairs in the area of the facility.

Background Checks

Our Company will conduct a criminal history background check on any prospective employee

prior to hiring that individual pursuant to the Rules. Our Company will keep records of the results of the criminal history background checks. Our Company will record confirmation of criminal history background checks and make the confirmation of criminal history background checks available for inspection upon request by the department or authorized persons.

At the time of hire, the Company will enter its employees in the statewide monitoring system for an identification number that will be assigned by the department in the statewide monitoring system. Our Company will immediately update employee information and status in the statewide monitoring system.

Other Compliance

To ensure the safety, security, and integrity of provisioning center operations, our Company will comply with all the following:

- Our Company requires employees to report any new or pending charges or convictions. If an employee is charged or convicted for a controlled substance related felony or any other felony, our Company will report it immediately to the Department of Licensing and Regulatory Affairs.
- If an employee is no longer employed by our Company, we will remove access and permissions to the provisioning center and the statewide monitoring system.
- Our Company will screen prospective employees against a list of excluded employees based on a report or investigation maintained by the department in the statewide monitoring system.

Employee Records

Employee records will be available for inspection or examination by the department of licensing and regulatory affairs to determine compliance with the act or these rules.

Employee records will include, but are not limited to:

- Employee background checks
- Employee personnel file
- Employee training logs and records
- Employee accident reports
- Employee violation notices and reprimands
- All other records required by the Department

Access to employee records will be limited to the General Manager and his assistant managers. Access will be granted to representatives of the Department and other government officials when necessary to perform their official duties.

Our Staff

The Company will staff appropriately to comply with the MMFLA & MRTMA. As the Customer base grows, our Company will hire more employees to accommodate the growth. Our Company will look for the following characteristics when hiring new employees:

- Legally entitled to work within the United States;
- Legally entitled to work within a Marijuana facility;

- Quick learners;
- Project a pleasant and positive image;
- Like people and relate well to them;
- Are helpful to customers;
- Are ambitious and seek to grow in responsibilities; and
- At least 21 years old.

Employee Training

Our Company will train employees and have an employee training manual that includes, but is not limited

to, employee safety procedures, employee guidelines, security protocol, and educational training, including, but not limited to, marihuana product information, dosage and daily limits, or educational materials.

Employees must pass testing on policies and procedures prior to being able to work on the floor without direct supervision.

Training Modules

In addition to the required department training, all employees will be required to train on the General Training Modules below:

- Marihuana State and Federal Laws and Regulations, including the MMFLA & MRTMA
- Center Overview, Company Mission & Vision, & Employee Handbook
- Safety, Security, Sanitary Practices, and Emergency/Disaster Preparedness
- Confidentiality; Patient Privacy; HIPAA; Proper Recordkeeping

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In addition to the required department training, general training modules outlined above, employees will be required to participate in Job Description Specific Training modules outlined below:

- Customer Advisor/Inventory Management Training: Marihuana Product(s) Handler Restrictions, Inventory Management, Diversion Prevention, Provisioning Center Sales Floor Training, any/and all areas relating to Marijuana Product Chain of Custody.
- Security/Transportation Training
- Reception Training

Other education and training we will provide will consist of the following:

- Employment Policies & Procedures
- Customer care
- Proper Customer education
- Changes in regulations
- Compliance reinforcement
- Workplace safety, maintenance, cleaning &sanitation
- Procedures on handling complaints in a professional manner
- Inventory Policies & Procedures including but not limited to:
- Receiving products

- Packaging & Labeling
- Handling products
- Tracking & Transporting
- Storing
- Disposal
- Returns & Recall
- Reporting (including adverse loss)

Security Policies & Procedures including but not limited to:

- Staff identification measures
- Monitoring staff/visitors attendance
- Alarm systems
- Video surveillance
- Monitoring and tracking inventory
- Staff security

Timekeeping Procedures

Our Company will utilize "When I Work," an online employee scheduling software and time clock, for all employee time keeping and scheduling. The General Manager will be responsible for training employees on the Company's specific rules for recording time worked using When I Work. No employee is permitted to record another employee's time. If an employee forgets or has difficulty, the employee must notify the General Manager so that an adjustment can be made to reflect actual time worked. Employees must clock-in according to their schedule. Clocking-in, out, early, late, or for any overtime is strictly prohibited without prior General Manager approval.

Employee Handbook

Our Employee Handbook provides an overview of the history and structure of the Company; information about eligible benefits as an employee; and outlines the policies and procedures which are conditions of employment. Neither this handbook, other Company documents or policies, nor any spoken or written comments by Company management are intended to create an employment contract, whether expressed or implied.

Standard Operating Procedures

Standard Operating Procedures ("SOPs" or "Manual") are developed in strict compliance with the MMFLA/MRTMA and cannot be altered without written approval from the Company's CEO. The SOPs are intended to provide instructions and directions to Company employees to enable them to fully perform their job duties, and thus, deliver on the Company's commitment to public, employee and Customer safety. Each employee should exemplify in his or her daily tasks, the mission and values of our Company.

Hygienic Practices

All persons working in direct contact with marijuana will conform to hygienic practices while on duty, including, but not limited to:

- Maintaining an adequate personal cleanliness.

- Washing hands thoroughly in adequate hand washing areas before starting work and at any other time when the hand may have become soiled or contaminated.
- Refraining from having direct contact with marijuana if the person has or may have an illness, open lesion, including boils, sores or infected wounds, or any other abnormal source of microbial contamination, until the condition is corrected.

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MARKETING PLAN

SMOK Holding Co will develop a brand that communicates its core values of responsibly providing high-quality, medicinal cannabis products in a safe, inviting, and professional environment. The main goal of our marketing plan is to reduce the exposure of advertising to youth and create the least amount of impact on the community. Effective marketing will be key to our success in garnering consumer loyalty and minimizing the exposure of advertising and marketing to minors. Our facility will not advertise in newspapers, will not distribute flyers in the community, and will not have marihuana symbols in any of our logos. Our signage will be discreet in order to prevent exposure to minors and the surrounding neighborhood.

This marketing plan provides an overview of the main areas of focus for our retail marketing and advertising efforts

OBJECTIVES

- Work meticulously to minimize the exposure of advertising and marketing to minors
- Become a resource for customers to obtain education, and awareness, and gain information on community involvement opportunities.
- Establish brand recognition in the marihuana industry amongst customers and consumers.
- Attract and enroll high-quality professionals for management, staff, and advisory roles.

TARGET AUDIENCE CRITERIA

The facility will target adult audiences statewide to secure customers using the following criteria and will constantly work to minimize the exposure of advertising and marketing to minors.

- Connect with the community through sponsorship of community events, local trade shows and partner with advocacy groups.
- Use Marihuana specific networks for advertising like weedmaps.com and leafly.com and invest in a high-quality website design to prevent youth exposure.
- Avoid youth appeal to people under the legal age of participation.
- Be current with the market; research and understand the target market.
- Our facility will target patients and consumers, respectively, based on the following criteria:
    (a) Qualified adult customers who use marihuana to alleviate medical symptoms
    (b) Patients invested in purchasing premium quality, consistent, pesticide-free medicine for a variety of symptoms
    (c) Health-conscious patients who prefer organic marihuana and are looking for an experience equal to a medical practitioner
    (d) Customers wanting to purchase legal cannabis

MARKETING STRATEGY AND TACTICS

In order to successfully build corporate brand recognition and rapport in the community, the facility will utilize a combination of tools from loyalty reward programs, customer-related events, and online target marketing to adults 21+ years of age.

Marketing and publicity personnel will be carefully vetted and required to abide by our strict ethics policies that only target customers that are 21+ years of age. This individual will also be required to perform educational courses specific to sensitive marketing and complete annual continuing education while employed by the entity to reduce exposure to minors.

We will follow all the Emergency Rules respecting marketing and advertising restriction described in Emergency Rule 42

Low-Impact Marketing Techniques

(a) Community Engagement

(i) Customer-based community organizations and information seminars will be utilized for target marketing to individuals already involved in the program and looking to gain additional resources.

(ii) Exhibitor booth space will be purchased for Business-to-Business networking and gathering potential client contact information for the purposes of increasing our email-marketing list.

(iii) All community-based engagement and promotions will be in venues that require identification of 21+ prior to granting entry.

(iv) Any sponsorship opportunities at customer-related events will be vetted and the vendor will be required to provide marketing plans clearly identifying their target markets. Sponsorship will not be given to any entity that has a customer base that includes minors.

(b) Approved Publications

(i) Market demographics and research will be collected on specific magazines and other subscription-based print publications that target either men or women who are 21+ years of age.

(c) Website, Web Video Content, and Social Media

(i) A website will be developed that will have age specific verification and blocking from any user that is not 21+ years of age.

(ii) Regular video content on current events, industry news, and interviews will only be broadcast on web distribution platforms that target adults such as weedmpas.com and leafly.com. This video content will first be uploaded to Youtube.com with age restrictions enabled and then distributed to these third-party websites targeting adult users. Through YouTube, age-restricted videos are not visible to users who, are under 21 years of age, or have restricted mode enabled.

(iii) Special care will be placed into the representation of our business on any social media platforms. We will never display or represent photos, graphics, or any other visual depiction of marihuana. We will also take full advantage of ad targeting tools specific to Facebook, which will be our primary social media outlet. Facebook is our primary social media outlet of choice because it currently skews to an older demographic than other platforms, and its ad targeting interface will allow us to be specific with our marketing.

- 56% of online seniors aged 65+ are on Facebook and 63% are between ages 50-64.
- 87% of online users of age 18-29 are on Facebook
- Utilizing Facebook's proprietary Core Audiences targeting options the targeting features built into ads manager and power editor allow you to

reach people based on their demographics, location, interests and behaviors. These tools will help to ensure that our ads are never targeting minors.

(d) Loyalty Programs

(i) We will rely on loyalty and referral programs to incentivize current clientele. All sales will be tracked per state requirements and shall build points based on frequency. These points may be exchanged for free medicine and or merchandise in the facility.

Media Relations

If an interview is requested for journalistic purposes, careful consideration will be put into selection of the person representing our brand, with preference towards individuals that portray a responsible, law abiding, and mature public image with a preference towards candidates in the 40+ age demographics.

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TAB 6

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BUSINESS PLAN

Pursuant to §16-516(d)(19), this section contains our business plan which includes an executive summary, market analysis, sales strategies, funding requirements, and financial projections.

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SMOK Holding CO, LLC
Adult Use Retailer Business Plan

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Executive Summary

"The backbone of success is…hard work, determination, good planning and perseverance." – Mia Hamm. As a skilled entrepreneur, Anthony Yousif proves that this formula works. He has worked hard over the years, starting with a single insurance agency and dedicating himself to each of his business ventures along the way. He has established multiple profitable organizations and continues to stay involved in each one. His unwavering commitment has helped to successfully grow his thriving business portfolio.

Anthony Yousif is the founder and acting president of the highly successful LA Insurance. He began his dream with one location in Detroit, MI in 1992. Under his leadership and with the help of his partners, the company has grown to over 200 agencies that span across the country. Though LA Insurance has expanded, Anthony continues to oversee daily operations with great dedication to his employees, carriers, and clients. He continued to grow within the automobile insurance industry by acquiring USA Underwriters, Inc. with his partners, making the company vertically integrated. Anthony plays a key role in the growing success of the organization.

In addition to his role as CEO for La Insurance, Anthony is also a successful real estate broker. He runs AJY Commercial, a real estate brokerage company based out of Detroit, MI. Recognizing an opening in the market, Anthony seized the opportunity and built a successful and respectable business. He has managed and developed over 50 properties and counting in 15 years.

Adding to his ever-growing business portfolio, Anthony set his sights on the up-and-coming medical marijuana industry. In 2015, Anthony and his partners acquired Euflora dispensary in the competitive Colorado market. Even with strong competition, they expanded Euflora to its current success of 6 dispensaries, one greenhouse, and one cultivation site.

In 2016, Anthony continued to increase his presence in the medical marijuana industry by starting Dreem Green in Arizona, MI. Today, Dreem Green boasts eleven active dispensaries, and one cultivation site, providing jobs for over 225 individuals. He continues his dedication to the field by advocating and raising awareness for the community.
ith its future operations.

Anthony is a highly dedicated and involved entrepreneur who leads by example, consistently working hard and dedicating his life to making each company under his ownership and management a profitable success.

Mr. Yousif currently holds 3.58% of LA Master Holdings which operates an LA Insurance at 921 North West Ave in Jackson. He also holds a 33.33% stake in Francis & High Properties LLC, a company that owns commercial property within the City of Jackson (1230 S Martin Luther King Jr Dr, & 1230-1238 Francis St)

Market Overview

Michigan Cannabis Industry

Michigan first legalized medical cannabis in 2008. The state has approved medicinal cannabis for Alzheimer's disease, amyotrophic lateral sclerosis (ALS), cachexia or wasting syndrome, cancer, chronic pain, Crohn's disease, glaucoma, HIV or AIDS, hepatitis C, nail-patella syndrome, nausea, post-traumatic stress disorder (PTSD), seizures, and severe and persistent muscle spasms. Registered patients were legally allowed to purchase and possess up to 2.5 ounces of 'useable marijuana' or cultivate up to 12 cannabis plants.

In September 2016, the Michigan Legislature passed, and the governor signed into law three bills (House Bills 4209, 4827, and 4210 to amend the previous medical cannabis law to allow for production of infused products and edibles) that created a licensing and regulatory framework for medical cannabis.

The new laws created three classes of growers: people who can grow up to 500 plants, up to 1,000 plants or up to 1,500 plants. The state can charge no more than $10,000 fees per license for the class of growers who cultivate up to 500 plants.

The Act requires licenses for the cultivation, manufacture, distribution, transportation, laboratory testing, and sale of medical cannabis. The Department of Food and Agriculture is responsible for issuing cultivation licenses; the Department of Public Health is responsible for issuing manufacturing licenses; and the Bureau of Medical Cannabis Regulation within the Department of Consumer Affairs is responsible for issuing distribution, transportation, laboratory testing, and dispensary licenses. Communities can decide whether and where they will allow dispensaries to operate and charge an annual fee of up to $5,000 per dispensary.

On November 6, 2018, voters in Michigan approved Proposition 18-1, a ballot initiative that legalizes cannabis for adults who are age 21 or older and allows for the sale of flower, concentrates, or cannabis-infused edibles with the December 6 legalization date and a deadline to develop the regulatory framework within a year.

Emergency rules have been filed and remained in effect until January 3, 2020. Michigan regulators began accepting applications for adult-use marijuana establishments on November 1, 2019.

As of December 2019, there were almost 300,000 medical cannabis patients in Michigan; 180 active licenses for provisioning centers; 153 growers; 24 processors; 14 transporters, and 6 licenses for testing facilities. As of May 2023, the number of medical cannabis patients dropped to 151,940; 321 active provisioning center licenses; 666 growers; 136 processors; 25 transporters, and 20 testing facilities.

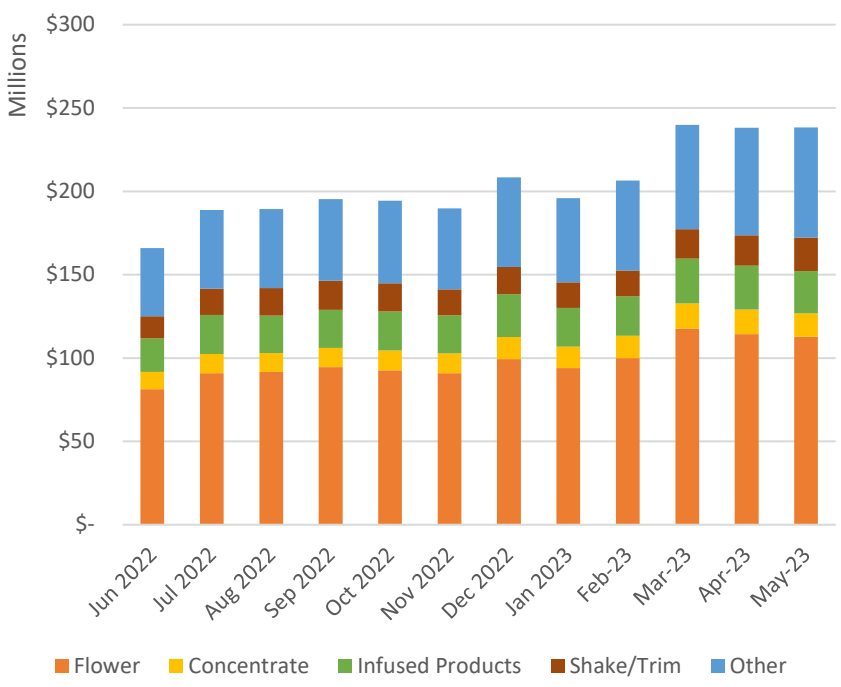


Figure 1.Recreational cannabis sales by product type

Based on CRA data[1], from January 1, 2023, through May 31, 2023, METRC system reports $1,118,730,891 of total sales, including 48% for flowers, 6% for concentrates, 11% for infused products, 8% for trim/shake, and 27% for all others including vapes.

Sales of recreational cannabis in Michigan started on December 1, 2019 and reached almost $6.5 million during the first month. As of May 31, 2023, the Michigan Cannabis Regulatory Agency issued 676 recreational cannabis retailer licenses, compared to 511 as of May 31, 2022.

Forecast

The cannabis business is projected to generate revenues of more than $2.7 billion in 2023. In May 2023, retail sales totaled over $238 million for the month, compared to $167 million in May 2022.

Sales Strategies

Positioning

1. **Store Location –** The store will be well positioned.

2. **Professional Staff** – We will train knowledgeable and friendly staff who will help clients select the best product for their needs.

3. **Product Quality** – SMOK Cannabis will offer the best cannabis products to establish its brand and provide the most effective treatment for its customers. We will solicit feedback from our customers to continuously improve product offerings.

[1] https://www.michigan.gov/cra/resources/cannabis-regulatory-agency-licensing-reports/cannabis-regulatory-agency-statistical-report

4. **Referral Networks** – We will work closely with various medical and alternative health clinics across the state. We will establish a referral network that supports product consistency, brand recognition, and reliable delivery.

5. **Pricing** – SMOK Cannabis will set its price very competitively.

6. **Free Delivery** – We will provide free delivery for all orders over $75.

Marketing Plan

Online advertising platforms are placing strict rules on how companies can market their products. Google, Facebook, and Twitter all have advertising policies that restrict the promotion of the sale of cannabis. Google's policy prohibits ads that promote "substances that alter mental state for the purpose of recreation." Facebook restricts any "illegal, prescription, or recreational drugs." And Twitter bans "illegal drugs" as well as substances that cause "legal highs." Instagram and Facebook have decided to go a step further by removing pages of cannabis-related businesses.

The most effective strategies for legal cannabis companies are direct marketing at industry conferences and other events, and building communities around marijuana-related concerns such as health and wellness. The marketing and sales strategy of SMOK Cannabis will be based on generating long-term personalized relationships with wholesalers and retail customers.

Marketing and advertising campaign includes:

- **Business and industry associations:** This includes the local chamber as well as networking with local community organizations.
- **Business events and conferences:** It also includes event sponsorships, health, or related industry events to gain brand exposure and bring the SMOK Cannabis name to the forefront of the community.
- **Brand development:** It includes branded products such as shirts, hats, grinders, cases/containers, etc. will be offered through our online store.
- **Website:** We will have a professionally-designed website integrated with a payment system.
- **Information kits for clients and medical/health practitioners:** Information kits will include registration forms, brochures, and general information on the use of medical/recreational marijuana. They will also provide information on how to process orders.
- **Social Media:** We will have a significant social media presence. Appropriate forums will be monitored daily, with dedicated staff resources to be active and knowledgeable participants. We will develop a social media content strategy which will include Twitter, Facebook, Instagram, LinkedIn and YouTube. Our staff will be trained in the legalities of promoting our products.
- **Guerrilla marketing:** Implementing a guerrilla marketing division to focus on low-cost unconventional marketing tactics that yield maximum results.

Table 1. Cannabis business directories

WEEDMAP **https://weedmaps.com/**	Cannabis dispensary/store finder on the planet. With over 7,750 listings throughout the U.S., Canada, and Europe.	WeedMaps has 7.96 million total visits each month.
LEAFY https://www.leafly.com/	Leafy is a cannabis information resource for finding the right strains and products.	Leafy has 226.27 thousand total visits each month.
https://www.cannasaver.com/	Canna-Saver is website for cannabis and related coupons, devoted to cannabis deals and savings.	Cannasaver has 310.04 thousand total visits each month.
http://cannabiscouponcodes.com/	Website with cannabis coupon codes.	Cannabiscouponcodes has 81.49 thousand total visits each month.

Competition

In every business there is competition, however, we believe we possess several strengths that will allow us to always remain visible on SMOK Cannabis's radar. The recreational cannabis industry is known to be highly competitive in the U.S and in most parts of the world. The industry is growing and there are alternative ways through which customers can obtain their recreational cannabis products.

In this industry, most of the competitive dynamics center around the quality of cannabis cultivated and infused products produced, the service offered, and the location where the cultivation and extraction will be done. The branding of SMOK Cannabis plays a significant role. Even though competition is stiff, especially from the big, well-backed enterprises, smaller enterprises can still get their fair share of the market if they stay true to the competitive dynamics. It is a fact that small cannabis operations will always struggle with larger-based cannabis operations when it comes to pricing power and brand recognition, hence the reason why smaller-based operations will always go out of their way to deliver excellent client service. It is through top-notch client service that they can secure a fair share of the available market.

Target Customers

Aside from the dispensary of dried cannabis and concentrates which are our core products, SMOK Cannabis will retail a wide range of cannabis-infused products to customers who are based in Jackson and every other city where our stores will be opened. We will also engage in the sale of accessories such as pipes, lighters, apparel, etc.

SMOK Cannabis will ensure that all our customers are given first-class treatment whenever they visit our store. We have CRM software that will enable us to manage a one-on-one relationship with our customers no matter how large our patient base grows. We will ensure that we get our customers involved in their own personal health decisions to make the right choices for their unique medicinal needs.

Sales Forecast

During the first year, SMOK intends to launch sales of various product line and it is expected to generate $8,000,000 in revenue.

From the second year SMOK will generate income from $10,000-15,000 a day for the first few months with increasing to about $38,000 a day within 1-2 years of the Store Grand Opening. From the third year SMOK expects a healthy annual increase in retail revenue.

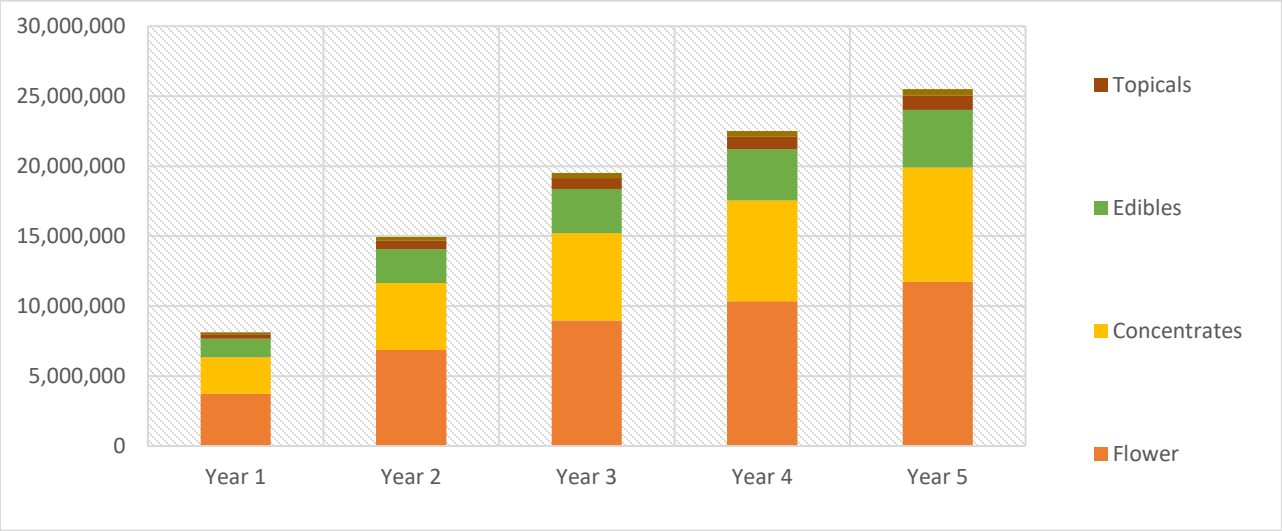


Figure 2. Sales forecast, $

Table 2. Sales Forecast for first three years, $

$	1m	2m	3m	4m	5m	6m
Year 1	0	375,000	447,917	520,833	593,750	666,667
	7m	8m	9m	10m	11m	12m
Year 1	739,583	812,500	885,417	958,333	1,031,250	1,104,167
	1m	2m	3m	4m	5m	6m
Year 2	1,177,083	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
	7m	8m	9m	10m	11m	12m
Year 2	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
	1m	2m	3m	4m	5m	6m
Year 3	1,625,000	1,625,000	1,625,000	1,625,000	1,625,000	1,625,000
	7m	8m	9m	10m	11m	12m
Year 3	1,625,000	1,625,000	1,625,000	1,625,000	1,625,000	1,625,000

Financial Plan

The prospective property is under a purchase agreement and will be separately owned by Mr. Yousif's real estate management company. SMOK Holding's will assume the cost of renovation. We expect the renovation and retrofitting of the property to cost approximately $750,000. Funds to cover the project will come from Mr. Yousif's own availability of liquid funds.

Direct and Operating Expense Breakdown

Direct Costs

Table 3. Direct costs, $

$	Year 1	Year 2	Year 3	Year 4	Year 5
Products Purchase					
FLOWERS	1,496,917	2,746,583	3,588,000	4,140,000	4,692,000
EXTRACTS/CONCENTRATES	1,041,333	1,910,667	2,496,000	2,880,000	3,264,000
BEVERAGES & EDIBLES	527,175	967,275	1,263,600	1,458,000	1,652,400
TOPICALS	130,167	238,833	312,000	360,000	408,000
OTHER	58,575	107,475	140,400	162,000	183,600
Delivery Costs					
Delivery costs	27,118	49,757	65,000	75,000	85,000
Fuel	3,254	5,971	7,800	9,000	10,200
Other delivery costs	0	0	0	0	0
Other Direct Costs					
Other direct costs	0	0	0	0	0
Other direct costs	0	0	0	0	0
Initial inventory	268,750	0	0	0	0
Other direct costs	0	0	0	0	0
Other direct costs	0	0	0	0	0
Taxes					
Cannabis Business Tax	813,542	1,492,708	1,950,000	2,250,000	2,550,000
Total	**4,366,831**	**7,519,269**	**9,822,800**	**11,334,000**	**12,845,200**

Operating Expenses

Table 4. Operational costs, $

$	Year 1	Year 2	Year 3	Year 4	Year 5
G&A Expenses - Initial & General Costs					
Legal Fees & Licensing for setting up	25,000	0	0	0	0
Other Initial costs	0	0	0	0	0
Other Initial costs	0	0	0	0	0
Licensing renewal and other legal fees	0	15,150	15,150	15,150	15,150
Professional Services, Commercial Insurance	60,300	60,600	60,600	60,600	60,600
G&A Expenses - Retail					
Other G&A Expenses	0	0	0	0	0
Building Renting	276,375	303,000	303,000	303,000	303,000
Building Maintenance, including utilities	16,583	18,180	18,180	18,180	18,180
Equipment Maintenance	6,909	7,575	7,575	7,575	7,575
Administrative expenses, including phone and internet	5,528	6,060	6,060	6,060	6,060
Inventory Control Systems, Security & Other Software Services	276,375	303,000	303,000	303,000	303,000
Other G&A Expenses	0	0	0	0	0
Other G&A Expenses	0	0	0	0	0
Property Taxes	0	0	0	0	0
Community Service (% of gross receipts)	40,677	74,635	97,500	112,500	127,500
SG&A Expenses - Marketing & Sales Expenses					
Marketing Expenses, including PR, Branding, Online and Offline advertising	60,300	45,450	30,300	20,200	15,150
Other Marketing & Sales Expenses	0	0	0	0	0
Other Expenses	0	0	0	0	0
SG&A Expenses - Misc.	22,291	24,555	24,786	24,933	25,232
Salaries & Benefits	1,104,313	1,409,243	1,409,243	1,409,243	1,409,243
Total	**1,894,650**	**2,267,449**	**2,275,395**	**2,280,442**	**2,290,690**

Profit & Loss Forecast

SMOK Cannabis's revenue is projected to grow significantly for the first two years' timeframe. The yearly projections are in the table below:

Table 5. Income Statement, $

$	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Revenue	8,135,417	14,927,083	19,500,000	22,500,000	25,500,000
COGS - Cost of Goods Sold	4,366,831	7,519,269	9,822,800	11,334,000	12,845,200
Gross Profit	3,768,586	7,407,814	9,677,200	11,166,000	12,654,800
% of revenue	46%	50%	50%	50%	50%
SG&A Expenses					
G&A Expenses - Initial & General Costs	85,300	75,750	75,750	75,750	75,750
G&A Expenses - Retail	622,446	712,450	735,315	750,315	765,315
SG&A Expenses - Marketing & Sales Expenses	885,543	1,175,624	1,160,474	1,150,374	1,145,324
Senior Management Salaries & Benefits	279,070	279,070	279,070	279,070	279,070
IT Salaries & Benefits	0	0	0	0	0
Other Salaries & Benefits	0	0	0	0	0
SG&A Expenses - Misc.	22,291	24,555	24,786	24,933	25,232
Total SG&A Expenses	1,894,650	2,267,449	2,275,395	2,280,442	2,290,690
Operating Income (EBITDA)	1,873,936	5,140,365	7,401,805	8,885,558	10,364,110
% of revenue	23%	34%	38%	39%	41%
Depreciation and Amortization	85,500	85,500	85,500	85,500	85,500
Earnings Before Interest & Taxes (EBIT)	1,788,436	5,054,865	7,316,305	8,800,058	10,278,610
Interest Expense	0	0	0	0	0
Earnings Before Taxes (EBT)	1,788,436	5,054,865	7,316,305	8,800,058	10,278,610
Income Tax	898,709	1,858,933	2,471,190	2,872,863	3,274,225
Net Income	889,726	3,195,932	4,845,115	5,927,195	7,004,385

Cash Flow Statement

The cash flow projections show that business will have sufficient cash to support the activity. The following table presents a view of the projected cash flow of the business.

Table 6. Cash Flow Statement, $

$	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Net Income	889,726	3,195,932	4,845,115	5,927,195	7,004,385
Cash Flow from Operations					
Depreciation	85,500	85,500	85,500	85,500	85,500
Change in Receivables	(552,083)	(72,917)	(187,500)	(125,000)	(125,000)
Change in Inventory	(377,582)	(62,251)	(131,950)	(87,967)	(87,967)
Change in Accounts Payable	377,582	62,251	131,950	87,967	87,967
Total Cash Flow from Operations	423,143	3,208,516	4,743,115	5,887,695	6,964,885
Cash Flow from Investing					
Capital Expenditures (CAPX)	(855,000)	0	0	0	0
Other	0	0	0	0	0
Total Cash Flow from Investing	(855,000)	0	0	0	0
Cash Flow from Financing					
Revolver Issuance / (Repayment)	549,294	(549,294)	0	0	0
Long-Term Debt Issuance / (Repayment)	0	0	0	0	0
Paid in Capital	0	0	0	0	0
Drawings (profit share)	0	0	0	0	0
Total Cash Flow from Financing	549,294	(549,294)	0	0	0
Total Change in Cash	117,437	2,659,222	4,743,115	5,887,695	6,964,885
Beginning Period Cash	0	117,437	2,776,659	7,519,773	13,407,468
Ending Period Cash	117,437	2,776,659	7,519,773	13,407,468	20,372,353

Balance Sheet

The balance sheet shows healthy growth of net worth and a strong financial position.

Table 7. Balance Sheet, $

$	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Assets					
Current Assets					
Cash	117,437	2,776,659	7,519,773	13,407,468	20,372,353
Receivables	552,083	625,000	812,500	937,500	1,062,500
Inventory	377,582	439,833	571,783	659,750	747,717
Total Current Assets	1,047,102	3,841,492	8,904,057	15,004,718	22,182,570
Long Term Assets					
Property Plant & Equipment (PPE), gross	855,000	855,000	855,000	855,000	855,000
Accumulated Depreciation of PPE	(85,500)	(171,000)	(256,500)	(342,000)	(427,500)
PP&E, net	769,500	684,000	598,500	513,000	427,500
Total Assets	**1,816,602**	**4,525,492**	**9,502,557**	**15,517,718**	**22,610,070**
Liabilities					
Current Liabilities					
Accounts Payable	377,582	439,833	571,783	659,750	747,717
Total Current Liabilities	926,876	439,833	571,783	659,750	747,717
Long Term Liabilities	0	0	0	0	0
Total Liabilities	**926,876**	**439,833**	**571,783**	**659,750**	**747,717**
Equity					
Paid-in Capital/Drawings	0	0	0	0	0
Retained Earnings	889,726	4,085,659	8,930,773	14,857,968	21,862,353
Current Period Retained Earnings	889,726	4,085,659	8,930,773	14,857,968	21,862,353
Total Equity	889,726	4,085,659	8,930,773	14,857,968	21,862,353
Total Liabilities and Equity	**1,816,602**	**4,525,492**	**9,502,557**	**15,517,718**	**22,610,070**

TAB 7

SMŌK
CANNABIS

LOCATION AREA MAP & FLOOR PLANS

Attached herein is the location area map identifying the surrounding property uses pursuant to §16-516(d)(20). This section also includes a small format plan set of the proposed alterations to the building.

SMOK CANNABIS

810 W ARGYLE ST, JACKSON MI 49202

RENDERING - FOR REFERENCE ONLY



EXISTING PHOTOS - FOR REFERENCE ONLY







PROJECT NOTES

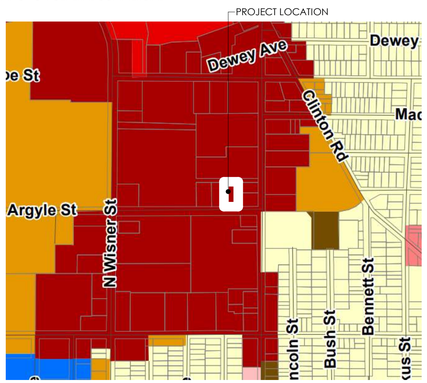
1. CONSTRUCTION MUST COMPLY WITH ALL NATIONAL, STATE, AND LOCAL BUILDING CODES, AS WELL AS ALL LOCAL ORDINANCES.
2. DO NOT SCALE DRAWINGS. NOMINAL DIMENSIONS ARE SHOWN. REFER TO DETAILS, NOTES, SPECIFICATIONS AND PARTITION KEY FOR INFORMATION. CONTACT ARCHITECT IF ADDITIONAL INFORMATION IS REQUIRED.
3. EXISTING BUILDING AND SITE INFORMATION WAS OBTAINED FROM THE OWNER AND ADDITIONAL FIELD MEASUREMENTS BY THE ARCHITECT. THE CONTRACTOR SHALL VERIFY ALL EXISTING FIELD CONDITIONS PRIOR TO COMMENCEMENT OF WORK. DRAWINGS MAY CONTAIN DISCREPANCIES DUE TO CONCEALED CONDITIONS, INACCURACIES IN THE ORIGINAL DRAWINGS, INACCESSIBLE LOCATIONS, UNRECORDED BUILDING ALTERATIONS AND OTHER CONFLICTING INFORMATION. INFORMATION OUTSIDE OF CONTRACT AREA IS RELATIVE AND FOR REFERENCE ONLY. ALWAYS VERIFY FIELD CONDITIONS BEFORE COMMENCING WORK. NOTIFY ARCHITECT IF FIELD CONDITIONS CONFLICT SUBSTANTIALLY WITH PROPOSED WORK.
4. INSTRUCTIONS FOR BUILDING CONSTRUCTION MAY BE LOCATED IN ANY PART OF THE CONSTRUCTION DRAWINGS, FAILURE OF THE GENERAL CONTRACTOR OR HIS SUB CONTRACTORS AND SUPPLIERS TO SEE INFORMATION IN ANY PART OF THE CONTRACT DOCUMENTS WILL NOT BE A VALID REASON FOR ISSUING A CHANGE ORDER.
5. ALL HOLES CREATED FROM ABANDONED DUCT, CONDUIT, ELEC. DEVICES, ETC., WHICH ARE IN VIEW AND ARE NOT SCHEDULED TO BE BOARDED OVER, OR ON A WALL TO BE DEMOLISHED, ARE TO BE FILLED AND PATCHED TO MATCH EXISTING.
6. PATCH AND REPAIR ALL EXISTING WALL SURFACES ADJACENT TO NEW WORK AS REQUIRED TO ACHIEVE AN UNINTERRUPTED SURFACE APPEARANCE. PATCH AND REPAIR ALL FLOORING FOR EXISTING BUILDINGS TO ACHIEVE A CONTINUOUS, SMOOTH, AND FLUSH FLOOR SURFACE.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL SHORING REQUIRED TO EXECUTE WORK. THE CONTRACTOR SHALL COORDINATE ALL TEMPORARY CONSTRUCTION WITH THE ARCHITECT AND OWNER TO ASSURE A MINIMUM AMOUNT OF INTERRUPTION WITH THE OWNER'S ACTIVITIES.
8. IF THE PROJECT IS A REMODEL, THE CONTRACTOR IS RESPONSIBLE FOR PROTECTING ALL SURFACES NOT BEING REMODELED IN THE PROJECT AND IN THE PATH OF THE CONTRACTORS TRAVEL, SETUP AND/ OR PROJECT MATERIAL STORAGE. THE CONTRACTOR MUST RETURN THE AREAS DISTURBED AS REQUIRED FOR ACCESS TO ITS PRE-EXISTING CONDITION.
9. THE CONTRACTOR AND ALL SUB-CONTRACTORS SHALL BE RESPONSIBLE TO OBTAIN AND PAY FOR ALL LOCAL/REQUIRED PERMITS AND INSPECTIONS.
10. ALL SAFETY ISSUES RELATED TO CONSTRUCTION ARE THE RESPONSIBILITY OF THE CONTRACTOR AND MUST COMPLY WITH ALL STATE, LOCAL, ENVIRONMENTAL AND LABOR LAWS DURING THE CONSTRUCTION OF THIS PROJECT.
11. ALL WORK TO BE GUARANTEED A MINIMUM OF ONE YEAR FROM THE DATE OF OWNER ACCEPTANCE OF WORK, EXCEPT WHERE MANUFACTURER'S GUARANTEE IS LONGER.
12. IF DISCREPANCIES OCCUR BETWEEN DRAWINGS AND FIELD CONDITIONS CONTACT THE ARCHITECT TO VERIFY HOW TO PROCEED BEFORE DOING SO.
13. SEE T001 FOR ADDITIONAL PROJECT NOTES, MOUNTING HEIGHTS, AND SYMBOLS
14. 3D VIEWS AND RENDERINGS ON THIS PAGE AND THROUGHOUT THE SET ARE FOR REFERENCE ONLY, VERIFY ALL CONSTRUCTION DETAILS THROUGHOUT THE ENTIRE SET OF DOCUMENTS
15. THE PROJECT SHALL CONFORM TO UNDERWRITERS LABORATORY FIRE RESISTANCE DIRECTORY AND BUILDING MATERIALS DIRECTORY.
16. ANY MATERIAL SUBSTITUTIONS TO A LISTED UL DESIGN NUMBER SHALL BE COORDINATED BY THE CONSTRUCTION MANAGER, CONTRACTOR, SUBCONTRACTOR AND/OR MATERIAL SUPPLIER FOR COMPLIANCE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL APPROVALS - FOR ANY MATERIALS SUBSTITUTION IN THE REQUIRED UL DESIGN ASSEMBLY - BY THE FIRE MARSHAL AND BUILDING INSPECTOR HAVING JURISDICTION PRIOR TO ACCEPTANCE.
17. FOR ANY CHANGE OF UL DESIGN NUMBER, OR ANY CHANGE IN MATERIAL(S) IN A UL DESIGN ASSEMBLY, IT WILL BE THE RESPONSIBILITY OF THE CONTRACTOR TO COORDINATE ALL OTHER RELATED MATERIALS OR ASSEMBLIES AFFECTED BY THE CHANGE OF MATERIAL OR UL DESIGN NUMBER ASSEMBLY.
18. PROVIDE COMPLETE UL APPROVED THROUGH-PENETRATION FIRESTOP SYSTEMS AT ALL RATED WALL PENETRATIONS.
19. PROVIDE FIRESTOPPING AS REQUIRED AT ALL OPENINGS FOR PLUMBING, CONDUIT, DUCTWORK, ETC AT FIRE RATED ASSEMBLIES.
20. REFER TO THE FLOOR PLANS FOR IDENTIFICATION OF ALL FIRE AND SMOKE-RATED PARTITIONS.

PROJECT DESCRIPTION

EXISTING COMMERCIAL BUILDING TO BE USED FOR A MARIJUANA PROVISIONING CENTER.

ZONING MAP

ZONING - C-4 GENERAL COMMERCIAL



AREA MAP



DRAWING LIST

SHEET NUMBER	DRAWING TITLE	5-19-2023 - SCHEMATIC DESIGN	7-10-2023 - SITE PLAN REVIEW SET
00 GENERAL			
T000	TITLE SHEET	X	X
T001	RENDERINGS	X	X
T002	MOUNTING HEIGHTS + ABBREVIATIONS	X	X
T003	MOUNTING HEIGHTS CONTINUED	X	X
T004	CODE COMPLIANCE	X	X
T005	SECURITY PLAN	X	X
T006	AREA PLANS	X	X
01 CIVIL			
C000	VICINITY MAP	X	X
C100	ARCHITECTURAL SITE PLAN	X	X
C110	ARCHITECTURAL SITE DETAILS	X	X
C200	DUMPSTER ENCLOSURE	X	X
C201	LANDSCAPING PLAN	X	X
PH000	PHOTOMETRIC PLAN		
02 ARCHITECTURAL			
A000	EXISTING FLOOR PLAN	X	X
A110	DEMOLITION PLAN	X	X
A120	NEW FLOOR PLAN	X	X
A130	FINISH PLAN & SCHEDULE		X
A200	REFLECTED CEILING PLAN AND DETAILS	X	X
A210	ROOF PLAN AND DETAILS	X	X
A300	INTERIOR ELEVATIONS		X
A301	INTERIOR ELEVATIONS		X
A310	INTERIOR DETAILS		X
A400	DOOR AND WINDOW SCHEDULE AND DETAILS		X
A500	EXTERIOR ELEVATIONS	X	X
04 MECHANICAL			
M100	MECHANICAL SPECIFICATIONS AND DETAILS	X	X
M101	MECHANICAL PLAN	X	X
04 MEP			
M102	ODOR CONTROL PLAN	X	X
05 ELECTRICAL			
E100	ELECTRICAL NOTES AND SPECIFICATIONS	X	X
E101	ELECTRICAL PLAN	X	X
06 PLUMBING			
P100	PLUMBING NOTES	X	X
P101	PLUMBING PLAN	X	X

Grand total: 31

DRIVEN DESIGN

ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
cody@drivendesignstudio.com

OWNER
Abro Brothers Inc
(616) 551-3855
jabro1002@gmail.com

CONSTRUCTION MANAGER/GC

ENGINEER

ENGINEER

ENGINEER

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PROJECT NAME
SMOK CANNABIS
PROJECT ADDRESS
810 W ARGYLE ST, JACKSON MI 49202
CLIENT
ABRO BROTHERS INC

ISSUE
SITE PLAN APPROVAL

REVISION

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DATE 7/10/2023 10:08:28 PM
SCALE
STAMP

STATE OF MICHIGAN
CODY NEWMAN
ARCHITECT
No. 1301065496
LICENSED ARCHITECT

PROJECT NUMBER
2023.054

TITLE SHEET
T000

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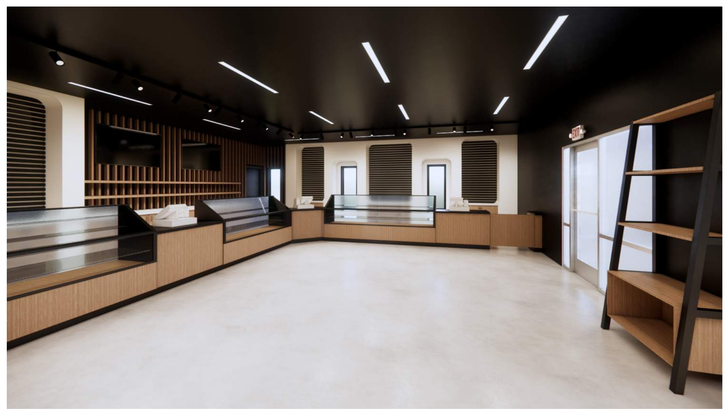




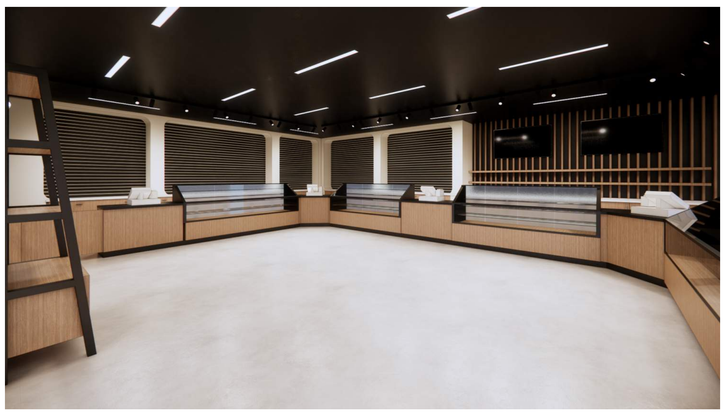
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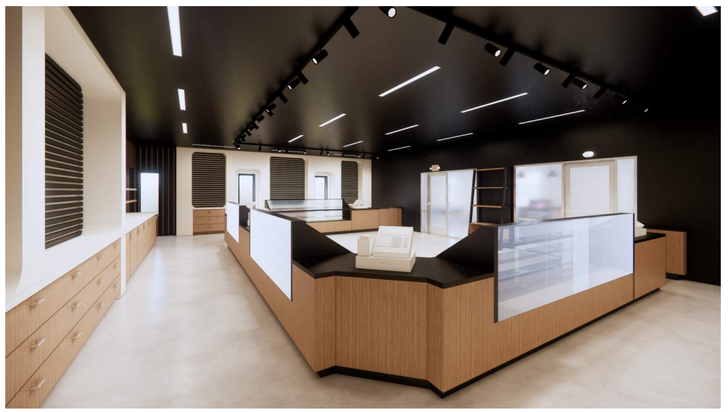


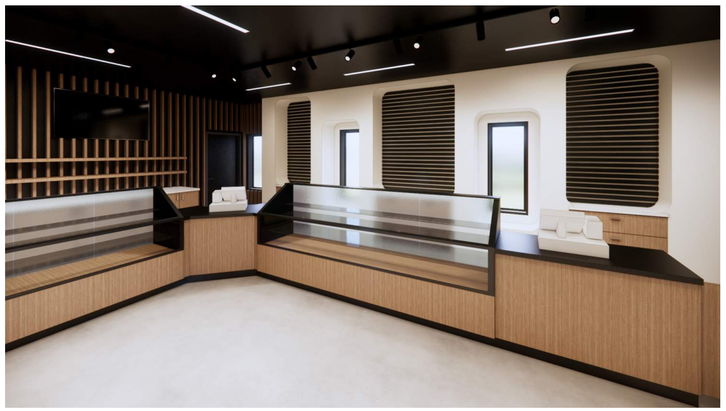




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DRIVEN DESIGN

ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
cody@drivendesignstudio.com

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PROJECT ADDRESS
810 W ARGYLE ST, JACKSON MI 49202
CLIENT
ABRO BROTHERS INC

ISSUE
SITE PLAN APPROVAL

REVISION

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PROJECT NUMBER
2023.054

RENDERINGS

T001

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ABBREVIATION LIST

A/C	AIR CONDITIONING
A/V	AUDIO/VISUAL
ACP	ACOUSTICAL CEILING PANEL
AD	AREA DRAIN
ADA	AMERICANS WITH DISABILITIES ACT
ADJ	ADJUSTABLE
AFF	ABOVE FINISHED FLOOR
ALT	ALTERNATE
ALUM	ALUMINIUM
APPROX	APPROXIMATELY
ARCH	ARCHITECT(URAL, URE)
ASSOC	ASSOCIATED
AUTO	AUTOMATIC
AWP	ACOUSTICAL WALL PANEL
BD	BOARD
BF	BARRIER FREE
BIT	BITUMINOUS, BITUMEN
BLDG	BUILDING
BLKG	BLOCKING
BM	BEAM
BOT	BOTTOM
CAB	CABINET
CJ	CONTROL JOINT
CLG	CEILING
CLR	CLEAR(ANCE)
CMU	CONCRETE MASONRY UNIT
COL	COLUMN
COM	COMMUNICATIONS
CONC	CONCRETE
CONFIG	CONFIGURATION
CONST	CONSTRUCTION
CONT	CONTINUOUS
COORD	COORDINATE
CORR	CORRIDOR
CPT	CARPET
CT	CERAMIC TILE
CTR	CENTER
DEG	DEGREE
DF	DRINKING FOUNTAIN
DIA	DIAMETER
DIAG	DIAGONAL
DIM	DIMENSION
DIV	DIVISION
DN	DOWN
DR	DOOR
DS	DOWNSPOUT
DTL	DETAIL
DWG(S)	DRAWING(S)
E	EAST
EA	EACH
EJ	EXPANSION JOINT
EL	ELEVATION
ELEC	ELECTRICAL
ELEV	ELEVATION
EMER	EMERGENCY
ENCL	ENCLOS(E,URE)
EQ	EQUAL
EQUIP	EQUIPMENT
EST	ESTIMATE(D)
EXIST	EXISTING
EXP	EXPANSION
EXT	EXTERIOR
FA	FIRE ALARM
FD	FLOOR DRAIN
FDN	FOUNDATION
FE	FIRE EXTINGUISHER
FEC	FIRE EXTINGUISHER CABINET
FF	FINISHED FACE
FGL	FIBERGLASS
FHC	FIRE HOSE CABINET
FIXT	FIXTURE
FL	FLOOR(ING)
FLUOR	FLUORESCENT
FOC	FACE OF CONCRETE
FOS	FACE OF STUDS
FP	FIREPROOF(ING)
FT	FEET
FTG	FOOTING
FUR	FURR(ED,ING)
GA	GAUGE
GALV	GALVANIZED
GB	GRAB BAR
GC	GENERAL CONTRACT(OR)
GL	GLASS, GLAZING
GOVT	GOVERNMENT
GT	GROUT
GYP BD	GYPSUM WALLBOARD
HC	HOLLOW CORE
HDR	HEADER
HDWD	HARDWOOD
HDWR	HARDWARE
HGT	HEIGHT
HM	HOLLOW METAL
HORIZ	HORIZONTAL
HP	HIGH POINT
HR	HOUR
HT	HEIGHT
HVAC	HEATING, VENTILATION & AIR CONDITIONING
ID	INSIDE DIAMETER
IN	INCH(ES)
INCAN	INCANDESCENT
INCL	INCLUDE(D,ING)
INSUL	INSULATION, INSULATED
INT	INTERIOR
JAN	JANITOR
JT(S)	JOINT(S)
KIT	KITCHEN

ABBREVIATION LIST

LAM	LAMINATE(D)
LAV	LAVATORY
LBL	LABEL
LH	LEFT HAND
LL	LIVE LOAD
LP	LOW POINT
LTG	LIGHTING
LTL	LINTEL
MANF	MANUFACTURE(R)
MAS	MASONRY
MATL	MATERIAL(S)
MAX	MAXIMUM
MECH	MECHANICAL
MEMB	MEMBRANE
MIN	MINIMUM
MISC	MISCELLANEOUS
MO	MASONRY OPENING
MTD	MOUNTED
MTG	MOUNTING
MTL	METAL
N	NORTH
N/A	NOT APPLICABLE
NAT	NATURAL
NIC	NOT IN CONTRACT
NO	NUMBER
NOM	NOMINAL
NTS	NOT TO SCALE
OC	ON CENTER
OD	OUTSIDE DIAMETER
OH	OVERHEAD
OPNG	OPENING
OPP	OPPOSITE
OPP HD	OPPOSITE HAND
PART	PARTITION
PC	PRECAST
PERF	PERFORATE(D)
PL	PLATE
PLAM	PLASTIC LAMINATE
PLAS	PLASTER
PLWD	PLYWOOD
PNL	PANEL(ED)
PR	PAIR
PREP	PREPARE (SURFACE)
PROV	PROVIDE
PSF	POUNDS PER SQUARE FOOT
PSI	POUNDS PER SQUARE INCH
PT	PAINT
PVMT	PAVEMENT
QTY	QUANTITY
R	RISER
RAD	RADIUS
RB	RUBBER BASE
REF	REFRIDGERATOR
REINF	REINFORCED
REQD / REQ'D	REQUIRED
RES	RESILIENT
RET	RETAINING
REV	REVISION(S) / REVISE(D)
RFG	ROOFING
RH	RIGHT HAND
RM	ROOM
RO	ROUGH OPENING
S	SOUTH
SC	SOLID CORE
SCHED	SCHEDULE
SECT	SECTION
SF	SQUARE FEET
SHT	SHEET
SIM	SIMILAR
SPEC(S)	SPECIFICATION(S)
SQ	SQUARE
SS	STAINLESS STEEL
STD	STANDARD
STL	STEEL
STN	STAIN
STO	STORAGE
STRUC	STRUCTURAL
SUSP	SUSPENDED
SYM	SYMMETRICAL
SYS	SYSTEM
T	TREAD
T&G	TONGUE AND GROOVE
T.O.	TOP OF
TECH	TECHNOLOGY
TEL	TELEPHONE
TEMP	TEMPERED
THK	THICK(NESS)
THRESH	THRESHOLD
TOC	TOP OF CURB
TOM	TOP OF MASONRY
TOS	TOP OF STEEL
TOW	TOP OF WALL
TRANS	TRANSPARENT
TV	TELEVISION
TYP	TYPICAL
UL	UNDERWRITER'S LABORATORY
UNFIN	UNFINISHED
UNO	UNLESS OTHERWISE NOTED
VAR	VARIES
VCT	VINYL COMPOSITION TILE
VERT	VERTICAL
VEST	VESTIBULE
VIF	VERIFY IN FIELD
VU	VENTILATION UNIT
VWC	VINYL WALLCOVERING

ABBREVIATION LIST

W	WATER RESISTANT
W/	WITH
W/O	WITHOUT
WC	WATER CLOSET
WD	WOOD
WDW	WINDOW
WH	WALL HUNG
WP	WORK POINT
WR	PAINT(ED)
WT	WEIGHT
WWF	WELDED WIRE FABRIC
#	NUMBER
&	AND
+/-	EXIST (OR APPROX) DIM - VIF
CL	CENTER LINE
L	ANGLE

INTERIOR STEEL STUD FRAMING

THE INTERIOR STUD FRAMING GUIDE DESIGNATES THE DESIGN INTENT OF THE ARCHITECT. THE GUIDE IS FOR THE CONTRACTORS REFERENCE WHEN INSTALLING INTERIOR STUD FRAMED WALLS. IT IS THE CONTRACTORS RESPONSIBILITY TO FOLLOW ALL INFORMATION PORTRAYED WITHIN THIS GUIDE AND THE CONTRACT DOCUMENTS.

NOTE: VERIFY MIN. STEEL STUD FRAMING GAUGE REQUIREMENTS /MAXIMUM ALLOWABLE HEIGHTS WITH STEEL STUD FRAMING SUPPLIER.

*FIRE BLOCKING TO BE PROVIDED HORIZONTALLY AT 10'-0" O.C. MAX. FIRE CAULK AROUND BLOCKING. IF METAL STUDS ARE USED A MINIMUM OF 20 GA. STUDS MUST BE UTILIZED.

MAXIMUM ALLOWABLE HEIGHTS (NON-LOAD BEARING - METAL STUDS)

STEEL STUD FRAMING SECTION 092216			COLD-FORMED MT'L FRAMING SECTION 054000			
GA. / SIZE	25	20	18	16	14	12
2 1/2"	9'-10"	11'-2"	12'-7"	13'-5"	14'-4"	--
3 5/8"	12'-4"	14'-3"	16'-8"	17'-11"	19'-2"	21'-2"
6"	17'-11"	21'-4"	24'-9"	26'-7"	28'-4"	31'-8"
2 1/2" CH STUD	10'-7"	13'-4"	--	--	--	--

* DEFLECTION = L/360
* SPACING = 16" O.C.

GENERAL NOTES

*THE MOUNTING HEIGHTS, MATERIALS, AND SYMBOLS SHOWN ON THIS PAGE ARE FOR REFERENCE THROUGHOUT THE PROJECT. NOT ALL ELEMENTS SHOWN WILL APPLY TO THIS SPECIFIC PROJECT. REVIEW THE PROJECT PLANS, SECTIONS, AND ELEVATIONS FOR ADDITIONAL DETAILS AND TO VERIFY WHAT RELATES TO THIS PROJECT.

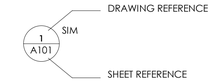
MATERIAL DESIGNATIONS & SYMBOLS

- EXISTING WALL TO REMAIN
- NEW WALL
- 1 HOUR PARTITION
- 2 HOUR PARTITION
- 3 HOUR PARTITION
- ELEMENTS TO BE REMOVED
- EXTENT OF WORK
- CMU
- CONCRETE
- WOOD BLOCKING
- STEEL (LARGE SCALE)
- PLASTER
- RIGID INSULATION
- PLYWOOD
- MILLWORK

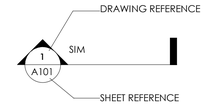
Room name
101

- ROOM NUMBER / FINISH TYPE
- 1i — DOOR NUMBER
- 1i — WALL TYPES
- 1t — WINDOW NUMBER
- EXISTING ELEVATION
- NEW ELEVATION
- BATT INSULATION
- 1 — COLUMN CENTER LINE / IDENTIFIER
- REVISION INDICATION

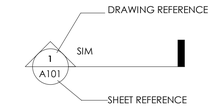
DETAIL / PLAN / ELEVATION



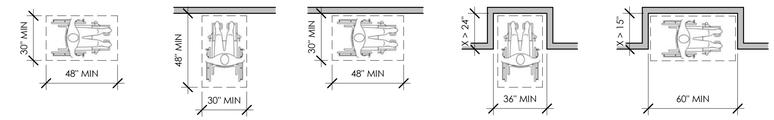
BLDG SECTION CUT



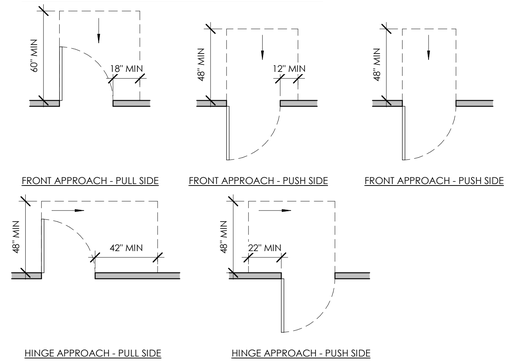
WALL SECTION



REQUIRED CLEARANCES



REQUIRED PUSH/PULL CLEARANCES



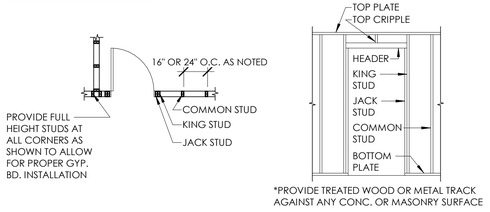
TYPICAL MOUNTING HEIGHTS

1. MOUNTING HEIGHTS SHOWN ARE BASED UPON RECOGNIZED DESIGN STANDARDS AND/OR BARRIER FREE CODE REQUIREMENTS. IT IS INTENDED THAT LIKE DEVISES ALL BE MOUNTED AT THE SAME HEIGHT THROUGHOUT THE ENTIRE PROJECT. RECESSED DEVICES IN MASONRY WALLS MAY DICTATE A DEVIATION (+/- 2") FROM THESE HEIGHTS (WHEN PERMITTED BY CODE) SO AS TO ALLOW THE BOTTOM OR THE TOP OF THE DEVICE RECESS TO ALIGN WITH MASONRY COURSING. COORDINATE THESE DEVIATIONS WITH THE ARCHITECTS/OWNER'S REPRESENTATIVE. MOUNTING HEIGHTS ARE TYPICAL UNLESS NOTED OTHERWISE ON DRAWINGS.

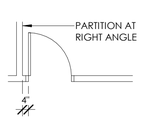
DIMENSIONING

1. DIMENSIONS ARE FROM FINISHED FACE TO FINISHED FACE, UNLESS NOTED OTHERWISE, SEE DIMENSIONING KEY ON THIS PAGE FOR REFERENCE

FRAMING LEGEND

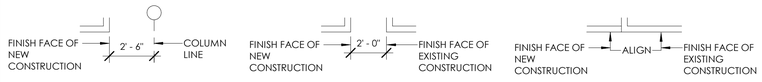


DIMENSIONING KEY



*IF THE DOOR IS NOT AGAINST A RIGHT ANGLE PARTITION OR EXISTING, IT IS TO BE CENTERED IN THE ROOM, U.N.O.

DIMENSIONING SYSTEM (UNLESS NOTED OTHERWISE)



ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
cody@drivendesignstudio.com

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CLIENT
ABRO BROTHERS INC

ISSUE
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REVISION

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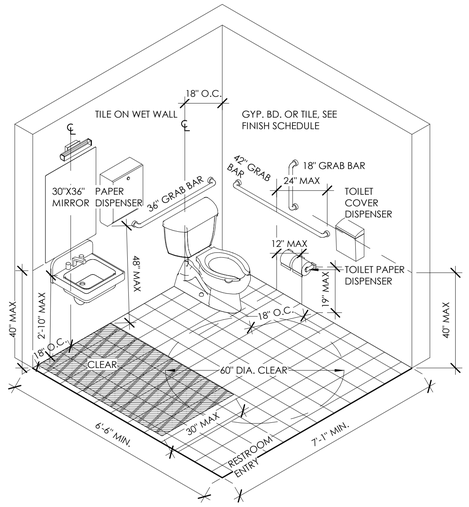
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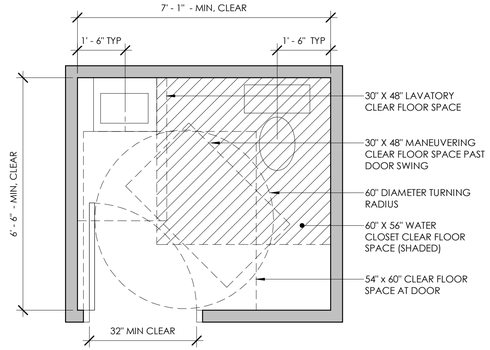
MOUNTING HEIGHTS + ABBREVIATIONS

T002

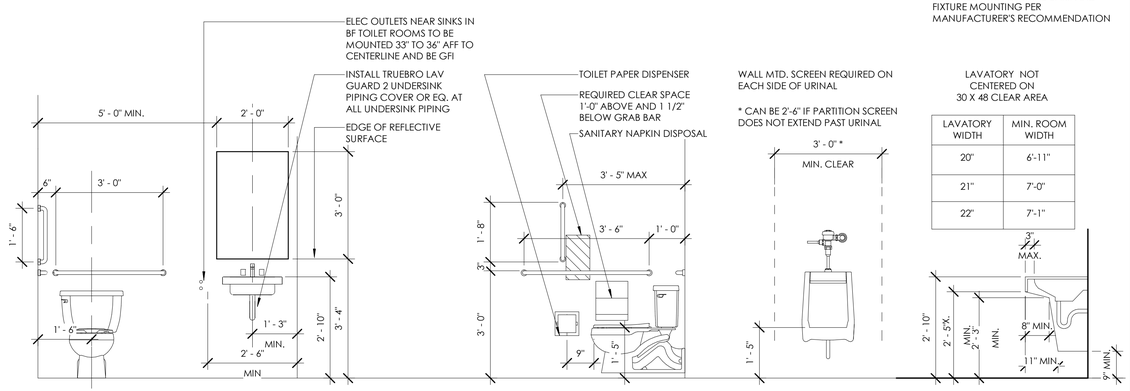
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ADA RESTROOM AXON - NTS

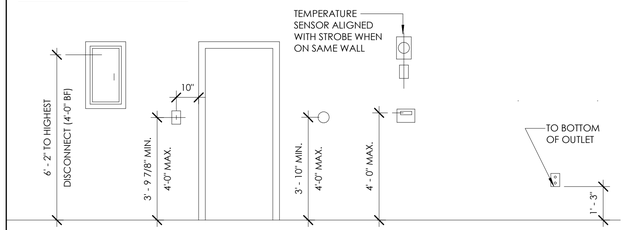


ADA RESTROOM PLAN - NTS



RESTROOM DETAILS - NTS

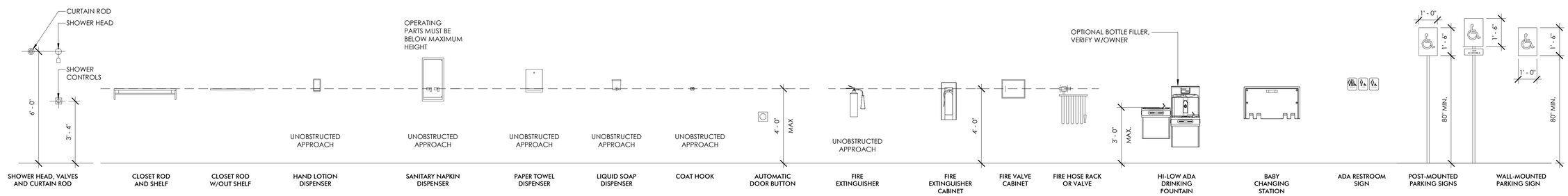
ELECTRICAL DETAILS



ACCESSORIES SCHEDULE

TYPE MARK	DESCRIPTION	MANUFACTURER	MODEL	COMMENTS
GB-1	18" VERTICAL GRAB BAR	BRADLEY CORP.	812-001-18	
GB-2	36" GRAB BAR	BRADLEY CORP.	812-001-36	
GB-3	42" GRAB BAR	BRADLEY CORP.	812-001-42	
MI-1	MIRROR	BRADLEY CORP.	748-2436	
PTD-1	PAPERTOWEL DISPENSER	BRADLEY CORP.	250-15	
SD-1	SOAP DISPENSER	BRADLEY CORP.	6562	
SND-1	SANITARY NAPKIN DISPOSAL	BRADLEY CORP.	4A10	
TTD-1	TOILET TISSUE DISPENSER	BRADLEY CORP.	5084	

MOUNTING HEIGHTS



DRIVEN DESIGN

ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
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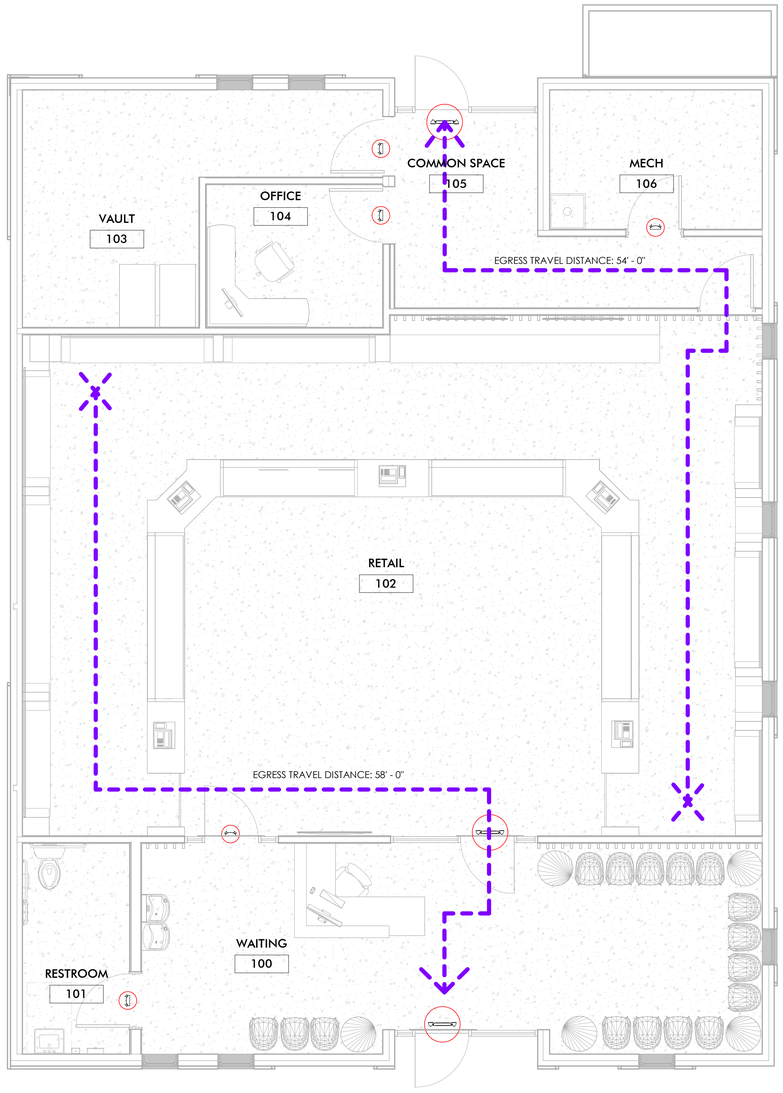
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MOUNTING HEIGHTS CONTINUED

T003

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1 / T004 FIRST FLOOR COMPLIANCE PLAN
1/4" = 1'-0"

CODE COMPLIANCE

TOPIC	SECTION	ALLOWED/REQUIRED	ACTUAL
APPLICABLE CODES			
2015 INTERNATIONAL FIRE CODE			
2015 MICHIGAN BUILDING CODE			
2015 MICHIGAN MECHANICAL CODE			
2015 MICHIGAN REHABILITATION CODE	505	LEVEL 3 ALTERATION	INTERIOR RENOVATION EXCEEDING 50%
2017 NATIONAL ELECTRICAL CODE			
2018 MICHIGAN PLUMBING CODE			
ANSI/ASHRAE 90.1-2013			
ICC/ANSI 117.1-2009			
NFPA 13 (2013) + NFPA 72 (2013)			
ZONING			
ZONING	CITY OF JACKSON		C-4 GENERAL COMMERCIAL
1 - SCOPE AND ADMIN			
DEFERRED SUBMITTALS	107.3.4.1		THERE ARE NO DEFERRED SUBMITTALS FOR THIS PROJECT
DESIGN PROFESSIONAL IN CHARGE	107.3.4		CODY NEWMAN IS TO BE THE DESIGN PROFESSIONAL IN CHARGE
SPECIAL INSPECTIONS	110		THERE ARE NO SPECIAL INSPECTIONS FOR THIS PROJECT
3 - USE			
BUILDING USE	309.1	BEFORE - B (BUSINESS)	AFTER - M (MERCANTILE)
3 - AREA BY USE			
MERCANTILE			1959 SF
STORAGE			181 SF
3 - GROSS BUILDING AREA			
1 - FIRST FLOOR			2360 SF
TOTAL			2360 SF
5 - GENERAL BUILDING HEIGHTS AND AREAS			
ALLOWABLE BUILDING HEIGHT	TABLE 504.3	40 FT	20 FT
BASE STORIES ALLOWED	TABLE 504.4	1 STORY	1 STORY
TABULAR AREA	TABLE 506.2	9000 SF	2360 SF
6 - TYPE OF CONSTRUCTION			
TYPE OF CONSTRUCTION	TABLE 601		VB
7 - FIRE AND SMOKE PROTECTION			
			THERE ARE NO SPECIAL REQUIREMENTS
9 - FIRE PROTECTION SYSTEMS			
AUTOMATIC SPRINKLER SYSTEM	903.2.1.3	LESS THAN 12,000 SF, NOT REQUIRED	NOT PROVIDED
FIRE ALARM AND DETECTION SYSTEMS	907	SEE REQUIREMENTS	NOT PROVIDED
10 - MEANS OF EGRESS			
DOOR EGRESS WIDTH	1005.3.2	36"	36"
EXIT ACCESS TRAVEL DISTANCE	TABLE 1017.2	200 FT	58 FT
NUMBER OF EXITS	TABLE 1006.3.1	2 EXITS	2 EXITS
10 - OCCUPANCY			
OCCUPANCY	TABLE 1004.1.2	MERCANTILE 1959/60	32 PEOPLE
OCCUPANCY	TABLE 1004.1.2	STORAGE 181/60	3 PEOPLE
TOTAL OCCUPANT LOAD			35 PEOPLE
15 - ROOF ASSEMBLY			
	1501.1		NEW BLACK STANDING SEAM TO BE PROVIDED
27 - ELECTRICAL			
EMERGENCY LIGHTING	1008.1	WILL COMPLY	ON COMPLIANCE DRAWINGS
EMERGENCY POWER	1008.3.2,1008.3.3	WILL COMPLY	ON COMPLIANCE DRAWINGS
EXIT SIGNS	1011.1	WILL COMPLY	ON COMPLIANCE DRAWINGS
28 - PLUMBING			
DRINKING FOUNTAIN REQUIREMENTS	TABLE 403.1	1 REQUIRED	1 PROVIDED
LAVATORY REQUIREMENTS	TABLE 403.1	1 UNISEX	1 UNISEX
SERVICE SINK REQUIREMENTS	TABLE 403.1	1 REQUIRED	1 PROVIDED
WATER CLOSETS REQUIREMENTS	TABLE 403.1	1 UNISEX	1 UNISEX

CODE COMPLIANCE GENERAL NOTES

1. ENSURE EXIT SIGNS ARE MOUNTED ABOVE THE DOORS AND VISIBLE FROM 75 FEET AWAY. ALL EGRESS LIGHTING IS TO POINT DOWN TO ILLUMINATE THE EGRESS PATH OF TRAVEL.
2. ALL FIRE EXTINGUISHERS ARE TO BE ABC EXTINGUISHERS, UNLESS NOTED OTHERWISE. ALL EXTINGUISHERS ARE TO BE TAGGED WITH THE CURRENT YEAR'S INSPECTION ON IT. ANNUAL INSPECTIONS ARE TO OCCUR FOR ALL FIRE EXTINGUISHERS.
3. PROVIDE ADA RESTROOM SIGNS AT ALL RESTROOMS, CORRESPONDING TO THE CORRECT SEX.
4. SEE T002 FOR MOUNTING HEIGHTS AND LOCATIONS
5. SEE T003 FOR ADDITIONAL CODE COMPLIANCE INFORMATION
6. FURNITURE AND EQUIPMENT SHOWN ON COMPLIANCE DRAWINGS ARE FOR REFERENCE ONLY

COMPLIANCE LEGEND

SYMBOL	ITEM
FE	FIRE EXTINGUISHER
	EXIT SIGN W/ EGRESS LIGHTS
	EGRESS LIGHTING
	TRAVEL DISTANCE
	1 HOUR WALL
	2 HOUR WALL
SD	SMOKE DETECTOR
CO	CARBON MONOXIDE DETECTOR

DRIVEN DESIGN

ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
cody@drivendesignstudio.com

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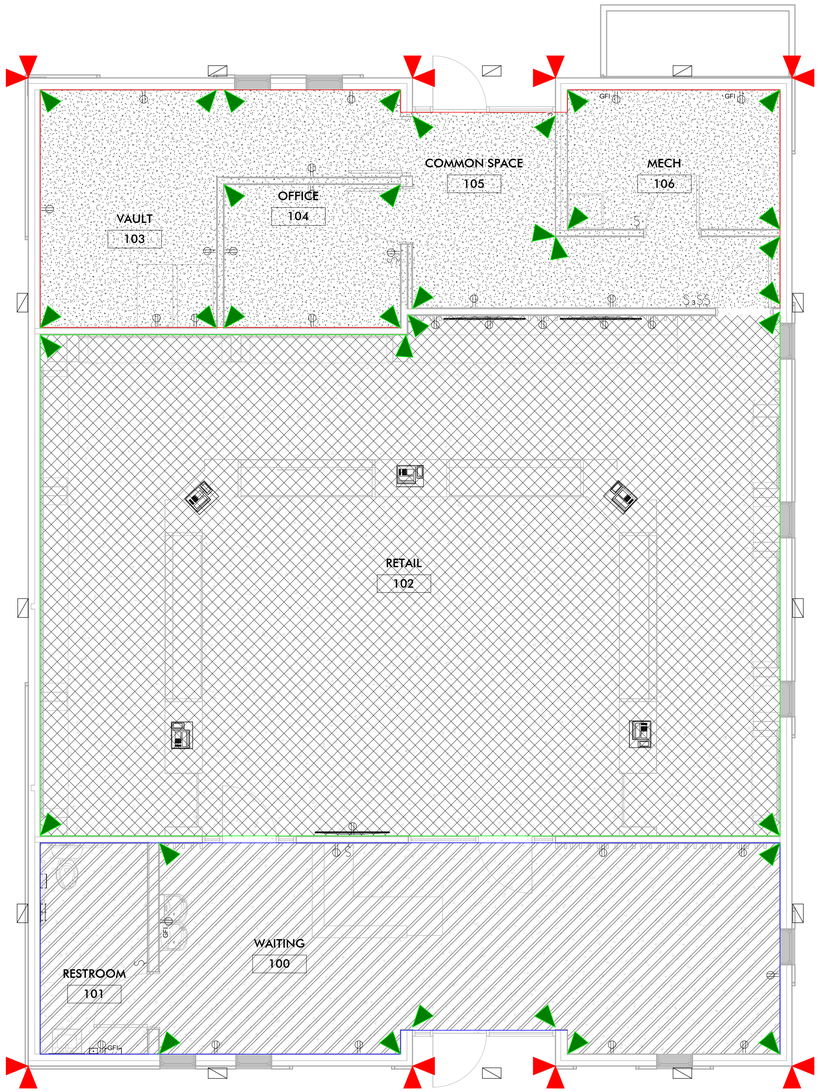
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CODE COMPLIANCE

T004

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1 T005 FIRST FLOOR SECURITY PLAN
1/4" = 1'-0"

SECURITY LEGEND

- OUTDOOR LED LIGHT FIXTURE
- AXIS 2-MEGAPIXEL INDOOR CAMERA OR EQUIVALENT
- AXIS 4-MEGAPIXEL OUTDOOR CAMERA OR EQUIVALENT
- MONITOR AND PRINTER
- DVR LOCKBOX
- PUBLIC ACCESS AREA
- LIMITED ACCESS AREA
- RESTRICTED ACCESS AREA

*SECURITY PLANS ARE SHOWN SCHEMATICALLY, A SECURITY CONSULTANT TO ENSURE ALL AREAS OUTSIDE OF THE BATHROOMS ARE VISIBLE ON THE INTERIOR AND EXTERIOR BY CAMERAS

DRIVEN DESIGN

ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
cody@drivendesignstudio.com

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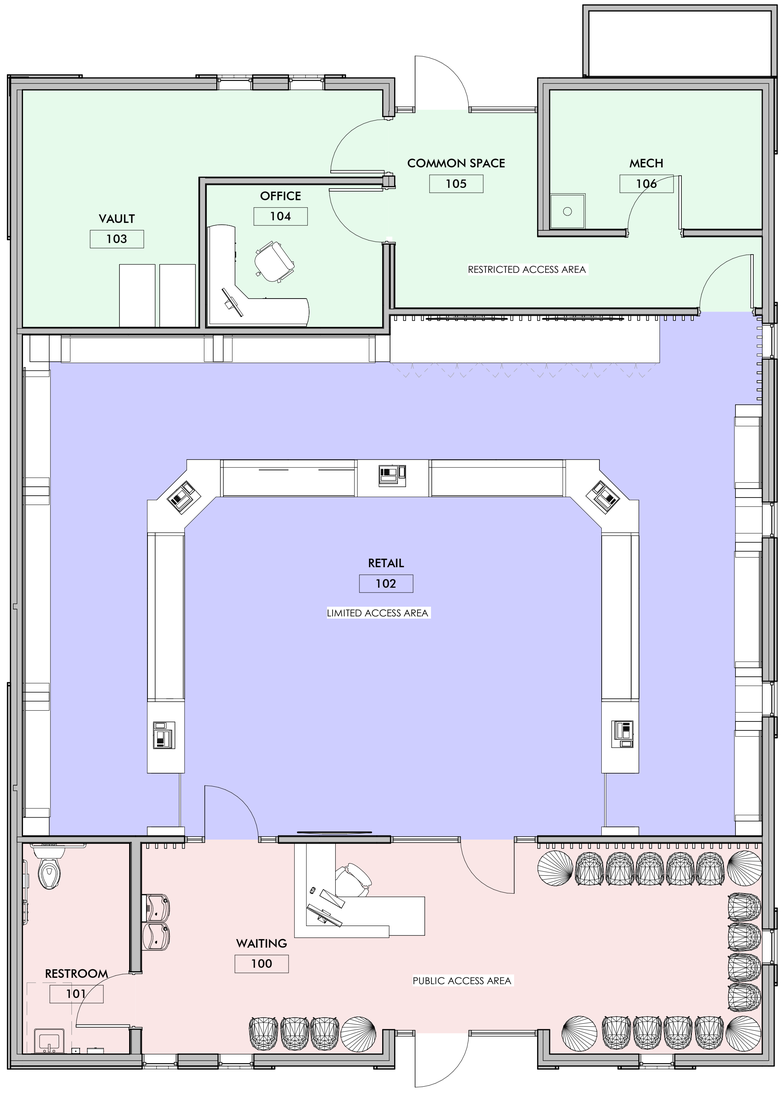
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SECURITY PLAN
T005

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1 T006 **FIRST FLOOR PROPOSED PLAN**
1/4" = 1'-0"

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ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
cody@drivendesignstudio.com

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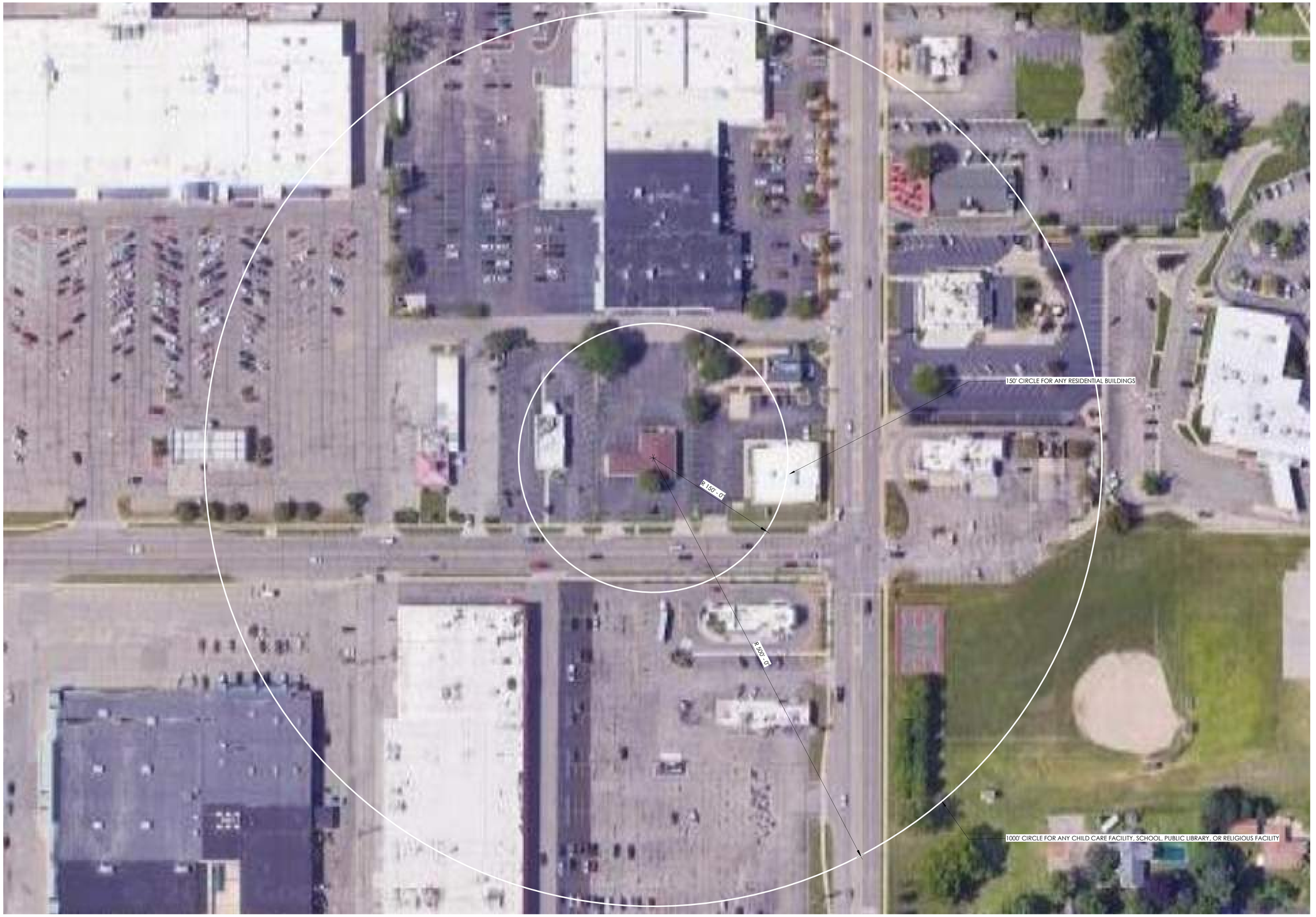
AREA PLANS

T006

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LEGAL DESCRIPTION

2468.283 BEG AT A PT ON N LN OF ARGYLE ST 175 FT W OF W LN OF WEST AVE TH N 1 DEG 10' E 215 FT TH N 88 DEG 59' 45" W 120 FT



1 C000 **FIRST FLOOR PLAN**
1" = 50'-0"

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ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
cody@drivendesignstudio.com

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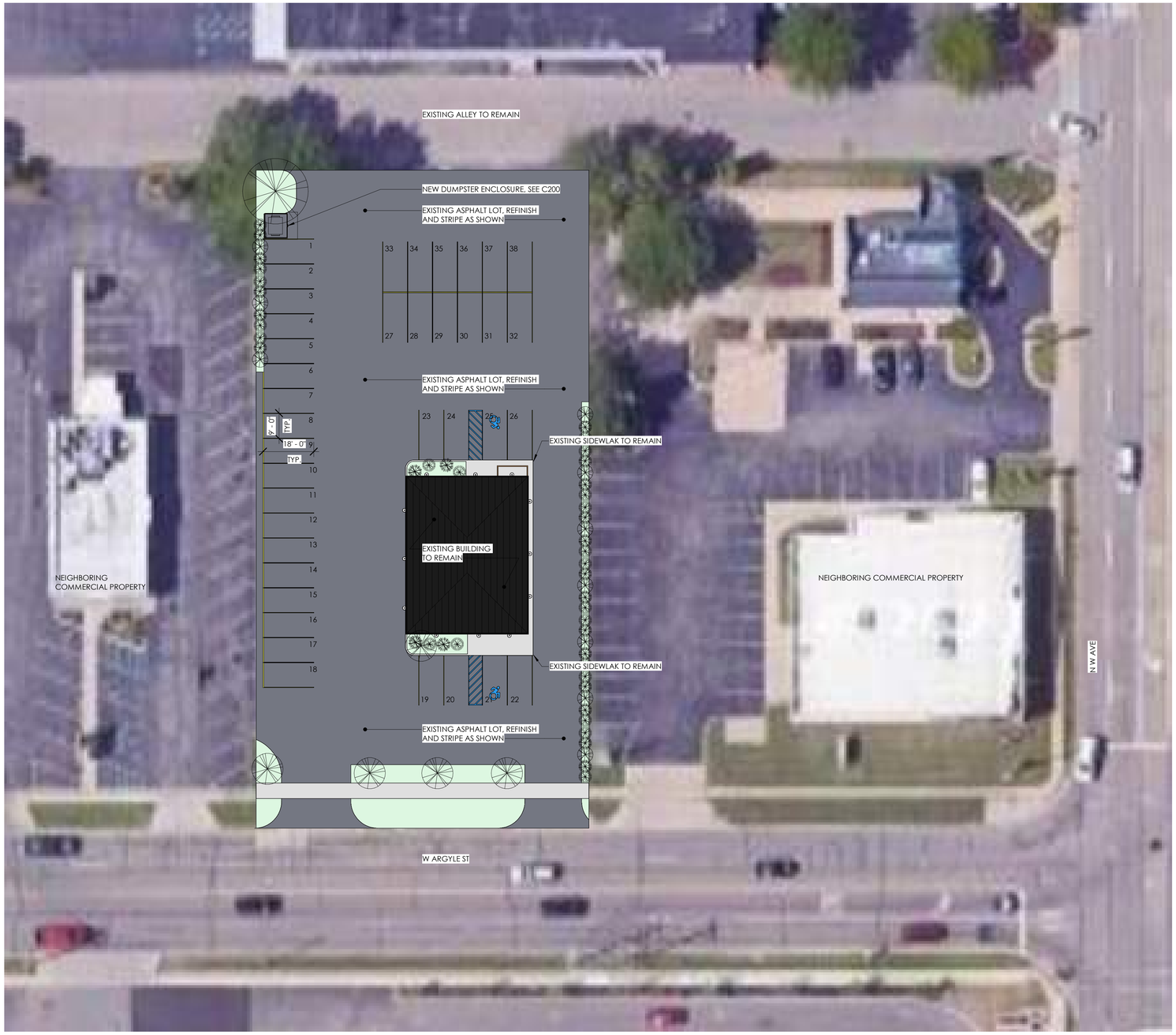
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VICINITY MAP

C000

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TRUE NORTH

1 / C100 SITE PLAN
1" = 20'-0"

GENERAL NOTES

1. EXISTING BUILDING TO REMAIN ON THE EXISTING SITE
2. THE UTILITIES THAT ARE CURRENTLY CONNECTED TO THE BUILDING ARE TO REMAIN
3. CONTACT MISS DIG TO LOCATE ALL EXISTING UTILITIES BEFORE DOING ANY SITE WORK
4. REFINISH EXISTING ASPHALT PARKING LOT AS REQUIRED, RESTRIPE PARKING LOT TO MATCH EXISTING. THERE IS NOT EXPANSION OF THE ASPHALT AS PART OF THIS PROJECT, THERE ARE NO PROPOSED CHANGES TO THE EXISTING STORMWATER ON THE SITE.
5. EXISTING VEGETATION TO REMAIN ON THE SITE, TRIM AS REQUIRED, SEE LANDSCAPING PLAN FOR NEW LANDSCAPING.
6. PROVIDE A KNOX BOX AT THE MAIN ENTRY TO THE BUILDING, COORDINATE WITH LOCAL FIRE DEPARTMENT ON KEYING AND INSTALLATION
7. WORK WITHIN THE STREET TO BE DONE IN ACCORDANCE WITH THE REQUIREMENTS OF THE AGENCIES HAVING JURISDICTION.
8. PERMITS, TESTING, BONDS & INSURANCES ETC., SHALL BE PAID FOR BY THE CONTRACTOR. CITY INSPECTION FEES SHALL BE PAID FOR BY THE OWNER.

PARKING REQUIREMENTS

PARKING REQUIREMENTS PER CITY OF JACKSON ZONING ORDINANCE:

PER TABLE OF GENERAL OFF-STREET PARKING SPACE REQUIREMENTS:

ONE SPACE IS REQUIRED PER 150 SF OF GROSS FLOOR AREA

GROSS FLOOR AREA IN BUILDING TOTALS TO 2,360 SF

2,360 SF / 150 = **16 PARKING SPACES REQUIRED**

38 PARKING SPACES ARE PROVIDED

PER TABLE OF MICHIGAN BARRIER FREE PARKING REQUIREMENTS:

1 ADA SPACE IS REQUIRED PER 25 SPACES, 3 ACCESSIBLE PARKING SPACES ARE REQUIRED.

2 ACCESSIBLE PARKING SPACES ARE PROVIDED, TWO ARE VAN ACCESSIBLE

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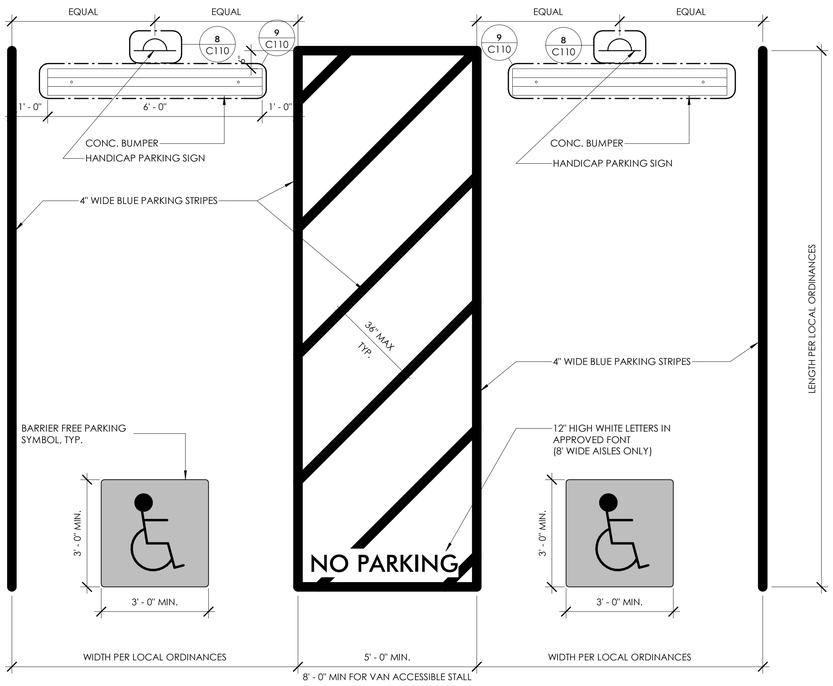
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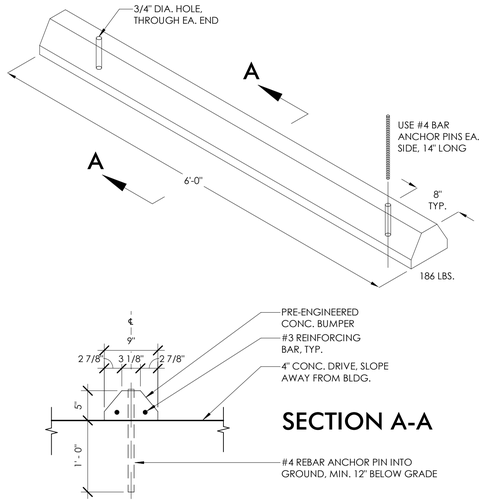
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ARCHITECTURAL SITE PLAN
C100

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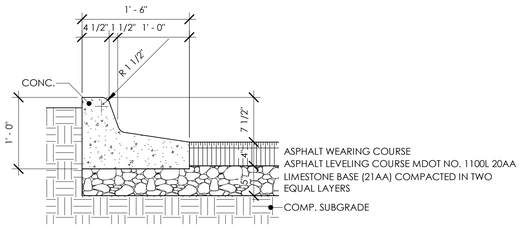


5 C110 BARRIER FREE PARKING STALL LAYOUT
1/2" = 1'-0"

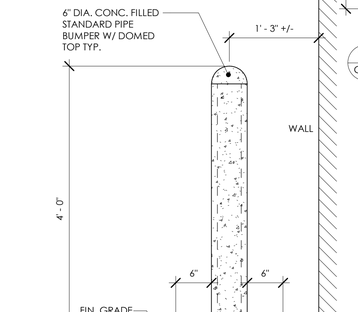


SECTION A-A

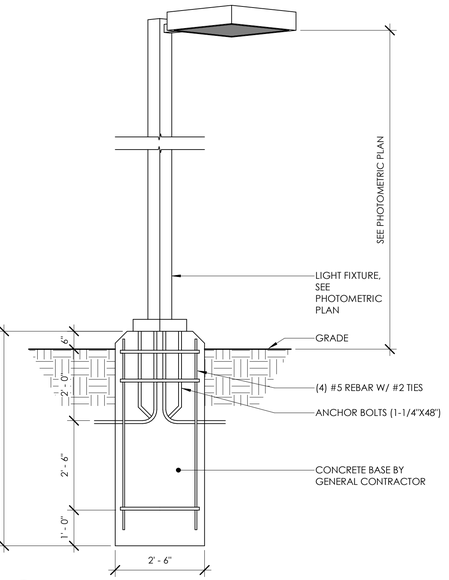
9 C110 PARKING BUMPER DETAILS
1" = 1'-0"



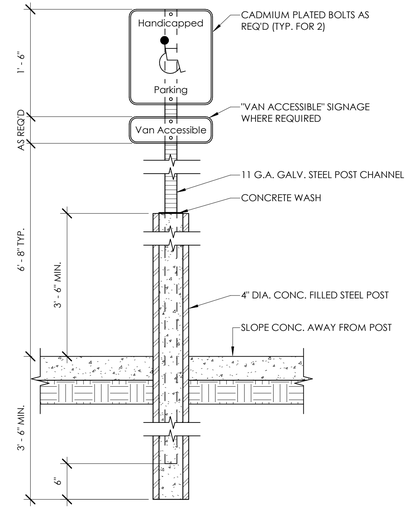
2 C110 CONCRETE CURB DETAIL
1" = 1'-0"



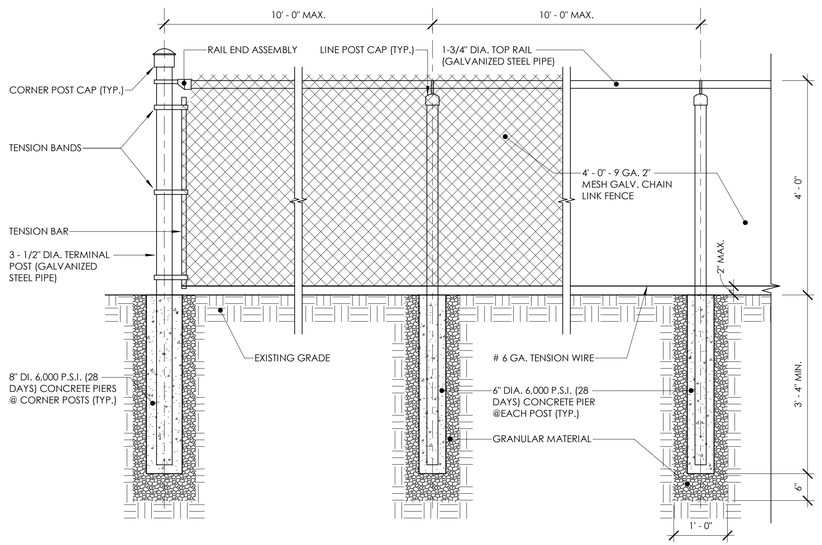
7 C110 BUMPER POST/BOLLARD DETAIL
1" = 1'-0"



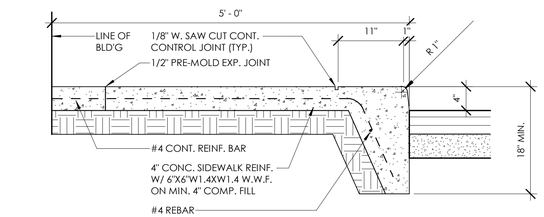
10 C110 TYPICAL PARKING LOT LIGHT
1/2" = 1'-0"



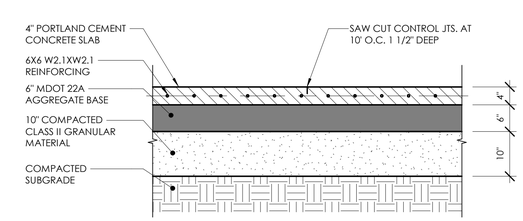
8 C110 HANDICAP PARKING SIGN
1" = 1'-0"



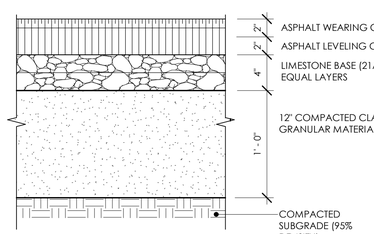
1 C110 CHAIN LINK FENCE
3/4" = 1'-0"



3 C110 CONCRETE CURB AND WALK DETAIL
1" = 1'-0"



4 C110 CONCRETE SECTION
3/4" = 1'-0"



6 C110 BITUMINOUS PAVING DETAIL
1 1/2" = 1'-0"

ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
cody@drivendesignstudio.com

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CLIENT
ABRO BROTHERS INC

ISSUE
SITE PLAN APPROVAL

REVISION

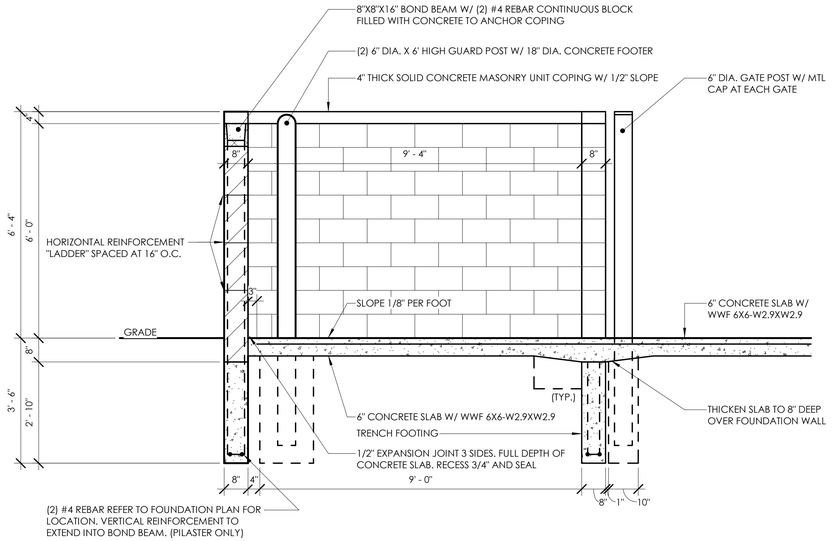
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ARCHITECTURAL SITE DETAILS

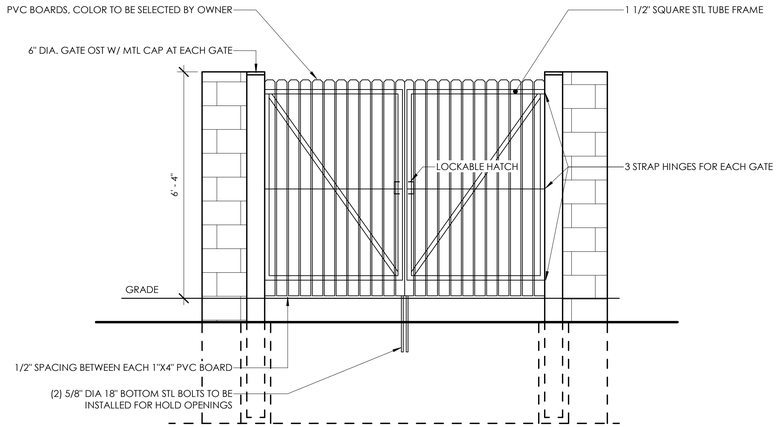
C110

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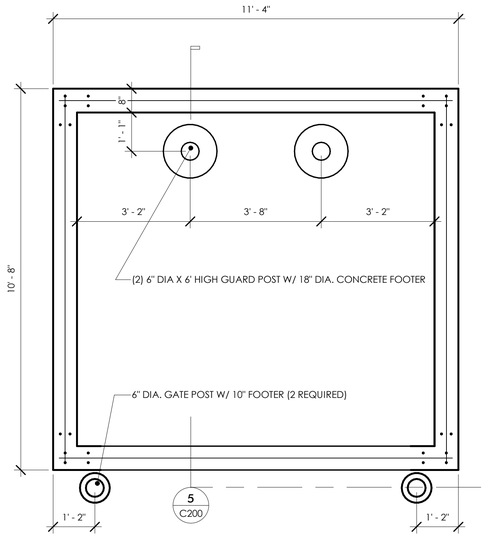
5 C200 DUMPSTER SECTION

1/2" = 1'-0"



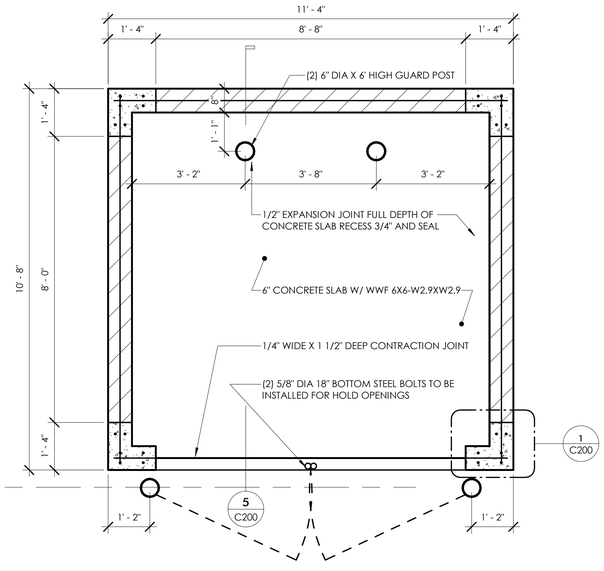
3 C200 DUMPSTER FRONT ELEVATION

1/2" = 1'-0"



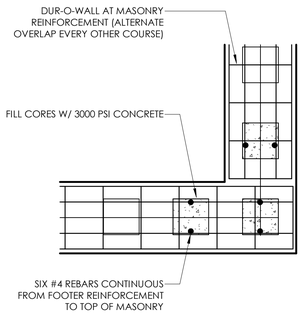
2 C200 DUMPSTER FOUNDATION PLAN

1/2" = 1'-0"



4 C200 DUMPSTER PLAN

1/2" = 1'-0"



1 C200 DUMPSTER ENCLOSURE CORNER

1 1/2" = 1'-0"

DRIVEN DESIGN

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Battle Creek, MI 49017
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DUMPSTER ENCLOSURE

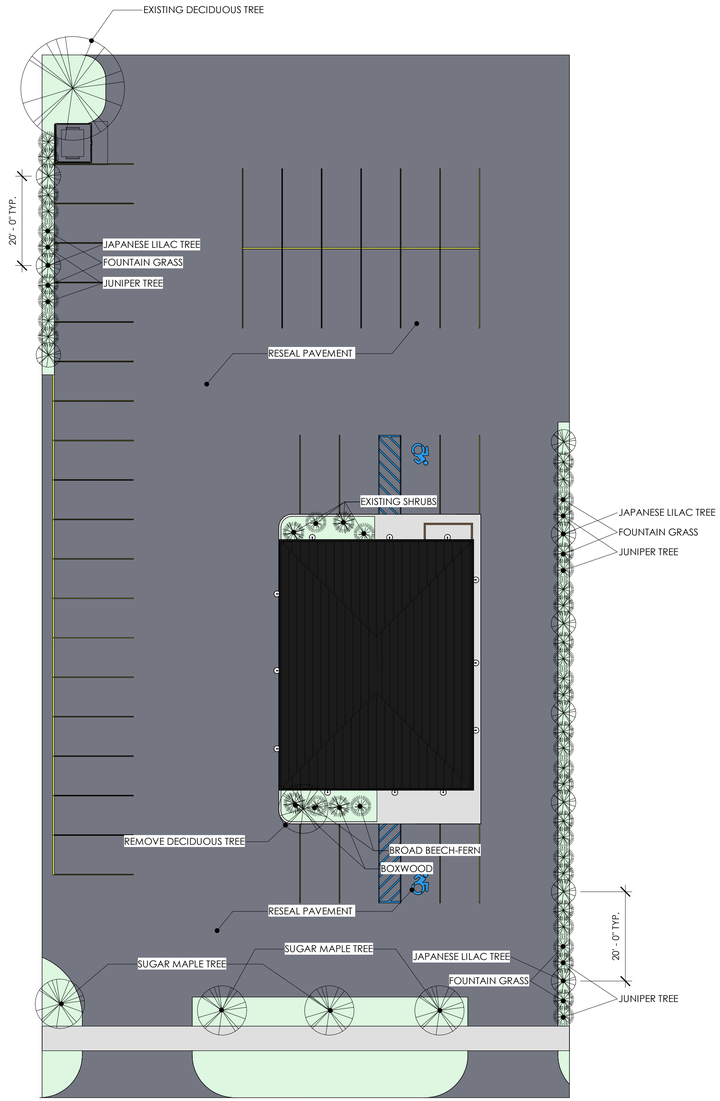
C200

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LANDSCAPE REQUIREMENTS

FRONTAGE - 1 TREE PER EACH 30 LINEAR FEET **(4) REQUIRED**
BUFFER ZONE - 1 CANOPY OR EVERGREEN TREE PER EACH 20 LINEAR FEET **(10) REQUIRED**
BUFFER ZONE - 4 SHRUBS PER EACH 20 LINEAR FEET OR, IF NOT FEASIBLE, SUFFICIENT ORNAMENTAL TREES AND SHRUBS **(36) REQUIRED**

PROVIDED LANDSCAPING
(1) DECIDUOUS TREES - EXISTING
(14) DECIDUOUS TREES PROVIDED - (4) 15' WIDE SUGAR MAPLE TREE, (10) 10' JAPANESE LILAC TREE
(4) SHRUBS - EXISTING
(38) SHRUBS PROVIDED - (18) 3' TALL JUNIPER SHRUBS, (18) 4'-6" TALL FOUNTAIN GRASS, (2) BROAD BEECH -FERN, (2) BOXWOOD



1 / C201 **LANDSCAPING PLAN**
1/16" = 1'-0"

DRIVEN DESIGN

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Driven Design Studio PLLC
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Battle Creek, MI 49017
(269) 753-8040
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LANDSCAPING PLAN
C201

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GENERAL NOTES

EXISTING PLANS AND DIMENSIONS ARE SHOWN FOR REFERENCE ONLY



1 A000 **FIRST FLOOR EXISTING PLAN**
1/4" = 1'-0"

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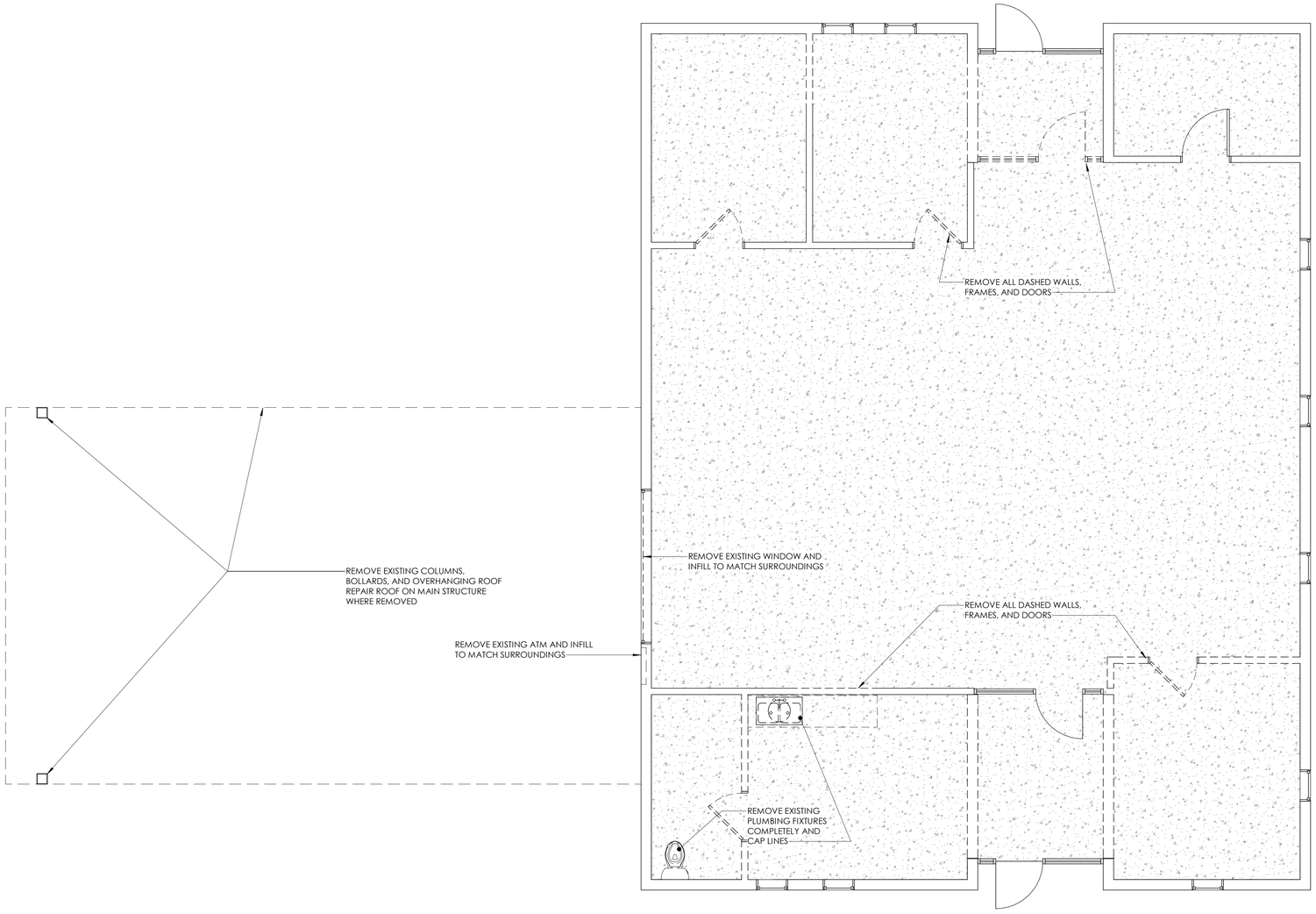
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EXISTING FLOOR PLAN

A000

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1 A110 **FIRST FLOOR DEMOLITION PLAN**
1/4" = 1'-0"

DEMOLITION NOTES

1. REMOVE ALL DASHED WALLS, WINDOWS, AND DOORS COMPLETELY.
2. OWNER TO REMOVE ALL FURNISHINGS/ EQUIPMENT THAT THEY WISH TO RETAIN FROM THE AREAS OF DEMOLITION/ CONSTRUCTION PRIOR TO THE START OF CONSTRUCTION WORK IN EACH AREA. OWNER TO COORDINATE WITH CONTRACTOR REGARDING THE TIME SCHEDULE FOR THIS TO BE COMPLETED.
3. PATCH AND FILL ANY HOLES IN THE WALL CAUSED BY THE REMOVAL OF DOORS, WINDOWS, OR WALLS TO MATCH SURROUNDINGS.
4. CONTRACTOR IS RESPONSIBLE FOR PROTECTING ALL SURFACES NOT BEING REMODELED IN THE PROJECT AND IN THE PATH OF THE CONTRACTORS TRAVEL, SETUP AND/ OR PROJECT MATERIAL STORAGE. THE CONTRACTOR MUST RETURN THE AREAS DISTURBED AS REQUIRED FOR ACCESS TO ITS PRE-EXISTING CONDITION.
5. ANY HAZARDOUS MATERIALS ARE TO BE REMOVED BY A LICENSED PROFESSIONAL IN THE STATE OF MICHIGAN.
6. ALL SAFETY ISSUES RELATED TO DEMOLITION ARE THE RESPONSIBILITY OF THE CONTRACTOR AND MUST COMPLY WITH ALL STATE, LOCAL, ENVIRONMENTAL AND LABOR LAWS DURING THE CONSTRUCTION OF THIS PROJECT.
7. SEQUENCE DEMOLITION WITH STRUCTURAL WORK TO ASSURE SAFETY, PROVIDE SHORING AS REQ'D TO ENSURE SAFE CONDITIONS EXIST. SHORING IS NOT SHOWN ON PLANS. STRUCTURAL ELEMENTS ARE TO REMAIN, UNLESS NOTED OTHERWISE. COORDINATE WITH ARCHITECTURAL AND STRUCTURAL DRAWINGS.
8. ALL TRADES TO COORDINATE BETWEEN ONE ANOTHER TO AVOID CONFLICTS.
9. NOTATIONS ARE MADE IN VARIOUS PLACES ON THE DRAWINGS TO CALL ATTENTION TO DEMOLITION WHICH IS REQUIRED. THESE DRAWINGS ARE NOT INTENDED TO SHOW EACH AND EVERY ITEM TO BE REMOVED. CONTRACTOR SHALL REMOVE ALL MATERIALS RELATED TO THEIR RESPECTIVE TRADES AS REQUIRED TO PERMIT THE CONSTRUCTION OF THE NEW WORK AS SHOWN.
10. THE CONTRACTOR SHOULD TAKE CARE DURING THE PROJECT TO NOT INTERRUPT THE USE IN AREAS NOT IN SCOPE.
11. PRIOR TO ANY DIGGING ON OR AROUND THE SITE UTILITIES ARE TO BE LOCATED USING MISS DIG.
12. ALL RUBBISH AND DEBRIS FROM DEMOLITION IS TO BE REMOVED IMMEDIATELY FROM THE SITE AFTER DEMOLITION. COORDINATE ALL DEMOLITION, DUMPSTER LOCATIONS, BARRICADING, PEDESTRIAN PROTECTION MEASURES, ETC. WITH THE OWNER AND LOCAL MUNICIPALITY PRIOR TO COMMENCEMENT.
13. REMOVE ALL LIGHTING, WIRING, FIRE ALARM DEVICES, RECEPTACLES, AND SPEAKERS FROM WALLS AND CEILINGS BEING REMOVED. COORDINATE WITH ARCHITECT AS REQUIRED. REMOVE ALL ABANDONED EXPOSED CONDUIT AND WIRING BACK TO SOURCE. REMOVE WIRING BACK TO PANEL OR NEAREST JUNCTION BOX. RE-LABEL CIRCUIT BREAKER AS SPARE. IN SCOPE OF WORK.
14. PROVIDE BLANK COVERPLATE OVER EMPTY OUTLET BOXES IF DEVICE IS REMOVED AND NOT REPLACED.
15. REMOVE ALL EXISTING HVAC, FIRE PROTECTION AND PLUMBING EQUIPMENT, PIPING BACK TO MAIN AND ALL ASSOCIATED ACCESSORIES. SANITARY, STORM, AND VENT STACKS TO REMAIN, CAP ANY UNUSED AREAS.
16. SALVAGE MATERIALS AS REQUIRED IF PART OF THE SCOPE IS MATCHING MATERIALS OR INFILL MATERIALS AS PART OF A RENOVATION PROJECT.
17. REMOVE ALL CEILINGS AND FLOOR FINISHES IN AREAS OF DEMOLITION U.N.O.
18. ALL EXISTING COLUMNS AND STRUCTURAL ELEMENTS TO REMAIN. ANY DISCREPANCIES THAT OCCUR IN THE FIELD DURING DEMOLITION SHOULD BE BROUGHT TO THE ARCHITECT'S ATTENTION.
19. THE CONTRACTOR SHALL MAINTAIN THE JOB SITE TO BROOM CLEAN AT ALL TIMES.
20. THE OWNER WILL MAINTAIN OCCUPANCY OF SPACES ADJACENT TO AREAS OF DEMOLITION. THE CONTRACTOR IS RESPONSIBLE FOR COORDINATING ALL POTENTIALLY DISRUPTIVE ACTIVITIES WITH THE OWNER.

WALL LEGEND

- EXISTING WALL TO REMAIN
- ELEMENTS TO BE REMOVED
- 1 HOUR PARTITION
- 2 HOUR PARTITION
- EXTENT OF WORK

MATERIAL LEGEND

- CMU
- CONCRETE
- WOOD BLOCKING
- STEEL (LARGE SCALE)
- PLASTER
- RIGID INSULATION
- PLYWOOD
- MILLWORK

DRIVEN DESIGN

ARCHITECT
Driven Design Studio PLLC
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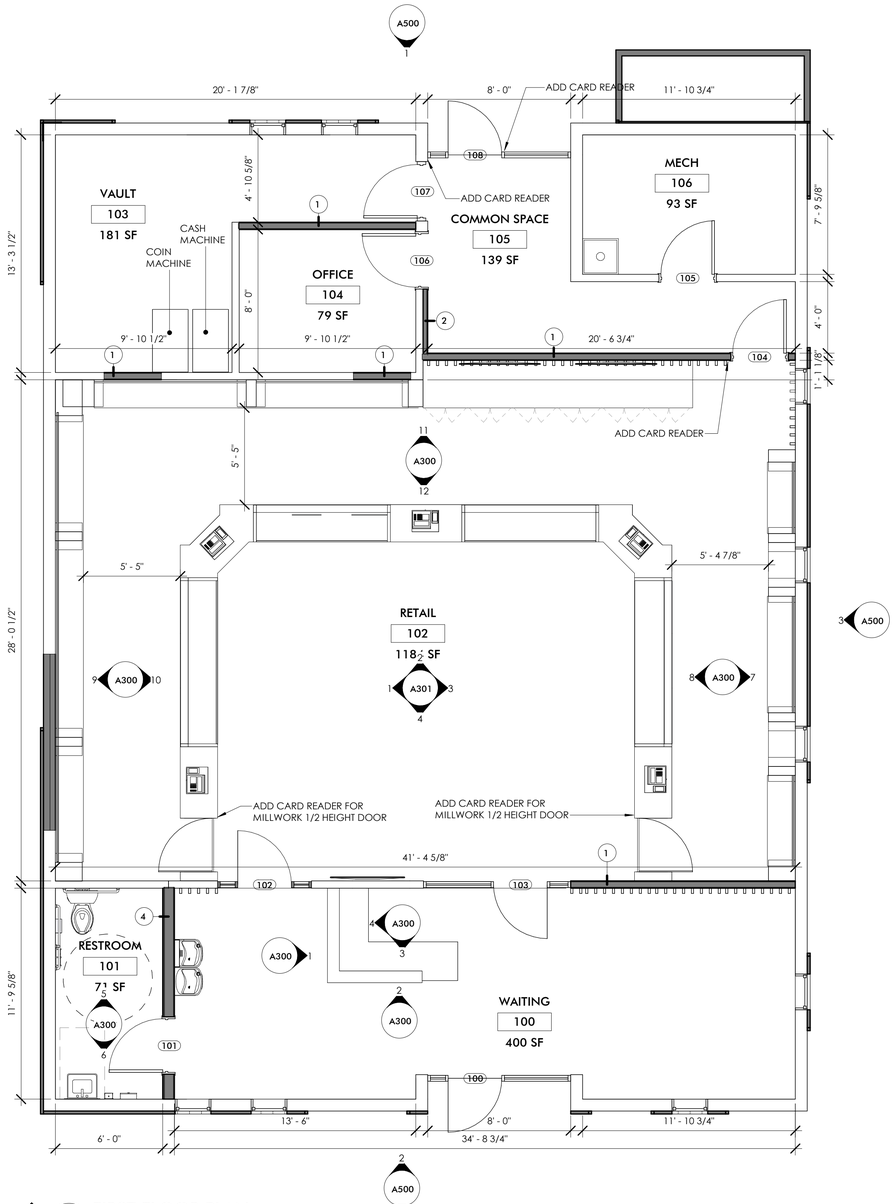
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DEMOLITION PLAN
A110

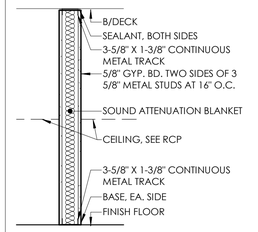
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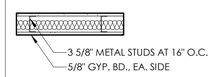
1 A120 FIRST FLOOR PLAN
1/4" = 1'-0"

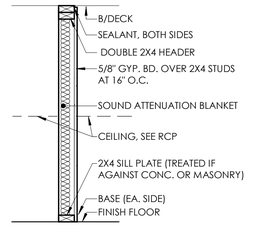
GENERAL NOTES

1. ALL GYPSUM BOARD THROUGHOUT IS TO BE 5/8" TYPE-X AS A MINIMUM.
2. ALL EXISTING INTERIOR WALLS THAT ARE TO REMAIN ARE TO BE PATCHED AS REQUIRED FROM NEW UTILITIES OR GENERAL CONSTRUCTION.
3. INFILL OF EXISTING WALL OPENINGS IS TO RESULT IN FLUSH FINISHES ON BOTH SIDES OF THE WALL, UNLESS OTHERWISE NOTED, USE APPROPRIATE STUD FRAMING TO ACHIEVE DESIRED FINISH.
4. INSTALL WOOD BLOCKING IN WALLS AS NECESSARY FOR INSTALLATION OF ALL CASEWORK, MIRRORS, TOWEL BARS, SHOWER CURTAIN RODS, TOILET PAPER DISPENSERS, PAPER TOWEL HOLDERS, TOILET PARTITIONS, RAILINGS, AND ANY OTHER ACCESSORIES.
5. PROVIDE CEMENT BOARD IN LIEU OF GYPSUM BOARD AT ALL BATHTUB, SHOWER, AND KITCHEN LOCATIONS TO RECEIVE WALL TILE. COORDINATE WITH INTERIORS.
6. DRAWINGS ESTABLISH THE DESIGN INTENT OF WORK TO BE PERFORMED. ALL PRODUCTS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS. ALL TRADES SHALL CAREFULLY COORDINATE WORK OF ALL OTHER TRADES. CONTRACTORS SHALL BE RESPONSIBLE FOR FIELD VERIFYING EXISTING CONDITIONS AND FOR VERIFYING THEM WITH THE CONTRACT DOCUMENTS. ANY DISCREPANCIES OR CONFLICTS SHALL BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE ARCHITECT AND THE OWNER PRIOR TO FABRICATION OR INSTALLATION.
7. COORDINATE SIZE AND LOCATION OF ALL EQUIPMENT SUPPORTS INCLUDING BUT NOT RESTRICTED TO CONCRETE HOUSEKEEPING PADS WITH APPROPRIATE EQUIPMENT MANUFACTURER.
8. VERIFY QUANTITY, SIZE, AND LOCATION OF ALL FLOOR, ROOF, AND WALL OPENINGS FOR ALL DISCIPLINES INCLUDING BUT NOT RESTRICTED TO MECHANICAL AND ELECTRICAL WORK WITH THE APPROPRIATE TRADE. PROVIDE ALL OPENINGS SHOWN OR REQUIRED FOR THE COMPLETION OF THE WORK. PROVIDE ALL LINTELS REQUIRED FOR THESE OPENINGS PER SPECIFICATIONS.
9. VERIFY QUANTITY, SIZE, AND LOCATION OF ALL FLOOR, ROOF, AND WALL OPENINGS FOR ALL DISCIPLINES INCLUDING BUT NOT RESTRICTED TO MECHANICAL AND ELECTRICAL WORK WITH THE APPROPRIATE TRADE.
10. DIMENSIONS PRECEDED BY +/- SHOULD BE REVIEWED AND ALL NECESSARY ADJUSTMENTS MADE PRIOR TO FABRICATION AND/OR INSTALLATION OF AFFECTED WORK. NOTIFY ARCHITECT'S REPRESENTATIVE IF DISCREPANCIES ARISE BEFORE PROCEEDING WITH THE WORK.
11. BATHROOM MIRRORS AND LIGHT FIXTURES ABOVE VANITIES SHALL BE CENTERED ON THE SINKS.

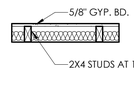


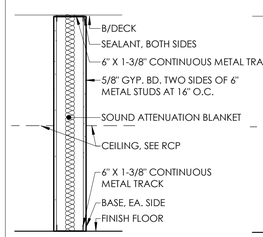
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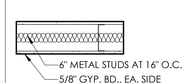


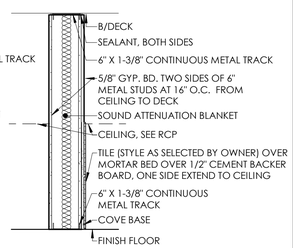
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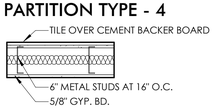


PARTITION TYPE - 3





PARTITION TYPE - 4



WALL TYPES
3/4" = 1'-0"

DRIVEN DESIGN

ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
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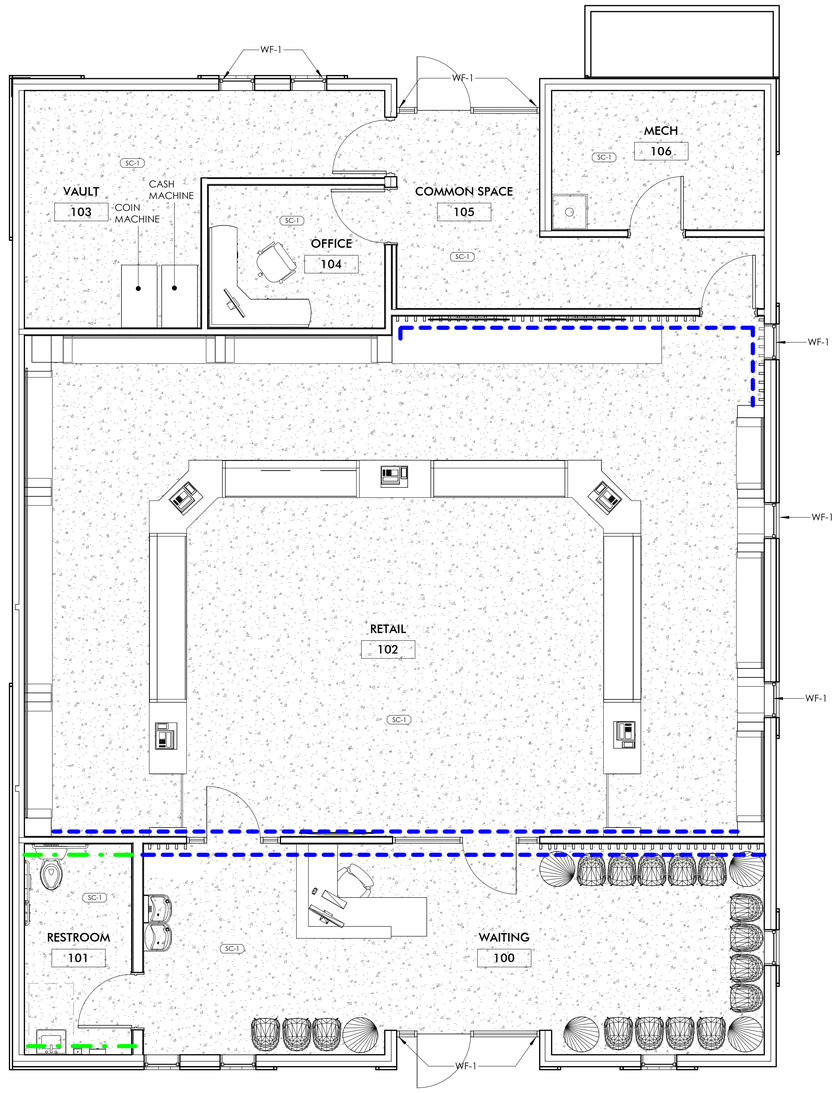
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NEW FLOOR PLAN
A120

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FINISH SCHEDULE KEY

CODE	MATERIAL	MANUFACTURER	STYLE	SIZE	COLOR	FLAME SPREAD RATING	CONTACT INFO	NOTES
ACP-1	ACOUSTICAL CEILING PANEL	AMSTRONG CEILING	OPTIMA LAY-IN TEGULAR	24' X 24"	WHITE	-	-	PROVIDE WITH 15/16" PRELUDGE GRID
FRP-1	FIBERFGLASS REINFORCED PLASTIC	MARLITE	PEBBLED		9 100 WHITE			
IPS-1	PAINT (TO MATCH)	SHERWIN WILLIAMS	EGGSHELL	-	SW 7004 SNOWBOUND	-	-	WALLS: PRO MAR PREMER AND PROMAR 200
IPS-2	PAINT (TO MATCH)	SHERWIN WILLIAMS	SEMI-GLOSS	-	SW 6990 CAVIAR	-	-	HOLLOW METAL INTERIOR DOORS: EMERALD URETHANE TRIM ENAMEL
IPS-3	PAINT (TO MATCH)	SHERWIN WILLIAMS	EGGSHELL	-	SW 6990 CAVIAR	-	-	WALLS: PRO MAR PREMER AND PROMAR 200
IPS-4	PAINT (TO MATCH)	SHERWIN WILLIAMS	FLAT	-	SW 7006 EXTRA WHITE	-	-	CEILING
IPS-5	PAINT (TO MATCH)	SHERWIN WILLIAMS	FLAT	-	SW 6990 CAVIAR	-	-	CEILING
PL-1	PLASTIC LAMINATE	-	-	-	-	-	-	TO BE SELECTED BY OWNER
PT-1	PORCELAIN TILE	VIRGINA TILE - CROSSVILLE INC.	COLOR BY NUMBERS	4" X 12"	TEA FOR TWO	-	LISA MCCLEAN: LISA.MCCLEAN@VIRGINATILE.COM	VERTICAL 1/3" OFFSET INSTALLATION
RB-1	RUBBER BASE	-	-	-	-	-	-	TO BE SELECTED BY OWNER
SC-1	SEALED CONCRETE	-	-	-	-	-	-	TO BE SELECTED BY OWNER
SS-1	SOLID SURFACE	-	-	-	-	-	-	TO BE SELECTED BY OWNER
WDV-1	WOOD-VENEER SLATS	TO BE SELECTED IN COORDINATION WITH MILL WORKER STANDERS	1-1/2" W X 3" D WOOD SLATS PLACED 4" APART	-	-	-	-	
WF-1	WINDOW FILM	SOLYX	WHITE SAND MATTE - SX-1409	-	-	-	-	



1 / A130 **FIRST FLOOR FINISH PLAN**
1/4" = 1'-0"

ON ALL FINISH PLANS, NORTH IS TO BE ASSUMED DIRECTLY STRAIGHT UP ON THE FLOOR PLAN TO CORRELATE WITH WALL FINISH LOCATIONS

FINISH SCHEDULE

ROOM NUMBER	ROOM NAME	FLOOR	BASE	WALL				CEILING	MILLWORK		NOTES
				NORTH	EAST	SOUTH	WEST		CABINET	TOP	
100	WAITING	SC-1	RB-1	IPS-3	IPS-1	IPS-1	IPS-1	IPS-4	PL-1	SS-1	
101	RESTROOM	SC-1	RB-1	PT-1	IPS-1	PT-1	IPS-1	IPS-4			
102	RETAIL	SC-1	RB-1	IPS-1 & IPS-3	IPS-1 & IPS-3	IPS-3	IPS-1	IPS-5	PL-1	SS-1	SEE ELEVATIONS
103	VAULT	SC-1	RB-1	IPS-1	IPS-1	IPS-1	IPS-1	ACP-1			
104	OFFICE	SC-1	RB-1	IPS-1	IPS-1	IPS-1	IPS-1	ACP-1			
105	COMMON SPACE	SC-1	RB-1	IPS-1	IPS-1	IPS-1	IPS-1	ACP-1			
106	MECH	SC-1	RB-1	FRP-1	FRP-1	FRP-1	FRP-1	IPS-4			

ON ALL FINISH PLANS, NORTH IS TO BE ASSUMED DIRECTLY STRAIGHT UP ON THE FLOOR PLAN TO CORRELATE WITH WALL FINISH LOCATIONS

GENERAL NOTES

1. ALL FURNITURE IS SHOWN FOR REFERENCE AND SCALE ONLY, ALL FINAL FURNITURE SELECTION IS TO BE BY OWNER
2. PRIME AND PAINT ALL SURFACES WITH A MINIMUM (2) FINISH COATS.
3. ALL BATHROOM WET WALLS ARE TO BE PORCELAIN TILE FROM FLOOR TO CEILING. PROVIDE CEMENT BACKER BOARD BEHIND ALL PORCELAIN TILE WALLS.
4. DISPLAY CASES ARE TO BE PROVIDED BY THE OWNER
5. AFTER REMOVING EXISTING FLOORING, GRIND CONCRETE OR REPLACE SUBFLOOR AS REQUIRED TO PROVIDE A LEVEL SURFACE FOR THE NEW FLOORING
6. SEE EXTERIOR ELEVATIONS FOR EXTERIOR MATERIALS
7. TRANSITIONS TO BE MANUFACTURED FROM SCHLUTER SYSTEMS U.N.O. IN __ FINISH IN THE APPROPRIATE THICKNESS FOR THE ADJACENT MATERIALS
8. GROUT FOR PT-1 TO BE TEC CHARCOAL GRAY IN COLOR
9. CABINET PULLS TO BE BY OWNER
10. GROMMETS ARE TO BE BLACK IN COLOR, COORDINATE ALL LOCATIONS WITH OWNER. PLACE AT ALL POS STATIONS.
11. METAL LOCKER COLOR TO BE SELECTED FROM MANUFACTURER STANDARDS
12. ALL METAL COUNTERTOP SUPPORTS TO BE FIELD PAINTED TO MATCH SURROUNDING WALL FINISH (IN ALKYD, SEMI-GLOSS PAINT FINISH)
13. ALL EXPOSED METAL ELEC./MECH. ITEMS IN OCCUPIED SPACES TO BE FIELD-PAINTED TO MATCH SURROUNDING WALL FINISH
14. BULKHEADS TO BE PAINTED TO MATCH SURROUNDING WALLS ON FACE AND UNDERSIDE U.N.O
15. INSTALL WINDOW FILM(WF-1) ON ALL GLAZING. SEE ELEVATIONS AND WALL FINISH PLAN FOR LOCATIONS
16. ALL SOLID SURFACE COUNTERTOPS AND BACKSPLASHES TO HAVE MITERED, FINISHED EASED EDGES
17. ALL CONCEALED SUPPORT BRACKETS TO BE A&M HARDWARE C/EC FLAT CONCEALED BRACKETS IN APPROPRIATE SIZE - BASIS OF DESIGN
18. WINDOW SILLS TO BE PAINTED IPS-2
19. PAINT CONDUIT, PIPING, JUNCTION BOXES, DUCTWORK AND OTHER EXPOSED UTILITIES TO MATCH CEILING PAINT, OTHER THAN IN MECHANICAL AND ELECTRICAL ROOMS U.N.O.
20. SUBMIT 9"X9" SAMPLES FOR APPROVAL ON ALL FINISHES PRIOR TO ORDERING
21. REFER TO FINISH PLANS AND ELEVATIONS FOR ACCENT WALL LOCATIONS AND MULTIPLE FINISH LOCATIONS
22. REFER TO ALL INTERIOR FINISH NOTES AND INTERIOR DRAWINGS INCLUDING PLANS, ELEVATIONS AND DETAILS FOR COMPLETE INTERIORS INFORMATION
23. CONDUCT MOISTURE TESTS ON ALL CONCRETE SLABS WHERE FINISH MATERIALS ARE SCHEDULED. RECORD PASSING MOISTURE LEVELS PRIOR TO START OF INSTALLATION. REFERENCE MANUFACTURERS INSTALLATION SPECIFICATIONS FOR EACH FLOOR FINISH TYPE TO VERIFY REQUIREMENTS
24. WHERE SPECIFIED, PROVIDE CONTINUOUS LENGTH OF RUBBER WALL BASE WITH FIELD FORMED CORNERS, U.N.O.
25. PROVIDE A SMOOTH LEVEL 4 DRYWALL FINISH ON ALL GYPSUM WALLS U.N.O.
26. ALL JANITOR CLOSETS OR ROOMS WITH A MOP SINK OR SERVICE SINK TO HAVE FIBER REINFORCED PANEL UP TO A HEIGHT OF 4'-0" A.F.F. WITHIN 4' OF FIXTURE

FINISH PLAN LEGEND

IPS-2

PT-1

DRIVEN DESIGN

ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
cody@drivendesignstudio.com

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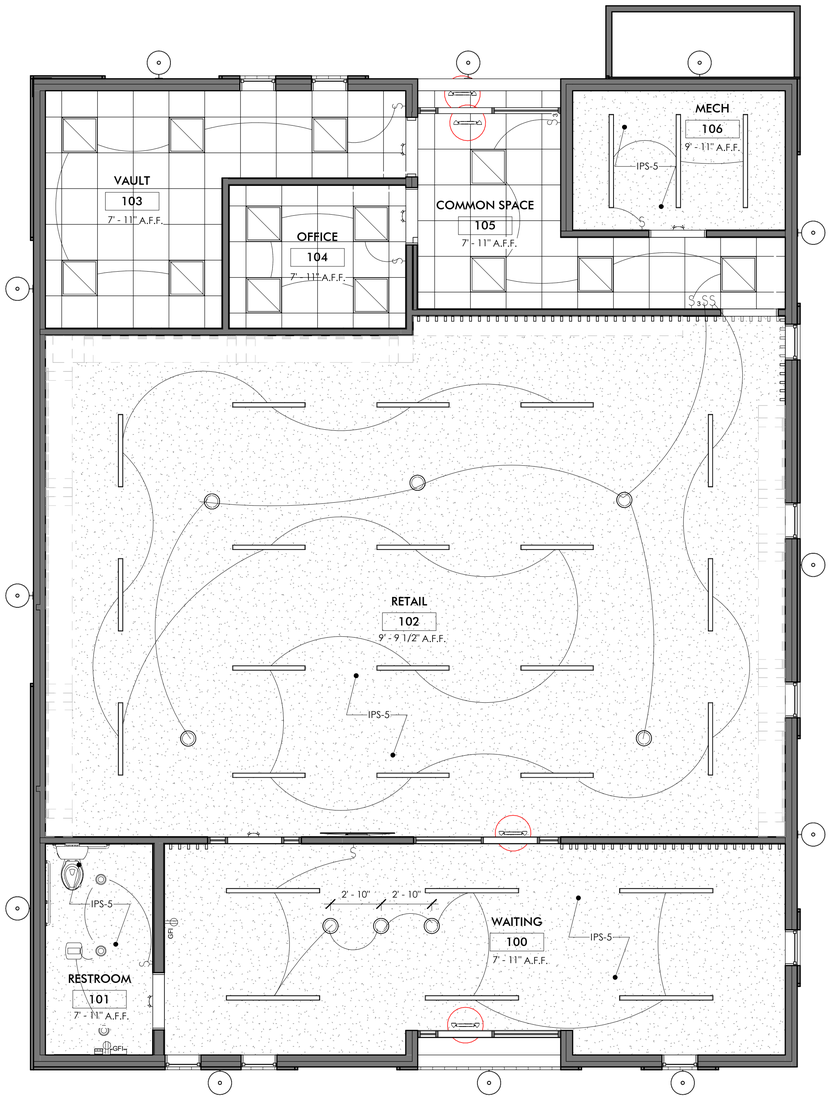
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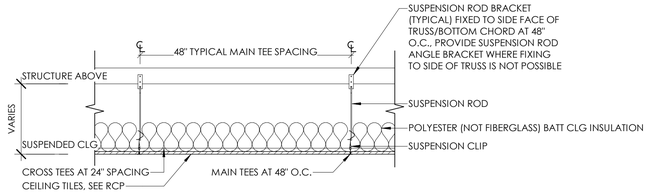
FINISH PLAN & SCHEDULE

A130

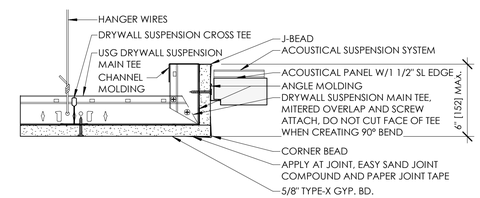
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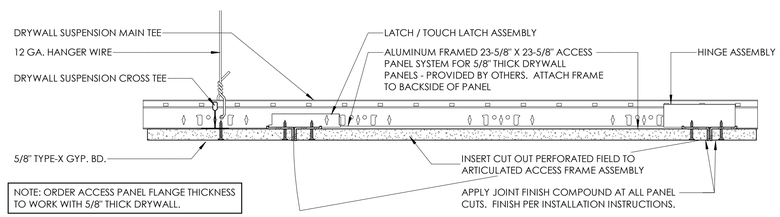
1 A200 **FIRST FLOOR REFLECTED CEILING PLAN**
1/4" = 1'-0"



4 A200 **TYPICAL SUSPENDED CEILING**
1 1/2" = 1'-0"



3 A200 **GYP. BD. TO ACT DETAIL**
3" = 1'-0"



NOTE: ORDER ACCESS PANEL FLANGE THICKNESS TO WORK WITH 5/8" THICK DRYWALL.

2 A200 **ACCESS PANEL DETAIL**
3" = 1'-0"

REFLECTED CEILING GENERAL NOTES

1. ALL LIGHT SWITCHES SHALL BE SILENT TYPE, 20 AMP, WHITE COLOR WITH WHITE COVER PLATES.
2. ALL NEW LIGHT FIXTURES TO BE LED. FIXTURES AND LAYOUT ARE SHOWN SCHEMATICALLY.
3. ALL CEILING HEIGHTS TO BE _____UNLESS NOTED OTHERWISE
4. IF CEILING HEIGHTS ARE NOT CALLED OUT, THEN THE CEILING IS EXISTING OR SHALL BE EXPOSED TO THE EXISTING STRUCTURE ABOVE. CONFIRM WITH ARCHITECT
5. COORDINATE LIGHT FIXTURE, MECHANICAL, PLUMBING, ALONG WITH ANY OTHER SYSTEMS AS REQUIRED TO NOT INTERFERE WITH ONE ANOTHER.
6. ALL LIGHT FIXTURES AND HVAC SHALL BE CENTERED IN ALL ROOMS, 2x2 CEILING GRIDS, CLOUDS OR BETWEEN OTHER ELEMENTS OR EQUALLY SPACED UNLESS NOTED OTHERWISE.
7. ALL 2X2 CEILING GRIDS TO BE CENTERED IN ROOM UNLESS NOTED OTHERWISE. NO PANEL SHALL BE LESS THAN 4" WIDE
8. SEE MEP PLANS FOR ADDITIONAL MECHANICAL, ELECTRICAL, AND PLUMBING NOTES.
9. REPLACE ANY CEILING TILES IN CEILINGS THAT ARE TO REMAIN.
10. ALL BULKHEAD HEIGHTS AT NON-CABINETRY LOCATIONS TO BE ____ UNLESS NOTED OTHERWISE. REFER TO INTERIOR ELEVATIONS FOR ADDITIONAL BULKHEAD HEIGHTS
11. REFER TO INTERIOR ELEVATIONS AND RCP FOR UNDER CABINET LIGHTING LOCATIONS.
12. REFER TO ROOM FINISH KEY AND SCHEDULE FOR ACP DESIGNATIONS
13. ALL DIMENSIONS ARE FROM CENTER LINE OF FIXTURE TO FINISHED FACE OF WALL
14. PATCH AND REPAIR EXISTING CEILING AS REQUIRED THAT WAS DISTURBED DURING DEMOLITION AND/OR NEW CONSTRUCTION ACTIVITIES. PATCH AND REPAIR TO MATCH EXISTING ADJACENT CONSTRUCTION, SUPPORT SYSTEM, CEILING FINISH, PATTERN AND ELEVATION.

REFLECTED CEILING LEGEND

- EXISTING 2X2 CEILING TILES & GRID. SEE FINISH SCHEDULE FOR TYPE
- NEW 2X2 CEILING TILES & GRID. SEE FINISH SCHEDULE FOR TYPE
- GYP. BD. CEILING
- EXPOSED CEILING TO STRUCTURE
- LINES OF CASEWORK BELOW

LIGHT FIXTURE LEGEND

*ALL FIXTURES SHOWN ARE TO BE A BASIS OF DESIGN. EQUAL EQUIVALENTS ARE ACCEPTED.

TAG	SYMBOL	MANUFACTURER & DESCRIPTION	MODEL / COLOR
A		LITHONIA 6" CYLINDER CAN LIGHT	LDN6 CYLINDER SERIES / BLACK IN COLOR
B		LITHONIA 6" RECESSED CAN LIGHT OR WALL WASH	LDN6 / COLOR TO MATCH CEILING
C		BEACH LIGHTING ULTRA SLIM LED UNDERCABINET LIGHT	BEA380917 / BLACK IN COLOR
D		POWERLED SURFACE UNDERCABINET PUCK LIGHT	DLS472984 / BLACK IN COLOR
E		LITHONIA HIGH BAY LED LIGHT FIXTURE	JCBL / SILVER IN COLOR
F		BROAN EXHAUST FAN WITH LED LIGHT, 110 CFM	NUTONE FLEX SERIES / WHITE IN COLOR
G		LITHONIA EMERGENCY LIGHT	ELM6L / WHITE IN COLOR
H		LITHONIA EXIT-UNIT COMBO	LHQM LED / WHITE IN COLOR
I		BROWNLEE LIGHTING VANITY LIGHT	FLOW SQ / SILVER IN COLOR
J		LITHONIA LED FLAT PANEL 2'X2' OR 2'X4' LED FIXTURE	CPX / WHITE IN COLOR
K		MARK ARCHITECTURAL LIGHTING, 4' LED RECESSED STRIP LIGHT	SLOT 4 RECESSED / COLOR TO MATCH CEILING

DRIVEN DESIGN

ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
cody@drivendesignstudio.com

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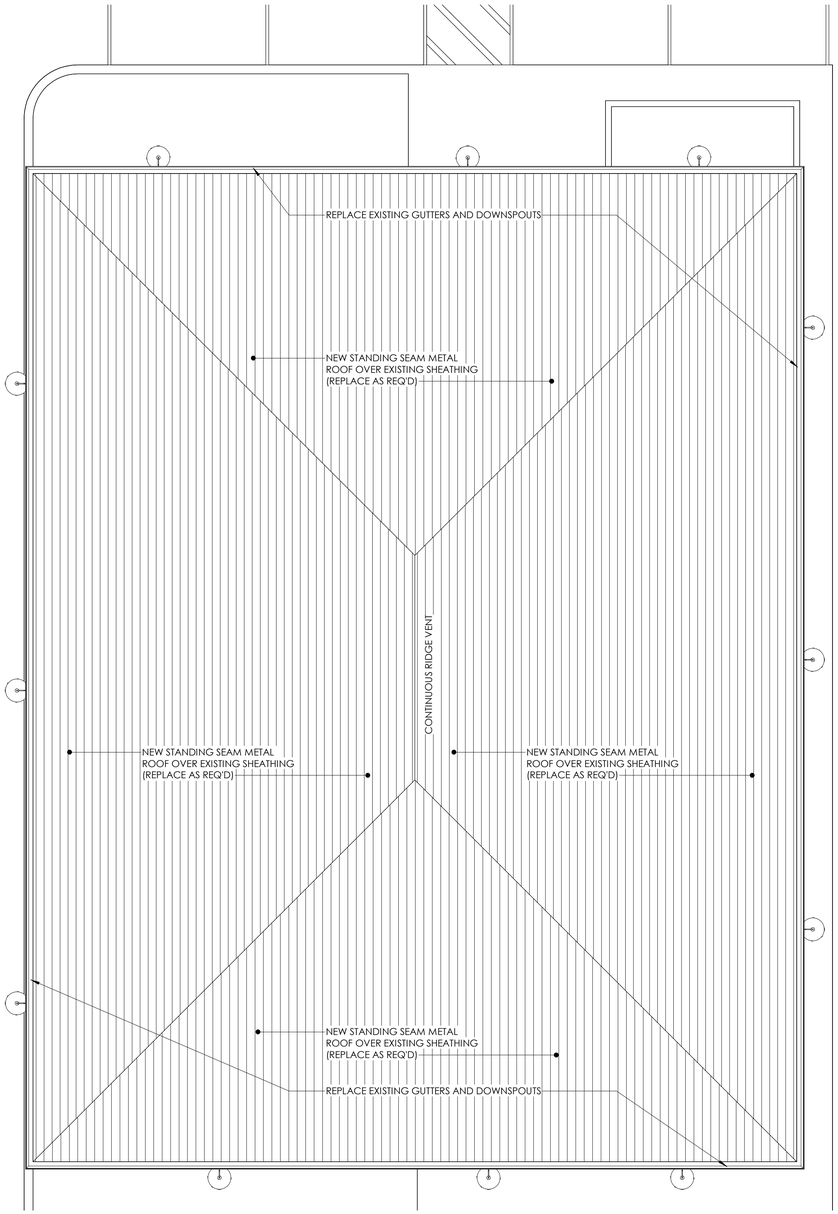
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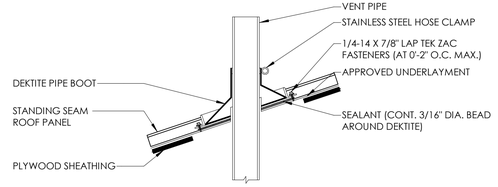
REFLECTED CEILING PLAN AND DETAILS

A200

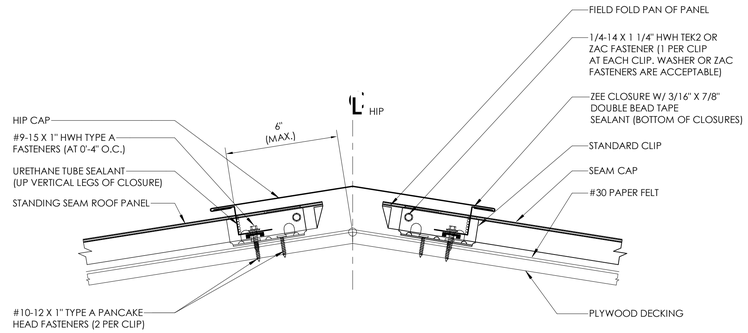
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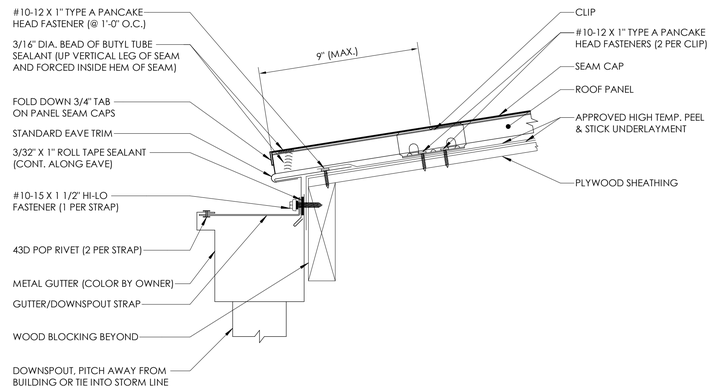
1 A210 ROOF PLAN
1/4" = 1'-0"



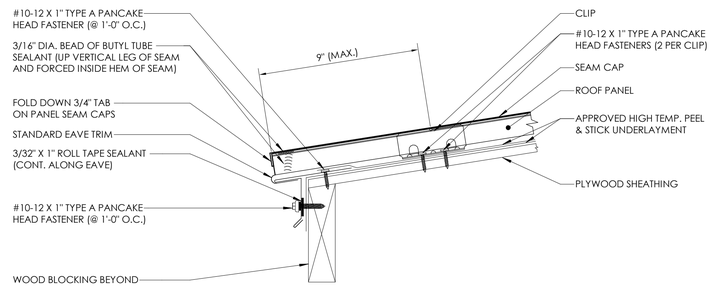
5 A210 PIPE PENETRATION
1 1/2" = 1'-0"



4 A210 HIP DETAIL
3" = 1'-0"



3 A210 EAVE DETAIL GUTTER
3" = 1'-0"



2 A210 EAVE DETAIL
3" = 1'-0"

DRIVEN DESIGN

ARCHITECT
Driven Design Studio PLLC
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Battle Creek, MI 49017
(269) 753-8040
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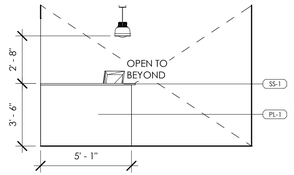
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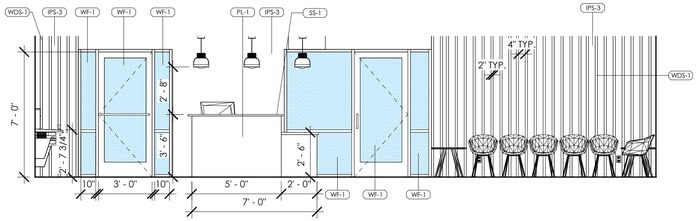
ROOF PLAN AND DETAILS

A210

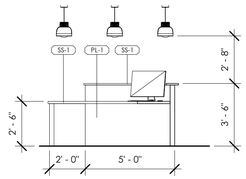
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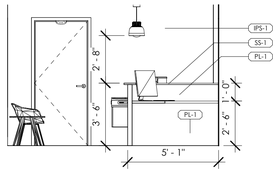
1 A300 **100 WAITING -E**
1/4" = 1'-0"



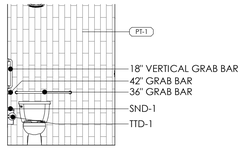
2 A300 **100 WAITING - N**
1/4" = 1'-0"



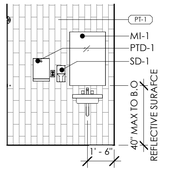
3 A300 **100 WAITING -S**
1/4" = 1'-0"



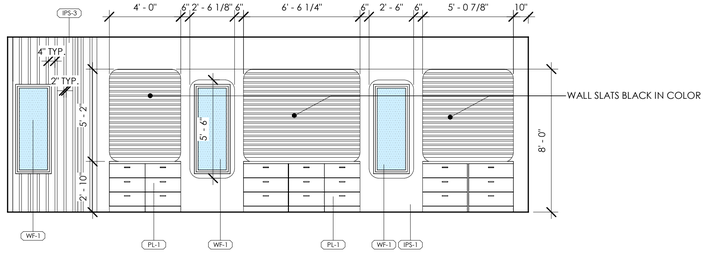
4 A300 **100 WAITING - W**
1/4" = 1'-0"



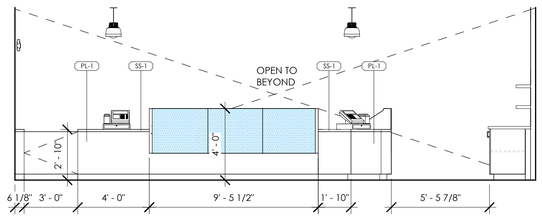
5 A300 **103 RESTROOM - N**
1/4" = 1'-0"



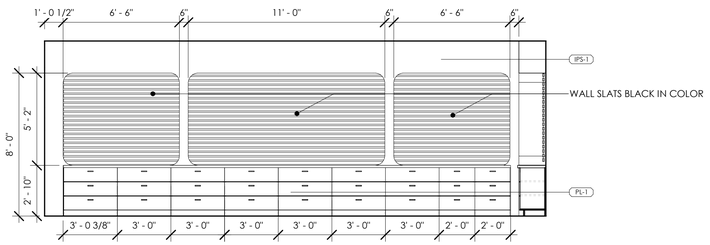
6 A300 **103 RESTROOM - S**
1/4" = 1'-0"



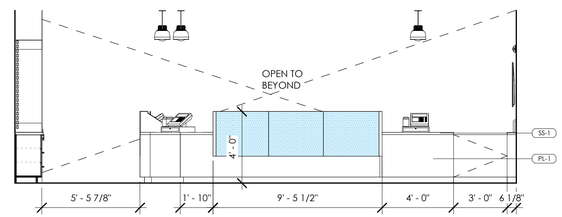
7 A300 **105 RETAIL - E-1**
1/4" = 1'-0"



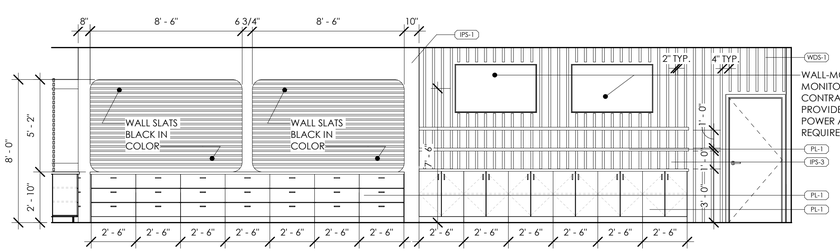
8 A300 **105 RETAIL - W-1**
1/4" = 1'-0"



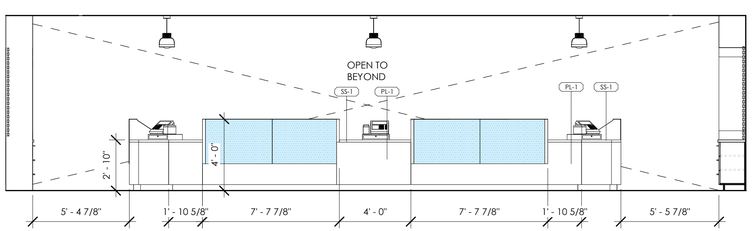
9 A300 **105 RETAIL - W-2**
1/4" = 1'-0"



10 A300 **105 RETAIL - E-2**
1/4" = 1'-0"



11 A300 **105 RETAIL - N**
1/4" = 1'-0"



12 A300 **105 RETAIL - S**
1/4" = 1'-0"

GENERAL NOTES

1. REFER TO ROOM FINISH SCHEDULE FOR BASE DESIGNATIONS
2. ACTUAL GROMMET LOCATIONS TO BE DETERMINED BY OWNER, SEE ROOM FINISH SCHEDULE FOR GROMMET COLORS. PROVIDE GROMMETS AT ALL KNEE SPACE LOCATIONS
3. PROVIDE FILLER PIECES AT CASEWORK AS REQUIRED
4. LAMINATE ALL VISIBLE SURFACES OF CASEWORK TYP.
5. DRAWERS LABELED "FILES" ARE TO HAVE STEEL RAILS FOR HANGING FILES, (2) PER DRAWER. FILES SHOULD HANG PERPENDICULAR TO DRAWER FACE IF LESS THAN 15" WIDE AND PARALLEL TO DRAWER IF GREATER THAN 15" WIDE
6. ALL UPPER CABINETS TO BE 15" DEEP UNLESS NOTED OTHERWISE
7. PROVIDE INSULATED PIPE WRAP ON ALL EXPOSED PIPING.
8. SEE SHEET T002 FOR ACCESSORY MOUNTING HEIGHTS UNLESS SHOWN OTHERWISE
9. REFER TO ENLARGED PLANS FOR ADDITIONAL DIMENSIONS
10. WHERE A SPECIFIED BRACKET IS NOT INDICATED PROVIDE METAL BRACKETS AS REQUIRED TO SUPPORT COUNTERS AND SHELVES. BRACKETS SHOULD BE LOCATED AT ANY UNSUPPORTED LENGTH GREATER THAN 36". PAINT BRACKETS TO MATCH ADJACENT WALL
11. REFER TO SHEET T003 FOR TOILET ROOM ACCESSORIES AND THEIR DESIGNATIONS
12. PROVIDE BLOCKING IN WALLS WHERE NECESSARY. THESE LOCATIONS CONSIST OF, BUT ARE NOT LIMITED TO THE FOLLOWING: TOILET ACCESSORIES, TACKBOARDS, HANDRAILS, WALL MOUNTED EQUIPMENT AND OWNER DESIGNATED EQUIPMENT LOCATIONS.
13. ALL EXPOSED EXTERIOR SURFACES OF CASEWORK TO BE FINISHED TO MATCH THE CASEWORK
14. PAINT GRILLES AND DIFFUSERS TO MATCH ADJACENT WALL
15. COORDINATE ALL CABINETRY SIZES WITH APPLIANCES
16. ALL DIMENSIONS ARE FROM FINISHED FACE TO FINISHED FACE UNLESS INDICATED OTHERWISE

DRIVEN DESIGN

ARCHITECT
Driven Design Studio PLLC
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Battle Creek, MI 49017
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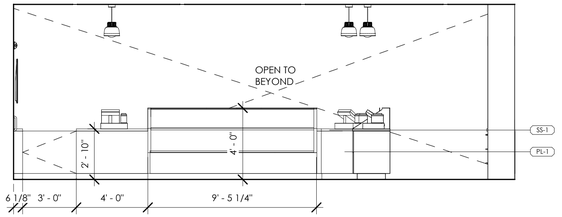
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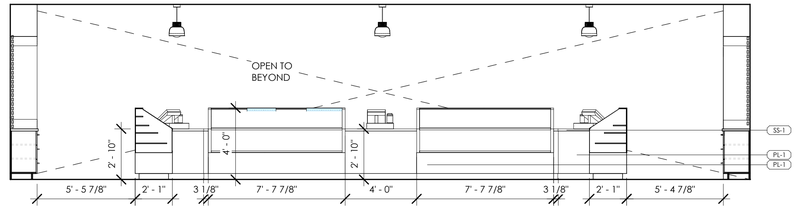
INTERIOR ELEVATIONS

A300

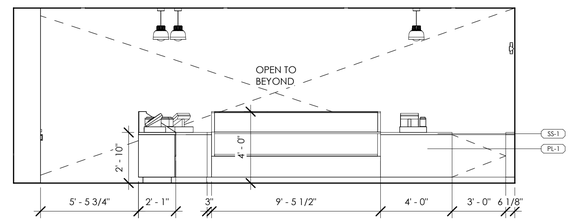
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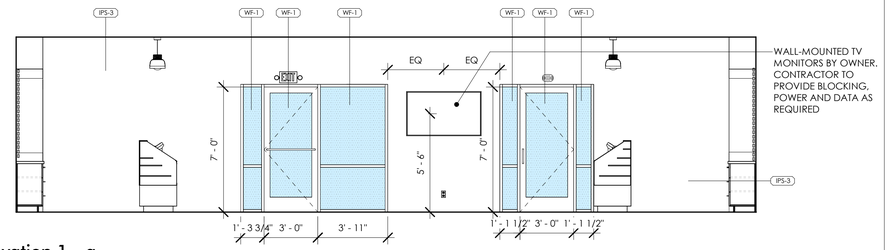
1 A301 **1 - b**
1/4" = 1'-0"



2 A301 **1 - c**
1/4" = 1'-0"



3 A301 **1 - d**
1/4" = 1'-0"



4 A301 **Elevation 1 - a**
1/4" = 1'-0"

GENERAL NOTES

1. REFER TO ROOM FINISH SCHEDULE FOR BASE DESIGNATIONS
2. ACTUAL GROMMET LOCATIONS TO BE DETERMINED BY OWNER, SEE ROOM FINISH SCHEDULE FOR GROMMET COLORS. PROVIDE GROMMETS AT ALL KNEE SPACE LOCATIONS
3. PROVIDE FILLER PIECES AT CASEWORK AS REQUIRED
4. LAMINATE ALL VISIBLE SURFACES OF CASEWORK TYP.
5. DRAWERS LABELED "FILES" ARE TO HAVE STEEL RAILS FOR HANGING FILES, (2) PER DRAWER. FILES SHOULD HANG PERPENDICULAR TO DRAWER FACE IF LESS THAN 15" WIDE AND PARALLEL TO DRAWER IF GREATER THAN 15" WIDE
6. ALL UPPER CABINETS TO BE 15" DEEP UNLESS NOTED OTHERWISE
7. PROVIDE INSULATED PIPE WRAP ON ALL EXPOSED PIPING.
8. SEE SHEET T002 FOR ACCESSORY MOUNTING HEIGHTS UNLESS SHOWN OTHERWISE
9. REFER TO ENLARGED PLANS FOR ADDITIONAL DIMENSIONS
10. WHERE A SPECIFIED BRACKET IS NOT INDICATED PROVIDE METAL BRACKETS AS REQUIRED TO SUPPORT COUNTERS AND SHELVES. BRACKETS SHOULD BE LOCATED AT ANY UNSUPPORTED LENGTH GREATER THAN 36". PAINT BRACKETS TO MATCH ADJACENT WALL
11. REFER TO SHEET T003 FOR TOILET ROOM ACCESSORIES AND THEIR DESIGNATIONS
12. PROVIDE BLOCKING IN WALLS WHERE NECESSARY. THESE LOCATIONS CONSIST OF, BUT ARE NOT LIMITED TO THE FOLLOWING: TOILET ACCESSORIES, TACKBOARDS, HANDRAILS, WALL MOUNTED EQUIPMENT AND OWNER DESIGNATED EQUIPMENT LOCATIONS.
13. ALL EXPOSED EXTERIOR SURFACES OF CASEWORK TO BE FINISHED TO MATCH THE CASEWORK
14. PAINT GRILLES AND DIFFUSERS TO MATCH ADJACENT WALL
15. COORDINATE ALL CABINETRY SIZES WITH APPLIANCES
16. ALL DIMENSIONS ARE FROM FINISHED FACE TO FINISHED FACE UNLESS INDICATED OTHERWISE

DRIVEN DESIGN

ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
cody@drivendesignstudio.com

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ABRO BROTHERS INC

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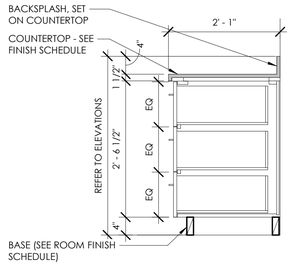
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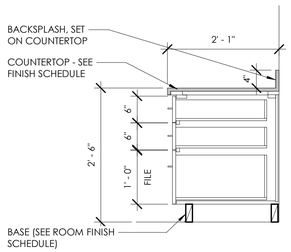
INTERIOR ELEVATIONS

A301

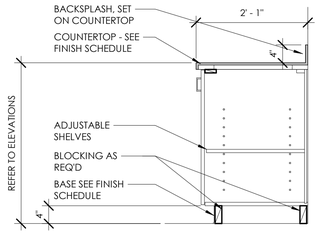
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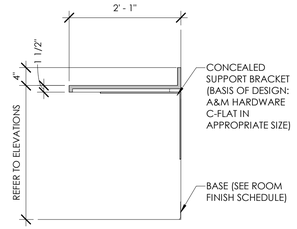
1 A310 BASE - 3 EQ DRAWER
3/4" = 1'-0"



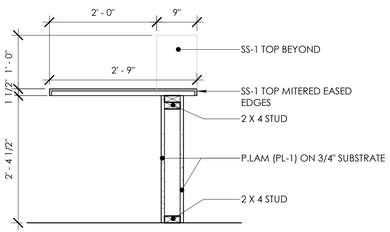
2 A310 BASE - DESK FILE
3/4" = 1'-0"



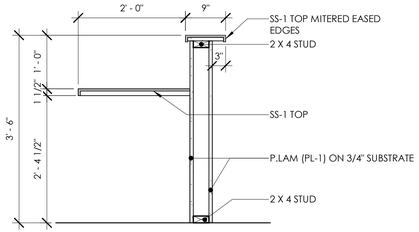
3 A310 BASE - DOOR
3/4" = 1'-0"



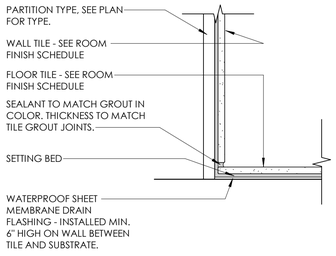
4 A310 COUNTER SECTION
3/4" = 1'-0"



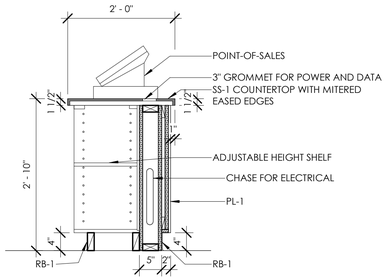
5 A310 RECEPTION DESK DETAIL - WOOD 1
3/4" = 1'-0"



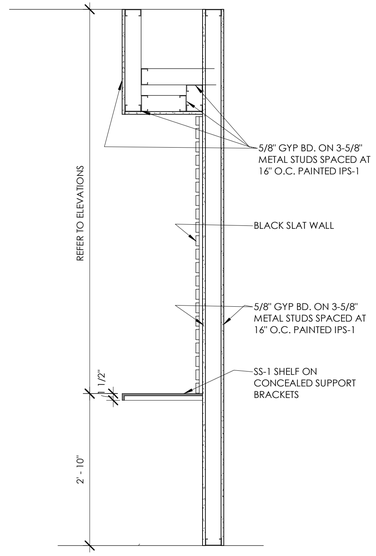
6 A310 RECEPTION DESK DETAIL - WOOD 2
3/4" = 1'-0"



7 A310 CERAMIC TILE BASE
3" = 1'-0"



9 A310 BASE - POINT-OF-SALES
3/4" = 1'-0"



8 A310 BACK COUNTER
3/4" = 1'-0"

GENERAL NOTES

1. ALL BASE CABINET DEPTHS TO BE 2'-0" (WALL TO OUTSIDE DOOR FACE) UNLESS NOTED OTHERWISE.
2. ALL WALL CABINET DEPTHS TO BE 1'-3" (WALL TO DOOR FACE) UNLESS NOTED OTHERWISE
3. ALL COUNTERTOP DEPTHS TO BE 2'-1" UNLESS NOTED OTHERWISE. COUNTERS TO EXTEND 1" BEYOND OPEN END EDGE OF MILLWORK UNLESS NOTED OTHERWISE
4. REFER TO INTERIOR ELEVATIONS FOR DIMENSIONS OF ALL CABINETRY
5. REFER TO FINISH SCHEDULES FOR MILLWORK FINISH
6. REFER TO FINISH SCHEDULES FOR COUNTERTOP MATERIAL AND FINISH
7. ALL BASE CABINETS TO HAVE A SINGLE SHELF UNLESS NOTED OTHERWISE
8. ALL WALL/VALANCE CABINETS LESS THAN 2'-0" IN HEIGHT TO HAVE A SINGLE SHELF, AND GREATER THAN 2'-0" IN HEIGHT TO HAVE TWO SHELVES, UNLESS NOTED OTHERWISE
9. ALL SHELVES TO BE ADJUSTABLE UNLESS NOTED OTHERWISE
10. REFER TO INTERIOR ELEVATION FOR INDICATION OF LOCKABLE CABINETS
11. REFER TO INTERIOR ELEVATIONS FOR DOOR SWINGS
12. ALL WALL CABINETS TO BE MOUNTED 7'-6" AFF TO TOP OF CABINET UNLESS NOTED OTHERWISE
13. DOOR HANDLE PULLS ARE SHOWN FOR GRAPHICAL REFERENCE ONLY. REFER TO ROOM FINISH SCHEDULE
14. ALL BASE DRAWERS/ APRONS ARE 6" UNLESS NOTED OTHERWISE
15. ALL SPLASHES ARE 4" UNLESS NOTED OTHERWISE
16. ALL EXPOSED EXTERIOR SURFACES OF CASEWORK TO BE FINISHED TO MATCH THE CASEWORK

DRIVEN DESIGN

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Driven Design Studio PLLC
117 West Michigan Avenue
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(269) 753-8040
cody@drivendesignstudio.com

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INTERIOR DETAILS

A310

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DOOR SCHEDULE

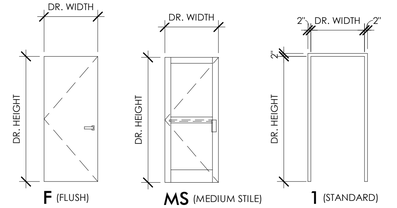
DOOR NUMBER	ROOM NUMBER	ROOM NAME	NEW OR EXIST	DOOR TYPE	FIRE RATING	DOOR SIZE WIDTH	DOOR SIZE HEIGHT	DOOR SIZE THICKNESS	DOOR MAT'L	DOOR FINISH	DOOR FRAME TYPE	DOOR FRAME MAT'L	DOOR FRAME FINISH	DOOR FRAME DETAILS HEAD	DOOR FRAME DETAILS JAMB	DOOR FRAME DETAILS SILL	HDWR SET	COMMENTS
FIRST FLOOR																		
100	100	WAITING		MS		3' - 0"	7' - 0"	1 3/4"	ALUM	IPS-2	1	ALUM	IPS-2	5/A400	5/A400	5/A400		
101	101	RESTROOM		F		3' - 0"	7' - 0"	1 3/4"	WOOD	IPS-2	1	H.M.	IPS-2	1/A400	2/A400			
102	102	RETAIL		MS		3' - 0"	7' - 0"	1 3/4"	ALUM	IPS-2	1	ALUM	IPS-2	5/A400	5/A400	5/A400		
103	103	VAULT		F		3' - 0"	7' - 0"	1 3/4"	WOOD	IPS-2	1	H.M.	IPS-2	1/A400	2/A400			
103	100	WAITING		MS		3' - 0"	7' - 0"	1 3/4"	ALUM	IPS-2	1	ALUM	IPS-2	5/A400	5/A400	5/A400		
104	104	OFFICE		F		3' - 0"	7' - 0"	1 3/4"	WOOD	IPS-2	1	H.M.	IPS-2	1/A400	2/A400			
104	105	COMMON SPACE		F		3' - 0"	7' - 0"	1 3/4"	WOOD	IPS-2	1	H.M.	IPS-2	1/A400	2/A400			
105	106	MECH		F		3' - 0"	7' - 0"	1 3/4"	WOOD	IPS-2	1	H.M.	IPS-2	1/A400	2/A400			
106	102	RETAIL		F		3' - 0"	7' - 0"	1 3/4"	WOOD	IPS-2	1	H.M.	IPS-2	1/A400	2/A400			
106	105	COMMON SPACE		F		3' - 0"	7' - 0"	1 3/4"	WOOD	IPS-2	1	H.M.	IPS-2	1/A400	2/A400			
107	103	VAULT		F		3' - 0"	7' - 0"	1 3/4"	WOOD	IPS-2	1	H.M.	IPS-2	1/A400	2/A400			
108	101	RESTROOM		F		3' - 0"	7' - 0"	1 3/4"	WOOD	IPS-2	1	H.M.	IPS-2	1/A400	2/A400			
108	105	COMMON SPACE		MS		3' - 0"	7' - 0"	1 3/4"	ALUM	IPS-2	1	ALUM	IPS-2	5/A400	5/A400	5/A400		
112	105	COMMON SPACE		MS		3' - 0"	7' - 0"	1 3/4"	ALUM	IPS-2	1	ALUM	IPS-2	5/A400	5/A400	5/A400		

ABBREVIATIONS

WOOD - WOOD VENEER ON SOLID CORE WOOD DOOR
H.M. - HOLLOW METAL
PT - INTERIOR PAINT SYSTEM
EXIST - EXISTING
ALUM - ALUMINUM
FS - ROLLING FIRE SHUTTER
SCD - SOLID CORE DOOR
AE - AUTOMATIC ENTRY DOORS
WD - WOOD VENEER

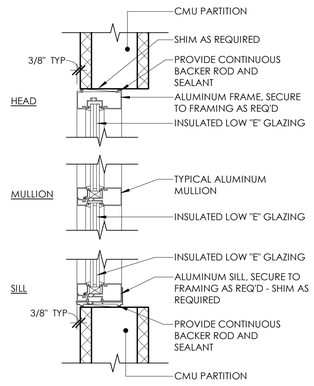
GENERAL NOTES

1. REFER TO DOOR SCHEDULE FOR HEIGHTS, WIDTHS AND GLAZING TYPES.
2. ALL HARDWARE TO BE ADA COMPLIANT LEVER HARDWARE.
3. ALL EXTERIOR AND RATED DOORS ARE TO HAVE ADA COMPLIANT SILLS WITH MAX THRESHOLDS OF 1/2"

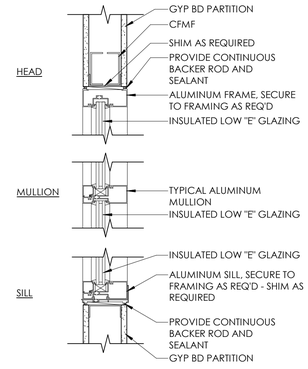


DOOR AND FRAME TYPES

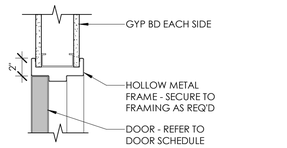
NOTE: REFER TO DOOR SCHEDULE FOR HEIGHTS / WIDTHS AND GLAZING TYPE



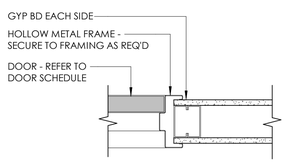
6 A400 **ALUM WINDOW DETAIL - CMU**
1 1/2" = 1'-0"



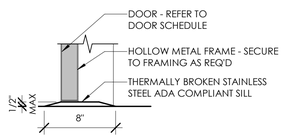
7 A400 **ALUM WINDOW DETAIL - GYP BD**
1 1/2" = 1'-0"



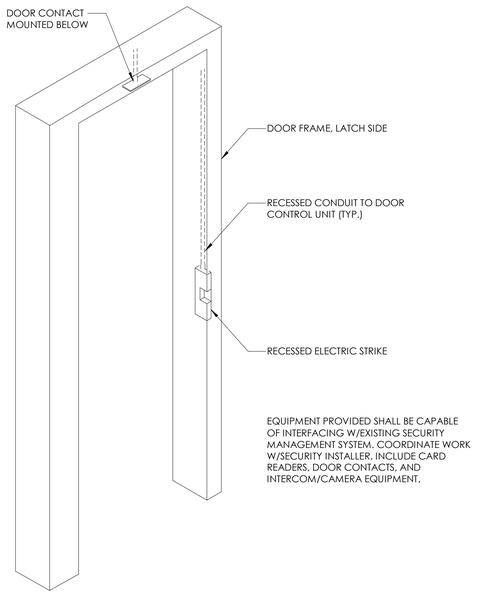
1 A400 **HEAD DETAIL - H.M. GYP BD**
1 1/2" = 1'-0"



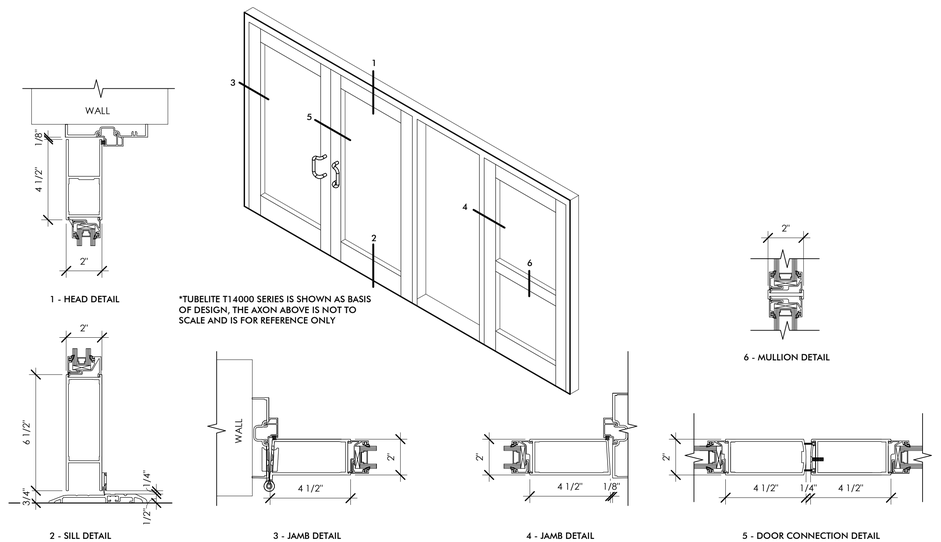
2 A400 **JAMB DETAIL - H.M. GYP. BD.**
1 1/2" = 1'-0"



3 A400 **SILL DETAIL - H.M. FRAME**
1 1/2" = 1'-0"



4 A400 **DOOR ACCESS CONTROL INSTALL**
12" = 1'-0"



5 A400 **ALUM DOOR DETAILS**
3" = 1'-0"

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ARCHITECT
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117 West Michigan Avenue
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(269) 753-8040
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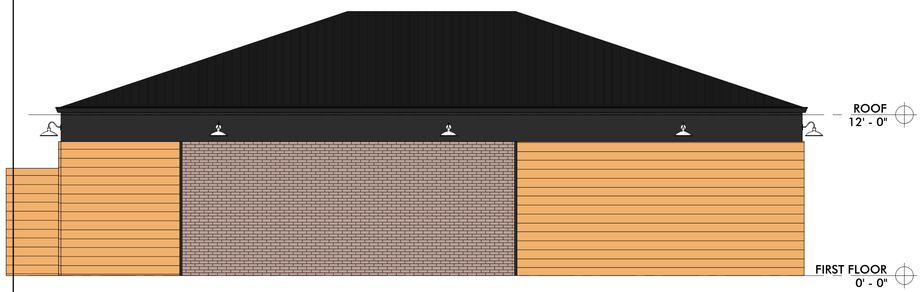
DOOR AND WINDOW SCHEDULE AND DETAILS
A400



3 A500 **EAST ELEVATION**
3/16" = 1'-0"



1 A500 **NORTH ELEVATION**
3/16" = 1'-0"



4 A500 **WEST ELEVATION**
3/16" = 1'-0"



2 A500 **SOUTH ELEVATION**
3/16" = 1'-0"

GENERAL NOTES

1. REFER TO MATERIAL LEGEND FOR EXTERIOR FINISH PANEL TYPES AND COLOR.
2. REFER TO MATERIAL LEGEND FOR ROOF TYPES AND COLOR.
3. ALL GLAZING SHALL BE LOW-E GLASS. TINT TO BE RECOMMENDED BY MANUFACTURER.
4. ALL FINISH MATERIALS TO BE VERIFIED WITH OWNER AND ARCHITECT PRIOR TO CONSTRUCTION. ALL SUBSTITUTIONS NEED TO BE APPROVED IN WRITING.

EXTERIOR ELEVATION SYMBOL LEGEND

- CMU
- BRICK
- STONE
- SIDING / METAL SIDING
- METAL ROOFING
- ASPHALT ROOFING
- KNOT WOOD

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EXTERIOR ELEVATIONS

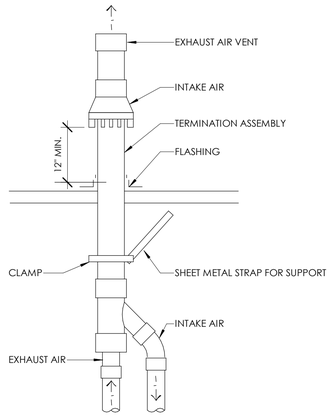
A500

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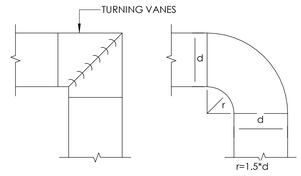
MECHANICAL SPECIFICATIONS AND GENERAL REQUIREMENTS

1. IT IS UNDERSTOOD AND AGREED BY THE INSTALLER THAT WORK HEREIN DESCRIBED SHALL BE COMPLETE IN EVERY DETAIL, EVEN THOUGH EVERY ITEM INVOLVED IS NOT PARTICULARLY MENTIONED. INSTALLER SHALL BE HELD TO PROVIDE ALL LABOR AND MATERIALS NECESSARY FOR THE WORK INTENDED AND DESCRIBED FOR A COMPLETE AND OPERATIONAL SYSTEM. SUCH MATERIALS SHALL INCLUDE PIPING, VALVES, TRAPS, GAUGES, CONTROLS, ETC. THIS ALSO INCLUDES EQUIPMENT REQUIRED BY STATE AND LOCAL CODES.
2. ALL WORK AND EQUIPMENT PROVIDED AND PERFORMED ON THIS PROJECT SHALL COMPLY WITH ALL APPLICABLE LAWS, CODES, ETC OF ANY AND ALL AUTHORITIES HAVING JURISDICTION INCLUDING, BUT NOT LIMITED TO: MICHIGAN MECHANICAL CODE - 2015, MICHIGAN PLUMBING CODE - 2015, MICHIGAN BUILDING CODE - 2015, MICHIGAN UNIFORM ENERGY CODE (ASHRAE 90.1-2013). THE LOCAL FIRE MARSHAL, UNDERWRITERS LABORATORIES, IRI, FM, NATIONAL ELECTRICAL CODE, LOCAL HEALTH DEPARTMENT, OSHA, MIOSHA. ANY MODIFICATIONS REQUIRED BY ANY OF THE ABOVE SHALL BE MADE AT NO ADDITIONAL COST TO THE OWNER. WHERE THE CONTRACT DOCUMENTS EXCEED THE CODE REQUIREMENTS, THE CONTRACT DOCUMENTS SHALL BE FOLLOWED. DEVIATIONS FROM THE CONTRACT DOCUMENTS SHALL BE SUBMITTED TO THE ENGINEER FOR REVIEW BEFORE INSTALLATION.
3. CONTRACTOR SHALL OBTAIN ALL PERMITS AND PAY ALL FEES AS REQUIRED BY THE LOCAL AUTHORITY HAVING JURISDICTION.
4. JOBSITE SAFETY IS THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL HAVE ON SITE A QUALIFIED FOREMAN OVERSEEING ALL ASPECTS OF THE CONSTRUCTION. THE ARCHITECT AND ENGINEER ARE NOT RESPONSIBLE FOR JOBSITE SAFETY.
5. ANY HOISTS, LIFTS, OR SPECIAL EQUIPMENT REQUIRED TO SAFELY COMPLETE THE PROJECT SHALL BE PROVIDED BY THE CONTRACTOR UNLESS SPECIFICALLY NOTED ON THE DRAWINGS.
6. THE BID SHALL INCLUDE ALL LABOR AND MATERIALS ESSENTIAL TO PROVIDE A COMPLETE AND FUNCTIONING SYSTEM AS DESCRIBED IN THE CONTRACT DOCUMENTS, EVEN THOUGH EVERY ITEM INVOLVED IS NOT PARTICULARLY MENTIONED. SUCH MATERIALS SHALL INCLUDE PIPING, VALVES, TRAPS, GAUGES, CONTROLS, ETC. THIS ALSO INCLUDES EQUIPMENT REQUIRED BY STATE AND LOCAL CODES. IN CASES OF DOUBT AS TO WORK INTENDED THE CONTRACTOR SHALL REQUEST SUPPLEMENTARY INFORMATION AT LEAST FIVE(5) DAYS PRIOR TO BIDDING. ONCE CONTRACT IS AWARDED ANY DISPUTES AS TO THE INTENT OF THE DESIGN SHALL BE RESOLVED AS DIRECTED BY THE ENGINEER AND NO ADDITIONAL COST TO THE OWNER.
7. CONTRACTOR IS RESPONSIBLE TO COORDINATE ALL EQUIPMENT AND MATERIALS WITH ALL OTHER TRADES.
8. CONTRACTOR SHALL NOT PROCEED WITH ANY WORK FOR WHICH ADDITIONAL COMPENSATION IS EXPECTED WITHOUT A WRITTEN CHANGE-ORDER SIGNED BY THE ENGINEER. ADDITIONAL COMPENSATION WILL NOT BE GIVEN WITHOUT A SIGNED, WRITTEN, CHANGE-ORDER. CHANGE-ORDER FORMS MAY BE REQUESTED FROM THE ENGINEER OR CONTRACTOR MAY USE THEIR OWN FORM. CHANGE-ORDER MUST INCLUDE DESCRIPTIION OF CHANGE, REASON FOR CHANGE, AND COST BREAKDOWN SHOWING ITEMIZED MATERIAL COSTS, LABOR TIME AND RATE AND SEPARATELY LISTED OH&P. OH&P FOR CHANGE ORDERS SHALL NOT EXCEED 10%.
9. A SET OF AS-BUILT DOCUMENTS SHALL BE KEPT ON THE JOB SITE, ACCESSIBLE TO ALL TRADES. CONTRACTOR SHALL MAINTAIN THE AS-BUILT DRAWINGS DAILY INDICATING ANY DEVIATIONS FROM THE CONTRACT DOCUMENTS. CONTRACTOR SHALL MAINTAIN COMMUNICATION WITH ALL OTHER TRADES AND REVIEW AS-BUILT DOCUMENTS OF ALL TRADES ON A REGULAR BASIS. CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING WITH ALL TRADES DURING CONSTRUCTION AND FOR NOTIFYING THE ENGINEER OF ANY CHANGES THAT WILL NEED TO BE MADE AS SOON AS THEY ARE IDENTIFIED.
10. ALL PRODUCTS AND MATERIALS USED SHALL BE NEW AND "BEST OF ITS KIND." PRODUCTS AND MATERIALS SHALL BE PROTECTED FROM CONSTRUCTION AND WEATHER DAMAGE. CONTRACTOR SHALL NOT INSTALL ANY COMPONENT THAT IS DAMAGED, DIRTY, OR SHOWS ANY SIGNS OF CORROSION.
11. THE CONTRACTOR IS RESPONSIBLE, AT HIS OWN COST, FOR WAREHOUSING OF MATERIAL AND EQUIPMENT TO BE INSTALLED ON THIS PROJECT. COORDINATE WITH THE BUILDING OWNER AND/OR GENERAL CONTRACTOR FOR SPACE AVAILABLE ON THE JOB SITE FOR MATERIAL STORAGE.
12. SHOP DRAWINGS SHALL BE SUBMITTED FOR THE ITEMS LISTED BELOW WITHIN 2 WEEKS OF AWARD OF CONTRACT AND A MINIMUM OF 2 WEEKS PRIOR TO INSTALLATION. CONTRACTOR SHALL NOT ORDER EQUIPMENT UNTIL SHOP DRAWINGS HAVE BEEN PROCESSED BY THE ENGINEER. SHOP DRAWINGS SHALL BE REVIEWED BY THE CONTRACTOR AND GENERAL CONTRACTOR PRIOR TO BEING SUBMITTED TO THE ENGINEER. INCLUSION IN SHOP DRAWINGS DOES NOT AUTHORIZE A DEVIATION FROM THE REQUIREMENTS OF THE SPECIFICATIONS. ALL SHOP DRAWINGS SHALL HAVE LISTED ON THE COVER SHEET ANY AND ALL PRODUCTS OR MATERIALS THAT DEVIATE FROM SPECIFICATIONS. DETERMINATION OF "EQUAL" SHALL BE MADE BY ENGINEER. AT A MINIMUM SHOP DRAWINGS SHALL BE SUBMITTED FOR: ALL AIR HANDLING EQUIPMENT, DUCT SEALANTS, MOTORIZED DAMPERS, GRILLES / LOUVERS / DIFFUSERS.
13. AT PROJECT COMPLETION PROVIDE TO THE BUILDING OWNER THREE(3) BOUND SETS TO INCLUDE ALL O&M MANUALS FOR EQUIPMENT INSTALLED, BALANCE REPORTS AND COPIES OF ALL MANUFACTURER WARRANTIES. CONTRACTOR SHALL COMPLETE ANY WARRANTY REGISTRATION CARDS NECESSARY FOR MANUFACTURER WARRANTIES.
14. CONTRACTOR SHALL PROVIDE A ONE (1) YEAR WARRANTY FOR ALL WORK PERFORMED. THIS INSTALLERS WARRANTY SHALL COVER ALL MATERIAL AND EQUIPMENT NOT COVERED BY A MANUFACTURER WARRANTY AND ALL LABOR. THIS WARRANTY SHALL ALSO COVER INSTALLER ERROR OR DAMAGE.
15. ALL WORK ON THIS PROJECT SHALL BE EXECUTED IN A GOOD, WORKMAN LIKE MANNER USING MECHANICS SKILLED IN THEIR RESPECTIVE TRADES. NO ALLOWANCE WILL BE GIVEN FOR POOR WORKMANSHIP. ANY INSTALLATION THAT IS OF INSUFFICIENT QUALITY SHALL BE REPLACED BY THE CONTRACTOR AT NO COST TO THE OWNER.
16. WORK SITE IS TO BE LEFT IN A NEAT AND ORDERLY CONDITION AT THE END OF EACH WORK SHIFT.
17. CONTRACTOR SHALL COORDINATE WITH THE OWNER ANY OWNER FURNISHED EQUIPMENT. CONTRACTOR SHALL RECEIVE ANY OWNER FURNISHED ITEMS WHEN DELIVERED TO THE JOB SITE AND SHALL BE RESPONSIBLE FOR THE ITEMS ONCE RECEIVED.
18. CONTRACTOR SHALL REVIEW ARCHITECTURAL DRAWINGS FOR LOCATIONS OF SLAB-TO-SLAB PARTITIONS, FIRE RATED PARTITIONS AND FIRE RATED FLOORS. ALL PENETRATION OF SLAB-TO-SLAB PARTITIONS SHALL BE SEALED AIR TIGHT. ALL PENETRATIONS OF FIRE RATED PARTITIONS OR FLOORS SHALL BE PROVIDED WITH A FIRE RATED DAMPER AND ACCESS DOOR. DAMPER SHALL HAVE A RATING APPROPRIATE FOR THE ASSEMBLY PENETRATED.
19. PENETRATIONS OF FIRE RATED ASSEMBLIES SHALL BE SEALED USING CODE APPROVED, LABORATORY TESTED AND LABELED SEALANTS FOR A FIRE RESISTANCE RATING EQUAL TO OR GREATER THAN THE ASSEMBLY PENETRATED.
20. CONTRACTOR SHALL VERIFY LOCATION OF CEILING MOUNTED DIFFUSERS AND GRILLES WITH ARCHITECTURAL CEILING PLAN PRIOR TO INSTALLATION.
21. ALL DUCT SIZES SHOWN ON THE DRAWINGS ARE TO ESTABLISH TOTAL DUCT AREA REQUIRED. IF DUCT SIZES NEED TO BE CHANGED OR DUCTS BE REROUTED TO INSTALL THE DUCTS THROUGH JOISTS, ABOVE CEILINGS, BELOW STEEL, ETC., CHANGES SHALL BE DONE AT NO EXTRA COST TO THE OWNER. THE CONTRACTOR SHALL CHECK WITH THE ARCHITECT/ENGINEER BEFORE CHANGING ANY SIZES.
22. NEW DUCTWORK, PIPING, AND CONDUIT SHALL BE INSTALLED AS HIGH AS POSSIBLE. CONTRACTOR SHALL COORDINATE DUCTWORK, PIPING AND CONDUITS WITH LIGHTING FIXTURES, CEILING CONSTRUCTION, STRUCTURE AIR DISTRIBUTION EQUIPMENT, ETC., AND SHALL BE OFF-SET AS REQUIRED.
23. ALL NEW RECTANGULAR DUCTWORK SHALL BE 1" W.G. CONSTRUCTION OF LOCK FORMING GALVANIZED STEEL IN ACCORDANCE WITH FIGURES 3-1 THRU 3-56 AND TABLE 3-2 OF THE SMACNA GUIDELINES ("DUCT MANUAL AND SHEET METAL CONSTRUCTION FOR VENTILATION AND AIR CONDITIONING SYSTEMS" MOST RECENT EDITION.) SNAP LOCK LONGITUDINAL SEAMS AND DRAWBAND JOINT CONNECTIONS ARE NOT ACCEPTABLE. (LOW PRESSURE ROUND RUN-OUT DUCTS MAY BE SNAP LOCK LONGITUDINAL SEAM WITH SCREW/RIVET JOINT CONNECTIONS).
24. DUCTWORK SHALL BE HUNG AS HIGH AS POSSIBLE FROM BUILDING STRUCTURE. CONDUITS, PIPES, CEILINGS OR ANY OTHER ITEMS SHALL NOT BE HUNG FROM DUCTWORK. PROVIDE ALL FITTINGS ELBOWS, DAMPERS, OFF-SETS, ETC. FOR COMPLETE DUCTWORK INSTALLATION. ALL ELBOWS SHALL BE GORED RADIUS ELBOWS (PLEATED NOT ALLOWED) UNLESS SQUARE ELBOWS ARE SHOWN ON PLANS. ALL SQUARE ELBOWS SHALL HAVE TURNING VANES.
25. VOLUME DAMPERS SHALL BE INSTALLED AS SHOWN ON PLANS, AND AT ALL BRANCH TAKE-OFFS.
26. ALL DUCTWORK SHALL BE SEALED USING IRON GRIP (NO SUBSTITUTIONS) AND SHALL MEET THE MICHIGAN UNIFORM ENERGY CODE (ASHRAE 90.1-2007) DUCT SEAL LEVEL "A" (TABLE 6.4.4.2A). SEAL LEVEL "A" SHALL BE USED FOR ALL DUCT TYPES AND PRESSURE CLASSES.
27. ALL DUCTWORK SHALL BE INSULATED PER ASHRAE 90.1-2013 TABLE 6.8.2B. FOR CONCEALED DUCTWORK, AT A MINIMUM PROVIDE 1½" THICK FLEXIBLE FIBERGLASS BLANKET WITH FIRE/SMOKE SPREAD RATING OF 25/50 OR BETTER, SECURED TO DUCTWORK WITH BENJAMIN FOSTER NO. 85 20 ADHESIVE AND PUSH PINS EVERY 12" ON-CENTER. FOR DUCTWORK IN MECHANICAL ROOMS USE RIGID, FOIL-FACED, FIBERGLASS INSULATION, 1" THICK, 2LB. EXTERIOR DUCTWORK SHALL BE INSULATED AND HAVE A PVC WRAP.
28. USE PVC COATED GALVANIZED STEEL FOR UNDERGROUND DUCTS AND INSTALL IN ACCORDANCE WITH THE MANUFACTURER'S REQUIREMENTS. REPAIR DAMAGE TO PVC COATINGS WITH MANUFACTURER'S RECOMMENDED MATERIALS. DUCTS IN CONCRETE SLABS SHALL BE ROUND AND ENCASED IN AT LEAST 2" OF CONCRETE. USE A VIBRATOR TO FILL VOIDS IN CONCRETE. SLOPE ALL UNDERGROUND DUCT BACK TOWARD UNIT. PROVIDE DUCT ACCESS DOOR.
29. FLEXIBLE DUCT CONNECTIONS SHALL BE MADE BY APPLYING DUCT SEALER TO INSIDE OF FLEXIBLE DUCT AND OUTSIDE OF HARD DUCT COLLAR. ADHESIVE SHALL BE CHEMICALLY COMPATIBLE WITH MATERIALS IN CONTACT WITH IT. THE ENDS OF DUCTS SHALL BE TRIMMED SQUARELY PRIOR TO INSTALLATION. COLLARS AND SLEEVES SHALL BE INSERTED INTO FLEXIBLE DUCT A MINIMUM OF 1" BEFORE FASTENING. SLIDE FLEX DUCT OVER COLLAR AND TAPE WITH THREE WRAPS OF DUCT TAPE AROUND JOINT AND SEAL WITH STAINLESS STEEL CLAMPS OVER OUTSIDE OF TAPE.
    A. HIGH PRESSURE: INSTALL AT INLET CONNECTIONS OF TERMINAL UNITS. MAXIMUM DEVELOPED LENGTH OF FLEX DUCT SHALL BE 3'-0". USE METAL DUCTS AND FITTINGS TO REACH WITHIN 3'-0" OF TERMINAL UNIT.
    B. LOW PRESSURE: INSTALL WHERE INDICATED ON DRAWINGS AND BE A MAXIMUM OF 5'-0" IN LENGTH. USE METAL DUCT AND FITTINGS TO REACH WITHIN 5'-0" OF DIFFUSER.
30. FLEXIBLE DUCTS SHALL BE USED FOR ALIGNMENT PURPOSES ONLY. MAXIMUM OFFSET 1" PER FOOT LENGTH. NO ELBOWS USING FLEXIBLE DUCTS WILL BE ALLOWED. DUCTS SHOULD NOT BE COMPRESSED. THE SPECIFICATIONS HEREIN, SHALL NOT SUPERSEDE THE APPLICATION CONTINGENCIES DICTATED BY THE FLEXIBLE DUCT MANUFACTURER IF THOSE ARE MORE STRINGENT.
31. ALL PIPING TO BE INSTALLED PERPENDICULAR TO STRUCTURE LINES UNLESS OTHERWISE NOTED ON DRAWINGS. ALL PIPING TO BE NEATLY SPACED WITH RISERS AND DROPS PLUMB AND TRUE. MINIMUM SPACING SHALL HAVE 1" CLEAR BETWEEN PIPING (INCLUDING FITTINGS) AFTER INSULATION. PIPING SHALL NOT OBSTRUCT ACCESS TO EQUIPMENT,VALVES, FILTERS, ETC.
32. ALL PIPING TO BE INSTALLED CONCEALED EXCEPT WHERE NOTED ON PLANS, DO NOT INSTALL PIPING BELOW SLABS EXCEPT WHERE NOTED ON PLANS. DO NOT CONCEAL PIPING UNTIL INSPECTED AND TESTED. PNEUMATIC TESTING OF ALL PIPING IS REQUIRED.
33. ALL PIPING THAT PENETRATES CONCRETE SLABS OR MASONRY WALLS SHALL BE PROVIDED WITH A PIPE SLEEVE WITH AN I.D. MINIMUM 1" LARGER THAN O.D. OF PIPE. SLEEVES SHALL PROTRUDE 2" AFF AND FLUSH WITH WALL SURFACE. IF PIPE SLEEVES ARE NOT POURED-IN-PLACE, GROUT SECURELY TO WALL OR SLAB. SEAL SPACE BETWEEN PIPE AND SLEEVE. USE FIRE RATED SEALANT WHERE REQUIRED.
34. PROVIDE ALL PIPING OFF-SETS AS REQUIRED FOR COORDINATION WITH STRUCTURE, DUCTWORK, CONDUITS, ETC.
35. INSTALL PIPE ANCHORS WHERE REQUIRED OR AS SHOWN ON PLANS. INSTALL PIPE ROLLERS WHERE REQUIRED OR SHOWN ON PLANS. INSTALL GUIDES AT ALL EXPANSION JOINTS, EXPANSION LOOPS OR WHERE REQUIRED.
36. FLEXIBLE CONNECTORS, EXPANSION AND VIBRATION CONTROL DEVICES AND FITTING SHALL BE OF AN APPROVED TYPE.
37. ALL PIPING, VALVES AND HYDRONIC EQUIPMENT SHALL BE LABELED WITH ENGRAVED TAGS OR PLACARDS WITH LETTERING ONE INCH(1") TALL (MINIMUM).
38. CLOSE NIPPLES SHALL NOT BE PERMITTED. USE ONLY SHOULDER NIPPLES.
39. REDUCERS FOR PUMPS OR CONTROL VALVES SHALL BE INSTALLED ABUTTING THE INLET/OUTLET OF THE VALVE OR PUMP.
40. USE ECCENTRIC REDUCING FITTINGS OR COUPLINGS WHERE REQUIRED TO PREVENT THE POCKETING OF LIQUIDS.
41. PROVIDE UNION OR FLANGE AT PIPE CONNECTIONS TO COILS, EQUIPMENT, ETC. AND AT LOCATIONS SHOWN ON PLANS OR IN DETAILS. PROVIDE UNION OR FLANGE BETWEEN EQUIPMENT AND CONTROL VALVES.
42. PROVIDE PEET'S PLUGS (PT PLUGS) AT THE INLET AND OUTLET OF ALL HYDRONIC EQUIPMENT WHERE THERMOMETERS ARE NOT SHOWN.
43. PROVIDE DIELECTRIC UNIONS BETWEEN FERROUS AND NON FERROUS PIPE AND FITTINGS.
44. PIPE INSULATION SHALL BE PER ASHRAE 90.1-2013. MINIMUM 1" FIBERGLASS INSULATION (2LB, FIRE/SMOKE 25/50) ON ALL HYDRONIC PIPING. STEAM HEATING PIPING SYSTEM SYSTEMS WITH 1½" THICK FIBERGLASS INSULATION (1½" DIAMETER AND UNDER) OR 2" THICK (OVER 1½" DIAMETER). 251°-350° FLUID TEMPERATURE: INSULATE STEAM HEATING PIPING SYSTEM SYSTEMS WITH 2½" THICK FIBERGLASS INSULATION (1½" DIAMETER AND UNDER) OR 3" THICK (OVER 1½" DIAMETER). 140°-200° FLUID TEMPERATURE: INSULATE CONDENSATE HEATING PIPING SYSTEMS WITH 1" THICK FIBERGLASS INSULATION (4" DIAMETER AND UNDER). 201°-250° FLUID TEMPERATURE: INSULATE CONDENSATE HEATING PIPING SYSTEM WITH 1½" THICK FIBERGLASS INSULATION (1½" DIAMETER AND UNDER) OR 2" THICK (OVER 1½" DIAMETER).
45. THERMOSTATS SHALL BE INSTALLED AS SHOWN ON PLANS, TYPICAL HEIGHT FOR MOUNTING SHALL BE 48" AFF TO BOTTOM OF T-STAT, UNLESS OTHERWISE NOTED. DO NOT INSTALL T-STAT WITHIN TWO(2) FEET OF DIMMING LIGHT SWITCH. INDICATED SHALL BE MEASURED AND BALANCED TO WITHIN 10% OF THE FLOW VALUES INDICATED ON THE DRAWINGS. FAN RPMS, AND VOLUME DAMPERS SHALL BE ADJUSTED AS REQUIRED TO ACHIEVE FLOW BALANCE. NEBB OR AABC CERTIFIED BALANCE REPORTS SHALL BE SUBMITTED TO THE ENGINEER AT THE COMPLETION OF THE PROJECT. THE COST OF THE BALANCING SHALL BE INCLUDED IN THE MECHANICAL CONTRACTOR BID.
46. ALL AUTOMATIC TEMPERATURE CONTROLS ARE THE RESPONSIBILITY OF THE MECHANICAL CONTRACTOR.
47. CONTRACTOR SHALL NOT CUT, DRILL OR POWDER NAIL INTO ANY EXISTING OR NEW STRUCTURAL MEMBER OR ASSEMBLY WITHOUT PRIOR WRITTEN AUTHORIZATION FROM A LICENSED STRUCTURAL ENGINEER AND THE BUILDING OWNER. THIS INCLUDES CORE DRILLING ANY CONCRETE WALL OR FLOOR SLAB.
48. ALL MECHANICAL EQUIPMENT SHALL BE HUNG OR SUPPORTED WITH VIBRATION ISOLATING HANGERS OR PADS. NO VIBRATION SHALL BE TRANSMITTED TO THE STRUCTURE.
49. COMBUSTION AIR INTAKE AND EXHAUST FLUES SHALL HAVE 10'-0" HORIZONTAL OR 3'-0" VERTICAL SEPARATION.
50. PROVIDE UL LISTED FIRE DAMPERS AT PENETRATIONS OF FIRE RATED WALLS AND CEILINGS.
51. A MANUFACTURER'S AUTHORIZED REPRESENTATIVE SHALL PROVIDE START-UP SUPERVISION AND TRAINING OF OWNER'S PERSONNEL IN THE PROPER OPERATION AND MAINTENANCE OF ALL EQUIPMENT.
52. GAS PIPING SYSTEM SHALL CONFORM TO THE REQUIREMENTS OF NFPA 54 - NATIONAL FUEL GAS CODE AND INTERNATIONAL FUEL GAS CODE.
53. GAS PIPING ABOVE GRADE AND OUTSIDE THE BUILDING GAS PIPING IS TO BE PAINTED BLACK.
54. COORDINATE VOLTAGE AND PHASE OF EACH PIECE OF EQUIPMENT WITH ELECTRICAL CONTRACTOR BEFORE ORDERING.

MECHANICAL DETAILS

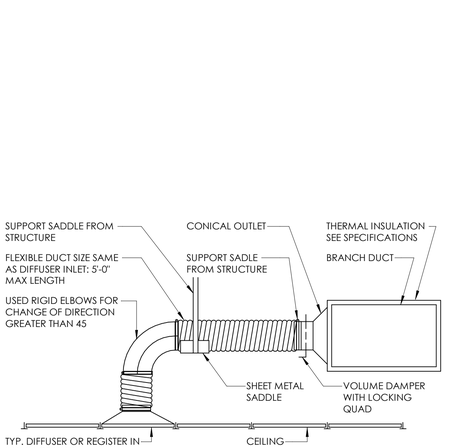


1 CONCENTRIC VENT DETAIL
M100 NTS

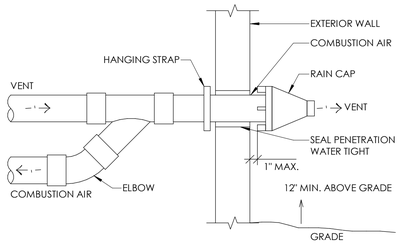


NOTE: RADIUS TURNS WITH AN INSIDE RADIUS OF LESS THAN 1/2 d ARE NOT ACCEPTABLE

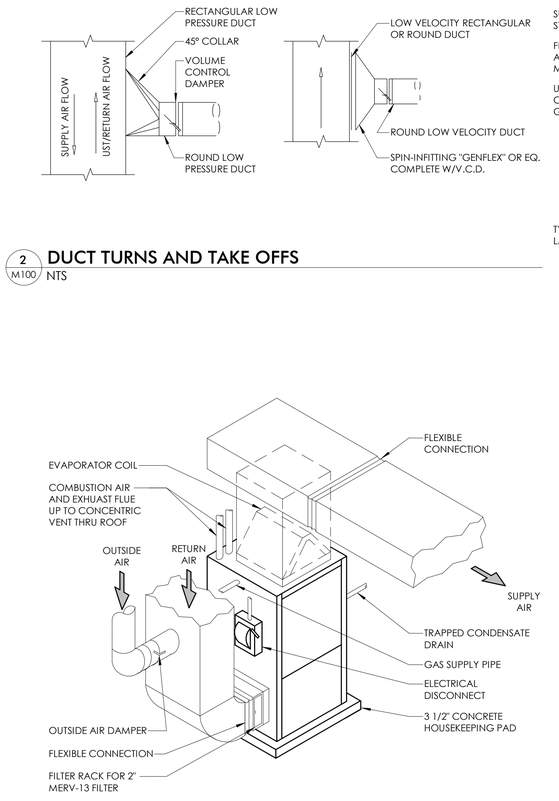
2 DUCT TURNS AND TAKE OFFS
M100 NTS



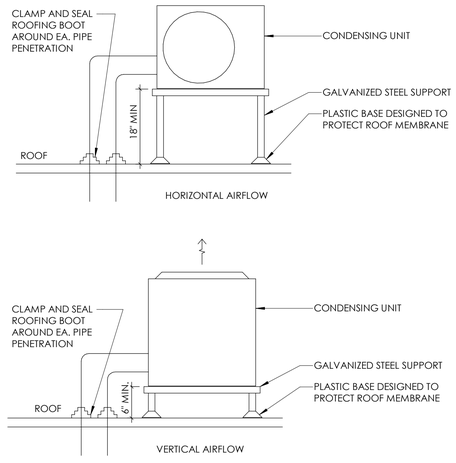
3 FLEXIBLE AIR DUCT CONNECTOR
M100 NTS



4 CONDENSING UNIT SUPPORT
M100 NTS



5 FURNACE DETAIL
M100 NTS



4 CONDENSING UNIT SUPPORT
M100 NTS

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DRIVEN DESIGN

ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
cody@drivendesignstudio.com

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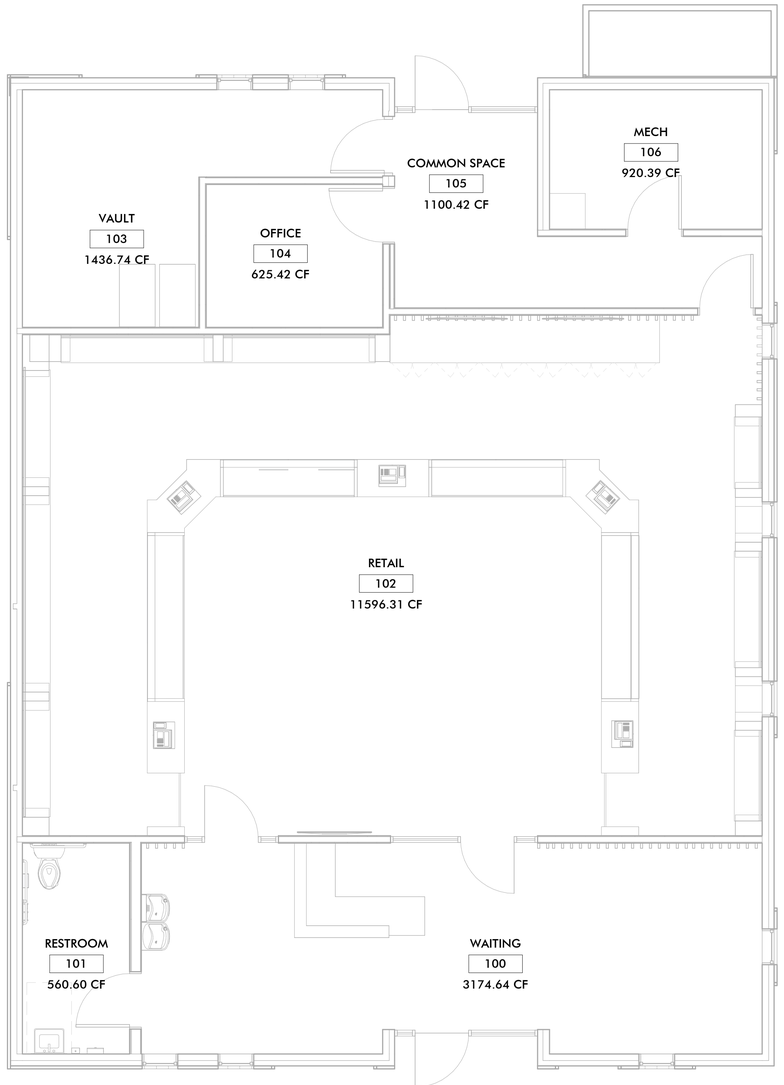
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MECHANICAL SPECIFICATIONS AND DETAILS
M100



1 M101 **FIRST FLOOR MECHANICAL PLAN**
1/4" = 1'-0"

LEGEND:

— — — V — — —	PLUMBING SYSTEM VENT
CW	DOMESTIC COLD WATER
SCW	SOFT COLD WATER
TW	TEPID WATER
HW	DOMESTIC HOT WATER
HWR	DOMESTIC HOT WATER RETURN
SAN	SANITARY SEWER
ST	STORM
CA	COMPRESSED AIR
DCA	DRY COMPRESSED AIR
G	GAS
HS	HEATING WATER SUPPLY
HR	HEATING WATER RETURN
CS	CHILLED WATER SUPPLY
CR	CHILLED WATER RETURN
RS	REFRIGERANT SUCTION
RL	REFRIGERANT LIQUID
	DIRECTION OF FLOW
	DROP TEE IN-LINE
	CAP
	DROP
	RISE
	REDUCER
	UNION
	THREE-WAY CONTROL VALVE
	CONTROL VALVE
	GATE VALVE
	GLOBE VALVE
	BALL VALVE
	CHECK VALVE
	CALIBRATED BALANCING VALVE
	BUTTERFLY VALVE
	PLUG VALVE, GAS COCK
	PRESSURE REDUCING VALVE
	RELIEF VALVE
Y	STRAINER WITH FULL SIZE BLOWDOWN VALVE WITH HOSE END AND CAP
	MANUAL AIR VENT
	PUMP
	PRESSURE GAUGE
P/T	COMBINATION PRESSURE AND TEMPERATURE TEST PLUG WITH EXTENDED NECK AND CAP
	THERMOMETER
	TEMPERATURE WELL
	FLEXIBLE CONNECTION
	THROUGH WALL SLEEVE
	POINT OF NEW CONNECTION TO EXISTING
	VOLUME CONTROL DAMPER IN DUCT
	FIRE DAMPER IN HORIZONTAL DUCT
	FIRE DAMPER IN VERTICAL DUCT
M	MOTORIZED DAMPER
T	THERMOSTAT
S	SENSOR
	SUPPLY AIR (SECTION)
	RETURN / EXHAUST AIR(SECTION)
	AIR FLOW DIRECTION
	DUCT TRANSITION
	FLEXIBLE DUCT

GENERAL MECHANICAL NOTES

1. INSTALL ALL DUCTWORK PER SMACNA STANDARDS. USING METAL DUCT ADEQUATELY SUPPORTED TO AVOID DEFLECTION IN DUCT. WRAP ALL SUPPLY DUCTWORK WITH 1 1/2", 3/4 P.C.F. DENSITY FIBERGLASS INSULATION WITH VAPOR BARRIER. TAPE & SEAL ALL SEAMS, CUT-OUTS, & PENETRATIONS. INSULATE TOPS & NECKS OF ALL DIFFUSERS AND REGISTERS. PROVIDE EXPOSED SPIRAL UNINSULATED DUCT IN ALL CONDITIONED SPACES.
2. TEST AND BALANCE AIR DISTRIBUTION SYSTEM, PROVIDE BALANCE REPORT TO OWNER FOR REVIEW AT PROJECT COMPLETION.
3. PROVIDE ALL NECESSARY DUCT FITTINGS AND TRANSITIONS FOR A COMPLETE SYSTEM.
4. INSTALL DIFFUSERS WITH AIR TIGHT CONNECTIONS.
5. FIELD VERIFY CONDITIONS OF EXHAUST FANS, MODIFY OR CHANGE AS NECESSARY TO PROVIDE REQUIRED CFM'S.
6. ALL WORK SHALL BE COMPLETED IN ACCORDANCE WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL CODES, AND LAWS.
7. ARRANGE AND PAY FOR ALL PERMITS AND INSPECTIONS AS REQUIRED.
8. ALL WORK SHALL BE TESTED, BALANCED, AND GUARANTEED. PROVIDE REPORT TO ARCHITECT AND OWNER FOR THEIR RECORDS.
9. ANY MECHANICAL UNITS OR SYSTEMS SHOWN ARE DIAGRAMMATIC IN NATURE. THE CONTRACTOR SHALL PROVIDE FITTINGS, OFFSETS, ETC. AS NECESSARY TO PROVIDE COMPLETE SYSTEMS.
10. FINAL LOCATION OF ALL CEILING FEATURES TO BE COORDINATED WITH ALL TRADES.
11. MECHANICAL CONTRACTOR TO FIELD VERIFY ALL EXISTING CONDITIONS.
12. PROVIDE APPROPRIATE FIRE STOPPING MATERIALS WHERE FIRE RATED ASSEMBLIES ARE PENETRATED.
13. ALL WORK AND MATERIALS SHALL BE GUARANTEED IN WRITING FOR ONE YEAR FROM THE PROJECT COMPLETION.
14. ANY MODEL NUMBERS OR MANUFACTURERS LISTED THROUGHOUT THE DRAWINGS ARE A BASIS OF DESIGN. THE CONTRACTOR MAY AT HIS OPTION PROVIDE AN "OR EQUAL" MANUFACTURER OR PRODUCT. THE CONTRACTOR IS RESPONSIBLE FOR ANY AND ALL COST ADDITIONS REQUIRED TO THE SYSTEM SHOULD AN "OR EQUAL" MANUFACTURER BE SELECTED.
15. ALL GAS PIPING SHALL BE SCHEDULE 40 BLACK STEEL. RUN IN BULKHEADS OR EMBEDDED IN WALL WHERE APPLICABLE. PAINT TO MATCH WHEN EXPOSED.
16. PROVIDE A GAS SHUTOFF VALVE, COMPLETE WITH DIRT LEG AT EACH PIECE OF GAS FIELD EQUIPMENT.
17. THE HEATING AND COOLING SYSTEMS ARE TO BE A DESIGN BUILD SYSTEM. IT IS TO BE DESIGNED, PROVIDED AND INSTALLED BY A LICENSED MECHANICAL CONTRACTOR OR ENGINEER IN THE STATE OF MICHIGAN. THE SYSTEM IS TO BE DESIGNED TO ALL APPLICABLE MICHIGAN MECHANICAL CODES IN FORCE AT THE TIME OF INSTALLATION AND INSPECTION. ANY MECHANICAL SHOWN ON THE PLANS ARE FOR REFERENCE ONLY AND HAVE BEEN PROVIDED BY A LICENSED CONTRACTOR. THE ARCHITECT DOES NOT TAKE ANY LIABILITY FOR THESE SYSTEMS.
18. A CFM SCHEDULE IS TO BE PROVIDED WITH A LAYOUT OF DUCTWORK WHEN APPLYING FOR MECHANICAL PERMIT.

DRIVEN DESIGN

ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
cody@drivendesignstudio.com

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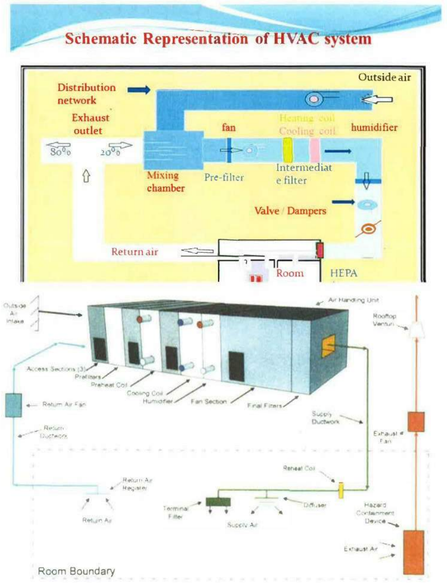
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MECHANICAL PLAN

M101

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MEP SCHEMATIC PROVIDED FOR REFERENCE

D - Mark Adsorball® Carbon V-Bank Filter

D-Mark **Adsorball** Bulk Carbon V-Bank Honeycomb filter is designed to allow high volumes of activated carbon, or 50/50 carbon and activated alumina blends to be efficiently installed into new and existing HVAC systems.

Adsorball is designed for odor removal from spaces with heavier concentrations of unwanted gases. The industrial strength frame holds 24lbs – 35lbs of activated or impregnated carbon granules for commercial and industrial environments.

Gas adsorbing media (granules) are selected specifically to neutralize target gasses and remove those gases from the airstream. Fits most HVAC systems or easy retrofit.

Adsorball Plus combines 50% high activity carbon with 50% activated aluminia with 5 % potassium permanganate to neutralize specific gasses such as ammonia, sulfur dioxide, hydrogen sulfide, and diesel fumes.

Custom or specific blends are available to neutralize target gasses.



Partial List of Contaminants Effectively Removed with Carbon

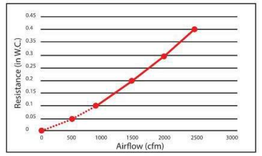
- Industrial Process
- Adhesives
- Asphalt Fumes
- Cooking Odors
- Disinfectants
- Food Aromas
- Hospital Odors
- Irritants
- Helipads
- Airports
- Greenhouse
- Organic Chemicals
- Ozone
- Perspiration
- Animal Odors
- Sewer Odors
- Vapors
- Waste Products
- Diesel Exhaust
- Paper Mills

Product Part Number	Nominal Size	Actual Size	GAC Weight Pounds	Initial Resistance (in w.g.)
AAC-12-100-01	12 x 24 x 12	11-3/8 x 23-3/8 x 11-1/2	11	0.25
AAC-12-100-06	20 x 24 x 12	19-3/8 x 23-3/8 x 11-1/2	20	0.25
AAC-12-100-08	24 x 24 x 12	23-3/8 x 23-3/8 x 11-1/2	24	0.25
			Plus 50/50 Pounds	
AAP-12-100-01	12 x 24 x 12	11-3/8 x 23-3/8 x 11-1/2	13	0.28
AAP-12-100-06	20 x 24 x 12	19-3/8 x 23-3/8 x 11-1/2	24	0.28
AAP - 12-100-08	24 x 24 x 12	23-3/8 x 23-3/8 x 11-1/2	29	0.28

Adsorball® Bulk Carbon V - Bank Filter RENSA FILTRATION

Adsorball® Carbon V - Bank Filter

Performance Data



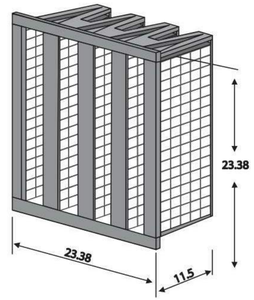
Description

Adsorball V- Bank Honeycomb filter is filled with 100% 6 x 12 mesh industrial grade 60 CTC High Activity Carbon for organic and specific molecular - gas phase control

Adsorball Plus V - Bank Honeycomb filter is filled with 50% 60 CTC carbon and 50% Activated Aluminia with 5 % Potassium Permanganate

Frame: Double walled high - strength plastic frame for industrial applications

Sealant: Moisture resistant adhesive for continuous seal and pack strength



Industrial Grade Plastic Frame with Double Wall Construction



Carbon Granules Suspended in Honeycomb Matrix



Carbon and Potassium Blend for Target Gases



D - Mark
130 N. Groesbeck Hwy.
Mt. Clements, MI 48043
www.dmarkinc.com

RENSA FILTRATION

800-343-3610
586-949-3610
F 586-949-4181
dmark@dmarkinc.com

CARBON FILTER INFORMATION INCLUDED FOR ODOR CONTROL

NOTE: THE FILTER SHOWN WILL NOT HAVE ANY DECANT OR EFFLUENT THAT WOULD DISCHARGE INTO THE WASTEWATER SYSTEM.

DRIVEN DESIGN

ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
cody@drivendesignstudio.com

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ODOR CONTROL PLAN

M102

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ELECTRICAL SPECIFICATIONS

1. PROVIDE COMPLETE AND ADEQUATE TEMPORARY POWER AND LIGHTS DURING CONSTRUCTION USING APPROVED LAMPHOLDERS AND GFCI CIRCUITING. MAINTAIN ALL LAMPS AS REQUIRED. REMOVE TEMPORARY AT PROJECT COMPLETION.
2. ELECTRICAL SERVICE COORDINATION WITH THE LOCAL UTILITY COMPANY IS TO BE BY THE ELECTRICAL CONTRACTOR. THIS INCLUDES, PERMITS, LOAD CALCULATION INFORMATION, RACEWAY, TRANSFORMER AND METER LOCATIONS AND REQUIREMENTS.
3. CUTTING AND PATCHING FOR ELECTRICAL ITEMS BY ELECTRICAL CONTRACTOR.
4. TRENCHING UNDER PAVED AREAS TO BE BACKFILLED WITH SAND AND COMPACTED.
5. ALL WIRING TO BE COPPER. ALL WIRING ABOVE 50 VOLTS TO BE IN CONDUIT UNLESS NOTED OTHERWISE. PROPER WIRE TYPE AND SIZE AND CONDUIT SIZE IS REQUIRED FOR BRANCH CIRCUITS, EMT CONDUIT.
6. ALL BRANCH CIRCUITS, FEEDERS AND HOMERUNS TO BE IN CONDUIT. LOCATE ABOVE CEILINGS WHEREVER POSSIBLE.
7. MAKE SURE THAT EXPOSED CABLE IS RATED FOR THE ENVIRONMENT THAT IT IS IN.
8. PROVIDE UPDATED TYPEWRITTEN DIRECTORIES ON ALL PANELS. LABEL ALL DISCONNECTS AND PANELS.
9. ANY ELECTRICAL EQUIPMENT THAT GETS MOUNTED TO THE FLOOR OR ON GRADE OUTSIDE, INCLUDING BUT NOT LIMITED TO: UTILITY TRANSFORMERS, ARE TO BE INSTALLED ON A 4" THICK CONCRETE HOUSEKEEPING PAD. OUTDOOR PADS, PROVIDE PROPER SLOPE FOR DRAINAGE.
10. EXPOSED CONDUIT TO RUN PARALLEL WITH STRUCTURE AND SECURELY ATTACHED TO BUILDING STRUCTURE.
11. ELECTRICAL CONTRACTOR TO PROVIDE SUBMITTALS PRIOR TO ORDERING EQUIPMENT FOR LIGHTING, SWITCHGEAR, SPECIAL EQUIPMENT, RECEPTS, LIGHTING CONTROLS, ETC.
12. UNLESS NOTED OTHERWISE, ALL DEVICE ELEVATIONS REFER TO CENTER OF OUTLET BOX. ELECTRICAL CONTRACTOR SHALL VERIFY ALL OUTLET LOCATIONS WITH OTHER TRADES. MINIMUM OF 18" ABOVE FINISHED FLOOR TO MEET ADA BARRIER FREE REQUIREMENTS.
13. SHARING NEUTRALS BETWEEN CIRCUITS IS NOT PERMITTED.
14. LOW VOLTAGE TEMPERATURE CONTROL BY OTHERS.
15. PROVIDE GFI ELECTRICAL CONNECTION TO ALL DRINKING FOUNTAINS.
16. REFER TO MECHANICAL DRAWINGS FOR ELECTRICAL DATA PERTAINING TO ALL MECHANICAL EQUIPMENT. VERIFY ACTUAL REQUIREMENTS WITH EQUIPMENT ORDERED AND MAKE ADJUSTMENTS ACCORDINGLY. LOCATIONS SHOWN ARE APPROXIMATE. FIELD VERIFY.
17. ELECTRICAL CONTRACTOR SHALL REFER TO ALL MECHANICAL DIVISION SPECIFICATIONS, HVAC PLANS AND PLUMBING PLANS FOR ADDITIONAL ELECTRICAL WORK AND REQUIREMENTS.
18. PROVIDE A DUCT DETECTOR FOR THE RETURN AND SUPPLY OF AIR HANDLING UNITS. CONNECT TO SHUT DOWN THE UNIT UPON ALARM. INSTALLATION MUST COMPLY WITH N.F.P.A. -90A IF >=2,500 SCFM.
19. FIRE ALARM SYSTEM TO BE INSTALLED BY QUALIFIED INSTALLER. ALL NECESSARY CERTIFICATIONS TO BE TAKEN CARE OF BY ELECTRICAL CONTRACTOR. E.C. TO COORDINATE LOCATIONS OF ALL FIRE ALARM DEVICES, WITH OWNER AND OTHER TRADES, PRIOR TO ROUGH-IN. DEVICES TO BE LOCATED AND MEET NFPA 72 REQUIREMENTS.
20. PROVIDE A CONNECTION FOR ALL EQUIPMENT IN KITCHEN AND BREWERY. COORDINATE WITH SUPPLIERS.
21. ALL EMERGENCY SYSTEM WIRING SHALL BE IN A SEPARATE RACEWAY IN ACCORDANCE WITH ARTICLE 700 OF N.E.C.
22. WIRING IN AREA SEPARATION WALLS TO COMPLY WITH ARTICLE 300-22 OF THE N.E.C.
23. PROVIDE FIRESTOPPING AT ALL REQUIRED PENETRATIONS.
24. BACK-TO-BACK OUTLETS CANNOT BE IN THE SAME STUD CAVITY IN RATED WALLS. 8" MINIMUM SPACING REQUIRED.
25. SLEEVE ELECTRICAL PENETRATIONS FROM FERROUS SLEEVES AND ALL AREA SEPARATION WALLS.
26. AN ELECTRICAL PERMIT SHALL BE ACQUIRED BY A STATE LICENSED ELECTRICAL CONTRACTOR.
27. PROVIDE GROUNDING AS PER N.E.C. SECTION 250.
28. ALL ELECTRICAL WORK IS SUBJECT TO FIELD REVIEW BY THE ELECTRICAL INSPECTOR AND THE PROJECT ENGINEER.
29. PROVIDE PROPER WORKING CLEARANCES AT ALL ELECTRICAL EQUIPMENT.
30. MAXIMUM OF SIX (6) DUPLEX OUTLETS PER 20 AMP CIRCUIT UNLESS NOTED OTHERWISE.
31. ALL WORK TO COMPLY WITH THE LATEST ADOPTED VERSION OF NFPA 70, NFPA 70E, NFPA 72, NFPA 101, INCLUDING ANY SUPPLEMENTAL STATE AND LOCAL CODES.
32. PROVIDE ACCESS PANELS, AS REQUIRED, TO MAINTAIN ACCESS TO NEW OR EXISTING JUNCTION BOXES, CONDUIT BODIES (OR SIMILAR ENCLOSURES) BEHIND WALLS, FLOORS OR CEILINGS THAT ARE NOT ACCESSIBLE.
33. DO NOT LAY WIRES, FLEX, ETC. ON CEILING TILE.
34. WHERE A FLOOR COVERING OR FINAL FLOOR FINISH IS OTHER THAN CARPET OR VINYL TILE, CONDUIT SHALL NOT BE RUN WITHIN CONCRETE SLABS. 1" OF CONCRETE OVER THE TOP OF CONDUITS AND SLABS MUST BE MAINTAINED. 1-1/2" OVER IS PREFERRED.
35. DIMMER SWITCHES RATED 1,000W OR HIGHER ARE TO BE MOUNTED IN A SEPARATE BACKBOX AND NOT GANGED TOGETHER WITH OTHER DIMMER SWITCHES.
36. PROVIDE SEAL-OFFS WHEN PIPING PASSES THROUGH AREAS OF DIFFERENT AMBIENT TEMPERATURES AND/OR HAZARDOUS AREAS.
37. PROPER PROTECTION AGAINST CORROSION REQUIRED FOR ALL ELECTRICAL EQUIPMENT. IT SHALL BE SUITABLE FOR THE ENVIRONMENT IN WHICH THEY ARE TO BE INSTALLED.
38. BRANCH CIRCUIT CONDUCTORS SUPPLYING A SINGLE MOTOR SHALL HAVE AN AMPACITY NOT LESS THAN 125% OF THE MOTOR FULL LOAD CURRENT RATING.
39. PROPER THERMAL OVERLOAD PROTECTION SHALL BE REQUIRED FOR ALL MOTORS.
40. ALL ELECTRICAL DEVICES IN THE PIT OF AN ELEVATOR SHAFT SHALL BE NEMA 4 RATED. THIS INCLUDES LIGHTING, RECEPTACLES, SWITCHES, CONDUIT AND CONNECTIONS. CONNECTIONS ARE TO BE THREADED OR COMPRESSION AND COVERS PROVIDED FOR RECEPTACLES AND SWITCHES.
41. DO NOT ROUGH IN ANY CIRCUITS UNTIL ALL MECHANICAL & OTHER EQUIPMENT SUBMITTALS ARE THOROUGHLY REVIEWED FOR CHANGES IN CIRCUIT SIZES. NOTIFY ENGINEER OF ANY DISCREPANCIES.
42. PROVIDE OPERATION AND MAINTENANCE MANUALS AT PROJECT COMPLETION.
43. PROVIDE NECESSARY TRAINING ON ELECTRICAL SYSTEMS TO OWNER.
44. PROPER TIME IS TO BE GIVEN TO PRE-CONSTRUCTION COORDINATION OF ALL OTHER SYSTEMS. ELECTRICAL CONTRACTOR TO VERIFY MOUNTING HEIGHTS OF DEVICES WITH FINAL FURNITURE AND CABINET PLANS. FLOOR OUTLETS TO BE FIELD VERIFIED FOR EXACT PLACEMENT.
45. FEEDERS ARE TO BE KEPT AWAY FROM OCCUPIED SPACES.
46. ALL RECEPTACLES ARE TO BE NEMA 5-20R AND SPECIFICATION GRADE UNLESS NOTED OTHERWISE. ALL CIRCUITS TO RECEPTACLES TO HAVE SEPARATE EQUIPMENT GROUNDING CONDUCTORS INDEPENDENT OF RACEWAYS. DEVICE COLOR TO BE WHITE, COVER TO BE STAINLESS STEEL.
47. PROVIDE PROPER SEPARATION BETWEEN LOW VOLTAGE CONDUCTORS AND HIGHER VOLTAGE CONDUCTORS.
48. MAKE SURE THERE ARE WP, GFCI, WR RECEPTACLES WITHIN 25 FEET OF HVAC EQUIPMENT FOR SERVICEABILITY.
49. ALL RECEPTACLES OUTDOORS ARE TO BE WR LISTED, AND GFCI PROTECTED . THE RECEPTACLE IS TO BE MOUNTED INSIDE A WP METAL BOX THAT IS LISTED WITH THE COVER CLOSED.
50. ALL RECEPTACLES WITHIN 6'-0" OF A SINK EDGE IS TO BE GFCI TYPE WHETHER LOCATED ABOVE THE COUNTER OR NOT.
51. PROVIDE BLANK COVERPLATES FOR ALL UNUSED JUNCTION-BOXES AND BACK-BOXES AT JOB COMPLETION.
52. E.C IS TO REVIEW ALL OTHER TRADES CONSTRUCTION DRAWINGS AND SHOP DRAWINGS FOR ANY ELECTRICAL ROUGH-IN REQUIREMENTS NOT SHOWN IN ELECTRICAL CONSTRUCTION DOCUMENTS. THIS INCLUDES, BUT IS NOT LIMITED TO, ARCHITECTURAL, INTERIOR DESIGN, MECHANICAL, PLUMBING, FOOD SERVICE, BREWING, FIRE ALARM AND ANY OTHER SPECIALTY SYSTEM DOCUMENTS.
53. OWNER AND/OR OWNER'S REPRESENTATIVE IS RESPONSIBLE FOR CONTACTING AND COORDINATING SERVICES AND EQUIPMENT CONTRACTS FOR PHONE, INTERNET, CABLE TV, SECURITY, ACCESS CONTROL, PAGING, SOUND, ETC., ALONG WITH SERVICE ENTRANCE RACEWAY SIZES AND LOCATIONS. INTERIOR RACEWAYS AND BACK-BOXES FOR SUCH SYSTEMS WILL BE INSTALLED PER PART OF THE BASE CONTRACT DOCUMENTS BY THE ELECTRICAL CONTRACTOR. REFER TO TELE/DATA NOTES FOR CABLING, JACK AND CABLE TERMINATION REQUIREMENTS, IF ANY, AS PART OF THIS PROJECT'S CONTRACT.
54. PROVIDE FLUSH FLOOR BOXES AT LOCATIONS SHOWN. FLOOR BOXES TO BE FSR INC. #FL-500P-4 WITH #FL-500P-SSQ-C FLUSH ALUMINUM CARPET/TILE COVER WIT LIFT-OFF DOOR. PROVIDE POWER AND I.T. RACEWAYS TO BOXES. COORDINATE EXACT LOCATIONS OF OPENINGS WITH ARCHITECTURAL AND OWNER PRIOR TO ROUGH-IN.

MOUNTING HEIGHTS

SWITCHES	48"
RECEPTACLES - STANDARD	18"
RECEPTACLES - ABOVE COUNTERS	44"
RECEPTACLES - MECHANICAL ROOMS	48"
RECEPTACLES - PLANT AREAS & GARAGE	48"
RECEPTACLES - EXTERIOR	24" (ABOVE FINISH GRADE)
TELEVISION RECEPTACLE	90"
LOW VOLTAGE OUTLETS	SAME AS RECEPTACLES
DISCONNECT SWITCHES	60" (TO CENTER OF HANDLE)
MOTOR STARTERS	60" (TO CENTER OF HANDLE)
PANELS	72" TO 78" (TO TOP OF PANEL AS LONG AS BOTTOM IS AT LEAST 12" AFF)
FIRE ALARM PULL STATIONS	48" (TO TOP OF PULL HANDLE)
FIRE ALARM INDICATING DEVICES	6' 8" (TO BOTTOM OF DEVICE OR 6" FROM CEILING TO CENTER)
CONTROL BUTTONS - FINISHED AREAS	48"
CONTROL BUTTONS - UNFINISHED AREAS	60"
CARD READERS, ETC.	48"
WALL MOUNTED CLOCKS, SPEAKERS, EXIT SIGNS, EMERGENCY LIGHTING	92"

EXTERIOR BUILDING MOUNTED LIGHT FIXTURES (SEE ARCHITECTURAL ELEVATIONS OR COORDINATE WITH ARCHITECTURAL FEATURES)

UNLESS NOTED OTHERWISE, MEASUREMENTS INDICATE TO CENTER OF BOX. IF DEVICE IS MARKED ON DRAWINGS DIFFERENTLY THAN THIS SCHEDULE, USE DRAWINGS AS A GUIDE. CERTAIN PROJECT CONDITIONS MAY WARRANT VARYING THE HEIGHTS. ELECTRICAL CONTRACTOR'S FIELD FOREMAN IS TO STUDY FINAL DOCUMENTS WITH SUBMITTALS FROM ALL TRADES BEFORE ROUGHING IN (IF POSSIBLE). RAISED FLOORS IN COMPUTER ROOMS OR SIMILAR ROOMS TO BECOME FINISHED FLOOR HEIGHT. REFER TO INTERIOR ELEVATIONS FOR HEIGHTS AND LOCATIONS OF EQUIPMENT AND FURNITURE.

SEE MOUNTING HEIGHTS AND ABBREVIATIONS FOR VISUALS

POWER/COMMUNICATION LEGEND

SYM	DESCRIPTION	HGT
A	CIRCUIT BREAKER	
	FUSED SWITCH	
C	CONTRACTOR	
	DATA/TELEPHONE OUTLET	18"
	DISCONNECT	
	DUPLEX RECEPTACLE (NON-SWITCHED)	18"
44"/GFI	COUNTER HEIGHT DUPLEX RECEPTACLE, GROUND FAULT INTERRUPTER	44"
GFI	DUPLEX RECEPTACLE, GROUND FAULT INTERRUPTER	18"
WP/GFI	DUPLEX RECEPTACLE, WATER PROOF, GROUND FAULT INTERRUPTER	18"
	DOUBLE DUPLEX RECEPTACLE (NON-SWITCHED)	18"
	EQUIPMENT CONNECTION POINT	
	GROUND	
J	JUNCTION BOX	
	MOTOR, ELECTRIC	
	PANEL, BRANCH	
	PANEL, DISTRIBUTION	
	PUSH BUTTON SWITCH, SINGLE	48"
	RECEPTACLE, SPECIAL	
SP	SPEAKER	
TV	TELEVISION	18"
M	UTILITY METER	

MOUNTING HEIGHTS ARE AS GIVEN UNLESS NOTED OTHERWISE ON THE PLANS

FIRE ALARM LEGEND

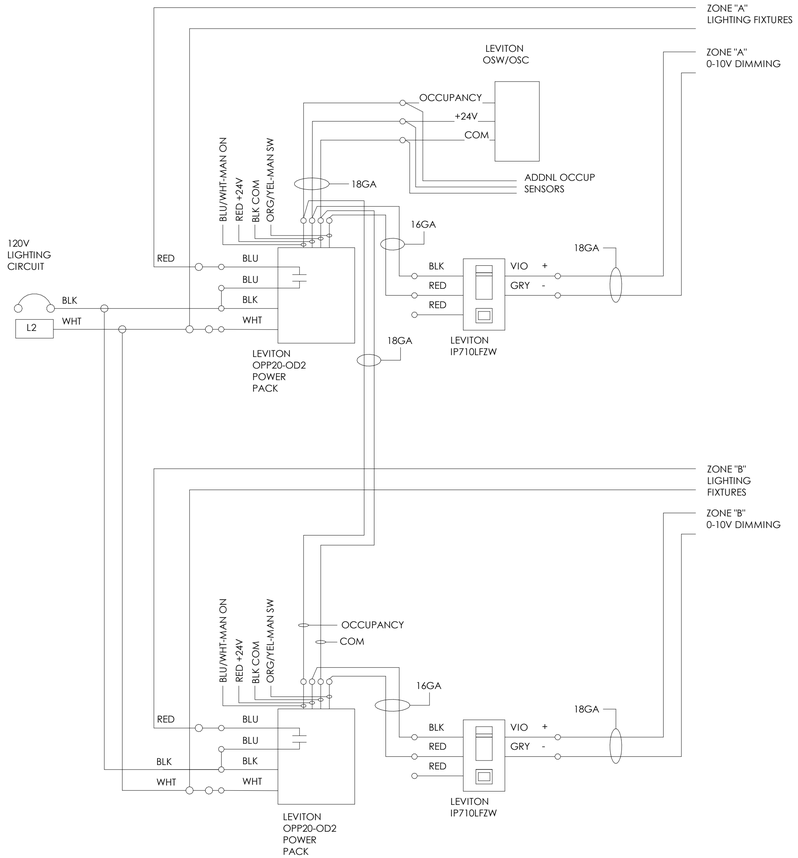
SYM	DESCRIPTION	HGT
DD	DUCT TYPE SMOKE DETECTOR	
T	DUCT DETECTOR TEST STATION	48"
V	FIRE ALARM AUDIO/VISUAL	84"
F	FIRE ALARM BELL	84"
F	FIRE ALARM PULL STATION	48"
V	FIRE ALARM VISUAL DEVICE	84"
FS	FLOW SWITCH	
HD	HEAT DETECTOR	
SD	SMOKE DETECTOR	
TS	TAMPER SWITCH	
	SMOKE DAMPER	

MOUNTING HEIGHTS ARE AS GIVEN UNLESS NOTED OTHERWISE ON THE PLANS.

LIGHTING LEGEND

SYM	DESCRIPTION	HGT
	1'x4' CEILING LIGHTING FIXTURE	
	WALL MOUNTED EMERGENCY LIGHT	
	CAN LIGHT	
	WALL MOUNTED LIGHT	
	EXIT, 1-WAY	
	EXIT, 2-WAY	
S	SWITCH, SINGLE POLE	48"
S3	SWITCH, 3-WAY	48"
S4	SWITCH, 4-WAY	48"
SOP	SWITCH, OCCUPANCY SENSOR	48"
SD	SWITCH, DIMMER	48"

MOUNTING HEIGHTS ARE AS GIVEN UNLESS NOTED OTHERWISE ON THE PLANS.



NOTES:
1. PROVIDE EXTRA DEEP SINGLE GANG BOX FOR DIMMER/SWITCH.
2. PROVIDE LEVITON CORNER MOUNT OSW12-M0W OCCUPANCY SENSORS WITH OPP20-OD2 POWER PACKS.
3. CHANGE OCCUP SENSOR TIME DELAY TO 20 MINUTES.
4. CAP UNUSED POWER PACK BLUE LEAD. NOT SHOWN ON DIAGRAM.

1 / E100 — **2 ZONE OCCUPANCY SENSOR DETAIL**
1 1/2" = 1'-0"

DRIVEN DESIGN

ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
cody@drivendesignstudio.com

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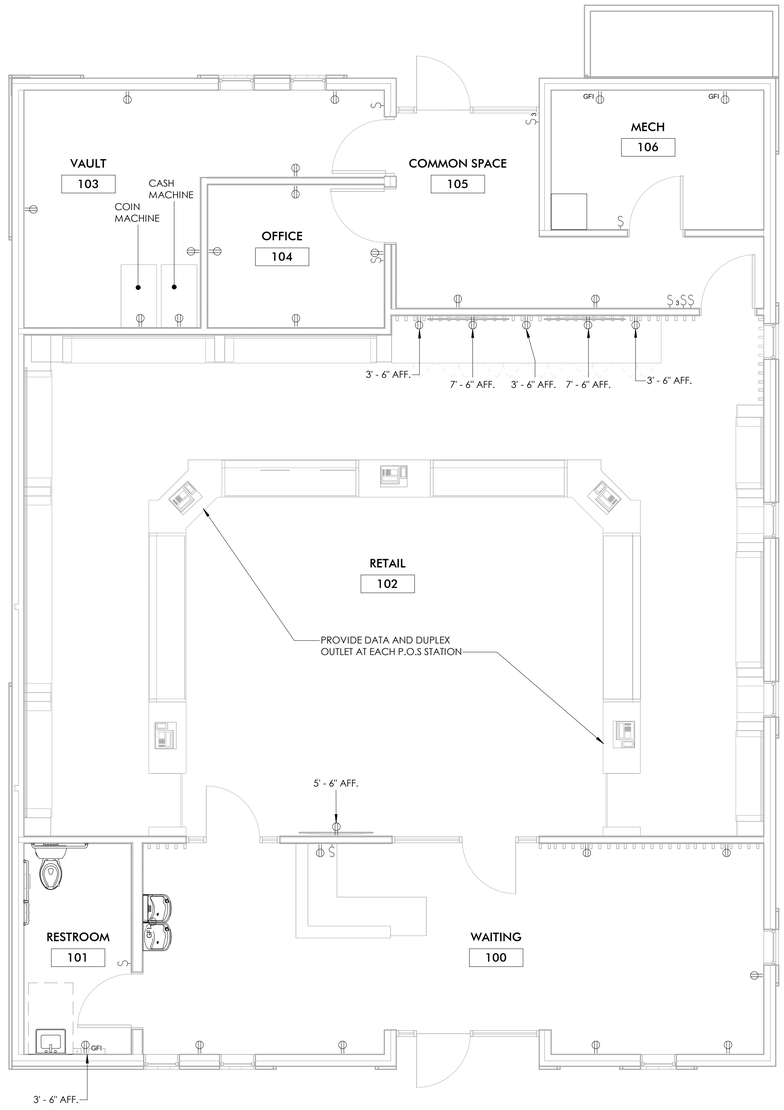
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ELECTRICAL NOTES AND SPECIFICATIONS
E100

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1 E101 FIRST FLOOR ELECTRICAL PLAN
1/4" = 1'-0"

ELECTRICAL NOTES

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST ADOPTED EDITION OF THE NATIONAL ELECTRIC CODE AND ALL AUTHORITIES HAVING JURISDICTION.
2. ELECTRICAL CONTRACTOR TO SECURE AND PAY FOR ALL PERMITS AND FEES.
3. ELECTRICAL CONTRACTOR SHALL COORDINATE WITH ALL OTHER TRADES FOR INSTALLATION OF ALL EQUIPMENT. INSTALL EQUIPMENT PER MANUFACTURER'S RECOMMENDATIONS. CONTRACTOR SHALL FIELD VERIFY EXISTING CONDITIONS.
4. ALL WIRING SHALL BE COPPER NO. 12 AWG MINIMUM SIZE, TYPE THNN/THXX INSULATION.
5. ALL WIRING SHALL BE INSTALLED IN A METALLIC CONDUIT SYSTEM. RUN ALL NEW CONDUIT CONCEALED IN FINISHED AREAS.
6. ALL RECEPTACLES SHALL BE 20 AMP, GROUNDING TYPE, **MATCHING EXISTING COLOR AND COVERPLATES**. PROVIDE GFCI TYPES WHERE SHOWN AND ANYWHERE WITHIN SIX FEET OF A PLUMBING FIXTURE. VERIFY AND COORDINATE ALL POWER OUTLETS TYPES AND LOCATIONS WITH OWNER PRIOR TO INSTALLATIONS.
7. ALL LIGHT SWITCHES SHALL BE SILENT TYPE, 20 AMP., TO **MATCH EXISTING**.
8. MAXIMUM LOAD FOR A 20 AMP BREAKER SHALL BE 15 AMPS OR 1800 WATTS AT 120 VAC.
9. PROVIDE NEW TYPED PANEL INDEXES ON ALL ELECTRICAL PANELS THAT WERE REVISED.
10. LIGHTING SHOWN SCHEMATICALLY ON REFLECTED CEILING PLAN, CENTER LIGHTINGS IN ROOM UNLESS NOTED OTHERWISE.
11. ELECTRICAL CONTRACTOR TO FIELD VERIFY ALL EXISTING CONDITIONS.
12. GUARANTEE ELECTRICAL MATERIALS AND WORKMANSHIP FOR A PERIOD OF ONE YEAR AFTER ACCEPTANCE.
13. IT IS UNDERSTAND AND AGREED BY THE INSTALLER THAT WORK HEREIN DESCRIBED SHALL BE COMPLETE IN EVERY DETAIL, EVEN THOUGH EVERY ITEM INVOLVED IS NOT PARTICULARLY MENTIONED. INSTALLER SHALL BE HELD TO PROVIDE ALL LABOR AND MATERIALS NECESSARY FOR THE WORK INTENDED AND DESCRIBED FOR A COMPLETE AND OPERATIONAL SYSTEM. SUCH MATERIALS SHALL INCLUDE, BUT ARE NOT LIMITED TO, CONDUIT, FITTINGS, COVERPLATES, WIRING, BREAKERS, CONTROL DEVICES, LIGHTING ACCESSORIES, ETC. THIS ALSO INCLUDES EQUIPMENT REQUIRED BY STATE AND LOCAL CODES.
14. ELECTRICAL AND DATA OUTLETS ARE SHOWN SCHEMATICALLY IN NATURE. REVIEW FINAL PLACEMENT WITH OWNER BEFORE INSTALL.
15. THE ELECTRICAL SYSTEM IS TO BE A DESIGN BUILD SYSTEM. IT IS TO BE DESIGNED, PROVIDED, AND INSTALLED BY A LICENSED ELECTRICAL CONTRACTOR OR ENGINEER IN THE STATE OF MICHIGAN. THE SYSTEM IS TO BE DESIGNED TO MEET ALL APPLICABLE MICHIGAN ELECTRICAL CODES IN FORCE AT THE TIME OF INSTALLATION AND INSPECTION. ANY ELECTRICAL SHOWN IS FOR REFERENCE ONLY AND HAS BEEN DESIGNED BY A LICENSED CONTRACTOR. THE ARCHITECT DOES NOT TAKE ANY LIABILITY FOR THESE SYSTEMS.

ELECTRICAL FIXTURES

***ALL FIXTURES SHOWN ARE TO BE A BASIS OF DESIGN, EQUAL EQUIVALENTS ARE ACCEPTED.**

TAG	SYMBOL	MANUFACTURER & DESCRIPTION	MODEL / COLOR
A		LITHONIA 6" CYLINDER CAN LIGHT	LDN6 CYLINDER SERIES / BLACK IN COLOR
B		LITHONIA 6" RECESSED CAN LIGHT OR WALL WASH	LDN6 / COLOR TO MATCH CEILING
C		BEACH LIGHTING ULTRA SLIM LED UNDERCABINET LIGHT	BEA380917 / BLACK IN COLOR
D		POWERLED SURFACE UNDERCABINET PUCK LIGHT	DLS472984 / BLACK IN COLOR
E		LITHONIA HIGH BAY LED LIGHT FIXTURE	JCBL / SILVER IN COLOR
F		BROAN EXHAUST FAN WITH LED LIGHT, 110 CFM	NUTONE FLEX SERIES / WHITE IN COLOR
G		LITHONIA EMERGENCY LIGHT	ELM6L / WHITE IN COLOR
H		LITHONIA EXIT-UNIT COMBO	LHQM LED / WHITE IN COLOR
I		BROWNLEE LIGHTING VANITY LIGHT	FLOW SQ / SILVER IN COLOR
J		LITHONIA LED FLAT PANEL 2'X2' OR 2'X4' LED FIXTURE	CPX / WHITE IN COLOR
K		MARK ARCHITECTURAL LIGHTING, 4' LED RECESSED STRIP LIGHT	SLOT 4 RECESSED / COLOR TO MATCH CEILING

ELECTRICAL SYMBOLS

- S3 — THREE-WAY SWITCH
- S — SWITCH
- GFI — GROUNDED FAULT INTERCEPTOR OUTLET
- DUPLEX OUTLET

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ARCHITECT
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Battle Creek, MI 49017
(269) 753-8040
cody@drivendesignstudio.com

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ELECTRICAL PLAN
E101

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PLUMBING ABBREVIATIONS

AFF	ABOVE FINISHED FLOOR
AFG	ABOVE FINISHED GRADE
APD	AIR PRESSURE DROP
BD	BALANCING DAMPER
BF	BARRIER FREE
BOD	BOTTOM OF DUCT ELEVATION
BTUH	BRITISH THERMAL UNIT PER HOUR
BV	BALANCING VALVE
CB	CATCH BASIN
CBV	CALIBRATED BALANCING VALVE
CFH	CUBIC FEET PER HOUR
CFM	CUBIC FEET PER MINUTE
CH	CABINET HEATER
CI	CAST IRON
CM	CEILING MOUNTED
CO	CLEAN OUT
CV	CONTROL VALVE
CW	DOMESTIC COLD WATER
DF	DRINKING FOUNTAIN
DN	DOWN
EA	EXHAUST AIR
EAT	ENTERING AIR TEMPERATURE
EDB	ENTERING DRY BULB
EF	EXHAUST FAN
ESP	EXTERNAL STATIC PRESSURE
EWB	ENTERING WET BULB
EWC	ELECTRIC WATER COOLER
EWT	ENTERING WATER TEMPERATURE
EXIST	EXISTING
FD	FLOOR DRAIN
FPM	FEET PER MINUTE
FR	FIN RADIATION
HB	HOSE BIBB
GPM	GALLONS PER MINUTE
HP	HORSE POWER
HW	DOMESTIC HOT WATER
HWR	DOMESTIC HOT WATER RETURN
IE	INVERT ELEVATION
LAT	LEAVING AIR TEMPERATURE
LAV	LAVATORY
LDB	LEAVING DRY BULB
LVR	LOUVER
LWB	LEAVING WET BULB
LWT	LEAVING WATER TEMPERATURE
MA	MIXED AIR
MAT	MIXED AIR TEMPERATURE
MAX	MAXIMUM
MB	MOP BASIN
MBH	BRITISH THERMAL UNIT PER HOUR (THOUSANDS)
MH	MANHOLE
MIN	MINIMUM
MTG	MOUNTING
MV	MANUAL AIR VENT
NC	NORMALLY CLOSED
NFWH	NON-FREEZE WALL HYDRANT
NIC	NOT IN CONTRACT
NO	NORMALLY OPEN
OA	OUTSIDE AIR
OAI	OUTSIDE AIR INTAKE
PD	PRESSURE DROP
PIV	POST INDICATOR VALVE
PRV	PRESSURE REDUCING VALVE
PR	PANEL RADIATION
PT	PRESSURE / TEMPERATURE TAPPING
RA	RETURN AIR
RAV	RELIEF AIR VENT
RD	ROOF DRAIN
RH	RELATIVE HUMIDITY
RPM	REVOLUTIONS PER MINUTE
RPPBP	REDUCED PRESSURE PRINCIPAL BACKFLOW PREVENTER
RV	RELIEF VALVE
RW	RAW WATER (UNSOFTENED)
SA	SUPPLY AIR
SENS	SENSIBLE
SH	SHOWER
SK	SINK
SOV	SHUT-OFF VALVE
SP	STATIC PRESSURE
TEMP	TEMPERATURE
TOT	TOTAL
TR	TEMPERATURE RISE
TS	TIP SPEED
TSP	TOTAL STATIC PRESSURE
UH	UNIT HEATER
UR	URINAL
VAV	VARIABLE AIR VOLUME BOX
V	VENT
VEL	VELOCITY
VIF	VERIFY IN FIELD
VTR	VENT THRU ROOF
W	WASTE
WC	WATER CLOSET
WPD	WATER PRESSURE DROP

SYMBOLS

AW	ACID WASTE
AWV	ACID WASTE VENT
	BALANCING VALVE
	BUTTERFLY VALVE
	CALIBRATED BALANCING VALVE
	CAP
	CHECK VALVE
CR	CHILLER RETURN
CS	CHILLER SUPPLY
CWR	CHILLED WATER RETURN
CWS	CHILLED WATER SUPPLY
	COLD WATER (DOMESTIC)
CA	COMPRESSED AIR
COND	CONDENSATE
CD	CONDENSATE DRAIN
	CONTROL VALVE
CTR	COOLING TOWER RETURN
CTS	COOLING TOWER SUPPLY
	FIRE DAMPER (HORIZONTAL)
	FIRE DAMPER (VERTICAL)
	FIRE/SMOKE DAMPER
FP	FIRE PROTECTION
	FLOW METER (PROBE TYPE)
FS	FLOW METER (WAFER TYPE)
	FLOW SWITCH
FD	FOOTING DRAIN
FOR	FUEL OIL RETURN
FOS	FUEL OIL SUPPLY
G	GAS
	GAS COCK
HR	HEATING HOT WATER RETURN
HS	HEATING HOT WATER SUPPLY
HPR	HEAT PUMP RETURN
HPS	HEAT PUMP SUPPLY
	HOT WATER RETURN (DOMESTIC)
	HOT WATER SUPPLY (DOMESTIC)
H	HUMIDISTAT
MA	MEDICAL AIR
MVAC	MEDICAL VACUUM
	OUTSIDE STEM AND YOKE VALVE
O2	OXYGEN
	PRESSURE GAUGE
	PRESSURE REDUCING VALVE
	PRESSURE RELIEF VALVE
	PRESSURE / TEMPERATURE TAPPING
PHR	PRIMARY HEATING HOT WATER RETURN
PHS	PRIMARY HEATING HOT WATER SUPPLY
PC	PUMPED CONDENSATE
	REDUCED PRESSURE PRINCIPLE BACKFLOW PREVENTER
SAN	SANITARY SEWER (ABOVE FLOOR)
SAN	SANITARY SEWER (BELOW FLOOR)
	SHUT-OFF VALVE
S	SMOKE DAMPER
SCW	SOFT COLD WATER
SHW	SOFT HOT WATER
SHWR	SOFT HOT WATER RETURN
	SPRING CHECK VALVE
STM (#)	STEAM
T	STEAM TRAP
ST	STORM SEWER (ABOVE FLOOR)
ST (OF)	STORM SEWER (OVERFLOW SYSTEM)
ST	STORM (BELOW FLOOR)
	STRAINER
TS	TEMPERATURE SENSOR
TW	TEPID WATER
TWR	TEPID WATER RETURN
	THERMOMETER
T	THERMOSTAT
	THREE-WAY CONTROL VALVE
	THROTTLING VALVE
	TRIPLE DUTY VALVE (ANGLE)
	TRIPLE DUTY VALVE (STRAIGHT)
	UNION
VAC	VACUUM
	VACUUM BREAKER
V	VENT

PLUMBING FIXTURES

WATER CLOSET (TANK TYPE) WC-1
WATER CLOSET (FLOOR MOUNTED): KOHLER WELLWORTH CLASSIC, TWO-PIECE ELONGATED 1.6 GPF TOILET, K-3505-SS, VITEOUS CHINA, EQUIPPED WITH SLOAN FLUSHMATE POLISHED CHROME LEFT HANDED LEVER, WITH ANTIMICROBIAL FINISH, WHITE IN COLOR, CONTRACTOR TO SUPPLY OPEN FRONT SEAT, TO MATCH. THE TOILET IS ASME A112.19.2/CSA B45.1 AND ADA COMPLIANT

SK-1
KOHLER SOHO K-2084-0 WHITE 20" X 18" WALL-MOUNT BATHROOM SINK WITH SINGLE FAUCET HOLE KOHLER KUMIN K-98827-4-CP POLISHED CHROME SINGLE-HANDLE BATHROOM SINK FAUCET

DF-1
ELKAY HIGH-LO DRINKING FOUNTAIN EZSTL8C

MB-1
MOP BASIN: ONE PIECE MOLDED IN STONE 10" HIGH 24" X 24" BASIN WITH 1" SHOULDERS AND TILING FLANGES AS REQUIRED. FURNISH WITH FACTORY INSTALLED STAINLESS STEEL 3" DRAIN BODY WITH REMOVABLE STAINLESS STEEL STRAINER. MUSTEE MODEL 63M DURASTONE OR EQUAL. FAUCET SHALL BE CHICAGO FAUCET MODEL 897-CRCF WITH INTEGRAL CHECK VALVES, ROUGH CHROME PLATED CAST BRASS COMBINATION SERVICE SINK FITTING WITH VACUUM BREAKER, ¾" THREADED HOSE SPOUT, WALL BRACE, PAIL HOOK, ADJUSTABLE FLANGED FEMALE SUPPLY ARMS AND INTEGRAL STOPS. PROVIDE WITH MUSTEE MODEL 65.600 MOP HOLDER OR EQUAL AND WITH MUSTEE MODEL 65.700 HOSE AND SS HOSE HANGER BRACKET OR EQUAL

SS-1
SERVICE SINK: ONE PIECE 23"X23" FLOOR MOUNT SINGLE UTILITY SERVICE SINK WHITE BY FLORESTONE MANUFACTURER PART #FM-1 UD

WATER HEATER WH-1
(140ºF WATER TO KITCHEN EQUIP) BASED ON LOCHINVAR SHIELD GAS WATER HEATER, MODEL SNR201-100 115V/1Ø, 90 GALLON, 199,999 BTUH INPUT, 233 GPH RECOVERY@100ºF RISE, 305 GPH FIRST HOUR. 3'Ø AIR INLET AND 3'Ø VENT. PROVIDE WITH VENT TERMINATION KIT, CONDENSATION NEUTRALIZATION KIT. ELECTRICAL DATA: 120/1/60.

PLUMBING NOTES

FITTINGS, TRIM, AND ACCESSORIES
A. TOILET SEATS: ELONGATED, SOLID WHITE PLASTIC WITH MOLDED-IN BUMPERS, CLOSED BACK/OPEN FRONT, LESS COVER, AND HAVING BRASS CHECK HINGE.
B. SUPPLIES AND STOPS FOR LAVATORIES AND SINKS: POLISHED CHROME-PLATED, LOOSE-KEYED ANGLE STOP HAVING ½" INLET AND 3/8" O.D. X 12" LONG CHROME-PLATED BRASS TUBING OUTLET, AND WALL FLANGE AND ESCUTCHEON.
C. TRAPS: BRASS, CHROME PLATED ADJUSTABLE "P" TRAP WITH CLEANOUT AND WASTE TO WALL WITH ESCUTCHEON.
D. THERMOSTATIC MIXING VALVE FOR INDIVIDUAL LAVS OR SINKS: CONFORM TO ASSE STANDARD 1070 WITH HIGH LIMIT SET AT 110ºF WITH CHECKSTOPS ON INLETS. WATTS SERIES USG-B UNDER SINK GUARDIAN OR EQUAL.
E. BARRIER-FREE LAVATORY TRAP WRAP: PROVIDE ADA-CONFORMING, WHEELCHAIR ACCESSIBLE LAVATORY P-TRAP AND ANGLE VALVE ASSEMBLY PROTECTIVE PIPE COVER. COVER SHALL BE SECURED WITH SNAP-CLIP FLUSH REUSABLE FASTENERS, ANGLE STOP SHALL HAVE LOCK-LID LOCKING ACCESS COVERS. TRUE-BRO LAV GUARD OR EQUAL.
F. IN LOCATIONS WHERE ARCHITECT IS PROVIDING A BELOW COUNTER BARRIER-FREE COUNTERTOP BASIN SHIELD, PROVIDE OFFSET TAILPIECE TO ALLOW FOR INSTALLATION OF ARCHITECTURAL SHIELD / AVOID CONFLICT WITH SINK TAILPIECE. ELKAY LKAD/LKAD18 OR EQUAL.

INSTALLATION
A. INSTALL PLUMBING FIXTURES LEVEL AND PLUMB, IN ACCORDANCE WITH FIXTURE MANUFACTURER'S WRITTEN INSTRUCTIONS, ROUGH-IN DRAWINGS, AND PERTINENT CODES AND REGULATIONS, THE ORIGINAL DESIGN, AND THE REFERENCED STANDARDS.
B. COMPLY WITH THE INSTALLATION REQUIREMENTS OF REQUIRED CODES AND STANDARDS WITH RESPECT TO BARRIER-FREE PLUMBING FIXTURES. COORDINATE WITH GRAB BAR INSTALLATIONS.
C. INSTALL COUNTER TOP MOUNTED SINKS AS FAR FORWARD AS POSSIBLE WITHIN COUNTER TOP.
D. FASTEN PLUMBING FIXTURES SECURELY TO SUPPORTS OR BUILDING STRUCTURE. SECURE SUPPLIES BEHIND OR WITHIN WALL CONSTRUCTION TO PROVIDE RIGID INSTALLATION.
E. INSTALL A STOP VALVE IN AN ACCESSIBLE LOCATION IN THE WATER CONNECTION TO EACH FIXTURE.
F. INSTALL ESCUTCHEONS AT EACH WALL, FLOOR, AND CEILING PENETRATION IN EXPOSED FINISHED LOCATIONS AND WITHIN CABINETS AND MILLWORK.
G. SEAL FIXTURES TO WALLS AND FLOORS USING SILICONE SEALANT. MATCH SEALANT COLOR TO FIXTURE COLOR.
H. INSTALL FLUSH VALVES FOR WATER CLOSETS IN OFF-SET TYPE BARRIER-FREE STALLS WITH HANDLES ON WIDE SIDE OF STALL
I. INSTALL THERMOSTATIC MIXING VALVE FOR INDIVIDUAL LAVS OR SINKS BENEATH FIXTURE, IN A VISUALLY CONCEALED LOCATION

ROUGH-IN SCHEDULE
LINE SIZES INDICATED BELOW ARE RUN-OUT SIZES. REDUCE SIZE AS REQUIRED AT CONNECTION TO FIXTURE. MAIN LINES SHALL BE INSTALLED AS INDICATED ON DRAWINGS.

FIXTURE	HOT WATER	COLD WATER	WASTE	VENT
LAVATORY	1/2"	1/2"	2"	2"
SINK	1/2"	1/2"	1 1/2"	2"
WATER CLOSET TANK	-	1/2"	4"	2"
MOP BASIN	3/4"	3/4"	3"	1 1/2
NON-FREEZE HYDRANT	-	3/4"	-	-
HOSE BIBB	-	3/4"	-	-

MOUNTING HEIGHTS SCHEDULE
MOUNT PLUMBING FIXTURES AS SCHEDULED BELOW.

FIXTURE	MOUNTING HEIGHT
LAVATORY	31" FLOOR TO RIM
SINK	36" FLOOR TO RIM
BARRIER-FREE LAVATORIES AND SINK	REFER TO ARCH. DRAWINGS FOR EXACT LOCATION AND HEIGHTS **(MAX 34" A.F.F. TO RIM)**
BARRIER FREE WATER CLOSET	17" FLOOR TO TOP OF SEAT 27" FLOOR TO BOTTOM EDGE OF FRONT APRON
BARRIER FREE FLUSH VALVES	44" MAX HANDLE TO FLOOR
SHOWER HEAD	72" FLOOR TO HEAD
BARRIER FREE SHOWER CONTROLS	MIN. 38" ABOVE FLOOR, MAX 48" ABOVE FLOOR
BARRIER FREE SHOWER SPRAY UNIT	BOTTOM MAX 48" ABOVE FLOOR
SLIDE BAR	TOP MIN. 72" ABOVE FLOOR

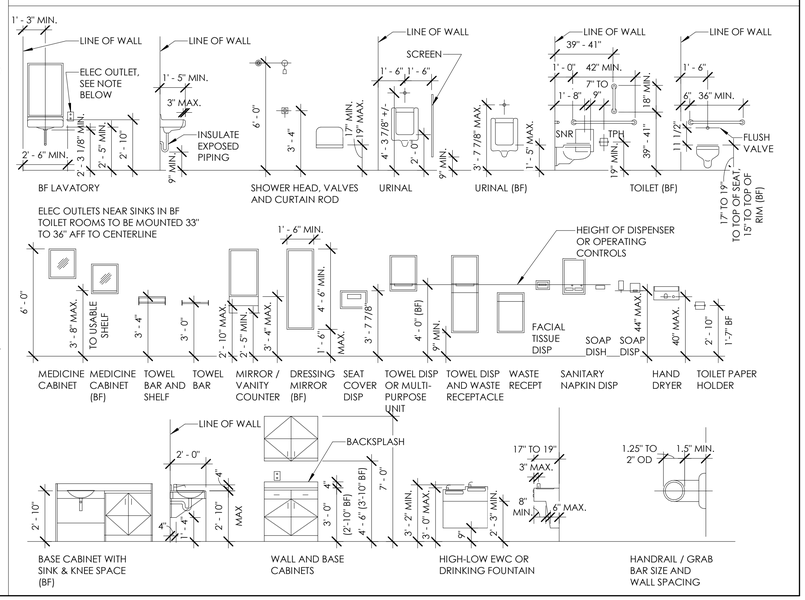
***SEE MOUNTING HEIGHTS + ABBREVIATIONS SHEET FOR VISUALS**

PLUMBING SPECIALTIES
A. CALIBRATED BALANCING VALVES: PROVIDE AS INDICATED. CALIBRATED BALANCE VALVES EQUIPPED WITH VALVES ON READOUT PORTS TO FACILITATE CONNECTING OF DIFFERENTIAL PRESSURE METER TO BALANCE VALVES. READOUT VALVES SHALL HAVE 1/4" NPT CONNECTION FOR METERS. PROVIDE CALIBRATED NAMEPLATE TO INDICATED DEGREE OF CLOSURE OF ORIFICE. CONSTRUCT BALANCING VALVE WITH INTERNAL SEALS TO PREVENT LEAKAGE AROUND ROTATING ELEMENT. VALVES TO HAVE MEMORY STOP FEATURE TO ALLOW VALVE TO BE CLOSED AND THEN REOPENED TO SET POINT WITHOUT DISTURBING BALANCING POSITION. PROVIDE BALANCE VALVES WITH PERFORMED POLYURETHANE INSULATION SUITABLE FOR USE ON DOMESTIC HOT WATER SYSTEMS, AND TO PROTECT BALANCE VALVES DURING EQUIPMENT. BELL & GOSSETT "CIRCUIT SETTER" APOLLO VALVES OR EQUAL.
B. RECESSED NONFREEZE WALL HYDRANTS: CAST-BRONZE BOX, WITH TEE HANDLE KEY, VACUUM BREAKER, HINGED LOCKING COVER, 3/4" IN INLET, AND HOSE OUTLET. PROVIDE BRONZE CASING OF SUITABLE LENGTH TO HAVE VALVE BODY INSIDE BUILDING, NOT WITHIN EXTERIOR WALL. "WOODFORD" MODEL B67, "CONBRACO" OR EQUAL.
C. BACKFLOW PREVENTER: REDUCED-PRESSURE-PRINCIPLE ASSEMBLY CONSISTING OF SHUTOFF VALVES ON INLET AND OUTLET AND STRAINER ON INLET. ASSEMBLIES SHALL INCLUDE TEST COCKS, AIR GAP DRAIN FITTING AND PRESSURE-DIFFERENTIAL RELIEF VALVE LOCATED BETWEEN 2 POSITIVE SEATING CHECK VALVES AND COMPLY WITH REQUIREMENTS OF ASSE STANDARD 1013. PRESSURE DROP THROUGH ASSEMBLY SHALL NOT EXCEED 12 PSIG. "WATTS" NO. 909 SERIES, FEBCO, APOLLO VALVES.

GENERAL PLUMBING NOTES

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3. ALL WORK SHALL BE PERFORMED TO FACILITATE EXPEDITIOUS PROGRESS ON THE WHOLE PROJECT. COORDINATE WORK WITH OTHER TRADES TO MINIMIZE AND RESOLVE POTENTIAL CONFLICTS.
4. COMPLETED SYSTEMS SHALL BE TESTED, BALANCED, AND GUARANTEED. PROVIDE REPORT TO A/E.
5. THE DRAWINGS ARE DIAGRAMMATIC IN NATURE. THE CONTRACTOR SHALL PROVIDE FITTINGS, OFFSETS, ETC., AS NECESSARY TO PROVIDE COMPLETE SYSTEMS.
6. FURNISH AND INSTALL ALL VALVING FOR THE PROPER SECTIONALIZING AND OPERATION OF PIPING SYSTEMS. PROVIDE ACCESS PANELS AS REQUIRED FOR ACCESS TO VALVES.
7. ALL PIPES PASSING THROUGH FINISHED WALLS, PARTITIONS, AND FLOORS SHALL BE FITTED WITH ADJUSTABLE ESCUTCHEONS, AND APPROPRIATE FIRE STOPPING WHERE REQUIRED.
8. ATTACH ALL FIXTURES TO SUPPORTING SURFACES PLUMB AND LEVEL. WALL HUNG UNITS SHALL BE SECURELY FASTENED TO WALL BACKING. PROVIDE CHAIR CARRIERS FOR ALL LAVATORIES
9. WHERE FIXTURES ARE MOUNTED TO WALLS AND FLOORS, SEAL ALL INTERSECTIONS WITH DOW WHITE SILICONE CAULK.
10. IT IS NOT THE INTENT OF THESE PLANS TO SHOW EVERY DETAIL OF CONSTRUCTION. CONTRACTOR SHALL FURNISH AND INSTALL ALL ITEMS NECESSARY FOR A COMPLETE CODE COMPLYING SYSTEM.
11. FINAL LOCATION OF ALL CEILING FEATURES NEEDS TO BE COORDINATED WITH ALL TRADES.
12. PROVIDE APPROPRIATE FIRE STOPPING MATERIALS WHERE FIRE RATED ASSEMBLIES ARE PENETRATED.
13. ALL WORK AND MATERIALS SHALL BE GUARANTEED IN WRITING FOR ONE YEAR FROM PROJECT COMPLETION.
14. PROVIDE SHOP DRAWINGS FOR APPROVAL OF PLUMBING FIXTURES, ROOF TOP UNITS, GRILLES AND REGISTERS, FANS, WATER HEATERS, AND THERMOSTATS.
15. MECHANICAL CONTRACTOR TO FIELD VERIFY ALL SITE LOCATIONS.
16. SLOPE ALL NEW SANITARY PIPING A MIN. OF 1/8" PER FOOT.
17. SANITIZE ALL NEW HOT & COLD WATER LINES PER LOCAL WATER DEPARTMENT REQUIREMENTS. FLUSH AND TEST SYSTEM FOR LEAKS. MECHANICAL CONTRACTOR IS RESPONSIBLE FOR PROPER LEAK-FREE OPERATION OF SYSTEM. SOLDER JOINTS WITH NON-LEAD SOLDER.
18. PROVIDE DI-ELECTRIC FITTINGS WHERE DISSIMILAR METALS ARE CONNECTED.
19. SUPPLY ALL NECESSARY TRIM, P-TRAPS, AND ANGLE STOPS AT EACH PLUMBING FIXTURE.
20. DISTRIBUTE HOT & COLD WATER PIPING IN TYPE "L" HARD DRAWN COPPER TUBING, ASTM B 88, TO MEET MINIMUM CONNECTION SIZE REQUIREMENTS AS SHOWN ON THE PLUMBING FIXTURE CONNECTION SCHEDULE.
21. INSULATE ALL COLD WATER LINES WITH 1" MINERAL FIBER INSULATION WITH VAPOR BARRIER. INSULATE ALL HOT WATER LINES WITH 1" FIBERGLASS.
22. DRAIN, VENT AND WASTE PIPING SHALL BE SCHEDULE DWV PVC. CLEAN OUTS IN FINISHED AREAS SHALL BE RECESSED AND HAVE CHROME OR BRASS COVER PLATES FLUSH WITH THE FINISHED FLOOR.
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24. PROVIDE CLEAN OUTS INSIDE AND OUTSIDE THE BUILDING 100 FEET APART, AND AT LOCATIONS WHERE A CHANGE IN DIRECTION GREATER THAN 45 DEGREES OCCURS.
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26. AT EACH BARRIER FREE WATER CLOSET WITH FLUSH VALVE, INSTALL THE HANDLE TOWARD THE "OPEN" SIDE OF THE WATER CLOSET STALL.
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29. FURNISH AND INSTALL WATER HAMMER ARRESTERS IN ACCORDANCE WITH PDI WH201.
30. LAY OUT PLUMBING WORK TO AVOID CONFLICTS WITH OTHER BUILDING COMPONENTS. ESTABLISH ELEVATION OF PUBLIC SEWER SYSTEM.

PLUMBING FIXTURES MOUNTING HEIGHTS



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DRIVEN DESIGN

ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
cody@drivendesignstudio.com

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CLIENT
ABRO BROTHERS INC

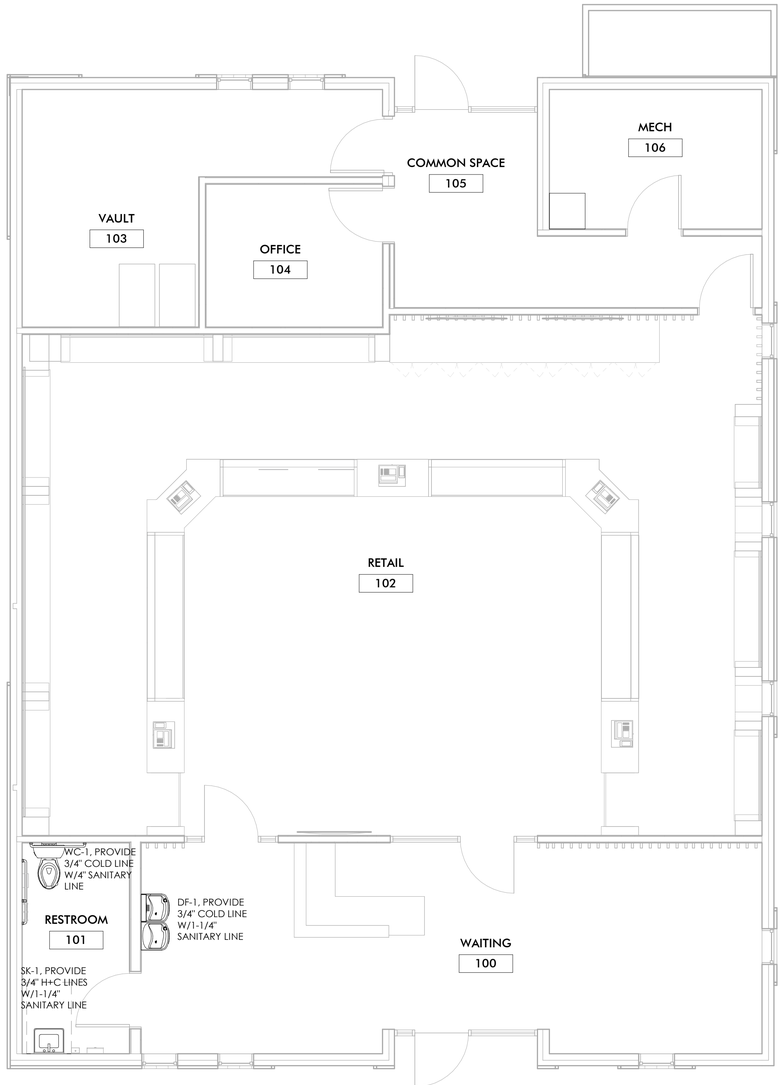
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REVISION

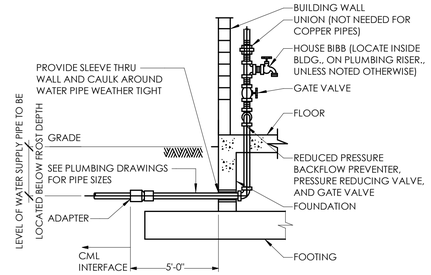
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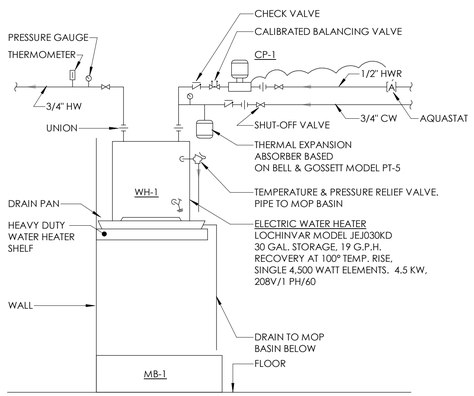
PLUMBING NOTES
P100



1 P101 **FIRST FLOOR PLUMBING PLAN**
1/4" = 1'-0"



3 P101 **WATER SERVICE DETAIL - 1 METER**
NTS



CP-1 BASED ON BELL & GOSSETT MODEL NUMBER E3-6V/BUPYZ. PROVIDE WITH ADJUSTABLE SPEED CONROL, AQUASTAT, UTC CONNECTION, AND 120V/1PH/60 PLUG CONNECTION.

2 P101 **WATER HEATER 30 GAL. ELEC. + MOP SINK**
NTS

PLUMBING FIXTURES

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WATER CLOSET (FLOOR MOUNTED): KOHLER WELLWORTH CLASSIC, TWO-PIECE ELONGATED 1.6 GPF TOILET, K-3505-SS, VITEOUS CHINA, EQUIPPED WITH SLOAN FLUSHMATE POLISHED CHROME LEFT HANDED LEVER, WITH ANTIMICROBIAL FINISH, WHITE IN COLOR, CONTRACTOR TO SUPPLY OPEN FRONT SEAT, TO MATCH. THE TOILET IS ASME A112.19.2/CSA B45.1 AND ADA COMPLIANT

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PLUMBING PLAN

P101

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TAB 8

SMŌK
CANNABIS

PROPOSED GRAPHICS

SMOK Holding Co will operate as SMOK Cannabis. Attached herein are renderings of proposed signage & graphics to be used pursuant to §16-516(d)(18). Signage will conform to all city sign ordinance requirements.

SMŌK
CANNABIS



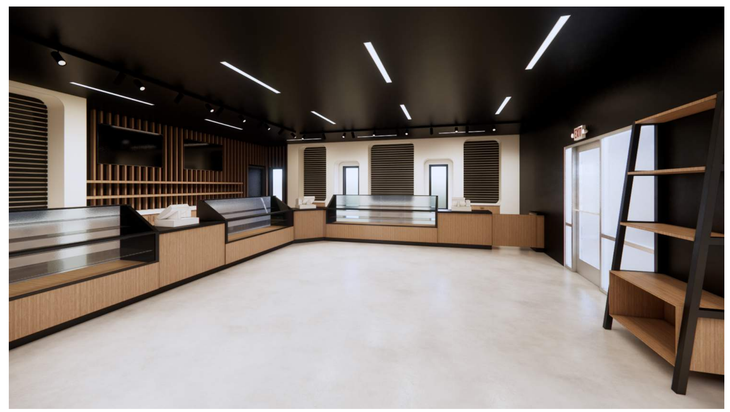




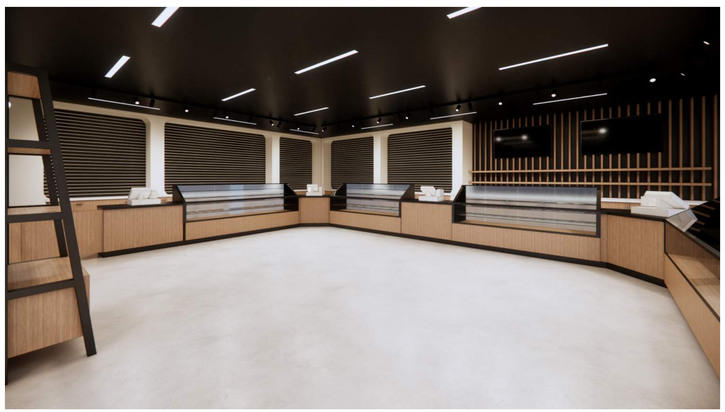
RENDERINGS - FOR REFERENCE ONLY

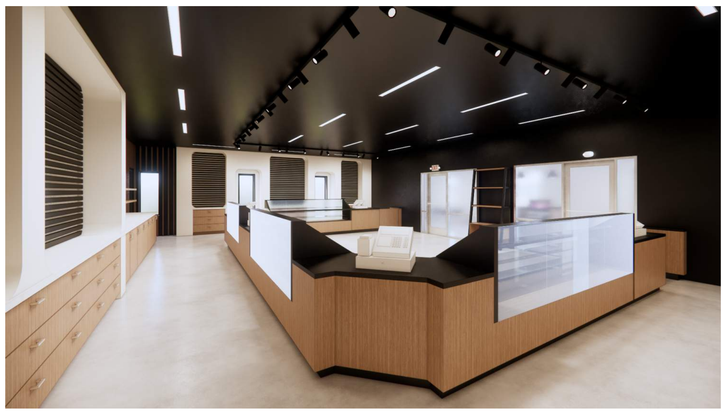


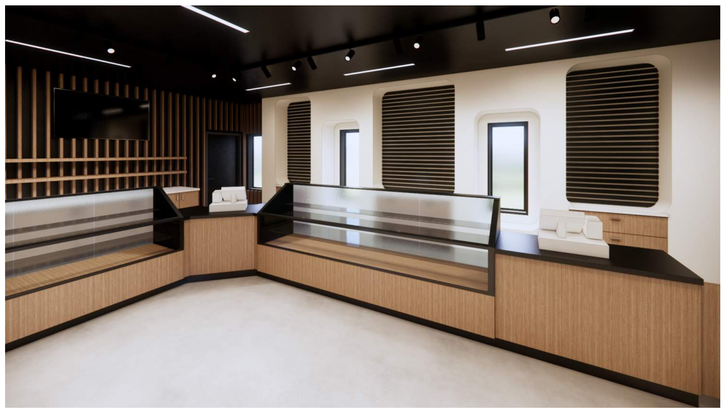




RENDERINGS - FOR REFERENCE ONLY







RENDERINGS - FOR REFERENCE ONLY

DRIVEN DESIGN

ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
cody@drivendesignstudio.com

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NOT FOR CONSTRUCTION

PROJECT NAME
SMOK CANNABIS
PROJECT ADDRESS
810 W ARGYLE ST, JACKSON MI 49202
CLIENT
ABRO BROTHERS INC

ISSUE
SCHEMATIC DESIGN

REVISION

DRAWN BY CMN
DATE 6/16/2023 4:14:48 PM
SCALE 12" = 1'-0"
STAMP

PROJECT NUMBER
2023.054

RENDERINGS

T001

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TAB 9

SMŌK
CANNABIS

PROPERTY PURCHASE AGREEMENT

Pursuant to §16-516(d)(11) the purchase agreement for 810 W Argyle St is attached.

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EXIT REALTY 1ST

11/25/22
11:37 AM EST
dotloop verified

COMMERCIAL PURCHASE AGREEMENT

THIS COMMERCIAL PURCHASE AGREEMENT ("Agreement") is made and entered into as of the Effective Date (defined below) by and between American 1 Credit Union whose address is 718 E Michigan Ave, Jackson, MI("Seller"), and Anthony Yousif ("Purchaser"), whose address is Birmingham, MI 48009 in the manner following:

PROPERTY DESCRIPTION. Purchaser offers and agrees to purchase the real property located in the City of Jackson, County of Jackson, Michigan, commonly known a 810 W Argyle St, tax parcel identification number 2-2439.A300 and further described as: see attached legal description as **Exhibit A**, together with Seller's interest in all easements, appurtenances, land division rights, timber, air, oil, gas and mineral, subsurface, riparian, and all other rights and interests pertaining to such property, and together with all buildings, structures and other physical improvements situated on such property (collectively, the "Real Property").

If sale includes any equipment or personal property, attach list as **Exhibit B**. A bill of sale will be executed at closing. If sale includes any tenant leases, attach list and current rent roll as **Exhibit C**. An assignment of leases will be executed at closing. If sale includes any licenses, permits or other intangible property, attach list as **Exhibit D**. An assignment will be executed at closing.

1. **PURCHASE PRICE.** The purchase price ("Purchase Price") for the Property shall be Six Hundred Seventy Five Thousand ($675,000) Dollars.

2. **PAYMENT OF PURCHASE PRICE.** The Purchase Price shall be paid as indicated by an "X" placed in the appropriate box below, with initials of Seller and Purchaser acknowledging Purchaser's method of payment, while the other unmarked terms of purchase shall not apply.

Cash. Purchaser shall pay the full Purchase Price, including any adjustments and/or prorations contained herein, to Seller at closing by certified check or wire transfer of immediately available funds or another method acceptable to Seller and title company.

3. **EARNEST MONEY DEPOSIT**. Within five (5) calendar days following the Effective Date of this Agreement, Purchaser shall deposit with acceptable Title Company of Sellers Choice, Title Insurance Company (the "Title Company" or "Escrow Agent"), Purchaser's earnest money deposit in the amount of Twenty Thousand ($20,000) Dollars (the "Deposit"). If Purchaser fails to deliver the Deposit timely, Purchaser shall be in default and Seller may terminate this Agreement upon notice to Purchaser. The Deposit shall be refunded to Purchaser in the event this Agreement is properly terminated by Purchaser under the terms and conditions provided for herein; retained by Seller; or applied to the Purchase Price at Closing.

4. **DUE DILIGENCE CONTINGENCY**. Purchaser shall have 60 days after receipt of fully accepted copy of this Agreement executed by Seller ("Inspection Period") to inspect and obtain the following items:

- Purchaser's physical inspection of all aspects of the Property which shall include but not be limited to: plumbing, electrical and HVAC systems, roof and any other portions of the Property.

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- Purchaser's satisfaction with the results of an environmental site assessment.
- Purchaser making soil tests, borings and any other engineer and architectural tests Purchaser desires.
- Purchaser's satisfaction that the Property is properly zoned or can be rezoned to permit Purchaser's proposed development and use.
- Purchaser receiving preliminary site plan approval.
- Purchaser obtaining a survey of the Property ("Survey").
- Purchaser receiving and approving all leases and obtaining a satisfactory estoppel certificate from each tenant.
- Purchasing conducting any other due diligence desired by Purchaser.

All due diligence shall be performed by Purchaser at Purchaser's sole expense. All due diligence shall be performed by Purchaser at Purchaser's sole expense. Prior to expiration of the Inspection Period, if Purchaser notifies Seller that, in Purchaser's sole discretion, the Property is unsuitable for Purchaser's intended purposes, then Seller and the Escrow Agent shall return the Deposit to Purchaser, and neither party shall have any further rights or obligations under this Agreement, except for any obligations which, by the terms of this Agreement are intended to survive termination. In the event Purchaser does not provide Seller with written notice of termination prior to the expiration of the Inspection Period, then the Deposit shall be non-refundable (unless Seller defaults), Purchaser shall be deemed to be satisfied with its inspections of the Property and this contingency shall be deemed fulfilled. Seller, at no expense to Seller, shall cooperate with Purchaser in providing reasonable access to the Property for Purchaser to perform its due diligence, and in obtaining all approvals desired or required from any federal, state or local government (“Governmental Approvals”), provided that no Governmental Approvals shall be binding upon Seller or the Property if Purchaser fails to close. Said Governmental Approvals shall be obtained during the Inspection Period unless the parties hereafter agree in writing that additional time is required to obtain them. Purchaser shall repair any damage to the Property caused by Purchaser or its agents, and Purchaser shall defend and indemnify and hold Seller harmless against any liability, loss, damage, cost or expense arising from any of Purchaser's due diligence activities; and these obligations of Purchaser shall survive termination of this Agreement. Within 5 business days after execution of this Agreement, Seller will provide Purchaser with copies of all title policies, surveys, leases, environmental reports, studies, site plans, certificates of occupancy and other documentation in the possession or control of Seller, which is material to Purchaser's decision whether to purchase the Property.

5. **TITLE INSURANCE**.

(a) **Title Insurance**: Owner Policy of Title Insurance to be furnished hereunder, to be paid for by Seller. Within 10 days of the Effective Date of this Agreement, Seller shall order a commitment for an ALTA Owner's Policy of Title Insurance, with Standard Exceptions (the “Title Commitment”), from the Title Company, and shall provide a copy of the same to Purchaser upon receipt. Purchaser in its sole and absolute discretion shall determine whether all matters of title and survey are satisfactory. The Title Commitment shall be accompanied by copies of all recorded exceptions to title referred to therein. At Closing, the Title Company shall deliver to Purchaser a satisfactorily "marked-up" Title Commitment. The Title Insurance Policy to be issued pursuant to the marked-up Title Commitment shall contain such endorsements as Purchaser may reasonably require, provided, however Purchaser shall be responsible for the cost of such endorsements.

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(b) **Objections to Title and Survey**. If Purchaser objects to any matters of title or survey and Purchaser so notifies Seller in writing of such objection(s) ("Objection Notice") before expiration of the Inspection Period, then Seller shall have 30 days from the date Seller receives the Objection Notice to either: (i) remedy the title and survey defects described in Purchaser's Objection Notice and obtain and deliver to Purchaser a revised Title Commitment and/or survey which reflects that all such defects have been remedied; or (ii) notify Purchaser and Escrow Agent that Seller is unable or unwilling to remedy the defects, in which event Purchaser shall, at its option, within five (5) business days after receipt of such notice from Seller, either terminate this Agreement and receive a full refund of the Deposit (subject to those obligations which by their terms survive termination) or waive Purchaser's title and survey objections, and proceed to Closing, subject to satisfaction or waiver of Purchaser's other pre-Closing contingencies. If Purchaser proceeds to Closing, all exceptions set forth in the Title Commitment, and all objectionable matters set forth in the Survey, shall be deemed "Permitted Exceptions."

6. **ENVIRONMENTAL.**

(a) **Environmental.** Seller has not received written notice of any claim with regard to hazardous substances or wastes with respect to the Property.

(b) **Due Diligence.** Purchaser shall have the right at Purchaser's expense to conduct a Phase I environmental site assessment during the Inspection Period. If any Phase II subsurface investigation is required or recommended, Purchaser and Seller shall attempt to agree upon the nature and extent of any Phase II activities and which party shall bear the cost. If Purchaser and Seller are unable to agree within 10 days, then either party may, upon notice to the other, terminate the Agreement, in which event the Deposit shall be refunded to Purchaser and neither party shall have any further liability thereunder (except for those obligations which, by their terms, survive termination). Purchaser agrees to repair and restore any damage to the Property caused by Purchaser's investigations or testing, at Purchaser's sole expense. Purchaser shall defend, indemnify and hold Seller harmless from all costs, expenses and liabilities arising out of Purchaser's inspection of the Property, including that of Purchaser's employees, agents, consultants, or contractors performing said inspection.

7. **CLOSING AND CLOSING ADJUSTMENTS.** Subject to the terms and conditions of this Agreement, the sale and purchase herein provided shall be consummated (the "Closing") either at the offices of, or through a remote escrow with, the Title Company or at another mutually acceptable location at 9:00 a.m. on the date that is 10 days following the expiration of the Inspection Period (the "Closing Date").

At Closing, Seller shall deliver to Purchaser a Warranty Deed conveying good and marketable fee simple title to the Property, subject to the Permitted Exceptions, and the lien of real estate taxes not yet due and payable, along with Seller's right to make any land divisions of the Property permitted to Seller, under the Michigan Land Division Act, MCL 560.101 *et seq* . Should any financial liens or encumbrances of a definite or ascertainable amount (such as a mortgage) be recorded against the Property, Seller shall pay and/or satisfy any such encumbrance prior to or simultaneously with the Closing. In addition, at Closing, Seller shall pay the base owner's title insurance policy premium, all state or county real estate transfer taxes, all outstanding water and sewer bills, and any other outstanding obligations which, if unpaid, may become a lien against the Property. The parties shall share equally all Title Company fees and expenses. Current real estate taxes (i.e. the most recent summer and winter tax bills issued) shall be prorated as of the date of the Closing on a "due date" basis as if paid in advance, with Seller receiving a credit for any prepaid taxes. All assessments, including, but not limited to any special assessments which have become a lien upon

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the land shall be paid in full by Seller. Each party shall pay their own attorney fees. At Closing, the Title Company may establish a water escrow, pending receipt of a final paid water bill for water and sewer charges incurred through Closing.

8. **SELLER'S WARRANTIES, REPRESENTATIONS AND COVENANTS.** Seller warrants, represents and covenants to Purchaser, as follows:

(a) **Authority**. Seller: (i) if an entity, is a lawfully constituted entity, duly organized, validly existing, and in good standing under the laws of the State of Michigan or another state; (ii) has the authority and power to enter into this Agreement and to consummate the transactions contemplated herein; and (iii) upon execution hereof will be legally obligated to Purchaser in accordance with the terms and provisions of this Agreement. Before Closing, Seller shall provide the Title Company and Purchaser with satisfactory written evidence that all necessary and appropriate action has been taken by Seller authorizing and approving the execution, delivery and performance by Seller of this Agreement and all closing documents, and the performance by Seller of all other acts necessary or appropriate for the consummation of the purchase and sale of the Property as contemplated herein.

(b) **Title**. Seller owns the Property in fee simple and has marketable and good title to the Property. Seller will not further encumber title to the Property before Closing without Purchaser's prior written consent, which consent shall not be unreasonably withheld.

(c) **Conflicts**. The execution and entry into this Agreement by Seller, the execution and delivery of the documents and instruments to be executed and delivered by Seller on the Closing Date, and the performance by Seller of Seller's duties and obligations under this Agreement and of all other acts necessary and appropriate for the full consummation of the purchase and sale of the Property as contemplated herein, will not violate any contract, agreement or other instrument to which Seller is a party, or any judicial order or judgment of any nature by which Seller or the Property is bound.

(d) **Litigation**. There is no action, suit or proceeding pending or, to the best of Seller's knowledge, threatened by or against or affecting Seller or the Property which does or will involve or affect the Property or title thereto. Seller will, promptly upon receiving any such notice or learning of any such contemplated or threatened action, give Purchaser written notice thereof.

(e) **No Violations**. In the event Seller receives written notice of any violations of state or federal laws, municipal, or county ordinances, or other legal requirements affecting the Property prior to the Closing, Seller shall promptly notify Purchaser thereof.

(f) **Foreign Ownership**. Seller is not a "foreign person" as that term is defined in the U. S. Internal Revenue Code of 1986, as amended, and the regulations **promulgated** pursuant thereto, and Purchaser has no obligation under Section 1445 of the U. S. Internal Revenue Code of 1986, as amended, to withhold and pay over to the U. S. Internal Revenue Service any part of the "amount realized" by Seller in the transaction contemplated hereby (as such term is defined in the regulations issued under said Section 1445). Seller shall furnish Purchaser with a non-foreign person affidavit at Closing.

(g) **Construction Liens**. On the Closing Date, Seller will not be indebted to any contractor, laborer, materialmen, architect, or engineer for work, labor or services performed or rendered, or for materials supplied or furnished,

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in connection with the **Property** for which any person could claim a lien against the Property and shall execute a standard title company affidavit to this effect at Closing.

9. **PURCHASER'S WARRANTIES, REPRESENTATIONS AND COVENANTS.**

(a) **Authority.** Purchaser: (i) if an entity, is a lawfully constituted entity, duly organized, validly existing, and in good standing under the laws of the State of Michigan or another state; (ii) has the authority and power to enter into this Agreement and to consummate the transactions contemplated herein; and (iii) upon execution hereof will be legally obligated to Seller in accordance with the terms and provisions of this Agreement. Before Closing, Purchaser shall provide the Title Company and Seller with satisfactory written evidence that all necessary and appropriate action has been taken by Purchaser authorizing and approving the execution, delivery and performance by Purchaser of this Agreement, and all closing documents and the performance by Purchaser of all other acts necessary or as appropriate for the consummation of the purchase and sale of the Property as contemplated herein.

(b) **Conflicts.** The execution and entry into this Agreement by Purchaser, the execution and delivery of the documents and instruments to be executed and delivered by Purchaser on the Closing Date, and the performance by Purchaser of Purchaser's duties and obligations under this Agreement and of all other acts necessary and appropriate for the full consummation of the purchase and sale of the Property as contemplated herein, will not violate any contract, agreement or other instrument to which Purchaser is a party, or any judicial order or judgment of any nature by which Purchaser is bound.

10. **DAMAGE TO PROPERTY.** If between the Effective Date of this Agreement and the Closing Date, all or any part of the Property is damaged by fire or natural elements or other causes beyond the Seller's control, which Seller does not repair or agree to repair prior to the Closing Date, or any part of the Property is taken pursuant to any power of eminent domain, Seller shall immediately notify Purchaser of such occurrence, and Purchaser may terminate this Agreement with written notice to Seller within 15 days after the date Purchaser learns of such damage or taking, and receive a refund of the Deposit without further liability, except for those obligations of Purchaser which are intended to survive termination. If Purchaser does not elect to terminate this Agreement, there shall be no reduction of the purchase price and Seller shall assign to Purchaser whatever rights Seller may have with respect to any insurance proceeds or eminent domain award at Closing.

11. **AS IS.** Neither Seller nor any broker, nor any of their officers, directors, managers, members, employees or agents have made any representation, warranty or disclosure with respect to the Property, upon which Purchaser may rely, except as may be set forth in writing in this Agreement. By Closing, Purchaser agrees to accept the Property in "As Is" condition to the fullest extent permitted by law.

12. **SELLER'S CLOSING OBLIGATIONS.** At Closing, Seller shall execute and deliver the Warranty Deed, closing statement, standard title company owner's affidavit and all other usual and customary Title Company and other closing documents necessary or appropriate to consummate the sale.

13. **PURCHASER'S CLOSING OBLIGATIONS.** At closing, Purchaser shall pay to Seller the Purchase Price in the manner specified in Section 3 above, subject to agreed pro rations and adjustments, and execute and deliver a closing statement and all other usual and customary Title Company and other closing documents necessary or appropriate to consummate the sale.

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14. **SECTION 1031 TAX-DEFERRED EXCHANGES.** Upon either party's request, the other party shall cooperate and reasonably assist the requesting party in structuring the purchase and sale contemplated by this Agreement as part of a tax deferred, like-kind exchange under Section 1031 of the Internal Revenue Code of 1986, as amended; provided, however, that in connection therewith, the non-requesting party shall not be required to: (a) incur any additional costs or expenses; (b) take legal title to additional real property (i.e., the requesting parties' "replacement property" or "relinquished property"); or (c) agree to delay the Closing. However, should both parties wish to complete a tax-deferred exchange, the parties will each incur their own additional expenses related to their exchange and shall split any common costs which will benefit both parties by such a division.

15. **NOTICES.** Unless otherwise stated in this Agreement, a notice required or permitted by this Agreement shall be sufficient if in writing and either delivered personally or sent via Federal Express, UPS or a similar nationally recognized overnight delivery service, or by certified mail, return receipt requested, addressed to the parties at their addresses specified below or by email. Any notices given by personal service shall be below or by e-mail effective upon delivery. Any notice given by Federal Express or UPS shall be deemed effective one business day after sending. Any notice given by certified mail, return receipt requested, shall be deemed given three business days after mailing, and any notice given by email shall be deemed effective upon receipt. Copies of all notices shall be made as follows:

❑ If to Purchaser:

Name:	Anthony Yousif c/o Chris Breneman
Address:	
Phone:	
Email:	

With copy to:

Name:	Chris Breneman
Address:	740 Laurence Ave, Jackson, MI 49202
Phone:	5177507650
Email:	Chris@exitjackson.com

❑ If to Seller:

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Name:	
Address:	
Phone:	
Email:	

With copy to:

Name:	
Address:	
Phone:	
Email:	

16. **ADDITIONAL ACTS.** Purchaser and Seller agree to execute and deliver such additional documents and perform such additional acts as may become necessary or appropriate to effectuate the transfers contemplated by this Agreement, provided that such documents and/or acts (including, without limitation, any documents and/or acts requested by Title Company pursuant to Section 12) do not have the effect of amending this Agreement or modifying the obligations of either party under this Agreement.

17. **ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties with respect to the sale of the Property. All contemporaneous or prior oral and written negotiations and agreements have been merged into this Agreement.

18. **MICHIGAN LAW**. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, without regard to its conflict of laws principles.

19. **AMENDMENTS**. This Agreement may be modified or amended only by written instrument signed by the Purchaser and Seller.

20. **EFFECTIVE DATE.** For purposes of this Agreement, the phrase “Effective Date” shall be the last date upon which this Agreement becomes fully executed, and delivered by both parties.

21. **BROKER.** Purchaser and Seller each acknowledge that: (i) Purchaser’s real estate agent is Chris Breneman and is acting as an agent of the Purchaser and (ii) Seller’s real estate agent is Nathaan Lazebnik and is acting as an agent of the Seller, with written, informed consent of both Purchaser and Seller. Seller agrees to pay the real estate broker(s) involved in this transaction a combined brokerage fee of $47,250, with $23,625 paid to EXIT Realty 1st and $23,625 paid to Good Earth Real Estate LLC at Closing. The parties acknowledge that other than the parties’ real estate agents disclosed herein, no other real

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estate brokers, salespersons, or agents are involved in this transaction and the parties hereby indemnify and hold each other harmless from any and all such claims for brokerage fees. All brokers and their agents specifically disclaim responsibility for the condition of the Property and performance of this Agreement. The parties each hereby, and by closing shall be deemed to, waive and release any and all claims and causes of action against all named brokers, their officers, directors, managers, members, employees and agents. The parties each hereby grant all named brokers the right to record a lien against the Property to secure payment of their commission including, without limitation, the right to record a lien under Michigan's Commercial Real Estate Broker Lien Act. All named brokers are third party beneficiaries of this Agreement.

22. **BROKER ENVIRONMENTAL DISCLAIMER.** The Purchaser and Seller agree that each broker and real estate agent has fully disclosed any knowledge that such broker and/or real estate agent has concerning possible toxic or hazardous material or substances or other adverse environmental conditions on or about the Property and the Purchaser acknowledges that Purchaser shall be given the opportunity to make a competent environmental inspection, and the Purchaser and Seller each do hereby release each broker and real estate agent from any liability concerning toxic and hazardous material or substance or other adverse environmental conditions on or about the Property. The Purchaser and Seller each hereby expressly waive any claim whatsoever against each broker and real estate agent before or after the closing of this transaction arising out of or in connection with any of the foregoing.

23. **DEFAULT.**

(a) **Seller's Default**. If the sale and purchase of the Property contemplated by this Agreement is not consummated on account of Seller's default or failure to perform hereunder, Purchaser shall as its sole remedy, elect to either: (i) specifically enforce the terms hereof; or (ii) demand and be entitled to an immediate refund of the Deposit, in which case this Agreement shall terminate in full, except for any provisions which by their terms, are intended to survive termination.

(b) **Purchaser's Default**. If the sale and purchase of the Property contemplated by this Agreement is not consummated on account of Purchaser's default hereunder, Seller shall as its sole and exclusive remedy retain the Deposit amount as full and complete liquidated damages for such default of Purchaser. The parties hereby acknowledge that it is impossible to estimate more precisely the damages which might be suffered by Seller upon Purchaser's default of this Agreement or any duty arising in connection or relating herewith. Seller's entitlement to and receipt of the Deposit is intended not as a penalty, but as full and complete liquidated damages. The right to retain such sums as full liquidated damages as Seller's sole and exclusive remedy in the event of default or failure to perform hereunder by Purchaser, is in addition to any liability of Purchaser with respect to its repair and indemnity obligations set forth above, which are intended to survive termination of this Agreement

24. **WAIVER**. The failure to enforce any particular provision of this Agreement on any particular occasion shall not be deemed a waiver by either party of any of its rights hereunder, nor shall it be deemed to be a waiver of subsequent or continuing breaches of that provision, unless such waiver be expressed in a writing signed by the party to be bound.

25. **DATE FOR PERFORMANCE**. If the time period by which any right, option or election provided under this Agreement must be exercised, or by which any act required hereunder must be performed, or by which the Closing must be held, expires on a Saturday, Sunday or legal or bank holiday, then such time period will be automatically extended through the close of business on the next following business day.

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26. **FURTHER ASSURANCES**. The parties agree that they will each take such steps and execute such documents as may be reasonably required by the other party or parties to carry out the intent and purposes of this Agreement.

27. **SEVERABILITY**. In the event any provision or portion of this Agreement is held by any court of competent jurisdiction to be invalid or unenforceable, such holding will not affect the remainder hereof, and the remaining provisions shall continue in full force and effect to the same extent as would have been the case had such invalid or unenforceable provision or portion never been a part hereof.

28. **SUCCESSORS AND ASSIGNS**. The designation Seller and Purchaser as used herein shall include said parties, their heirs, successors, and assigns; provided, however, Purchaser may not assign its interest in this Agreement without the prior written consent of Seller, which consent shall not be unreasonably withheld.

29. **CONTACT WITH THIRD PARTIES**. During the pendency of this Agreement, Seller may discuss with, or receive the submission of written back up offers or letters of intent from any third party or entity relating to the purchase of the Property. Seller shall promptly notify Purchaser in the event Seller should receive a written offer or letter of intent, and Seller shall advise any such third party or entity of the existence and priority of this Agreement.

30. **ENTIRE AGREEMENT**. This Agreement constitutes the entire Agreement between the parties and shall become a binding and enforceable Agreement among the parties upon full and complete execution and delivery of this Agreement. No prior verbal or written Agreement shall survive the execution of this Agreement.

31. **AMENDMENT.** Any amendment to this Agreement shall be in writing and signed by all the parties in order to be binding and enforceable against the parties.

32. **RELATIONSHIP OF THE PARTIES**. Nothing contained herein shall be construed or interpreted as creating a partnership or joint venture between the parties. It is understood that the relationship is of arm's length and shall at all times be and remain that of Purchaser and Seller.

33. **NO RECORDING**. Neither this Agreement nor a memorandum hereof shall be recorded by either party or any of their representatives.

34. **CONFIDENTIALITY**. Subject to all other terms of this Agreement, each party agrees to maintain this Agreement, the information in this Agreement and all information delivered pursuant to this Agreement, as confidential, and each will not disclose any such information to any other person without the prior written consent of the other party. However, a party may disclose such confidential information to its legal counsel, to such party's lender, accountant, real estate broker, salesperson, or agent, to other professional advisors or agents of the party, provided the recipients of such information agree to keep such information confidential, and as required by law or legal process.

35. **COUNTERPARTS; ELECTRONIC TRANSMISSIONS**. This Agreement may be executed in counterpart originals, each of which when duly executed and delivered shall be deemed an original and all of which when taken together shall constitute one instrument. This Agreement may be executed and delivered by facsimile or electronic PDF signatures.

36. **OFFER**. This Agreement constitutes an offer by Purchaser to purchaser the Property. The offer shall remain valid until 11:59 pm. on November 23, 2022 and shall be deemed revoked if not accepted by Seller before such time and date.

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37. **OTHER PROVISIONS**. In addition to the provisions outlined above, the following additional provisions shall apply to the transaction as contemplated herein.

38. **POSSESSION.** At Closing, Seller shall deliver possession of the Property to Purchaser free of all leases, licenses and occupancy agreements, subject only to the Permitted Exceptions.

39. **ADVICE OF COUNSEL.** All parties are encouraged to seek the advice of independent legal counsel before executing this Agreement. Such independent counsel may help to determine the marketability of title; understand possible tax consequences; ascertain that the terms of the sale are adhered to before the transaction is closed; and provide advice with respect to all notices and other important matters related to this Agreement. Purchaser and Seller acknowledge the importance of obtaining advice from independent counsel and acknowledge that no broker and/or real estate agent is acting as an attorney or providing legal advice and no broker and/or real estate agent shall be responsible for any loss or damage resulting from the preparation of this Agreement or any addenda thereto.

Purchaser's Acknowledgement of Offer:

By signing below, Purchaser acknowledges having read and received a copy of this Purchase Agreement.

For Purchaser:

By: Anthony Yousif dotloop verified 11/23/22 11:43 AM EST 1BYG-PVMI-56HQ-HVEI

Anthony Yousif

Its:

By: _____

Its:

Seller's Acceptance:

Seller accepts this Agreement on this _____ day of _____, 20___, at _____(AM/PM) ❑ with the following conditions: _____

_____

_____;

or ❑ without qualification.

By signing below, Seller acknowledges having read and received a copy of this Agreement. If this Agreement is signed by Seller without any modification, the acceptance date stated herein shall be the Effective Date of the Agreement.

If additional conditions are stipulated herein, Seller gives Purchaser until the _____ of _____, 20___, at _____ (AM/PM) to provide its written acceptance of the counter conditions stated herein.

For Seller:

By:

By: Martha Fuerstenau dotloop verified 11/25/22 11:37 AM EST YPFS-KQR6-TNE4-JSG7

Its:

Its: CEO

dotloop signature verification: dtlp.us/ecvc-fVC3-W0zA

Purchaser's Acknowledgment of Seller's Acceptance:

Purchaser acknowledges receipt of Seller's acceptance of Purchaser's offer. If the acceptance was subject to changes from Purchaser's offer, Purchaser agrees to accept those changes, with all other terms and conditions remaining unchanged. If this Agreement is signed by Purchaser without any modification, then the date stated as Purchase's Receipt of Acceptance shall then become the Effective Date of this Agreement.

Seller has accepted this Agreement on this _____ day of _____, 20___, at _____(AM/PM)

For Purchaser:

By: By: Anthony Yousif dotloop verified 11/29/22 3:36 PM EST JARW-GXZ9-GONF-A6UH

Its: It's: _____

Exhibits:

The following exhibits are attached hereto and shall become part of this Agreement by reference

Exhibit Name	Description	Provided-attached by
Exhibit A	Property Survey and/or Legal Description	Seller
Exhibit B	Personal Property	Seller

SMOK CANNABIS

810 W ARGYLE ST, JACKSON MI 49202

RENDERING - FOR REFERENCE ONLY



PROJECT NOTES

1. CONSTRUCTION MUST COMPLY WITH ALL NATIONAL, STATE, AND LOCAL BUILDING CODES, AS WELL AS ALL LOCAL ORDINANCES.
2. DO NOT SCALE DRAWINGS. NOMINAL DIMENSIONS ARE SHOWN. REFER TO DETAILS, NOTES, SPECIFICATIONS AND PARTITION KEY FOR INFORMATION. CONTACT ARCHITECT IF ADDITIONAL INFORMATION IS REQUIRED.
3. EXISTING BUILDING AND SITE INFORMATION WAS OBTAINED FROM THE OWNER AND ADDITIONAL FIELD MEASUREMENTS BY THE ARCHITECT. THE CONTRACTOR SHALL VERIFY ALL EXISTING FIELD CONDITIONS PRIOR TO COMMENCEMENT OF WORK. DRAWINGS MAY CONTAIN DISCREPANCIES DUE TO CONCEALED CONDITIONS, INACCURACIES IN THE ORIGINAL DRAWINGS, INACCESSIBLE LOCATIONS, UNRECORDED BUILDING ALTERATIONS AND OTHER CONFLICTING INFORMATION. INFORMATION OUTSIDE OF CONTRACT AREA IS RELATIVE AND FOR REFERENCE ONLY. ALWAYS VERIFY FIELD CONDITIONS BEFORE COMMENCING WORK. NOTIFY ARCHITECT IF FIELD CONDITIONS CONFLICT SUBSTANTIALLY WITH PROPOSED WORK.
4. INSTRUCTIONS FOR BUILDING CONSTRUCTION MAY BE LOCATED IN ANY PART OF THE CONSTRUCTION DRAWINGS. FAILURE OF THE GENERAL CONTRACTOR OR HIS SUB CONTRACTORS AND SUPPLIERS TO SEE INFORMATION IN ANY PART OF THE CONTRACT DOCUMENTS WILL NOT BE A VALID REASON FOR ISSUING A CHANGE ORDER.
5. ALL HOLES CREATED FROM ABANDONED DUCT, CONDUIT, ELEC. DEVICES, ETC., WHICH ARE IN VIEW AND ARE NOT SCHEDULED TO BE BOARDED OVER, OR ON A WALL TO BE DEMOLISHED, ARE TO BE FILLED AND PATCHED TO MATCH EXISTING.
6. PATCH AND REPAIR ALL EXISTING WALL SURFACES ADJACENT TO NEW WORK AS REQUIRED TO ACHIEVE AN UNINTERRUPTED SURFACE APPEARANCE. PATCH AND REPAIR ALL FLOORING FOR EXISTING BUILDINGS TO ACHIEVE A CONTINUOUS, SMOOTH, AND FLUSH FLOOR SURFACE.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL SHORING REQUIRED TO EXECUTE WORK. THE CONTRACTOR SHALL COORDINATE ALL TEMPORARY CONSTRUCTION WITH THE ARCHITECT AND OWNER TO ASSURE A MINIMUM AMOUNT OF INTERRUPTION WITH THE OWNER'S ACTIVITIES.
8. IF THE PROJECT IS A REMODEL, THE CONTRACTOR IS RESPONSIBLE FOR PROTECTING ALL SURFACES NOT BEING REMODELED IN THE PROJECT AND IN THE PATH OF THE CONTRACTORS TRAVEL, SETUP AND/ OR PROJECT MATERIAL STORAGE. THE CONTRACTOR MUST RETURN THE AREAS DISTURBED AS REQUIRED FOR ACCESS TO ITS PRE-EXISTING CONDITION.
9. THE CONTRACTOR AND ALL SUB-CONTRACTORS SHALL BE RESPONSIBLE TO OBTAIN AND PAY FOR ALL LOCAL/REQUIRED PERMITS AND INSPECTIONS.
10. ALL SAFETY ISSUES RELATED TO CONSTRUCTION ARE THE RESPONSIBILITY OF THE CONTRACTOR AND MUST COMPLY WITH ALL STATE, LOCAL, ENVIRONMENTAL AND LABOR LAWS DURING THE CONSTRUCTION OF THIS PROJECT.
11. ALL WORK TO BE GUARANTEED A MINIMUM OF ONE YEAR FROM THE DATE OF OWNER ACCEPTANCE OF WORK, EXCEPT WHERE MANUFACTURER'S GUARANTEE IS LONGER.
12. IF DISCREPANCIES OCCUR BETWEEN DRAWINGS AND FIELD CONDITIONS CONTACT THE ARCHITECT TO VERIFY HOW TO PROCEED BEFORE DOING SO.
13. SEE T001 FOR ADDITIONAL PROJECT NOTES, MOUNTING HEIGHTS, AND SYMBOLS
14. 3D VIEWS AND RENDERINGS ON THIS PAGE AND THROUGHOUT THE SET ARE FOR REFERENCE ONLY, VERIFY ALL CONSTRUCTION DETAILS THROUGHOUT THE ENTIRE SET OF DOCUMENTS
15. THE PROJECT SHALL CONFORM TO UNDERWRITERS LABORATORY FIRE RESISTANCE DIRECTORY AND BUILDING MATERIALS DIRECTORY.
16. ANY MATERIAL SUBSTITUTIONS TO A LISTED UL DESIGN NUMBER SHALL BE COORDINATED BY THE CONSTRUCTION MANAGER, CONTRACTOR, SUBCONTRACTOR AND/OR MATERIAL SUPPLIER FOR COMPLIANCE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL APPROVALS - FOR ANY MATERIALS SUBSTITUTION IN THE REQUIRED UL DESIGN ASSEMBLY - BY THE FIRE MARSHAL AND BUILDING INSPECTOR HAVING JURISDICTION PRIOR TO ACCEPTANCE.
17. FOR ANY CHANGE OF UL DESIGN NUMBER, OR ANY CHANGE IN MATERIAL(S) IN A UL DESIGN ASSEMBLY, IT WILL BE THE RESPONSIBILITY OF THE CONTRACTOR TO COORDINATE ALL OTHER RELATED MATERIALS OR ASSEMBLIES AFFECTED BY THE CHANGE OF MATERIAL OR UL DESIGN NUMBER ASSEMBLY.
18. PROVIDE COMPLETE UL APPROVED THROUGH-PENETRATION FIRESTOP SYSTEMS AT ALL RATED WALL PENETRATIONS.
19. PROVIDE FIRESTOPPING AS REQUIRED AT ALL OPENINGS FOR PLUMBING, CONDUIT, DUCTWORK, ETC AT FIRE RATED ASSEMBLIES.
20. REFER TO THE FLOOR PLANS FOR IDENTIFICATION OF ALL FIRE AND SMOKE-RATED PARTITIONS.

PROJECT DESCRIPTION

EXISTING COMMERCIAL BUILDING TO BE USED FOR A MARIJUANA PROVISIONING CENTER.

DRAWING LIST

SHEET NUMBER	DRAWING TITLE	5-19-2023 - SCHEMATIC DESIGN	7-10-2023 - SITE PLAN REVIEW SET
00 GENERAL			
T000	TITLE SHEET	X	X
T001	RENDERINGS	X	X
T002	MOUNTING HEIGHTS + ABBREVIATIONS	X	X
T003	MOUNTING HEIGHTS CONTINUED	X	X
T004	CODE COMPLIANCE	X	X
T005	SECURITY PLAN	X	X
T006	AREA PLANS	X	X
01 CIVIL			
C000	VICINITY MAP	X	X
C100	ARCHITECTURAL SITE PLAN	X	X
C110	ARCHITECTURAL SITE DETAILS	X	X
C200	DUMPSTER ENCLOSURE	X	X
C201	LANDSCAPING PLAN	X	X
PH000	PHOTOMETRIC PLAN		
02 ARCHITECTURAL			
A000	EXISTING FLOOR PLAN	X	X
A110	DEMOLITION PLAN	X	X
A120	NEW FLOOR PLAN	X	X
A130	FINISH PLAN & SCHEDULE		X
A200	REFLECTED CEILING PLAN AND DETAILS	X	X
A210	ROOF PLAN AND DETAILS	X	X
A300	INTERIOR ELEVATIONS		X
A301	INTERIOR ELEVATIONS		X
A310	INTERIOR DETAILS		X
A400	DOOR AND WINDOW SCHEDULE AND DETAILS		X
A500	EXTERIOR ELEVATIONS	X	X
04 MECHANICAL			
M100	MECHANICAL SPECIFICATIONS AND DETAILS	X	X
M101	MECHANICAL PLAN	X	X
04 MEP			
M102	ODOR CONTROL PLAN	X	X
05 ELECTRICAL			
E100	ELECTRICAL NOTES AND SPECIFICATIONS	X	X
E101	ELECTRICAL PLAN	X	X
06 PLUMBING			
P100	PLUMBING NOTES	X	X
P101	PLUMBING PLAN	X	X

Grand total: 31

EXISTING PHOTOS - FOR REFERENCE ONLY

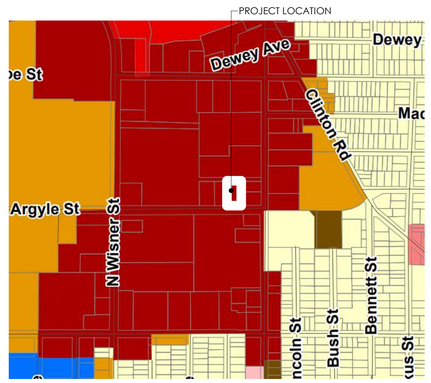






ZONING MAP

ZONING - C-4 GENERAL COMMERCIAL



AREA MAP



DRIVEN DESIGN

ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
cody@drivendesignstudio.com

OWNER
Abro Brothers Inc
(616) 551-3855
jabro1002@gmail.com

CONSTRUCTION MANAGER/GC

ENGINEER

ENGINEER

ENGINEER

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NOT FOR CONSTRUCTION

PROJECT NAME
SMOK CANNABIS

PROJECT ADDRESS
810 W ARGYLE ST, JACKSON MI 49202

CLIENT
ABRO BROTHERS INC

ISSUE
SITE PLAN APPROVAL

REVISION

DRAWN BY CMN

DATE 7/10/2023 10:08:28 PM

SCALE

STAMP

STATE OF MICHIGAN
CODY NEWMAN
ARCHITECT
No. 1301065496
LICENSED ARCHITECT

PROJECT NUMBER
2023.054

TITLE SHEET

T000

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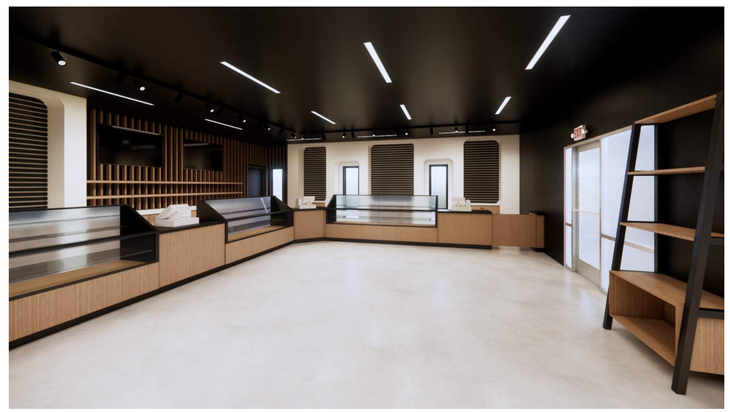




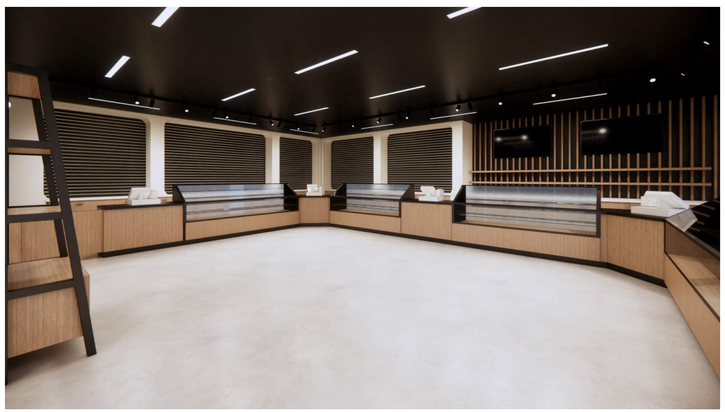
RENDERINGS - FOR REFERENCE ONLY

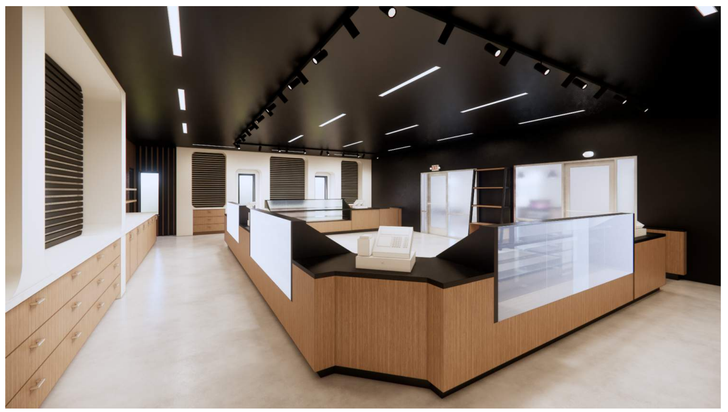


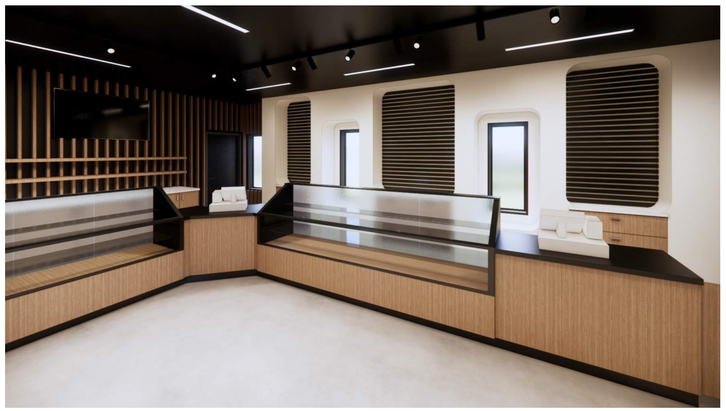




RENDERINGS - FOR REFERENCE ONLY







RENDERINGS - FOR REFERENCE ONLY

DRIVEN DESIGN

ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
cody@drivendesignstudio.com

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NOT FOR CONSTRUCTION

PROJECT NAME
SMOK CANNABIS
PROJECT ADDRESS
810 W ARGYLE ST, JACKSON MI 49202
CLIENT
ABRO BROTHERS INC

ISSUE
SITE PLAN APPROVAL

REVISION

DRAWN BY CMN
DATE 7/10/2023 10:08:29 PM
SCALE 12" = 1'-0"
STAMP

PROJECT NUMBER
2023.054

RENDERINGS

T001

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ABBREVIATION LIST

A/C	AIR CONDITIONING
A/V	AUDIO/VISUAL
ACP	ACOUSTICAL CEILING PANEL
AD	AREA DRAIN
ADA	AMERICANS WITH DISABILITIES ACT
ADJ	ADJUSTABLE
AFF	ABOVE FINISHED FLOOR
ALT	ALTERNATE
ALUM	ALUMINIUM
APPROX	APPROXIMATELY
ARCH	ARCHITECT(URAL, URE)
ASSOC	ASSOCIATED
AUTO	AUTOMATIC
AWP	ACOUSTICAL WALL PANEL
BD	BOARD
BF	BARRIER FREE
BIT	BITUMINOUS, BITUMEN
BLDG	BUILDING
BLKG	BLOCKING
BM	BEAM
BOT	BOTTOM
CAB	CABINET
CJ	CONTROL JOINT
CLG	CEILING
CLR	CLEAR(ANCE)
CMU	CONCRETE MASONRY UNIT
COL	COLUMN
COM	COMMUNICATIONS
CONC	CONCRETE
CONFIG	CONFIGURATION
CONST	CONSTRUCTION
CONT	CONTINUOUS
COORD	COORDINATE
CORR	CORRIDOR
CPT	CARPET
CT	CERAMIC TILE
CTR	CENTER
DEG	DEGREE
DF	DRINKING FOUNTAIN
DIA	DIAMETER
DIAG	DIAGONAL
DIM	DIMENSION
DIV	DIVISION
DN	DOWN
DR	DOOR
DS	DOWNSPOUT
DTL	DETAIL
DWG(S)	DRAWING(S)
E	EAST
EA	EACH
EJ	EXPANSION JOINT
EL	ELEVATION
ELEC	ELECTRICAL
ELEV	ELEVATION
EMER	EMERGENCY
ENCL	ENCLOS(E,URE)
EQ	EQUAL
EQUIP	EQUIPMENT
EST	ESTIMATE(D)
EXIST	EXISTING
EXP	EXPANSION
EXT	EXTERIOR
FA	FIRE ALARM
FD	FLOOR DRAIN
FDN	FOUNDATION
FE	FIRE EXTINGUISHER
FEC	FIRE EXTINGUISHER CABINET
FF	FINISHED FACE
FGL	FIBERGLASS
FHC	FIRE HOSE CABINET
FIXT	FIXTURE
FL	FLOOR(ING)
FLUOR	FLUORESCENT
FOC	FACE OF CONCRETE
FOS	FACE OF STUDS
FP	FIREPROOF(ING)
FT	FEET
FTG	FOOTING
FUR	FURR(ED,ING)
GA	GAUGE
GALV	GALVANIZED
GB	GRAB BAR
GC	GENERAL CONTRACT(OR)
GL	GLASS, GLAZING
GOVT	GOVERNMENT
GT	GROUT
GYP BD	GYPSUM WALLBOARD
HC	HOLLOW CORE
HDR	HEADER
HDWD	HARDWOOD
HDWR	HARDWARE
HGT	HEIGHT
HM	HOLLOW METAL
HORIZ	HORIZONTAL
HP	HIGH POINT
HR	HOUR
HT	HEIGHT
HVAC	HEATING, VENTILATION & AIR CONDITIONING
ID	INSIDE DIAMETER
IN	INCH(ES)
INCAN	INCANDESCENT
INCL	INCLUDE(D,ING)
INSUL	INSULATION, INSULATED
INT	INTERIOR
JAN	JANITOR
JT(S)	JOINT(S)
KIT	KITCHEN

ABBREVIATION LIST

LAM	LAMINATE(D)
LAV	LAVATORY
LBL	LABEL
LH	LEFT HAND
LL	LIVE LOAD
LP	LOW POINT
LTG	LIGHTING
LTL	LINTEL
MANF	MANUFACTURE(R)
MAS	MASONRY
MATL	MATERIAL(S)
MAX	MAXIMUM
MECH	MECHANICAL
MEMB	MEMBRANE
MIN	MINIMUM
MISC	MISCELLANEOUS
MO	MASONRY OPENING
MTD	MOUNTED
MTG	MOUNTING
MTL	METAL
N	NORTH
N/A	NOT APPLICABLE
NAT	NATURAL
NIC	NOT IN CONTRACT
NO	NUMBER
NOM	NOMINAL
NTS	NOT TO SCALE
OC	ON CENTER
OD	OUTSIDE DIAMETER
OH	OVERHEAD
OPNG	OPENING
OPP	OPPOSITE
OPP HD	OPPOSITE HAND
PART	PARTITION
PC	PRECAST
PERF	PERFORATE(D)
PL	PLATE
PLAM	PLASTIC LAMINATE
PLAS	PLASTER
PLWD	PLYWOOD
PNL	PANEL(ED)
PR	PAIR
PREP	PREPARE (SURFACE)
PROV	PROVIDE
PSF	POUNDS PER SQUARE FOOT
PSI	POUNDS PER SQUARE INCH
PT	PAINT
PVMT	PAVEMENT
QTY	QUANTITY
R	RISER
RAD	RADIUS
RB	RUBBER BASE
REF	REFRIDGERATOR
REINF	REINFORCED
REQD / REQ'D	REQUIRED
RES	RESILIENT
RET	RETAINING
REV	REVISION(S) / REVISE(D)
RFG	ROOFING
RH	RIGHT HAND
RM	ROOM
RO	ROUGH OPENING
S	SOUTH
SC	SOLID CORE
SCHED	SCHEDULE
SECT	SECTION
SF	SQUARE FEET
SHT	SHEET
SIM	SIMILAR
SPEC(S)	SPECIFICATION(S)
SQ	SQUARE
SS	STAINLESS STEEL
STD	STANDARD
STL	STEEL
STN	STAIN
STO	STORAGE
STRUC	STRUCTURAL
SUSP	SUSPENDED
SYM	SYMMETRICAL
SYS	SYSTEM
T	TREAD
T&G	TONGUE AND GROOVE
T.O.	TOP OF
TECH	TECHNOLOGY
TEL	TELEPHONE
TEMP	TEMPERED
THK	THICK(NESS)
THRESH	THRESHOLD
TOC	TOP OF CURB
TOM	TOP OF MASONRY
TOS	TOP OF STEEL
TOW	TOP OF WALL
TRANS	TRANSPARENT
TV	TELEVISION
TYP	TYPICAL
UL	UNDERWRITER'S LABORATORY
UNFIN	UNFINISHED
UNO	UNLESS OTHERWISE NOTED
VAR	VARIES
VCT	VINYL COMPOSITION TILE
VERT	VERTICAL
VEST	VESTIBULE
VIF	VERIFY IN FIELD
VU	VENTILATION UNIT
VWC	VINYL WALLCOVERING

ABBREVIATION LIST

W	WATER RESISTANT
W/	WITH
W/O	WITHOUT
WC	WATER CLOSET
WD	WOOD
WDW	WINDOW
WH	WALL HUNG
WP	WORK POINT
WR	PAINT(ED)
WT	WEIGHT
WWF	WELDED WIRE FABRIC
#	NUMBER
&	AND
+/-	EXIST (OR APPROX) DIM - VIF
CL	CENTER LINE
L	ANGLE

INTERIOR STEEL STUD FRAMING

THE INTERIOR STUD FRAMING GUIDE DESIGNATES THE DESIGN INTENT OF THE ARCHITECT. THE GUIDE IS FOR THE CONTRACTORS REFERENCE WHEN INSTALLING INTERIOR STUD FRAMED WALLS. IT IS THE CONTRACTORS RESPONSIBILITY TO FOLLOW ALL INFORMATION PORTRAYED WITHIN THIS GUIDE AND THE CONTRACT DOCUMENTS.

NOTE: VERIFY MIN. STEEL STUD FRAMING GAUGE REQUIREMENTS /MAXIMUM ALLOWABLE HEIGHTS WITH STEEL STUD FRAMING SUPPLIER.

*FIRE BLOCKING TO BE PROVIDED HORIZONTALLY AT 10'-0" O.C. MAX. FIRE CAULK AROUND BLOCKING. IF METAL STUDS ARE USED A MINIMUM OF 20 GA. STUDS MUST BE UTILIZED.

MAXIMUM ALLOWABLE HEIGHTS (NON-LOAD BEARING - METAL STUDS)

STEEL STUD FRAMING SECTION 092216			COLD-FORMED MT'L FRAMING SECTION 054000			
GA. / SIZE	25	20	18	16	14	12
2 1/2"	9'-10"	11'-2"	12'-7"	13'-5"	14'-4"	--
3 5/8"	12'-4"	14'-3"	16'-8"	17'-11"	19'-2"	21'-2"
6"	17'-11"	21'-4"	24'-9"	26'-7"	28'-4"	31'-8"
2 1/2" CH STUD	10'-7"	13'-4"	--	--	--	--

* DEFLECTION = L/360
* SPACING = 16" O.C.

GENERAL NOTES

*THE MOUNTING HEIGHTS, MATERIALS, AND SYMBOLS SHOWN ON THIS PAGE ARE FOR REFERENCE THROUGHOUT THE PROJECT. NOT ALL ELEMENTS SHOWN WILL APPLY TO THIS SPECIFIC PROJECT. REVIEW THE PROJECT PLANS, SECTIONS, AND ELEVATIONS FOR ADDITIONAL DETAILS AND TO VERIFY WHAT RELATES TO THIS PROJECT.

MATERIAL DESIGNATIONS & SYMBOLS

- EXISTING WALL TO REMAIN
- NEW WALL
- 1 HOUR PARTITION
- 2 HOUR PARTITION
- 3 HOUR PARTITION
- ELEMENTS TO BE REMOVED
- EXTENT OF WORK
- CMU
- CONCRETE
- WOOD BLOCKING
- STEEL (LARGE SCALE)
- PLASTER
- RIGID INSULATION
- PLYWOOD
- MILLWORK

Room name
101
ROOM NUMBER
FINISH TYPE

1i — DOOR NUMBER

1i — WALL TYPES

1t — WINDOW NUMBER

EXISTING ELEVATION

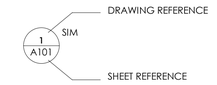
NEW ELEVATION

BATT INSULATION

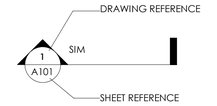
1 — COLUMN CENTER LINE / IDENTIFIER

REVISION INDICATION

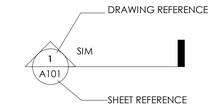
DETAIL / PLAN / ELEVATION



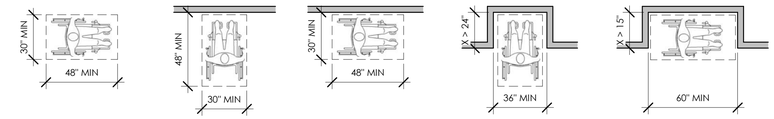
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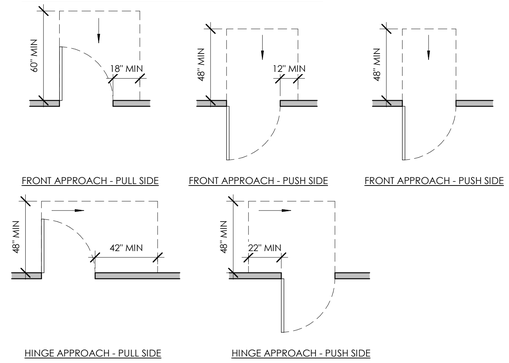
WALL SECTION



REQUIRED CLEARANCES



REQUIRED PUSH/PULL CLEARANCES



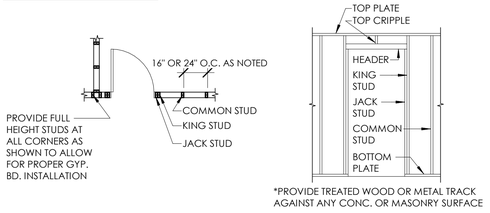
TYPICAL MOUNTING HEIGHTS

1. MOUNTING HEIGHTS SHOWN ARE BASED UPON RECOGNIZED DESIGN STANDARDS AND/OR BARRIER FREE CODE REQUIREMENTS. IT IS INTENDED THAT LIKE DEVISES ALL BE MOUNTED AT THE SAME HEIGHT THROUGHOUT THE ENTIRE PROJECT. RECESSED DEVICES IN MASONRY WALLS MAY DICTATE A DEVIATION (+/- 2') FROM THESE HEIGHTS (WHEN PERMITTED BY CODE) SO AS TO ALLOW THE BOTTOM OR THE TOP OF THE DEVICE RECESS TO ALIGN WITH MASONRY COURSING. COORDINATE THESE DEVIATIONS WITH THE ARCHITECTS/OWNER'S REPRESENTATIVE. MOUNTING HEIGHTS ARE TYPICAL UNLESS NOTED OTHERWISE ON DRAWINGS.

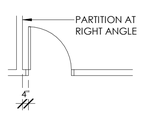
DIMENSIONING

1. DIMENSIONS ARE FROM FINISHED FACE TO FINISHED FACE, UNLESS NOTED OTHERWISE, SEE DIMENSIONING KEY ON THIS PAGE FOR REFERENCE

FRAMING LEGEND

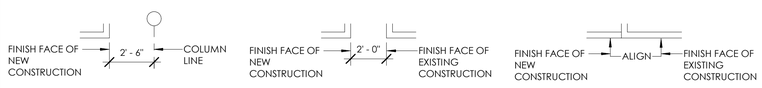


DIMENSIONING KEY



*IF THE DOOR IS NOT AGAINST A RIGHT ANGLE PARTITION OR EXISTING, IT IS TO BE CENTERED IN THE ROOM, U.N.O.

DIMENSIONING SYSTEM (UNLESS NOTED OTHERWISE)



ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
cody@drivendesignstudio.com

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PROJECT NAME
SMOK CANNABIS

PROJECT ADDRESS
810 W ARGYLE ST, JACKSON MI 49202

CLIENT
ABRO BROTHERS INC

ISSUE
SITE PLAN APPROVAL

REVISION

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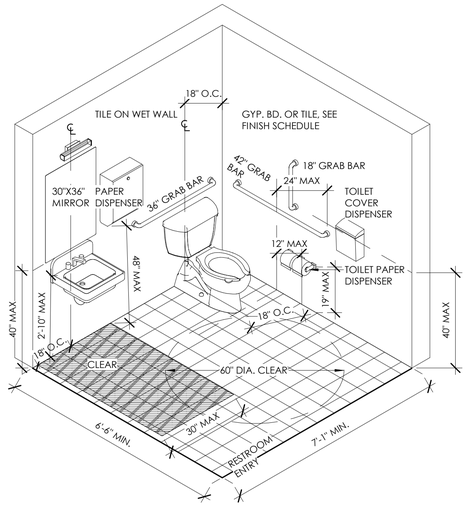
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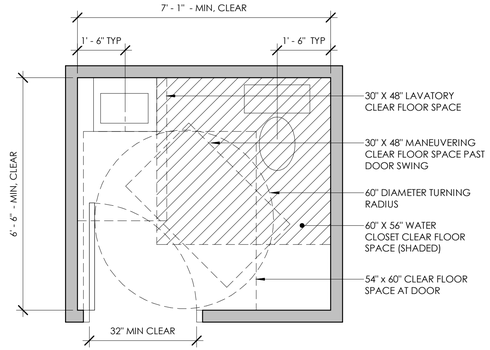
MOUNTING HEIGHTS + ABBREVIATIONS

T002

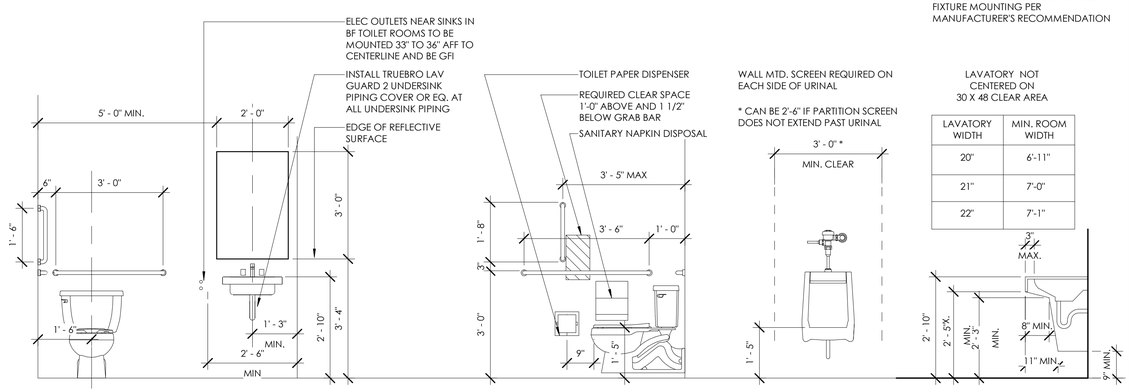
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ADA RESTROOM AXON - NTS



ADA RESTROOM PLAN - NTS

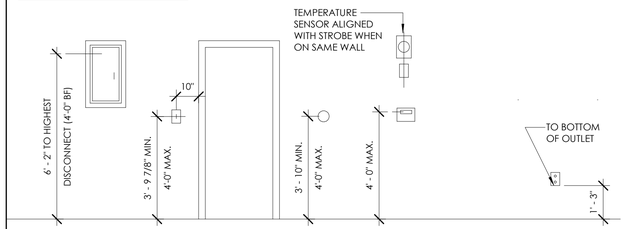


LAVATORY WIDTH	MIN. ROOM WIDTH
20"	6'-11"
21"	7'-0"
22"	7'-1"

*NOTE: PROVIDE BLOCKING AS REQUIRED FOR ALL GRAB BARS AND FIXTURE MOUNTING PER MANUFACTURER'S RECOMMENDATION

RESTROOM DETAILS - NTS

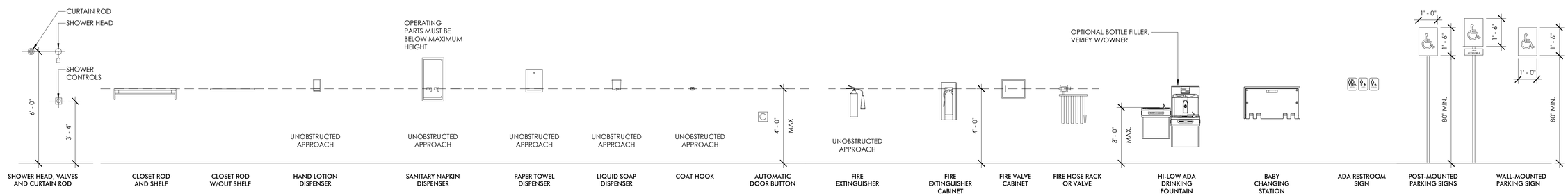
ELECTRICAL DETAILS



ACCESSORIES SCHEDULE

TYPE MARK	DESCRIPTION	MANUFACTURER	MODEL	COMMENTS
GB-1	18" VERTICAL GRAB BAR	BRADLEY CORP.	812-001-18	
GB-2	36" GRAB BAR	BRADLEY CORP.	812-001-36	
GB-3	42" GRAB BAR	BRADLEY CORP.	812-001-42	
MI-1	MIRROR	BRADLEY CORP.	748-2436	
PTD-1	PAPERTOWEL DISPENSER	BRADLEY CORP.	250-15	
SD-1	SOAP DISPENSER	BRADLEY CORP.	6562	
SND-1	SANITARY NAPKIN DISPOSAL	BRADLEY CORP.	4A10	
TTD-1	TOILET TISSUE DISPENSER	BRADLEY CORP.	5084	

MOUNTING HEIGHTS



DRIVEN DESIGN

ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
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cody@drivendesignstudio.com

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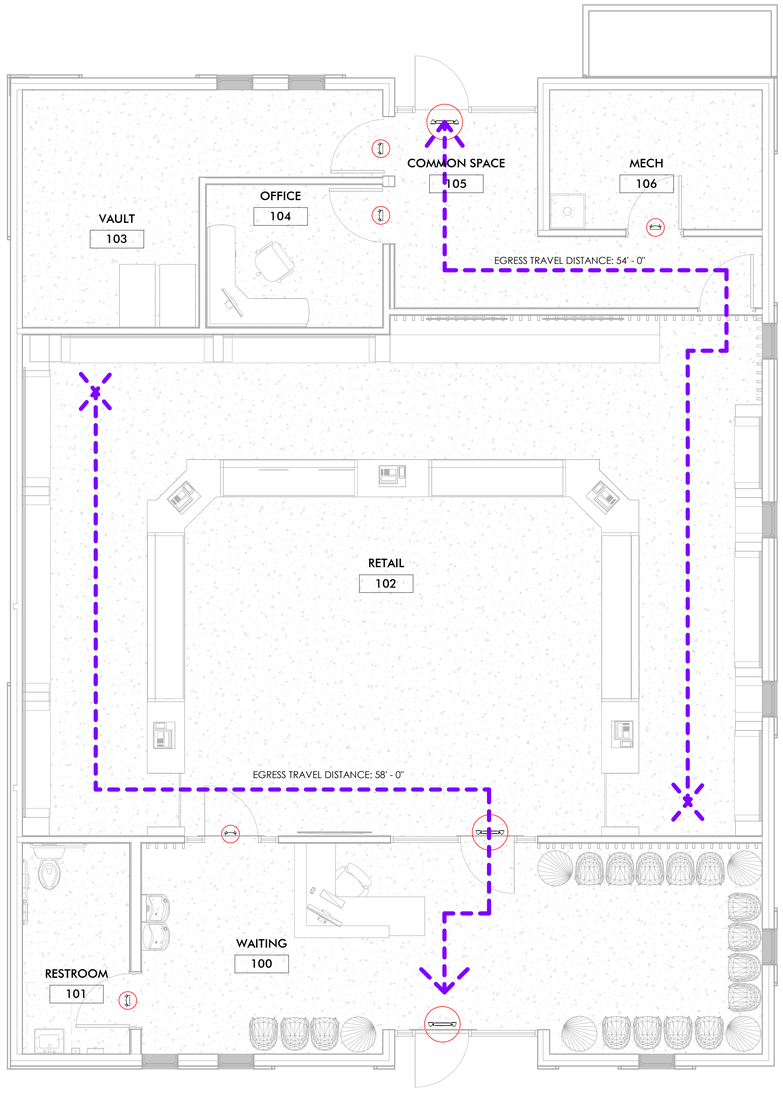
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MOUNTING HEIGHTS CONTINUED

T003

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1 / T004 FIRST FLOOR COMPLIANCE PLAN

1/4" = 1'-0"

CODE COMPLIANCE

TOPIC	SECTION	ALLOWED/REQUIRED	ACTUAL
APPLICABLE CODES			
2015 INTERNATIONAL FIRE CODE			
2015 MICHIGAN BUILDING CODE			
2015 MICHIGAN MECHANICAL CODE			
2015 MICHIGAN REHABILITATION CODE	505	LEVEL 3 ALTERATION	INTERIOR RENOVATION EXCEEDING 50%
2017 NATIONAL ELECTRICAL CODE			
2018 MICHIGAN PLUMBING CODE			
ANSI/ASHRAE 90.1-2013			
ICC/ANSI 117.1-2009			
NFPA 13 (2013) + NFPA 72 (2013)			
ZONING			
ZONING	CITY OF JACKSON		C-4 GENERAL COMMERCIAL
1 - SCOPE AND ADMIN			
DEFERRED SUBMITTALS	107.3.4.1		THERE ARE NO DEFERRED SUBMITTALS FOR THIS PROJECT
DESIGN PROFESSIONAL IN CHARGE	107.3.4		CODY NEWMAN IS TO BE THE DESIGN PROFESSIONAL IN CHARGE
SPECIAL INSPECTIONS	110		THERE ARE NO SPECIAL INSPECTIONS FOR THIS PROJECT
3 - USE			
BUILDING USE	309.1	BEFORE - B (BUSINESS)	AFTER - M (MERCANTILE)
3 - AREA BY USE			
MERCANTILE			1959 SF
STORAGE			181 SF
3 - GROSS BUILDING AREA			
1 - FIRST FLOOR			2360 SF
TOTAL			2360 SF
5 - GENERAL BUILDING HEIGHTS AND AREAS			
ALLOWABLE BUILDING HEIGHT	TABLE 504.3	40 FT	20 FT
BASE STORIES ALLOWED	TABLE 504.4	1 STORY	1 STORY
TABULAR AREA	TABLE 506.2	9000 SF	2360 SF
6 - TYPE OF CONSTRUCTION			
TYPE OF CONSTRUCTION	TABLE 601		VB
7 - FIRE AND SMOKE PROTECTION			
			THERE ARE NO SPECIAL REQUIREMENTS
9 - FIRE PROTECTION SYSTEMS			
AUTOMATIC SPRINKLER SYSTEM	903.2.1.3	LESS THAN 12,000 SF, NOT REQUIRED	NOT PROVIDED
FIRE ALARM AND DETECTION SYSTEMS	907	SEE REQUIREMENTS	NOT PROVIDED
10 - MEANS OF EGRESS			
DOOR EGRESS WIDTH	1005.3.2	36"	36"
EXIT ACCESS TRAVEL DISTANCE	TABLE 1017.2	200 FT	58 FT
NUMBER OF EXITS	TABLE 1006.3.1	2 EXITS	2 EXITS
10 - OCCUPANCY			
OCCUPANCY	TABLE 1004.1.2	MERCANTILE 1959/60	32 PEOPLE
OCCUPANCY	TABLE 1004.1.2	STORAGE 181/60	3 PEOPLE
TOTAL OCCUPANT LOAD			35 PEOPLE
15 - ROOF ASSEMBLY			
	1501.1		NEW BLACK STANDING SEAM TO BE PROVIDED
27 - ELECTRICAL			
EMERGENCY LIGHTING	1008.1	WILL COMPLY	ON COMPLIANCE DRAWINGS
EMERGENCY POWER	1008.3.2,1008.3.3	WILL COMPLY	ON COMPLIANCE DRAWINGS
EXIT SIGNS	1011.1	WILL COMPLY	ON COMPLIANCE DRAWINGS
28 - PLUMBING			
DRINKING FOUNTAIN REQUIREMENTS	TABLE 403.1	1 REQUIRED	1 PROVIDED
LAVATORY REQUIREMENTS	TABLE 403.1	1 UNISEX	1 UNISEX
SERVICE SINK REQUIREMENTS	TABLE 403.1	1 REQUIRED	1 PROVIDED
WATER CLOSETS REQUIREMENTS	TABLE 403.1	1 UNISEX	1 UNISEX

CODE COMPLIANCE GENERAL NOTES

1. ENSURE EXIT SIGNS ARE MOUNTED ABOVE THE DOORS AND VISIBLE FROM 75 FEET AWAY. ALL EGRESS LIGHTING IS TO POINT DOWN TO ILLUMINATE THE EGRESS PATH OF TRAVEL.
2. ALL FIRE EXTINGUISHERS ARE TO BE ABC EXTINGUISHERS, UNLESS NOTED OTHERWISE. ALL EXTINGUISHERS ARE TO BE TAGGED WITH THE CURRENT YEAR'S INSPECTION ON IT. ANNUAL INSPECTIONS ARE TO OCCUR FOR ALL FIRE EXTINGUISHERS.
3. PROVIDE ADA RESTROOM SIGNS AT ALL RESTROOMS, CORRESPONDING TO THE CORRECT SEX.
4. SEE T002 FOR MOUNTING HEIGHTS AND LOCATIONS
5. SEE T003 FOR ADDITIONAL CODE COMPLIANCE INFORMATION
6. FURNITURE AND EQUIPMENT SHOWN ON COMPLIANCE DRAWINGS ARE FOR REFERENCE ONLY

COMPLIANCE LEGEND

SYMBOL	ITEM
FE	FIRE EXTINGUISHER
	EXIT SIGN W/ EGRESS LIGHTS
	EGRESS LIGHTING
	TRAVEL DISTANCE
	1 HOUR WALL
	2 HOUR WALL
SD	SMOKE DETECTOR
CO	CARBON MONOXIDE DETECTOR

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DRIVEN DESIGN

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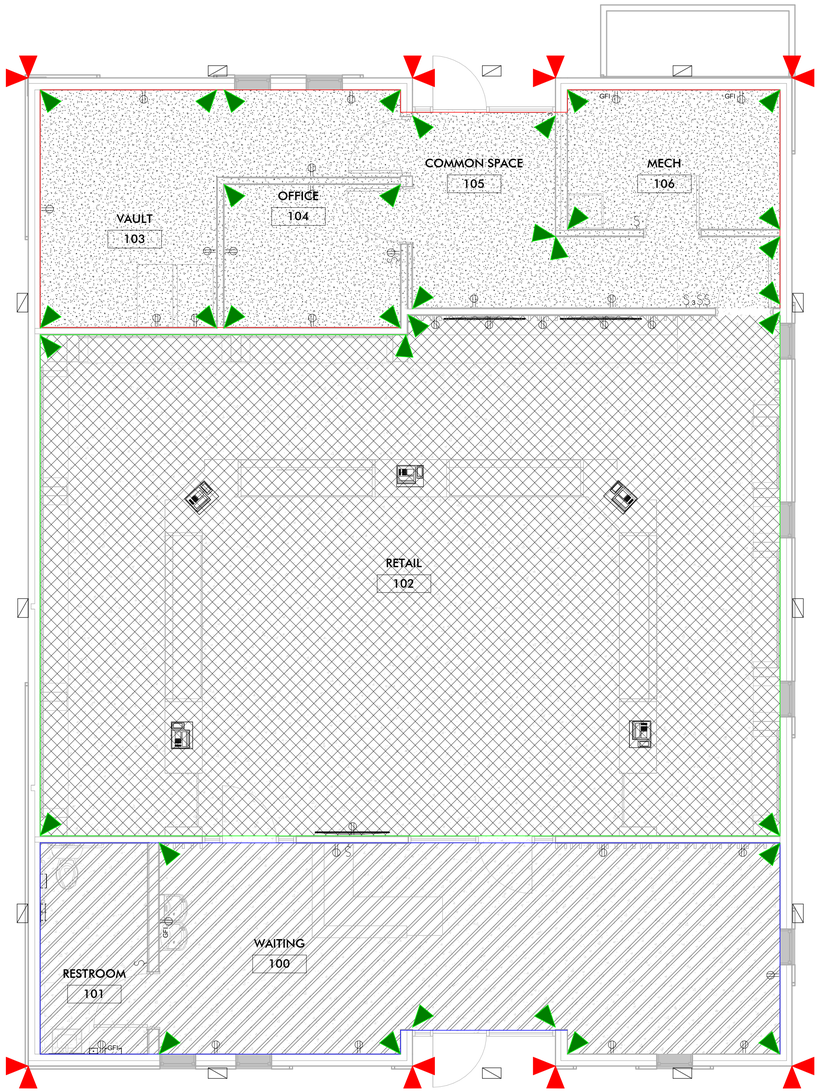
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CODE COMPLIANCE

T004



1 T005 FIRST FLOOR SECURITY PLAN
1/4" = 1'-0"

SECURITY LEGEND

- OUTDOOR LED LIGHT FIXTURE
- AXIS 2-MEGAPIXEL INDOOR CAMERA OR EQUIVALENT
- AXIS 4-MEGAPIXEL OUTDOOR CAMERA OR EQUIVALENT
- MONITOR AND PRINTER
- DVR LOCKBOX
- PUBLIC ACCESS AREA
- LIMITED ACCESS AREA
- RESTRICTED ACCESS AREA

*SECURITY PLANS ARE SHOWN SCHEMATICALLY, A SECURITY CONSULTANT TO ENSURE ALL AREAS OUTSIDE OF THE BATHROOMS ARE VISIBLE ON THE INTERIOR AND EXTERIOR BY CAMERAS

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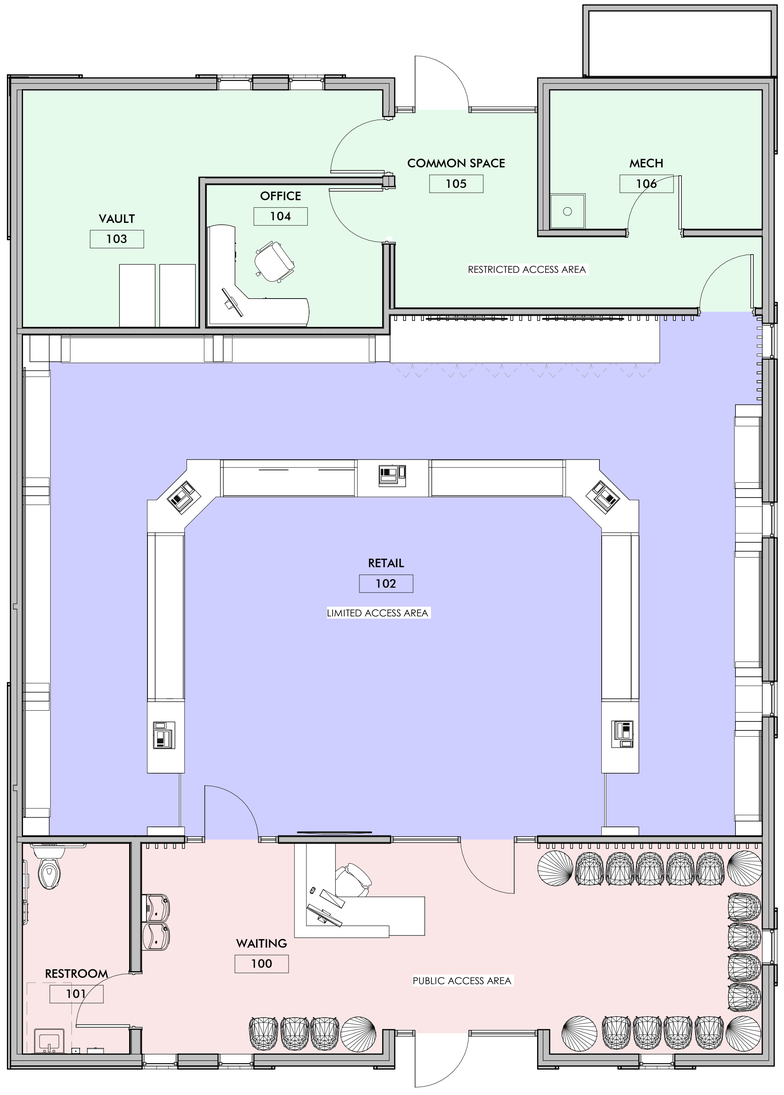
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SECURITY PLAN
T005

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1 T006 **FIRST FLOOR PROPOSED PLAN**
1/4" = 1'-0"

ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
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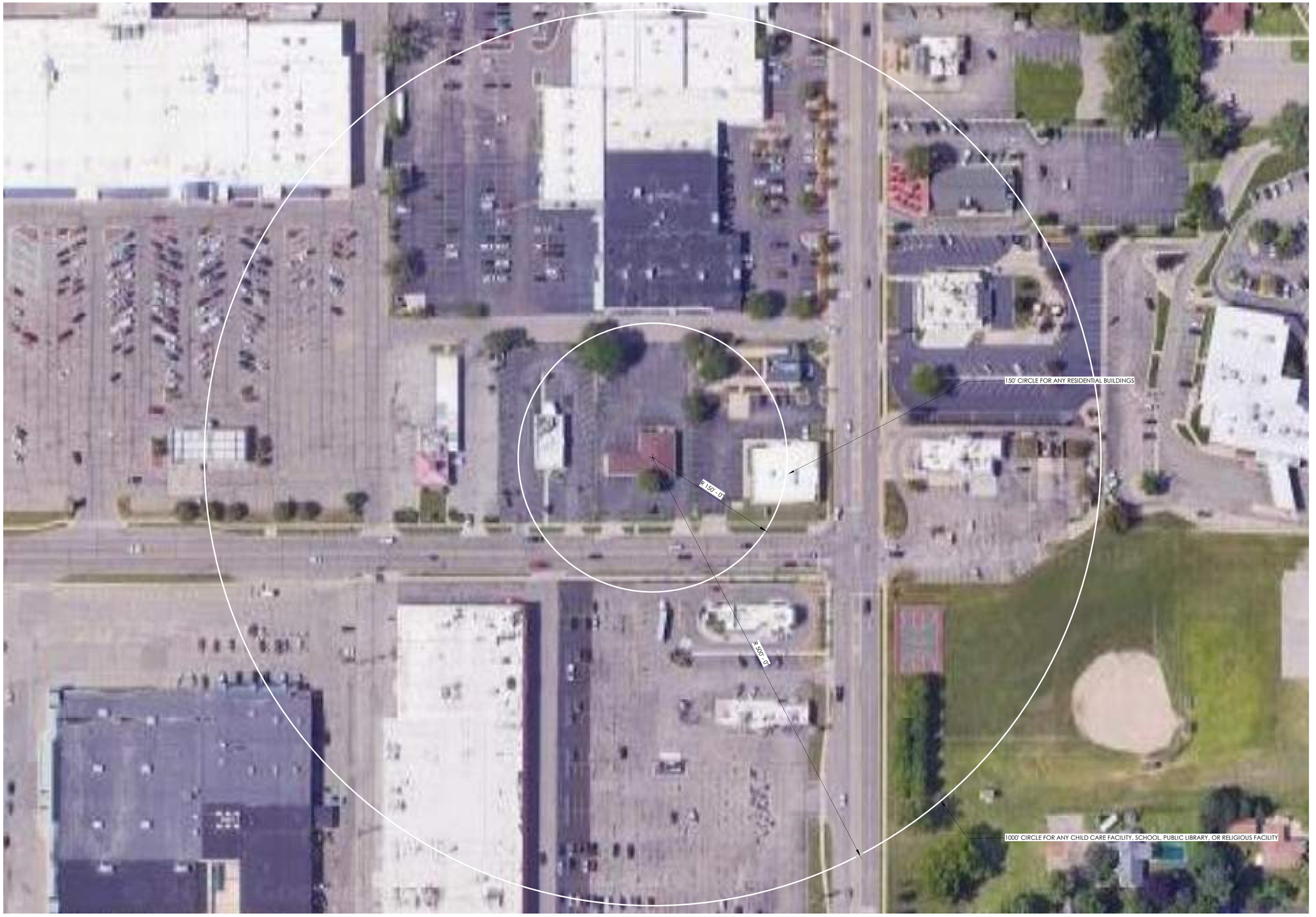
AREA PLANS

T006

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LEGAL DESCRIPTION

2468.283 BEG AT A PT ON N LN OF ARGYLE ST 175 FT W OF W LN OF WEST AVE TH N 1 DEG 10' E 215 FT TH N 88 DEG 59' 45" W 120 FT



1 C000 **FIRST FLOOR PLAN**
1" = 50'-0"

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ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
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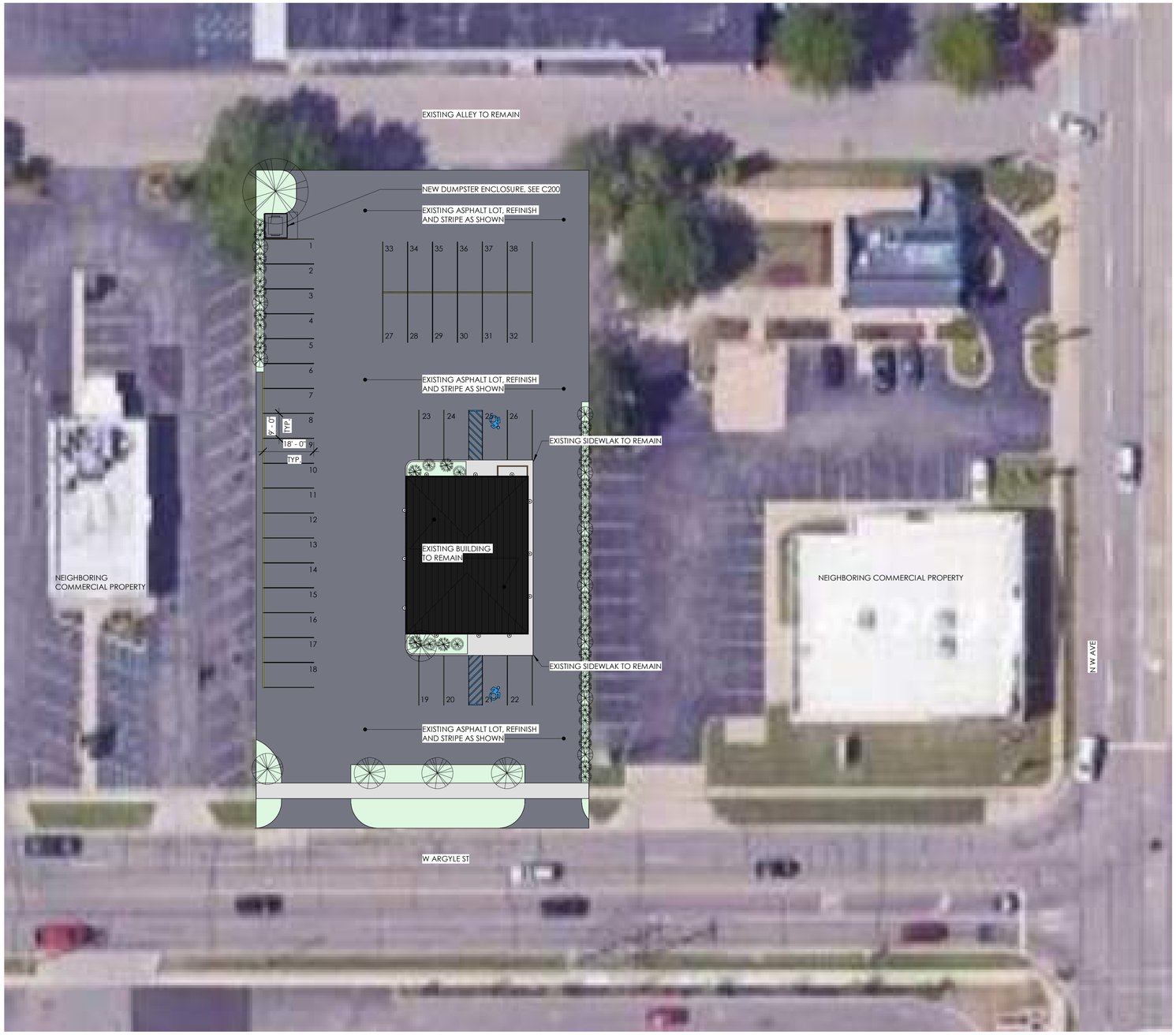
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VICINITY MAP

C000

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TRUE

1 / C100 **SITE PLAN**
1" = 20'-0"

GENERAL NOTES

1. EXISTING BUILDING TO REMAIN ON THE EXISTING SITE
2. THE UTILITIES THAT ARE CURRENTLY CONNECTED TO THE BUILDING ARE TO REMAIN
3. CONTACT MISS DIG TO LOCATE ALL EXISTING UTILITIES BEFORE DOING ANY SITE WORK
4. REFINISH EXISTING ASPHALT PARKING LOT AS REQUIRED, RESTRIPE PARKING LOT TO MATCH EXISTING. THERE IS NOT EXPANSION OF THE ASPHALT AS PART OF THIS PROJECT, THERE ARE NO PROPOSED CHANGES TO THE EXISTING STORMWATER ON THE SITE.
5. EXISTING VEGETATION TO REMAIN ON THE SITE, TRIM AS REQUIRED, SEE LANDSCAPING PLAN FOR NEW LANDSCAPING.
6. PROVIDE A KNOX BOX AT THE MAIN ENTRY TO THE BUILDING, COORDINATE WITH LOCAL FIRE DEPARTMENT ON KEYING AND INSTALLATION
7. WORK WITHIN THE STREET TO BE DONE IN ACCORDANCE WITH THE REQUIREMENTS OF THE AGENCIES HAVING JURISDICTION.
8. PERMITS, TESTING, BONDS & INSURANCES ETC., SHALL BE PAID FOR BY THE CONTRACTOR. CITY INSPECTION FEES SHALL BE PAID FOR BY THE OWNER.

PARKING REQUIREMENTS

PARKING REQUIREMENTS PER CITY OF JACKSON ZONING ORDINANCE:

PER TABLE OF GENERAL OFF-STREET PARKING SPACE REQUIREMENTS:

ONE SPACE IS REQUIRED PER 150 SF OF GROSS FLOOR AREA

GROSS FLOOR AREA IN BUILDING TOTALS TO 2,360 SF

2,360 SF / 150 = **16 PARKING SPACES REQUIRED**

38 PARKING SPACES ARE PROVIDED

PER TABLE OF MICHIGAN BARRIER FREE PARKING REQUIREMENTS:

1 ADA SPACE IS REQUIRED PER 25 SPACES, 3 ACCESSIBLE PARKING SPACES ARE REQUIRED.

2 ACCESSIBLE PARKING SPACES ARE PROVIDED, TWO ARE VAN ACCESSIBLE

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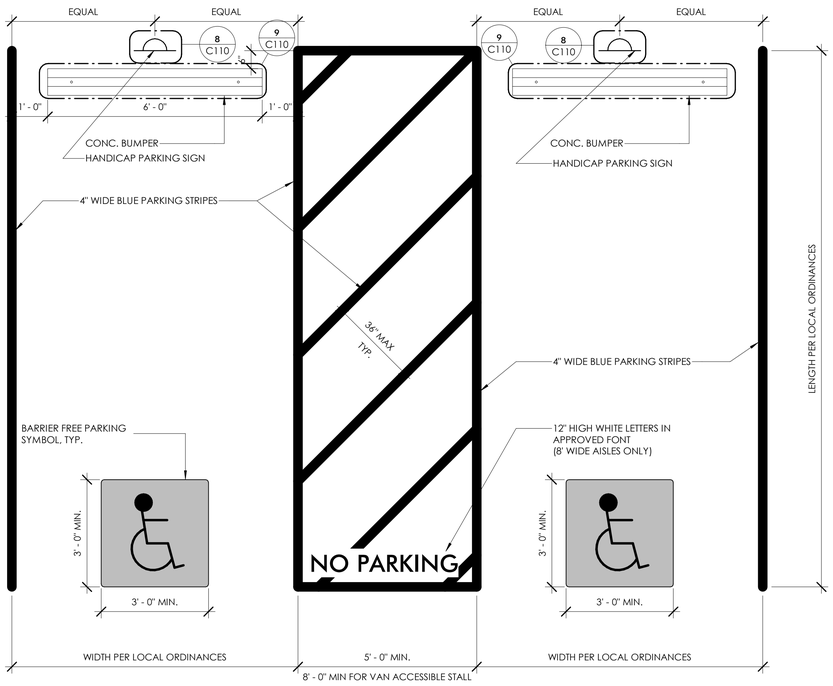
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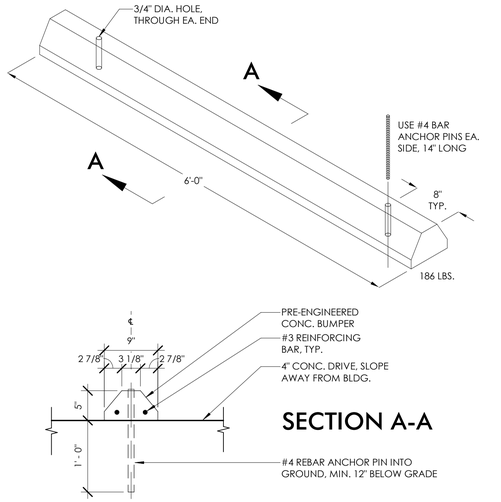
ARCHITECTURAL SITE PLAN

C100

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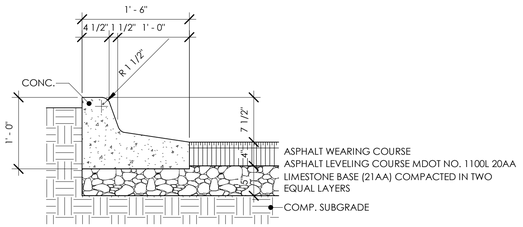


5 C110 BARRIER FREE PARKING STALL LAYOUT
1/2" = 1'-0"

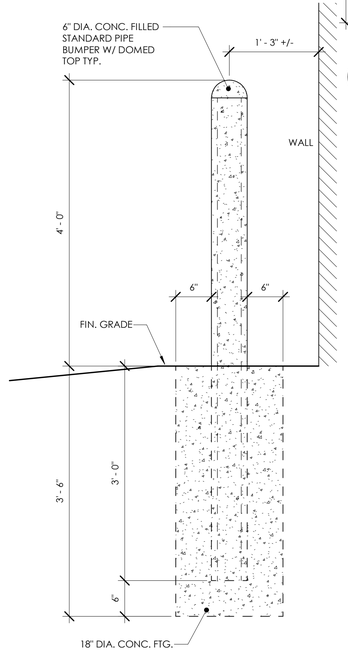


SECTION A-A

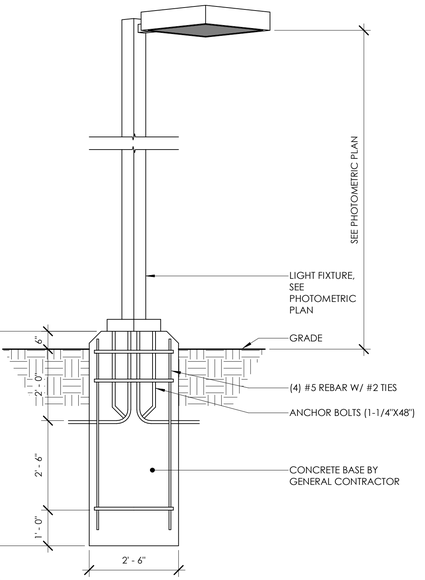
9 C110 PARKING BUMPER DETAILS
1" = 1'-0"



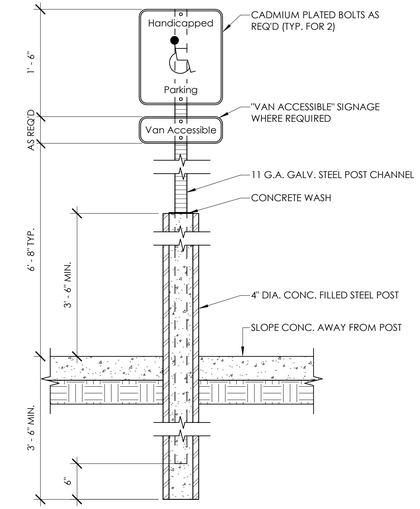
2 C110 CONCRETE CURB DETAIL
1" = 1'-0"



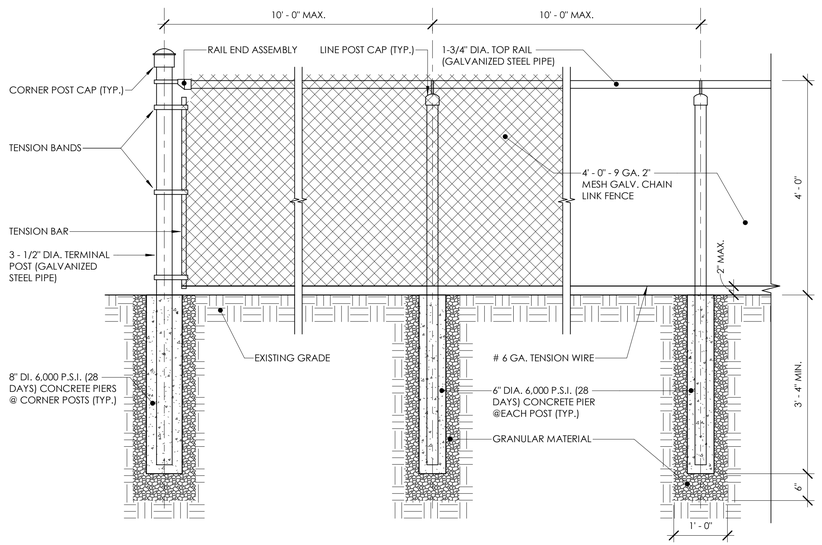
7 C110 BUMPER POST/BOLLARD DETAIL
1" = 1'-0"



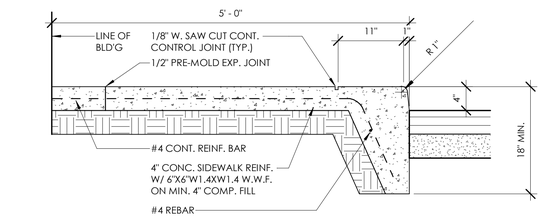
10 C110 TYPICAL PARKING LOT LIGHT
1/2" = 1'-0"



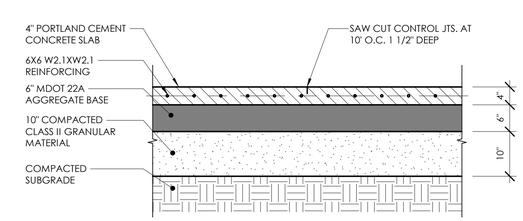
8 C110 HANDICAP PARKING SIGN
1" = 1'-0"



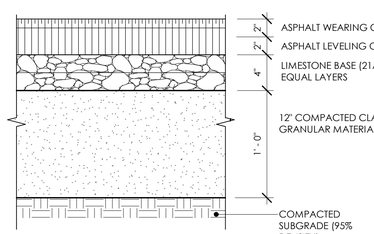
1 C110 CHAIN LINK FENCE
3/4" = 1'-0"



3 C110 CONCRETE CURB AND WALK DETAIL
1" = 1'-0"



4 C110 CONCRETE SECTION
3/4" = 1'-0"



6 C110 BITUMINOUS PAVING DETAIL
1 1/2" = 1'-0"

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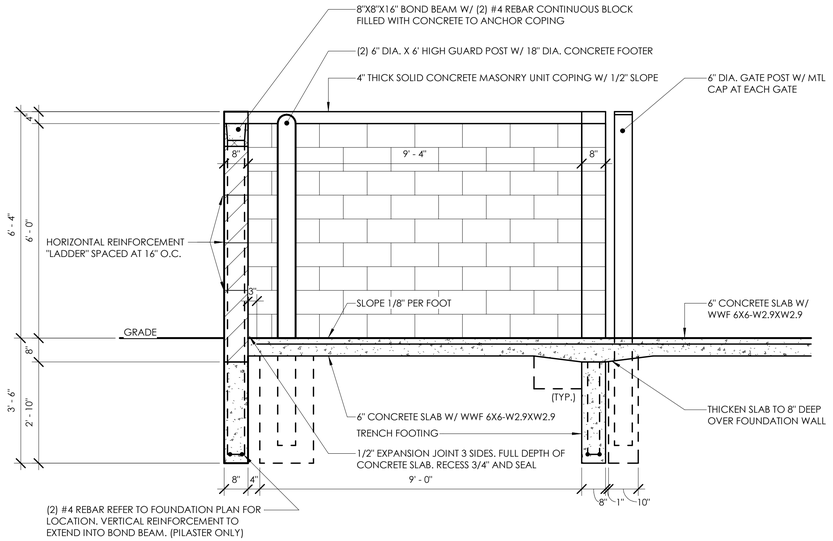
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ARCHITECTURAL SITE DETAILS

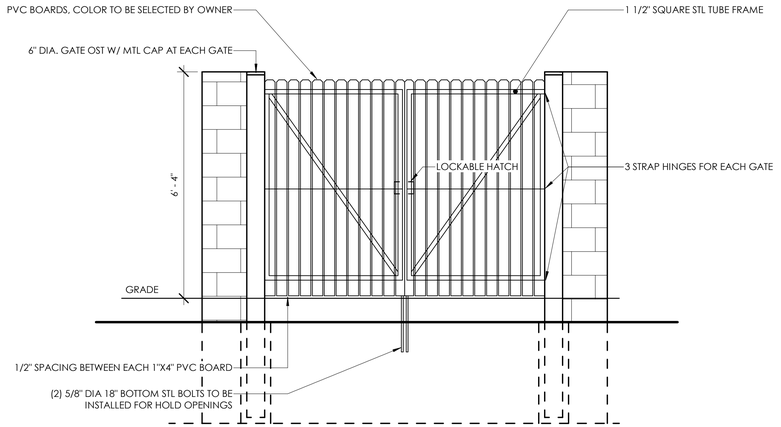
C110

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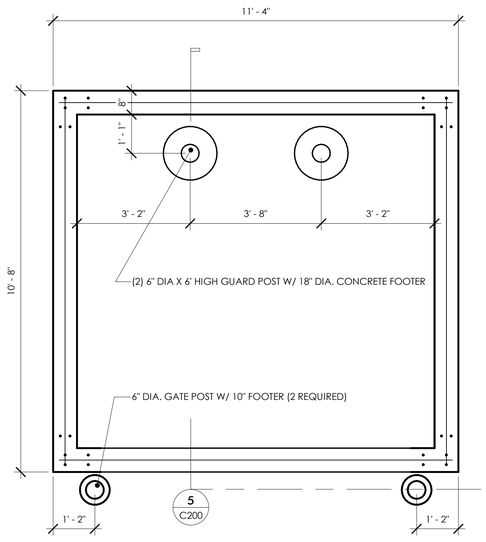
5 C200 DUMPSTER SECTION

1/2" = 1'-0"



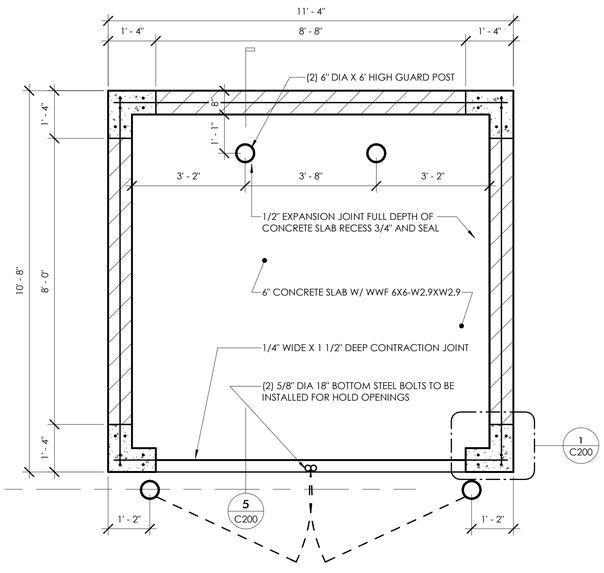
3 C200 DUMPSTER FRONT ELEVATION

1/2" = 1'-0"



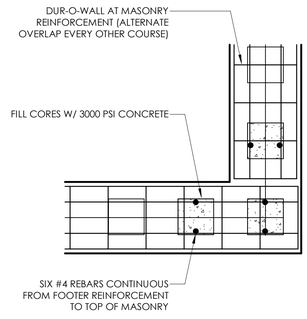
2 C200 DUMPSTER FOUNDATION PLAN

1/2" = 1'-0"



4 C200 DUMPSTER PLAN

1/2" = 1'-0"



1 C200 DUMPSTER ENCLOSURE CORNER

1 1/2" = 1'-0"

DRIVEN DESIGN

ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
cody@drivendesignstudio.com

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CLIENT
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DUMPSTER ENCLOSURE

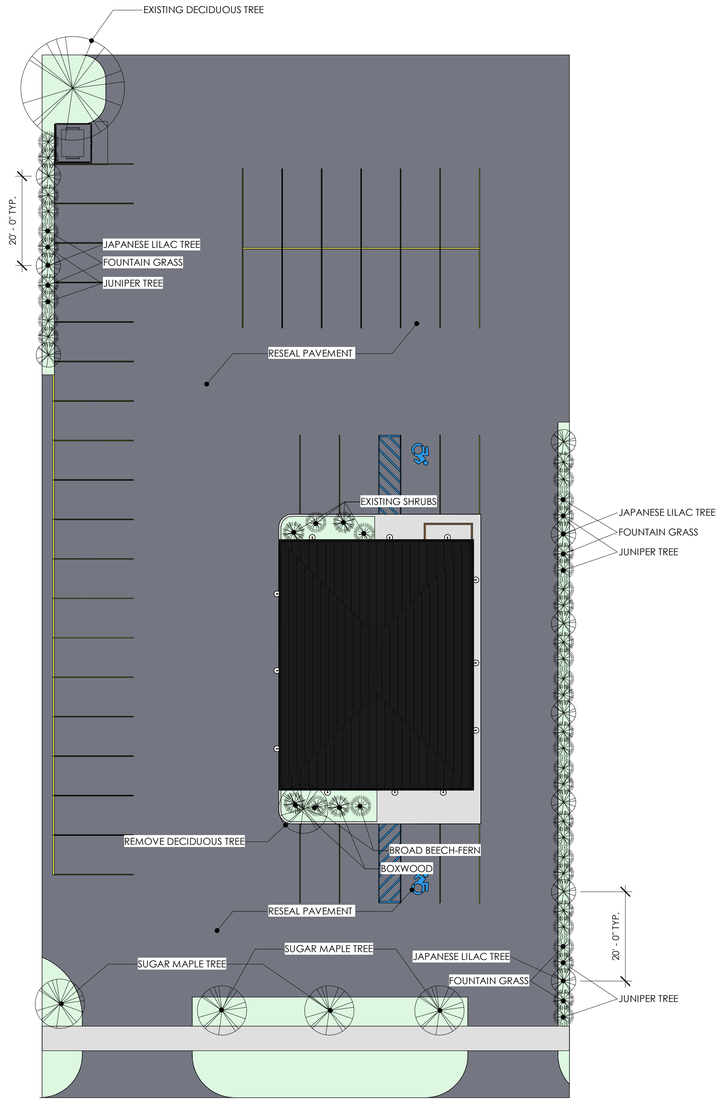
C200

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LANDSCAPE REQUIREMENTS

FRONTAGE - 1 TREE PER EACH 30 LINEAR FEET **(4) REQUIRED**
BUFFER ZONE - 1 CANOPY OR EVERGREEN TREE PER EACH 20 LINEAR FEET **(10) REQUIRED**
BUFFER ZONE - 4 SHRUBS PER EACH 20 LINEAR FEET OR, IF NOT FEASIBLE, SUFFICIENT ORNAMENTAL TREES AND SHRUBS **(36) REQUIRED**

PROVIDED LANDSCAPING
(1) DECIDUOUS TREES - EXISTING
(14) DECIDUOUS TREES PROVIDED - (4) 15' WIDE SUGAR MAPLE TREE, (10) 10' JAPANESE LILAC TREE
(4) SHRUBS - EXISTING
(38) SHRUBS PROVIDED - (18) 3' TALL JUNIPER SHRUBS, (18) 4'-6" TALL FOUNTAIN GRASS, (2) BROAD BEECH -FERN, (2) BOXWOOD



1 / C201 **LANDSCAPING PLAN**
1/16" = 1'-0"

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LANDSCAPING PLAN
C201

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1 A000 FIRST FLOOR EXISTING PLAN
1/4" = 1'-0"

GENERAL NOTES

EXISTING PLANS AND DIMENSIONS ARE SHOWN FOR REFERENCE ONLY

ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
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SCALE 1/4" = 1'-0"

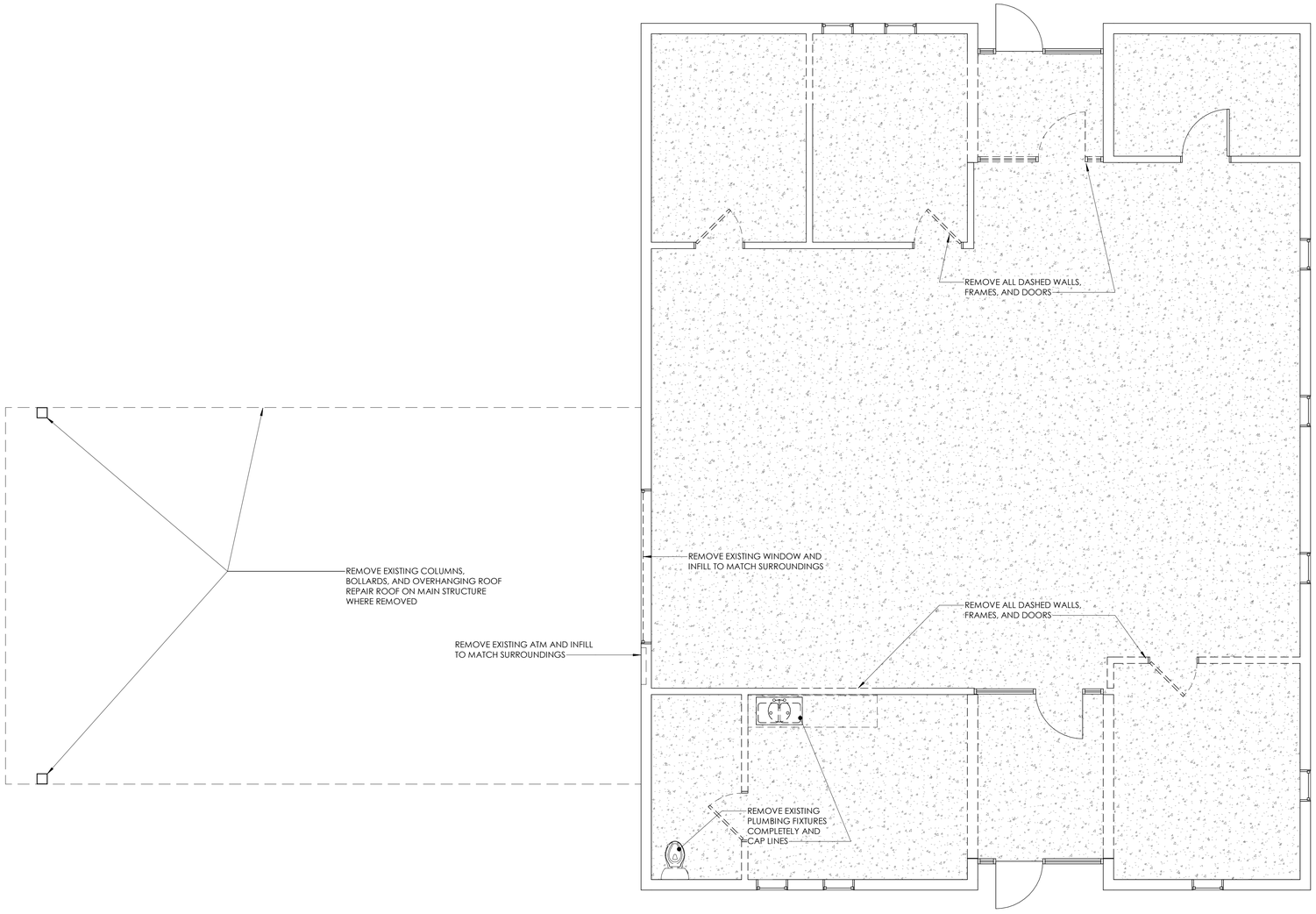
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EXISTING FLOOR PLAN

A000

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1 / A110 FIRST FLOOR DEMOLITION PLAN
1/4" = 1'-0"

DEMOLITION NOTES

1. REMOVE ALL DASHED WALLS, WINDOWS, AND DOORS COMPLETELY.
2. OWNER TO REMOVE ALL FURNISHINGS/ EQUIPMENT THAT THEY WISH TO RETAIN FROM THE AREAS OF DEMOLITION/ CONSTRUCTION PRIOR TO THE START OF CONSTRUCTION WORK IN EACH AREA. OWNER TO COORDINATE WITH CONTRACTOR REGARDING THE TIME SCHEDULE FOR THIS TO BE COMPLETED.
3. PATCH AND FILL ANY HOLES IN THE WALL CAUSED BY THE REMOVAL OF DOORS, WINDOWS, OR WALLS TO MATCH SURROUNDINGS.
4. CONTRACTOR IS RESPONSIBLE FOR PROTECTING ALL SURFACES NOT BEING REMODELED IN THE PROJECT AND IN THE PATH OF THE CONTRACTORS TRAVEL, SETUP AND/ OR PROJECT MATERIAL STORAGE. THE CONTRACTOR MUST RETURN THE AREAS DISTURBED AS REQUIRED FOR ACCESS TO ITS PRE-EXISTING CONDITION.
5. ANY HAZARDOUS MATERIALS ARE TO BE REMOVED BY A LICENSED PROFESSIONAL IN THE STATE OF MICHIGAN.
6. ALL SAFETY ISSUES RELATED TO DEMOLITION ARE THE RESPONSIBILITY OF THE CONTRACTOR AND MUST COMPLY WITH ALL STATE, LOCAL, ENVIRONMENTAL AND LABOR LAWS DURING THE CONSTRUCTION OF THIS PROJECT.
7. SEQUENCE DEMOLITION WITH STRUCTURAL WORK TO ASSURE SAFETY, PROVIDE SHORING AS REQ'D TO ENSURE SAFE CONDITIONS EXIST. SHORING IS NOT SHOWN ON PLANS. STRUCTURAL ELEMENTS ARE TO REMAIN, UNLESS NOTED OTHERWISE. COORDINATE WITH ARCHITECTURAL AND STRUCTURAL DRAWINGS.
8. ALL TRADES TO COORDINATE BETWEEN ONE ANOTHER TO AVOID CONFLICTS.
9. NOTATIONS ARE MADE IN VARIOUS PLACES ON THE DRAWINGS TO CALL ATTENTION TO DEMOLITION WHICH IS REQUIRED. THESE DRAWINGS ARE NOT INTENDED TO SHOW EACH AND EVERY ITEM TO BE REMOVED. CONTRACTOR SHALL REMOVE ALL MATERIALS RELATED TO THEIR RESPECTIVE TRADES AS REQUIRED TO PERMIT THE CONSTRUCTION OF THE NEW WORK AS SHOWN.
10. THE CONTRACTOR SHOULD TAKE CARE DURING THE PROJECT TO NOT INTERRUPT THE USE IN AREAS NOT IN SCOPE.
11. PRIOR TO ANY DIGGING ON OR AROUND THE SITE UTILITIES ARE TO BE LOCATED USING MISS DIG.
12. ALL RUBBISH AND DEBRIS FROM DEMOLITION IS TO BE REMOVED IMMEDIATELY FROM THE SITE AFTER DEMOLITION. COORDINATE ALL DEMOLITION, DUMPSTER LOCATIONS, BARRICADING, PEDESTRIAN PROTECTION MEASURES, ETC. WITH THE OWNER AND LOCAL MUNICIPALITY PRIOR TO COMMENCEMENT.
13. REMOVE ALL LIGHTING, WIRING, FIRE ALARM DEVICES, RECEPTACLES, AND SPEAKERS FROM WALLS AND CEILINGS BEING REMOVED. COORDINATE WITH ARCHITECT AS REQUIRED. REMOVE ALL ABANDONED EXPOSED CONDUIT AND WIRING BACK TO SOURCE. REMOVE WIRING BACK TO PANEL OR NEAREST JUNCTION BOX. RE-LABEL CIRCUIT BREAKER AS SPARE. IN SCOPE OF WORK.
14. PROVIDE BLANK COVERPLATE OVER EMPTY OUTLET BOXES IF DEVICE IS REMOVED AND NOT REPLACED.
15. REMOVE ALL EXISTING HVAC, FIRE PROTECTION AND PLUMBING EQUIPMENT, PIPING BACK TO MAIN AND ALL ASSOCIATED ACCESSORIES. SANITARY, STORM, AND VENT STACKS TO REMAIN, CAP ANY UNUSED AREAS.
16. SALVAGE MATERIALS AS REQUIRED IF PART OF THE SCOPE IS MATCHING MATERIALS OR INFILL MATERIALS AS PART OF A RENOVATION PROJECT.
17. REMOVE ALL CEILINGS AND FLOOR FINISHES IN AREAS OF DEMOLITION U.N.O.
18. ALL EXISTING COLUMNS AND STRUCTURAL ELEMENTS TO REMAIN. ANY DISCREPANCIES THAT OCCUR IN THE FIELD DURING DEMOLITION SHOULD BE BROUGHT TO THE ARCHITECT'S ATTENTION.
19. THE CONTRACTOR SHALL MAINTAIN THE JOB SITE TO BROOM CLEAN AT ALL TIMES.
20. THE OWNER WILL MAINTAIN OCCUPANCY OF SPACES ADJACENT TO AREAS OF DEMOLITION. THE CONTRACTOR IS RESPONSIBLE FOR COORDINATING ALL POTENTIALLY DISRUPTIVE ACTIVITIES WITH THE OWNER.

WALL LEGEND

- EXISTING WALL TO REMAIN
- ELEMENTS TO BE REMOVED
- 1 HOUR PARTITION
- 2 HOUR PARTITION
- EXTENT OF WORK

MATERIAL LEGEND

- CMU
- CONCRETE
- WOOD BLOCKING
- STEEL (LARGE SCALE)
- PLASTER
- RIGID INSULATION
- PLYWOOD
- MILLWORK

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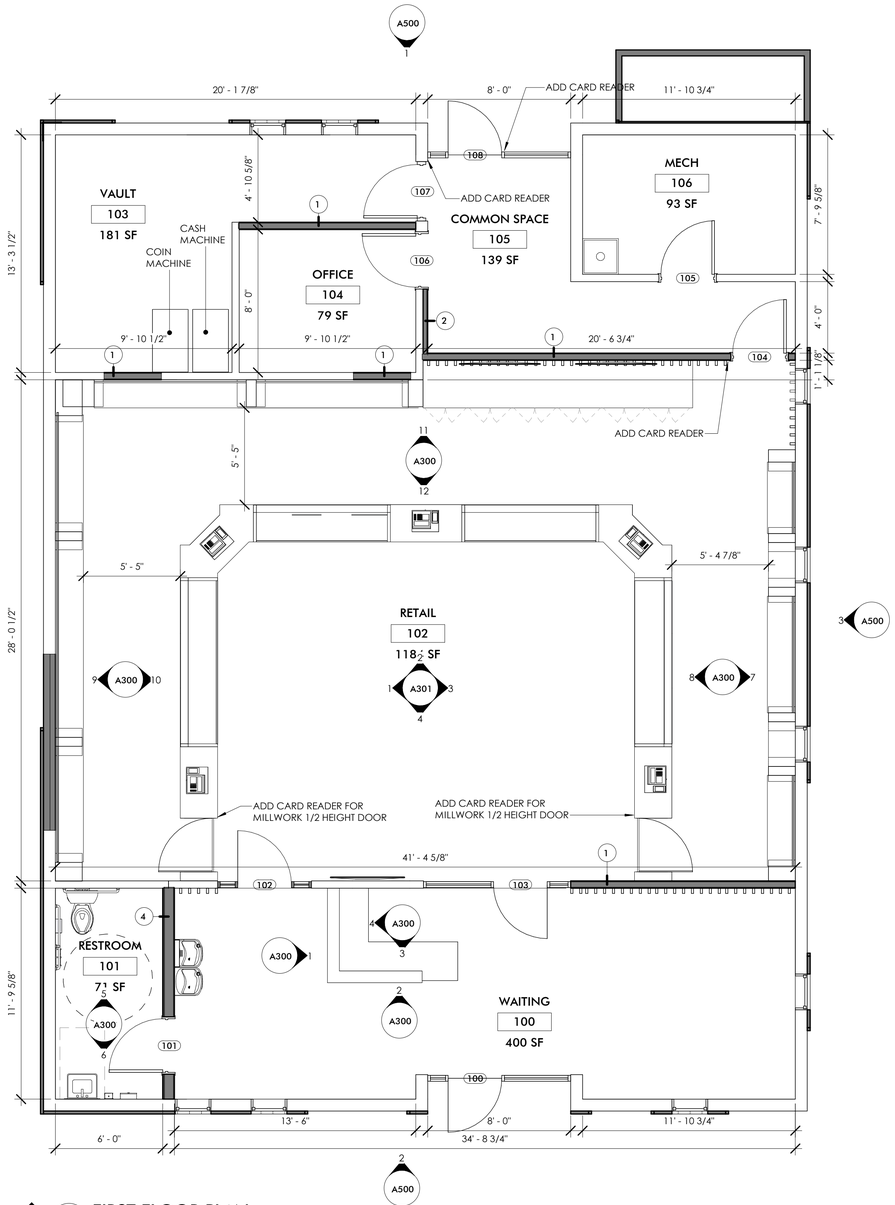
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DEMOLITION PLAN
A110

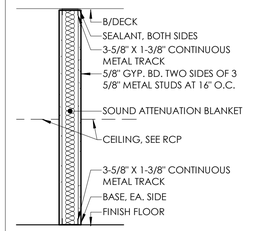
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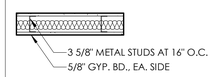
1 A120 FIRST FLOOR PLAN
1/4" = 1'-0"

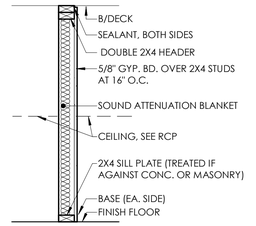
GENERAL NOTES

1. ALL GYPSUM BOARD THROUGHOUT IS TO BE 5/8" TYPE-X AS A MINIMUM.
2. ALL EXISTING INTERIOR WALLS THAT ARE TO REMAIN ARE TO BE PATCHED AS REQUIRED FROM NEW UTILITIES OR GENERAL CONSTRUCTION.
3. INFILL OF EXISTING WALL OPENINGS IS TO RESULT IN FLUSH FINISHES ON BOTH SIDES OF THE WALL, UNLESS OTHERWISE NOTED, USE APPROPRIATE STUD FRAMING TO ACHIEVE DESIRED FINISH.
4. INSTALL WOOD BLOCKING IN WALLS AS NECESSARY FOR INSTALLATION OF ALL CASEWORK, MIRRORS, TOWEL BARS, SHOWER CURTAIN RODS, TOILET PAPER DISPENSERS, PAPER TOWEL HOLDERS, TOILET PARTITIONS, RAILINGS, AND ANY OTHER ACCESSORIES.
5. PROVIDE CEMENT BOARD IN LIEU OF GYPSUM BOARD AT ALL BATHTUB, SHOWER, AND KITCHEN LOCATIONS TO RECEIVE WALL TILE. COORDINATE WITH INTERIORS.
6. DRAWINGS ESTABLISH THE DESIGN INTENT OF WORK TO BE PERFORMED. ALL PRODUCTS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS. ALL TRADES SHALL CAREFULLY COORDINATE WORK OF ALL OTHER TRADES. CONTRACTORS SHALL BE RESPONSIBLE FOR FIELD VERIFYING EXISTING CONDITIONS AND FOR VERIFYING THEM WITH THE CONTRACT DOCUMENTS. ANY DISCREPANCIES OR CONFLICTS SHALL BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE ARCHITECT AND THE OWNER PRIOR TO FABRICATION OR INSTALLATION.
7. COORDINATE SIZE AND LOCATION OF ALL EQUIPMENT SUPPORTS INCLUDING BUT NOT RESTRICTED TO CONCRETE HOUSEKEEPING PADS WITH APPROPRIATE EQUIPMENT MANUFACTURER.
8. VERIFY QUANTITY, SIZE, AND LOCATION OF ALL FLOOR, ROOF, AND WALL OPENINGS FOR ALL DISCIPLINES INCLUDING BUT NOT RESTRICTED TO MECHANICAL AND ELECTRICAL WORK WITH THE APPROPRIATE TRADE. PROVIDE ALL OPENINGS SHOWN OR REQUIRED FOR THE COMPLETION OF THE WORK. PROVIDE ALL LINTELS REQUIRED FOR THESE OPENINGS PER SPECIFICATIONS.
9. VERIFY QUANTITY, SIZE, AND LOCATION OF ALL FLOOR, ROOF, AND WALL OPENINGS FOR ALL DISCIPLINES INCLUDING BUT NOT RESTRICTED TO MECHANICAL AND ELECTRICAL WORK WITH THE APPROPRIATE TRADE.
10. DIMENSIONS PRECEDED BY +/- SHOULD BE REVIEWED AND ALL NECESSARY ADJUSTMENTS MADE PRIOR TO FABRICATION AND/OR INSTALLATION OF AFFECTED WORK. NOTIFY ARCHITECT'S REPRESENTATIVE IF DISCREPANCIES ARISE BEFORE PROCEEDING WITH THE WORK.
11. BATHROOM MIRRORS AND LIGHT FIXTURES ABOVE VANITIES SHALL BE CENTERED ON THE SINKS.

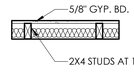


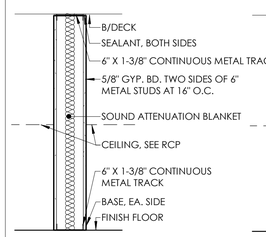
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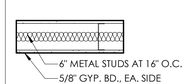


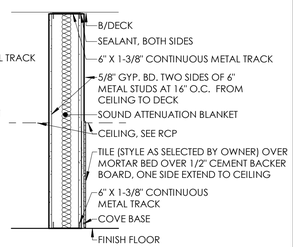
PARTITION TYPE - 2



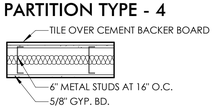


PARTITION TYPE - 3





PARTITION TYPE - 4



WALL TYPES
3/4" = 1'-0"

DRIVEN DESIGN

ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
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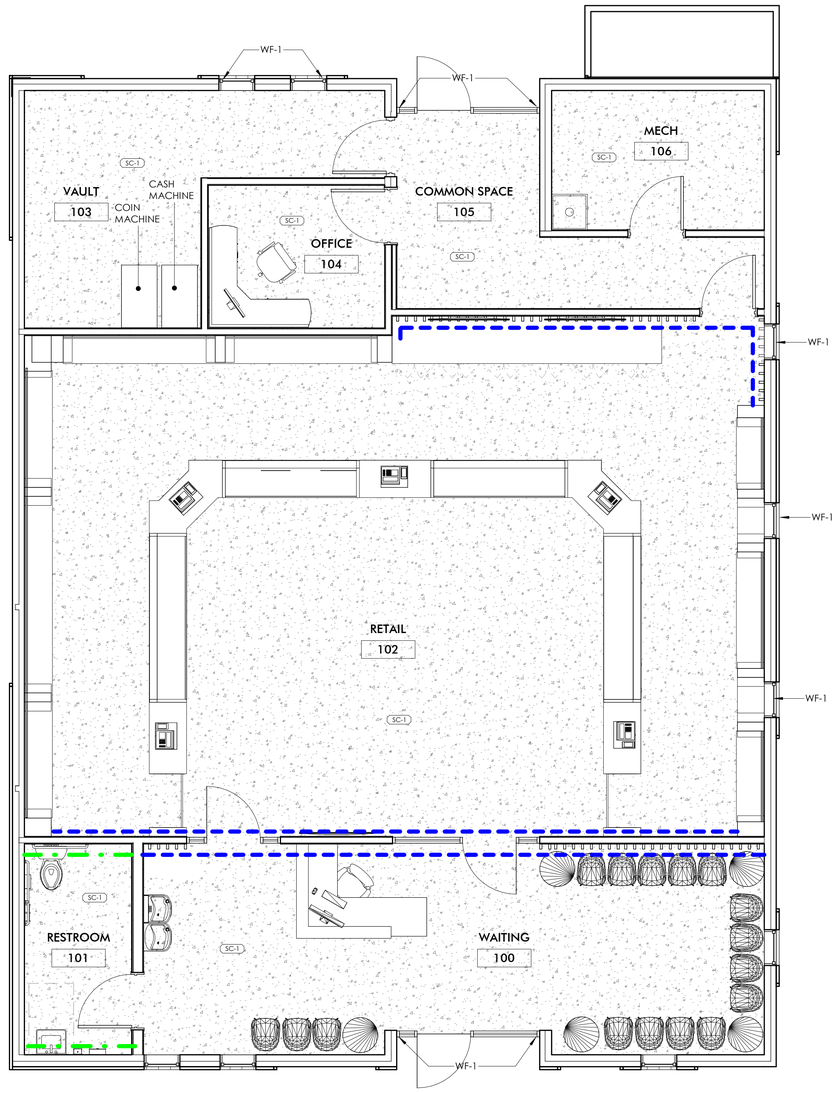
NEW FLOOR PLAN

A120

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FINISH SCHEDULE KEY

CODE	MATERIAL	MANUFACTURER	STYLE	SIZE	COLOR	FLAME SPREAD RATING	CONTACT INFO	NOTES
ACP-1	ACOUSTICAL CEILING PANEL	AMSTRONG CEILING	OPTIMA LAY-IN TEGULAR	24' X 24"	WHITE	-	-	PROVIDE WITH 15/16" PRELUDGE GRID
FRP-1	FIBERFGLASS REINFORCED PLASTIC	MARLITE	PEBBLED		9 100 WHITE			
IPS-1	PAINT (TO MATCH)	SHERWIN WILLIAMS	EGGSHELL	-	SW 7004 SNOWBOUND	-	-	WALLS: PRO MAR PREMER AND PROMAR 200
IPS-2	PAINT (TO MATCH)	SHERWIN WILLIAMS	SEMI-GLOSS	-	SW 6990 CAVIAR	-	-	HOLLOW METAL INTERIOR DOORS: EMERALD URETHANE TRIM ENAMEL
IPS-3	PAINT (TO MATCH)	SHERWIN WILLIAMS	EGGSHELL	-	SW 6990 CAVIAR	-	-	WALLS: PRO MAR PREMER AND PROMAR 200
IPS-4	PAINT (TO MATCH)	SHERWIN WILLIAMS	FLAT	-	SW 7006 EXTRA WHITE	-	-	CEILING
IPS-5	PAINT (TO MATCH)	SHERWIN WILLIAMS	FLAT	-	SW 6990 CAVIAR	-	-	CEILING
PL-1	PLASTIC LAMINATE	-	-	-	-	-	-	TO BE SELECTED BY OWNER
PT-1	PORCELAIN TILE	VIRGINA TILE - CROSSVILLE INC.	COLOR BY NUMBERS	4" X 12"	TEA FOR TWO	-	LISA MCCLEAN: LISA.MCCLEAN@VIRGINATILE.COM	VERTICAL 1/3" OFFSET INSTALLATION
RB-1	RUBBER BASE	-	-	-	-	-	-	TO BE SELECTED BY OWNER
SC-1	SEALED CONCRETE	-	-	-	-	-	-	TO BE SELECTED BY OWNER
SS-1	SOLID SURFACE	-	-	-	-	-	-	TO BE SELECTED BY OWNER
WDV-1	WOOD-VENEER SLATS	TO BE SELECTED IN COORDINATION WITH MILL WORKER STANDERS	1-1/2" W X 3" D WOOD SLATS PLACED 4" APART	-	-	-	-	
WF-1	WINDOW FILM	SOLYX	WHITE SAND MATTE - SX-1409	-	-	-	-	



1 / A130 **FIRST FLOOR FINISH PLAN**
1/4" = 1'-0"

ON ALL FINISH PLANS, NORTH IS TO BE ASSUMED DIRECTLY STRAIGHT UP ON THE FLOOR PLAN TO CORRELATE WITH WALL FINISH LOCATIONS

FINISH SCHEDULE

ROOM NUMBER	ROOM NAME	FLOOR	BASE	WALL				CEILING	MILLWORK		NOTES
				NORTH	EAST	SOUTH	WEST		CABINET	TOP	
100	WAITING	SC-1	RB-1	IPS-3	IPS-1	IPS-1	IPS-1	IPS-4	PL-1	SS-1	
101	RESTROOM	SC-1	RB-1	PT-1	IPS-1	PT-1	IPS-1	IPS-4			
102	RETAIL	SC-1	RB-1	IPS-1 & IPS-3	IPS-1 & IPS-3	IPS-3	IPS-1	IPS-5	PL-1	SS-1	SEE ELEVATIONS
103	VAULT	SC-1	RB-1	IPS-1	IPS-1	IPS-1	IPS-1	ACP-1			
104	OFFICE	SC-1	RB-1	IPS-1	IPS-1	IPS-1	IPS-1	ACP-1			
105	COMMON SPACE	SC-1	RB-1	IPS-1	IPS-1	IPS-1	IPS-1	ACP-1			
106	MECH	SC-1	RB-1	FRP-1	FRP-1	FRP-1	FRP-1	IPS-4			

ON ALL FINISH PLANS, NORTH IS TO BE ASSUMED DIRECTLY STRAIGHT UP ON THE FLOOR PLAN TO CORRELATE WITH WALL FINISH LOCATIONS

GENERAL NOTES

1. ALL FURNITURE IS SHOWN FOR REFERENCE AND SCALE ONLY, ALL FINAL FURNITURE SELECTION IS TO BE BY OWNER
2. PRIME AND PAINT ALL SURFACES WITH A MINIMUM (2) FINISH COATS.
3. ALL BATHROOM WET WALLS ARE TO BE PORCELAIN TILE FROM FLOOR TO CEILING. PROVIDE CEMENT BACKER BOARD BEHIND ALL PORCELAIN TILE WALLS.
4. DISPLAY CASES ARE TO BE PROVIDED BY THE OWNER
5. AFTER REMOVING EXISTING FLOORING, GRIND CONCRETE OR REPLACE SUBFLOOR AS REQUIRED TO PROVIDE A LEVEL SURFACE FOR THE NEW FLOORING
6. SEE EXTERIOR ELEVATIONS FOR EXTERIOR MATERIALS
7. TRANSITIONS TO BE MANUFACTURED FROM SCHLUTER SYSTEMS U.N.O. IN __ FINISH IN THE APPROPRIATE THICKNESS FOR THE ADJACENT MATERIALS
8. GROUT FOR PT-1 TO BE TEC CHARCOAL GRAY IN COLOR
9. CABINET PULLS TO BE BY OWNER
10. GROMMETS ARE TO BE BLACK IN COLOR, COORDINATE ALL LOCATIONS WITH OWNER. PLACE AT ALL POS STATIONS.
11. METAL LOCKER COLOR TO BE SELECTED FROM MANUFACTURER STANDARDS
12. ALL METAL COUNTERTOP SUPPORTS TO BE FIELD PAINTED TO MATCH SURROUNDING WALL FINISH (IN ALKYD, SEMI-GLOSS PAINT FINISH)
13. ALL EXPOSED METAL ELEC./MECH. ITEMS IN OCCUPIED SPACES TO BE FIELD-PAINTED TO MATCH SURROUNDING WALL FINISH
14. BULKHEADS TO BE PAINTED TO MATCH SURROUNDING WALLS ON FACE AND UNDERSIDE U.N.O
15. INSTALL WINDOW FILM(WF-1) ON ALL GLAZING. SEE ELEVATIONS AND WALL FINISH PLAN FOR LOCATIONS
16. ALL SOLID SURFACE COUNTERTOPS AND BACKSPLASHES TO HAVE MITERED, FINISHED EASED EDGES
17. ALL CONCEALED SUPPORT BRACKETS TO BE A&M HARDWARE C/EC FLAT CONCEALED BRACKETS IN APPROPRIATE SIZE - BASIS OF DESIGN
18. WINDOW SILLS TO BE PAINTED IPS-2
19. PAINT CONDUIT, PIPING, JUNCTION BOXES, DUCTWORK AND OTHER EXPOSED UTILITIES TO MATCH CEILING PAINT, OTHER THAN IN MECHANICAL AND ELECTRICAL ROOMS U.N.O.
20. SUBMIT 9"X9" SAMPLES FOR APPROVAL ON ALL FINISHES PRIOR TO ORDERING
21. REFER TO FINISH PLANS AND ELEVATIONS FOR ACCENT WALL LOCATIONS AND MULTIPLE FINISH LOCATIONS
22. REFER TO ALL INTERIOR FINISH NOTES AND INTERIOR DRAWINGS INCLUDING PLANS, ELEVATIONS AND DETAILS FOR COMPLETE INTERIORS INFORMATION
23. CONDUCT MOISTURE TESTS ON ALL CONCRETE SLABS WHERE FINISH MATERIALS ARE SCHEDULED. RECORD PASSING MOISTURE LEVELS PRIOR TO START OF INSTALLATION. REFERENCE MANUFACTURERS INSTALLATION SPECIFICATIONS FOR EACH FLOOR FINISH TYPE TO VERIFY REQUIREMENTS
24. WHERE SPECIFIED, PROVIDE CONTINUOUS LENGTH OF RUBBER WALL BASE WITH FIELD FORMED CORNERS, U.N.O.
25. PROVIDE A SMOOTH LEVEL 4 DRYWALL FINISH ON ALL GYPSUM WALLS U.N.O.
26. ALL JANITOR CLOSETS OR ROOMS WITH A MOP SINK OR SERVICE SINK TO HAVE FIBER REINFORCED PANEL UP TO A HEIGHT OF 4'-0" A.F.F. WITHIN 4' OF FIXTURE

FINISH PLAN LEGEND

IPS-2

PT-1

DRIVEN DESIGN

ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
cody@drivendesignstudio.com

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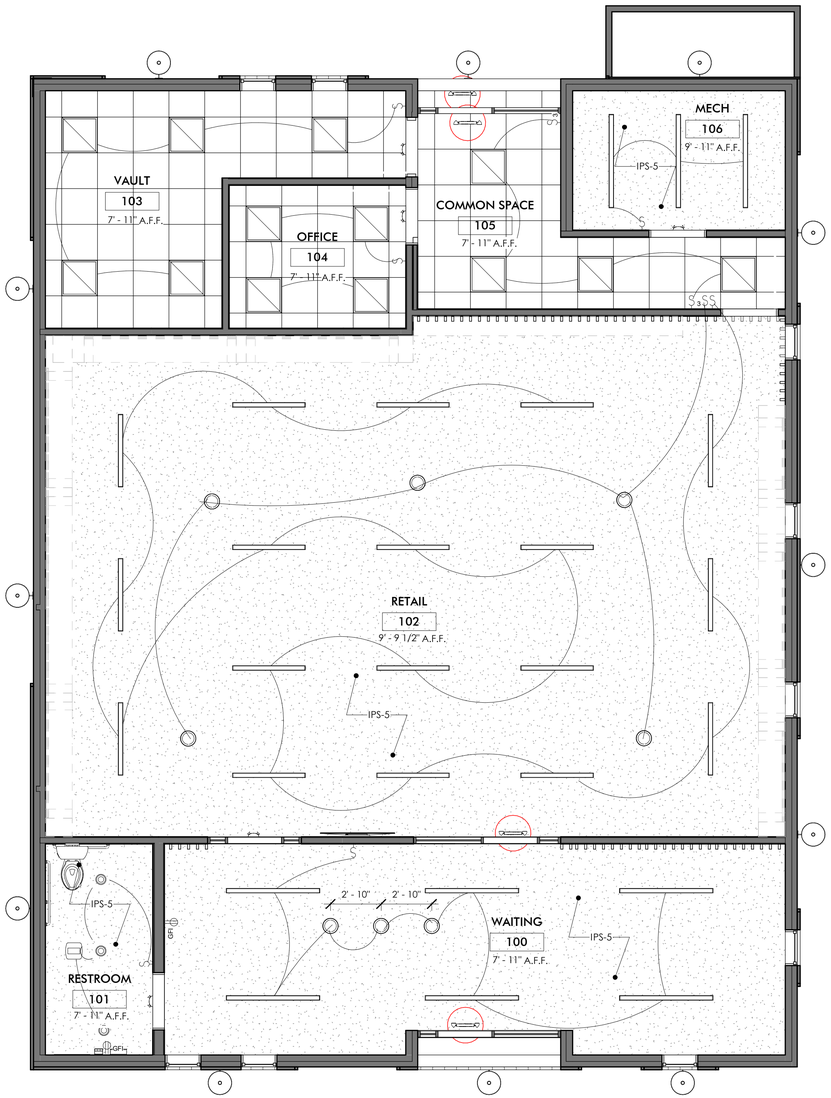
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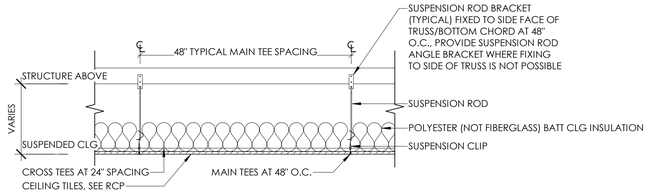
FINISH PLAN & SCHEDULE

A130

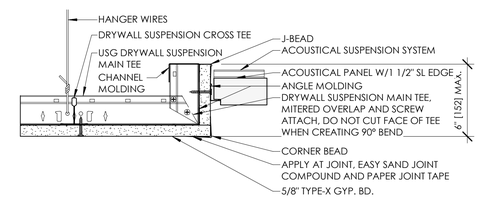
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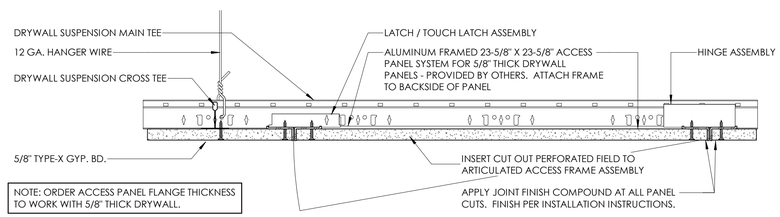
1 A200 **FIRST FLOOR REFLECTED CEILING PLAN**
1/4" = 1'-0"



4 A200 **TYPICAL SUSPENDED CEILING**
1 1/2" = 1'-0"



3 A200 **GYP. BD. TO ACT DETAIL**
3" = 1'-0"



NOTE: ORDER ACCESS PANEL FLANGE THICKNESS TO WORK WITH 5/8" THICK DRYWALL.

2 A200 **ACCESS PANEL DETAIL**
3" = 1'-0"

REFLECTED CEILING GENERAL NOTES

1. ALL LIGHT SWITCHES SHALL BE SILENT TYPE, 20 AMP, WHITE COLOR WITH WHITE COVER PLATES.
2. ALL NEW LIGHT FIXTURES TO BE LED. FIXTURES AND LAYOUT ARE SHOWN SCHEMATICALLY.
3. ALL CEILING HEIGHTS TO BE _____UNLESS NOTED OTHERWISE
4. IF CEILING HEIGHTS ARE NOT CALLED OUT, THEN THE CEILING IS EXISTING OR SHALL BE EXPOSED TO THE EXISTING STRUCTURE ABOVE. CONFIRM WITH ARCHITECT
5. COORDINATE LIGHT FIXTURE, MECHANICAL, PLUMBING, ALONG WITH ANY OTHER SYSTEMS AS REQUIRED TO NOT INTERFERE WITH ONE ANOTHER.
6. ALL LIGHT FIXTURES AND HVAC SHALL BE CENTERED IN ALL ROOMS, 2x2 CEILING GRIDS, CLOUDS OR BETWEEN OTHER ELEMENTS OR EQUALLY SPACED UNLESS NOTED OTHERWISE.
7. ALL 2X2 CEILING GRIDS TO BE CENTERED IN ROOM UNLESS NOTED OTHERWISE. NO PANEL SHALL BE LESS THAN 4" WIDE
8. SEE MEP PLANS FOR ADDITIONAL MECHANICAL, ELECTRICAL, AND PLUMBING NOTES.
9. REPLACE ANY CEILING TILES IN CEILINGS THAT ARE TO REMAIN.
10. ALL BULKHEAD HEIGHTS AT NON-CABINETRY LOCATIONS TO BE ____ UNLESS NOTED OTHERWISE. REFER TO INTERIOR ELEVATIONS FOR ADDITIONAL BULKHEAD HEIGHTS
11. REFER TO INTERIOR ELEVATIONS AND RCP FOR UNDER CABINET LIGHTING LOCATIONS.
12. REFER TO ROOM FINISH KEY AND SCHEDULE FOR ACP DESIGNATIONS
13. ALL DIMENSIONS ARE FROM CENTER LINE OF FIXTURE TO FINISHED FACE OF WALL
14. PATCH AND REPAIR EXISTING CEILING AS REQUIRED THAT WAS DISTURBED DURING DEMOLITION AND/OR NEW CONSTRUCTION ACTIVITIES. PATCH AND REPAIR TO MATCH EXISTING ADJACENT CONSTRUCTION, SUPPORT SYSTEM, CEILING FINISH, PATTERN AND ELEVATION.

REFLECTED CEILING LEGEND

- EXISTING 2X2 CEILING TILES & GRID. SEE FINISH SCHEDULE FOR TYPE
- NEW 2X2 CEILING TILES & GRID. SEE FINISH SCHEDULE FOR TYPE
- GYP. BD. CEILING
- EXPOSED CEILING TO STRUCTURE
- LINES OF CASEWORK BELOW

LIGHT FIXTURE LEGEND

*ALL FIXTURES SHOWN ARE TO BE A BASIS OF DESIGN. EQUAL EQUIVALENTS ARE ACCEPTED.

TAG	SYMBOL	MANUFACTURER & DESCRIPTION	MODEL / COLOR
A		LITHONIA 6" CYLINDER CAN LIGHT	LDN6 CYLINDER SERIES / BLACK IN COLOR
B		LITHONIA 6" RECESSED CAN LIGHT OR WALL WASH	LDN6 / COLOR TO MATCH CEILING
C		BEACH LIGHTING ULTRA SLIM LED UNDERCABINET LIGHT	BEA380917 / BLACK IN COLOR
D		POWERLED SURFACE UNDERCABINET PUCK LIGHT	DLS472984 / BLACK IN COLOR
E		LITHONIA HIGH BAY LED LIGHT FIXTURE	JCBL / SILVER IN COLOR
F		BROAN EXHAUST FAN WITH LED LIGHT, 110 CFM	NUTONE FLEX SERIES / WHITE IN COLOR
G		LITHONIA EMERGENCY LIGHT	ELM6L / WHITE IN COLOR
H		LITHONIA EXIT-UNIT COMBO	LHQM LED / WHITE IN COLOR
I		BROWNLEE LIGHTING VANITY LIGHT	FLOW SQ / SILVER IN COLOR
J		LITHONIA LED FLAT PANEL 2'X2' OR 2'X4' LED FIXTURE	CPX / WHITE IN COLOR
K		MARK ARCHITECTURAL LIGHTING, 4' LED RECESSED STRIP LIGHT	SLOT 4 RECESSED / COLOR TO MATCH CEILING

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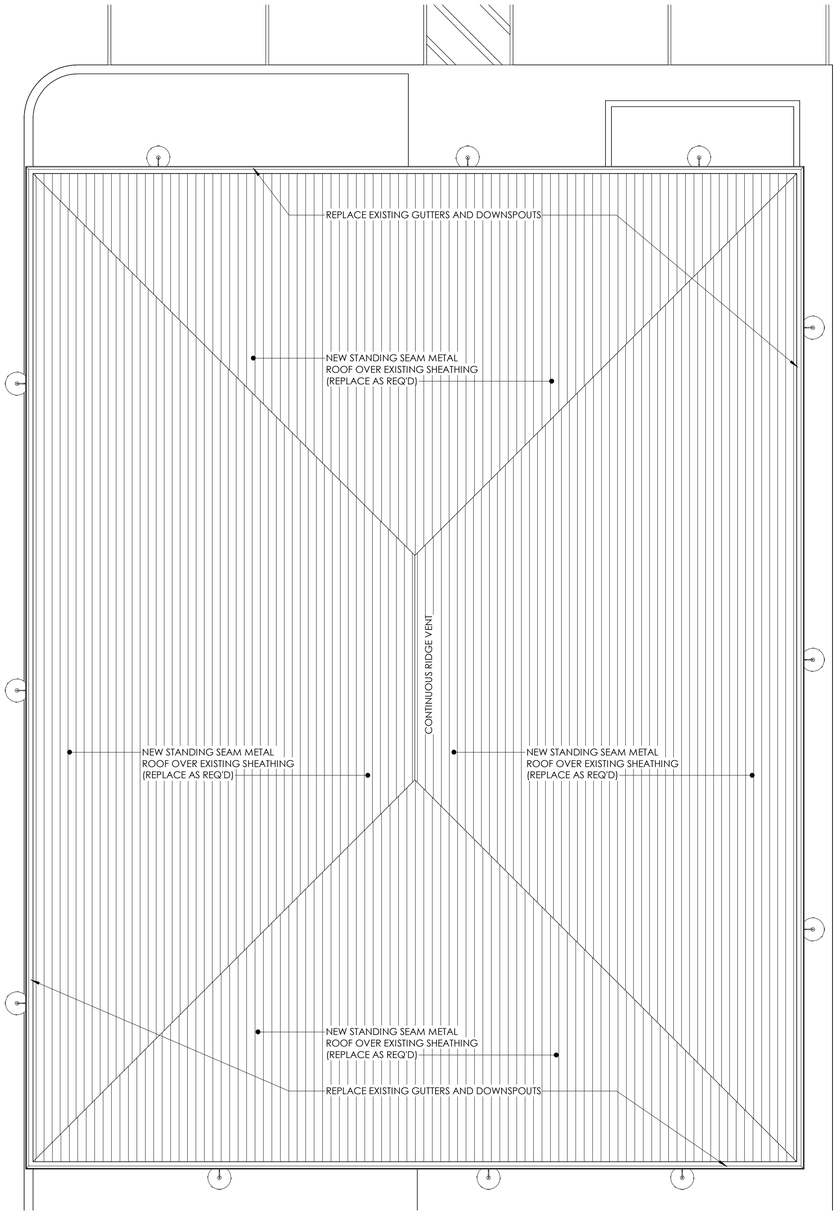
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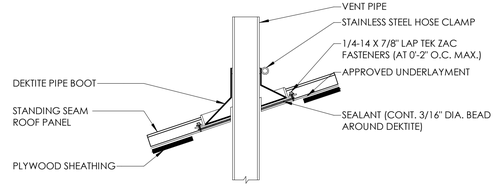
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REFLECTED CEILING PLAN AND DETAILS
A200

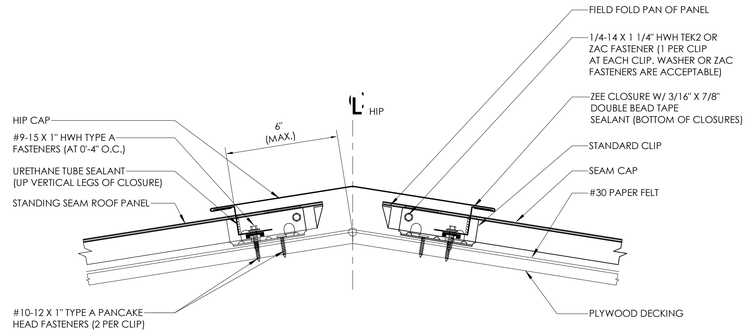
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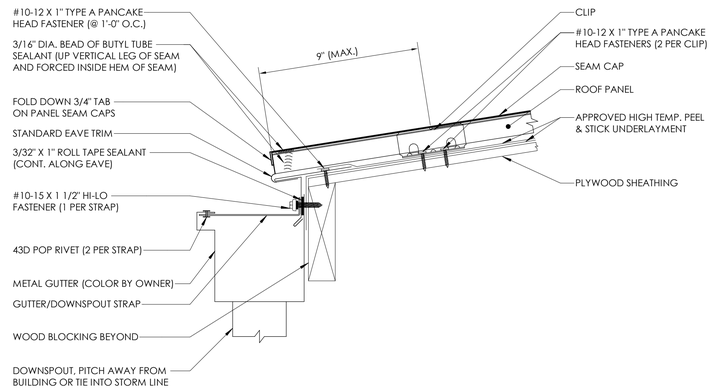
1 A210 ROOF PLAN
1/4" = 1'-0"



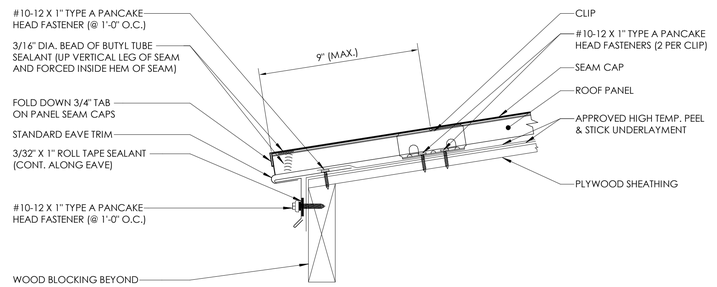
5 A210 PIPE PENETRATION
1 1/2" = 1'-0"



4 A210 HIP DETAIL
3" = 1'-0"



3 A210 EAVE DETAIL GUTTER
3" = 1'-0"



2 A210 EAVE DETAIL
3" = 1'-0"

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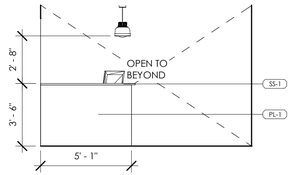
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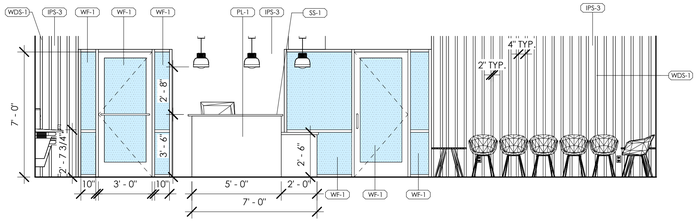
ROOF PLAN AND DETAILS

A210

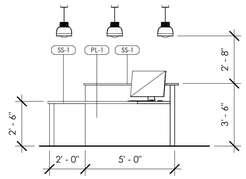
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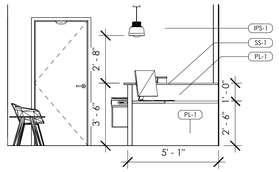
1 A300 **100 WAITING -E**
1/4" = 1'-0"



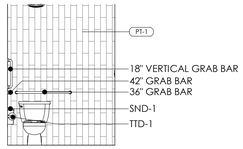
2 A300 **100 WAITING - N**
1/4" = 1'-0"



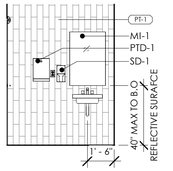
3 A300 **100 WAITING -S**
1/4" = 1'-0"



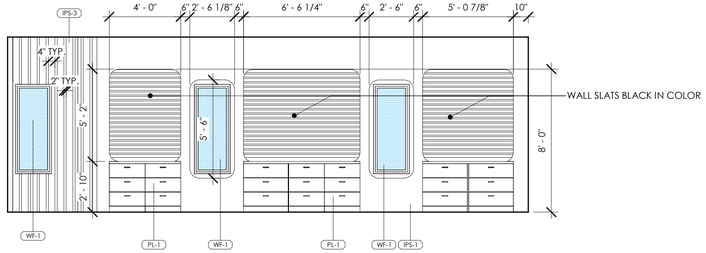
4 A300 **100 WAITING - W**
1/4" = 1'-0"



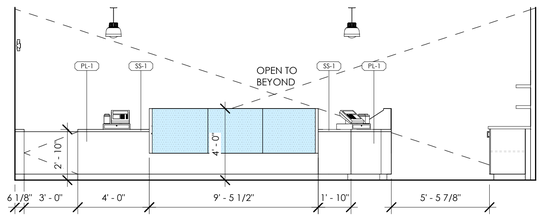
5 A300 **103 RESTROOM - N**
1/4" = 1'-0"



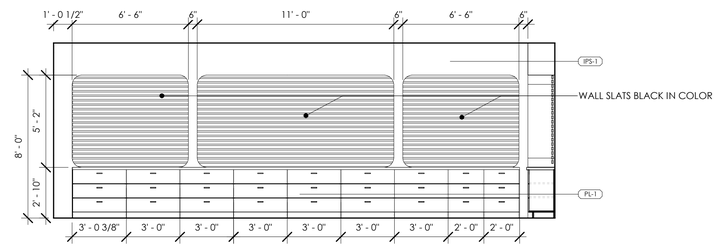
6 A300 **103 RESTROOM - S**
1/4" = 1'-0"



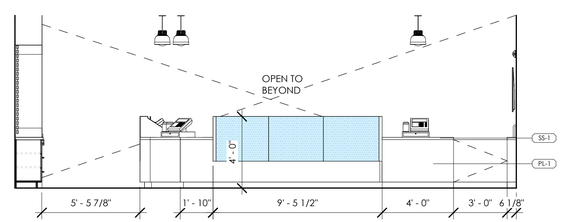
7 A300 **105 RETAIL - E-1**
1/4" = 1'-0"



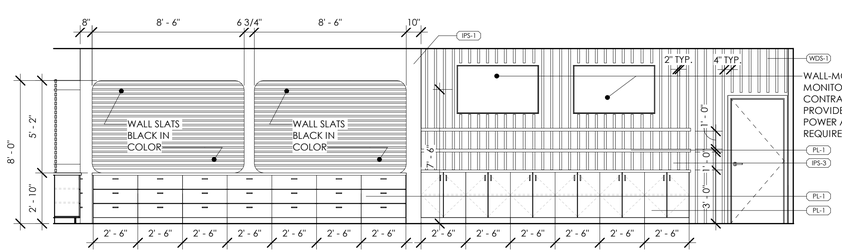
8 A300 **105 RETAIL - W-1**
1/4" = 1'-0"



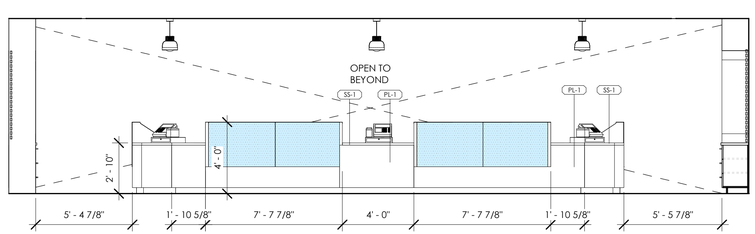
9 A300 **105 RETAIL - W-2**
1/4" = 1'-0"



10 A300 **105 RETAIL - E-2**
1/4" = 1'-0"



11 A300 **105 RETAIL - N**
1/4" = 1'-0"



12 A300 **105 RETAIL - S**
1/4" = 1'-0"

GENERAL NOTES

1. REFER TO ROOM FINISH SCHEDULE FOR BASE DESIGNATIONS
2. ACTUAL GROMMET LOCATIONS TO BE DETERMINED BY OWNER, SEE ROOM FINISH SCHEDULE FOR GROMMET COLORS. PROVIDE GROMMETS AT ALL KNEE SPACE LOCATIONS
3. PROVIDE FILLER PIECES AT CASEWORK AS REQUIRED
4. LAMINATE ALL VISIBLE SURFACES OF CASEWORK TYP.
5. DRAWERS LABELED "FILES" ARE TO HAVE STEEL RAILS FOR HANGING FILES, (2) PER DRAWER. FILES SHOULD HANG PERPENDICULAR TO DRAWER FACE IF LESS THAN 15" WIDE AND PARALLEL TO DRAWER IF GREATER THAN 15" WIDE
6. ALL UPPER CABINETS TO BE 15" DEEP UNLESS NOTED OTHERWISE
7. PROVIDE INSULATED PIPE WRAP ON ALL EXPOSED PIPING.
8. SEE SHEET T002 FOR ACCESSORY MOUNTING HEIGHTS UNLESS SHOWN OTHERWISE
9. REFER TO ENLARGED PLANS FOR ADDITIONAL DIMENSIONS
10. WHERE A SPECIFIED BRACKET IS NOT INDICATED PROVIDE METAL BRACKETS AS REQUIRED TO SUPPORT COUNTERS AND SHELVES. BRACKETS SHOULD BE LOCATED AT ANY UNSUPPORTED LENGTH GREATER THAN 36". PAINT BRACKETS TO MATCH ADJACENT WALL
11. REFER TO SHEET T003 FOR TOILET ROOM ACCESSORIES AND THEIR DESIGNATIONS
12. PROVIDE BLOCKING IN WALLS WHERE NECESSARY. THESE LOCATIONS CONSIST OF, BUT ARE NOT LIMITED TO THE FOLLOWING: TOILET ACCESSORIES, TACKBOARDS, HANDRAILS, WALL MOUNTED EQUIPMENT AND OWNER DESIGNATED EQUIPMENT LOCATIONS.
13. ALL EXPOSED EXTERIOR SURFACES OF CASEWORK TO BE FINISHED TO MATCH THE CASEWORK
14. PAINT GRILLES AND DIFFUSERS TO MATCH ADJACENT WALL
15. COORDINATE ALL CABINETRY SIZES WITH APPLIANCES
16. ALL DIMENSIONS ARE FROM FINISHED FACE TO FINISHED FACE UNLESS INDICATED OTHERWISE

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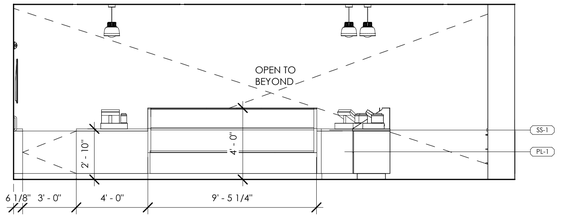
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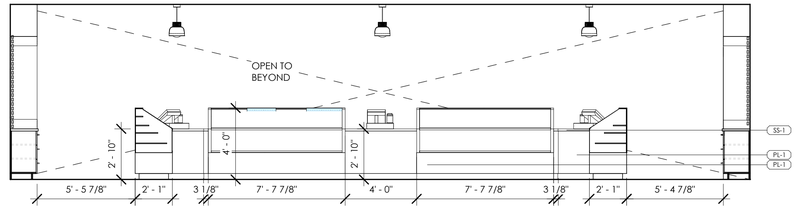
INTERIOR ELEVATIONS

A300

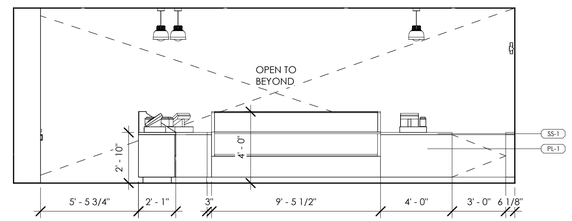
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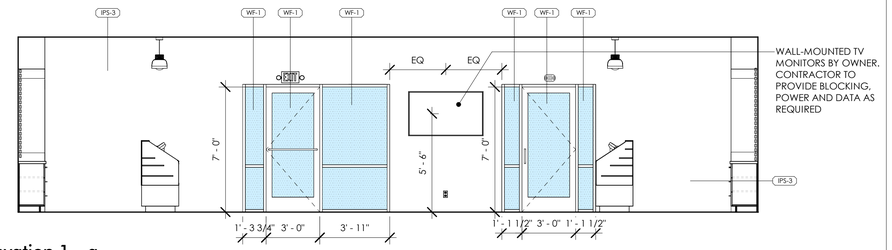
1 A301 **1 - b**
1/4" = 1'-0"



2 A301 **1 - c**
1/4" = 1'-0"



3 A301 **1 - d**
1/4" = 1'-0"



4 A301 **Elevation 1 - a**
1/4" = 1'-0"

GENERAL NOTES

1. REFER TO ROOM FINISH SCHEDULE FOR BASE DESIGNATIONS
2. ACTUAL GROMMET LOCATIONS TO BE DETERMINED BY OWNER, SEE ROOM FINISH SCHEDULE FOR GROMMET COLORS. PROVIDE GROMMETS AT ALL KNEE SPACE LOCATIONS
3. PROVIDE FILLER PIECES AT CASEWORK AS REQUIRED
4. LAMINATE ALL VISIBLE SURFACES OF CASEWORK TYP.
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13. ALL EXPOSED EXTERIOR SURFACES OF CASEWORK TO BE FINISHED TO MATCH THE CASEWORK
14. PAINT GRILLES AND DIFFUSERS TO MATCH ADJACENT WALL
15. COORDINATE ALL CABINETRY SIZES WITH APPLIANCES
16. ALL DIMENSIONS ARE FROM FINISHED FACE TO FINISHED FACE UNLESS INDICATED OTHERWISE

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REVISION

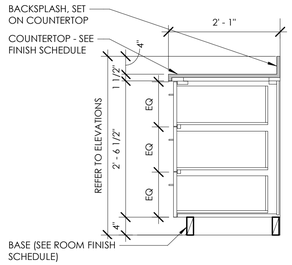
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PROJECT NUMBER
2023.054

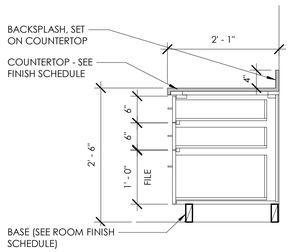
INTERIOR ELEVATIONS

A301

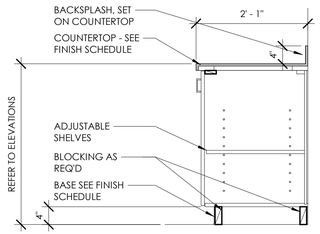
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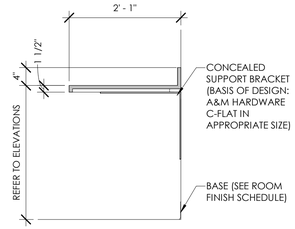
1 A310 **BASE - 3 EQ DRAWER**
3/4" = 1'-0"



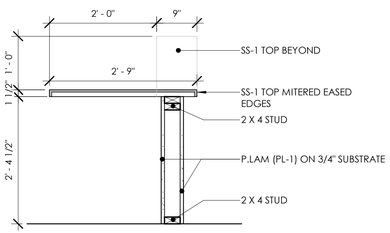
2 A310 **BASE - DESK FILE**
3/4" = 1'-0"



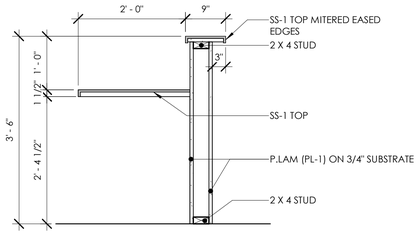
3 A310 **BASE - DOOR**
3/4" = 1'-0"



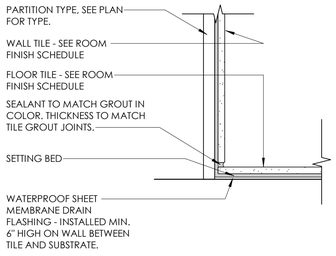
4 A310 **COUNTER SECTION**
3/4" = 1'-0"



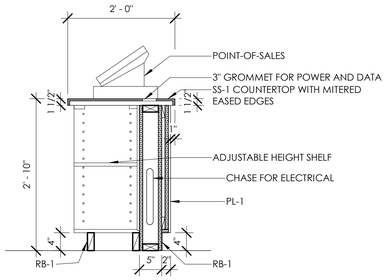
5 A310 **RECEPTION DESK DETAIL - WOOD 1**
3/4" = 1'-0"



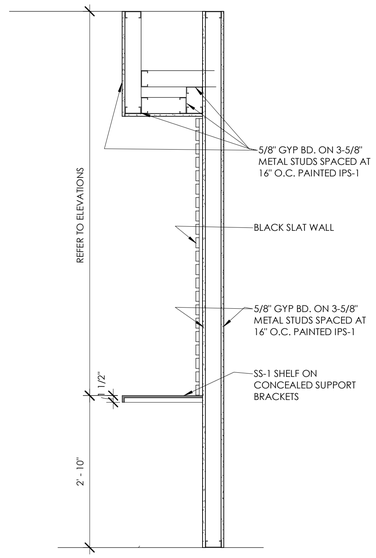
6 A310 **RECEPTION DESK DETAIL - WOOD 2**
3/4" = 1'-0"



7 A310 **CERAMIC TILE BASE**
3" = 1'-0"



9 A310 **BASE - POINT-OF-SALES**
3/4" = 1'-0"



8 A310 **BACK COUNTER**
3/4" = 1'-0"

GENERAL NOTES

1. ALL BASE CABINET DEPTHS TO BE 2'-0" (WALL TO OUTSIDE DOOR FACE) UNLESS NOTED OTHERWISE.
2. ALL WALL CABINET DEPTHS TO BE 1'-3" (WALL TO DOOR FACE) UNLESS NOTED OTHERWISE
3. ALL COUNTERTOP DEPTHS TO BE 2'-1" UNLESS NOTED OTHERWISE. COUNTERS TO EXTEND 1" BEYOND OPEN END EDGE OF MILLWORK UNLESS NOTED OTHERWISE
4. REFER TO INTERIOR ELEVATIONS FOR DIMENSIONS OF ALL CABINETRY
5. REFER TO FINISH SCHEDULES FOR MILLWORK FINISH
6. REFER TO FINISH SCHEDULES FOR COUNTERTOP MATERIAL AND FINISH
7. ALL BASE CABINETS TO HAVE A SINGLE SHELF UNLESS NOTED OTHERWISE
8. ALL WALL/VALANCE CABINETS LESS THAN 2'-0" IN HEIGHT TO HAVE A SINGLE SHELF, AND GREATER THAN 2'-0" IN HEIGHT TO HAVE TWO SHELVES, UNLESS NOTED OTHERWISE
9. ALL SHELVES TO BE ADJUSTABLE UNLESS NOTED OTHERWISE
10. REFER TO INTERIOR ELEVATION FOR INDICATION OF LOCKABLE CABINETS
11. REFER TO INTERIOR ELEVATIONS FOR DOOR SWINGS
12. ALL WALL CABINETS TO BE MOUNTED 7'-6" AFF TO TOP OF CABINET UNLESS NOTED OTHERWISE
13. DOOR HANDLE PULLS ARE SHOWN FOR GRAPHICAL REFERENCE ONLY. REFER TO ROOM FINISH SCHEDULE
14. ALL BASE DRAWERS/ APRONS ARE 6" UNLESS NOTED OTHERWISE
15. ALL SPLASHES ARE 4" UNLESS NOTED OTHERWISE
16. ALL EXPOSED EXTERIOR SURFACES OF CASEWORK TO BE FINISHED TO MATCH THE CASEWORK

DRIVEN DESIGN

ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
cody@drivendesignstudio.com

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INTERIOR DETAILS

A310

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DOOR SCHEDULE

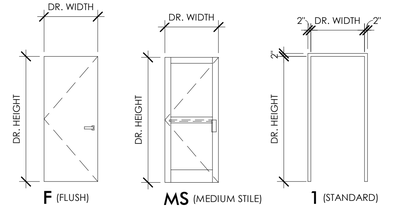
DOOR NUMBER	ROOM NUMBER	ROOM NAME	NEW OR EXIST	DOOR TYPE	FIRE RATING	DOOR SIZE WIDTH	DOOR SIZE HEIGHT	DOOR SIZE THICKNESS	DOOR MAT'L	DOOR FINISH	DOOR FRAME TYPE	DOOR FRAME MAT'L	DOOR FRAME FINISH	DOOR FRAME DETAILS HEAD	DOOR FRAME DETAILS JAMB	DOOR FRAME DETAILS SILL	HDWR SET	COMMENTS
FIRST FLOOR																		
100	100	WAITING		MS		3' - 0"	7' - 0"	1 3/4"	ALUM	IPS-2	1	ALUM	IPS-2	5/A400	5/A400	5/A400		
101	101	RESTROOM		F		3' - 0"	7' - 0"	1 3/4"	WOOD	IPS-2	1	H.M.	IPS-2	1/A400	2/A400			
102	102	RETAIL		MS		3' - 0"	7' - 0"	1 3/4"	ALUM	IPS-2	1	ALUM	IPS-2	5/A400	5/A400	5/A400		
103	103	VAULT		F		3' - 0"	7' - 0"	1 3/4"	WOOD	IPS-2	1	H.M.	IPS-2	1/A400	2/A400			
103	100	WAITING		MS		3' - 0"	7' - 0"	1 3/4"	ALUM	IPS-2	1	ALUM	IPS-2	5/A400	5/A400	5/A400		
104	104	OFFICE		F		3' - 0"	7' - 0"	1 3/4"	WOOD	IPS-2	1	H.M.	IPS-2	1/A400	2/A400			
104	105	COMMON SPACE		F		3' - 0"	7' - 0"	1 3/4"	WOOD	IPS-2	1	H.M.	IPS-2	1/A400	2/A400			
105	106	MECH		F		3' - 0"	7' - 0"	1 3/4"	WOOD	IPS-2	1	H.M.	IPS-2	1/A400	2/A400			
106	102	RETAIL		F		3' - 0"	7' - 0"	1 3/4"	WOOD	IPS-2	1	H.M.	IPS-2	1/A400	2/A400			
106	105	COMMON SPACE		F		3' - 0"	7' - 0"	1 3/4"	WOOD	IPS-2	1	H.M.	IPS-2	1/A400	2/A400			
107	103	VAULT		F		3' - 0"	7' - 0"	1 3/4"	WOOD	IPS-2	1	H.M.	IPS-2	1/A400	2/A400			
108	101	RESTROOM		F		3' - 0"	7' - 0"	1 3/4"	WOOD	IPS-2	1	H.M.	IPS-2	1/A400	2/A400			
108	105	COMMON SPACE		MS		3' - 0"	7' - 0"	1 3/4"	ALUM	IPS-2	1	ALUM	IPS-2	5/A400	5/A400	5/A400		
112	105	COMMON SPACE		MS		3' - 0"	7' - 0"	1 3/4"	ALUM	IPS-2	1	ALUM	IPS-2	5/A400	5/A400	5/A400		

ABBREVIATIONS

WOOD - WOOD VENEER ON SOLID CORE WOOD DOOR
H.M. - HOLLOW METAL
PT - INTERIOR PAINT SYSTEM
EXIST - EXISTING
ALUM - ALUMINUM
FS - ROLLING FIRE SHUTTER
SCD - SOLID CORE DOOR
AE - AUTOMATIC ENTRY DOORS
WD - WOOD VENEER

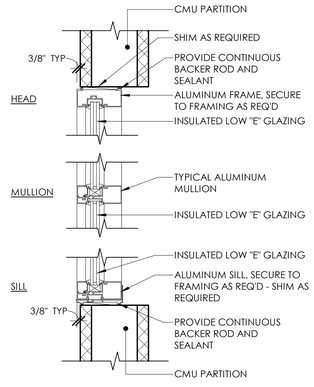
GENERAL NOTES

1. REFER TO DOOR SCHEDULE FOR HEIGHTS, WIDTHS AND GLAZING TYPES.
2. ALL HARDWARE TO BE ADA COMPLIANT LEVER HARDWARE.
3. ALL EXTERIOR AND RATED DOORS ARE TO HAVE ADA COMPLIANT SILLS WITH MAX THRESHOLDS OF 1/2"

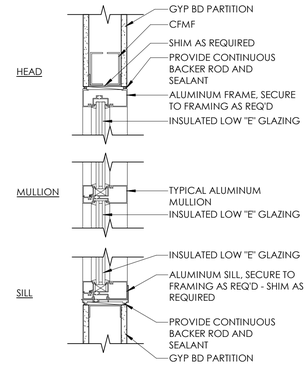


DOOR AND FRAME TYPES

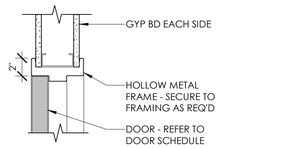
NOTE: REFER TO DOOR SCHEDULE FOR HEIGHTS / WIDTHS AND GLAZING TYPE



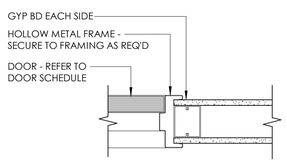
6 A400 **ALUM WINDOW DETAIL - CMU**
1 1/2" = 1'-0"



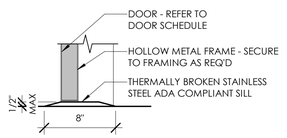
7 A400 **ALUM WINDOW DETAIL - GYP BD**
1 1/2" = 1'-0"



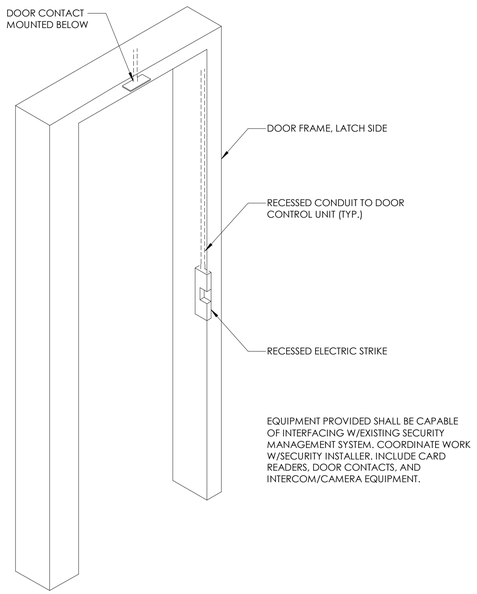
1 A400 **HEAD DETAIL - H.M. GYP BD**
1 1/2" = 1'-0"



2 A400 **JAMB DETAIL - H.M. GYP. BD.**
1 1/2" = 1'-0"

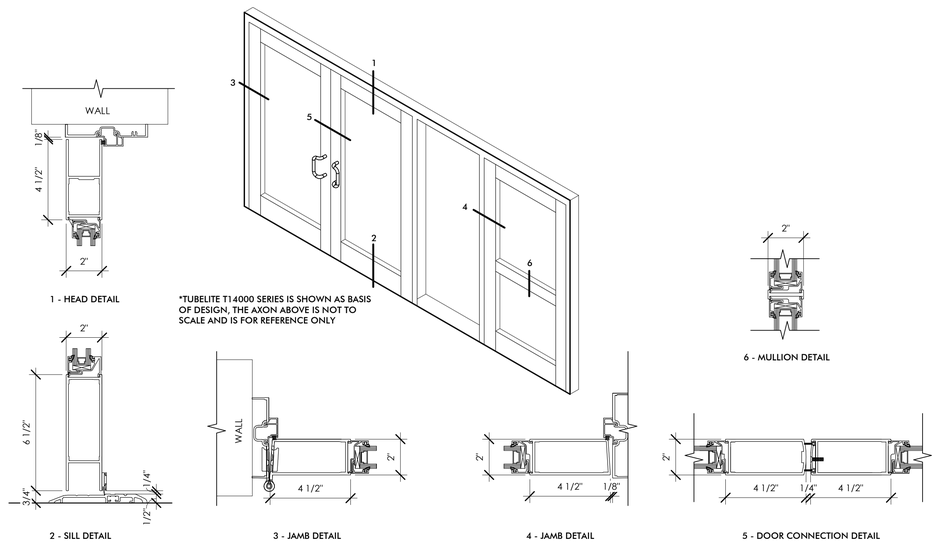


3 A400 **SILL DETAIL - H.M. FRAME**
1 1/2" = 1'-0"



EQUIPMENT PROVIDED SHALL BE CAPABLE OF INTERFACING W/EXISTING SECURITY MANAGEMENT SYSTEM. COORDINATE WORK W/SECURITY INSTALLER, INCLUDE CARD READERS, DOOR CONTACTS, AND INTERCOM/CAMERA EQUIPMENT.

4 A400 **DOOR ACCESS CONTROL INSTALL**
12" = 1'-0"



5 A400 **ALUM DOOR DETAILS**
3" = 1'-0"

ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
cody@drivendesignstudio.com

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DOOR AND WINDOW SCHEDULE AND DETAILS
A400

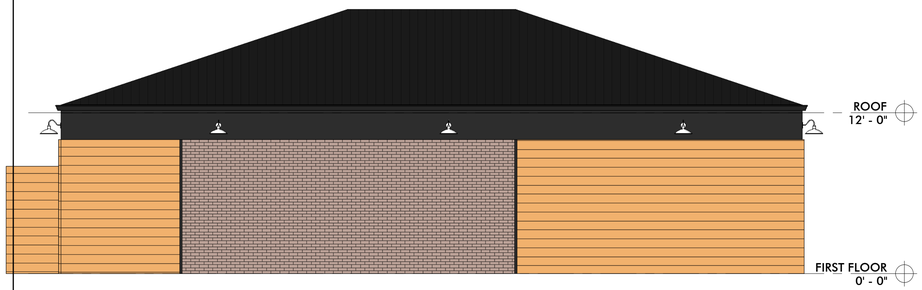
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3 A500 **EAST ELEVATION**
3/16" = 1'-0"



1 A500 **NORTH ELEVATION**
3/16" = 1'-0"



4 A500 **WEST ELEVATION**
3/16" = 1'-0"



2 A500 **SOUTH ELEVATION**
3/16" = 1'-0"

GENERAL NOTES

1. REFER TO MATERIAL LEGEND FOR EXTERIOR FINISH PANEL TYPES AND COLOR.
2. REFER TO MATERIAL LEGEND FOR ROOF TYPES AND COLOR.
3. ALL GLAZING SHALL BE LOW-E GLASS. TINT TO BE RECOMMENDED BY MANUFACTURER.
4. ALL FINISH MATERIALS TO BE VERIFIED WITH OWNER AND ARCHITECT PRIOR TO CONSTRUCTION. ALL SUBSTITUTIONS NEED TO BE APPROVED IN WRITING.

EXTERIOR ELEVATION SYMBOL LEGEND

- CMU
- BRICK
- STONE
- SIDING / METAL SIDING
- METAL ROOFING
- ASPHALT ROOFING
- KNOT WOOD

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EXTERIOR ELEVATIONS

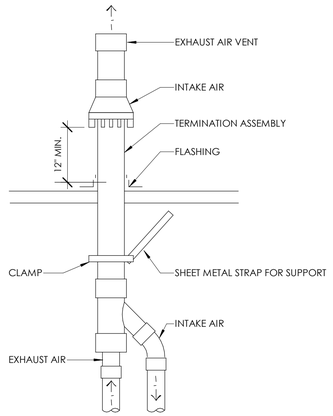
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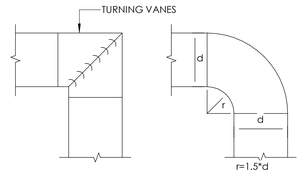
MECHANICAL SPECIFICATIONS AND GENERAL REQUIREMENTS

1. IT IS UNDERSTOOD AND AGREED BY THE INSTALLER THAT WORK HEREIN DESCRIBED SHALL BE COMPLETE IN EVERY DETAIL, EVEN THOUGH EVERY ITEM INVOLVED IS NOT PARTICULARLY MENTIONED. INSTALLER SHALL BE HELD TO PROVIDE ALL LABOR AND MATERIALS NECESSARY FOR THE WORK INTENDED AND DESCRIBED FOR A COMPLETE AND OPERATIONAL SYSTEM. SUCH MATERIALS SHALL INCLUDE PIPING, VALVES, TRAPS, GAUGES, CONTROLS, ETC. THIS ALSO INCLUDES EQUIPMENT REQUIRED BY STATE AND LOCAL CODES.
2. ALL WORK AND EQUIPMENT PROVIDED AND PERFORMED ON THIS PROJECT SHALL COMPLY WITH ALL APPLICABLE LAWS, CODES, ETC OF ANY AND ALL AUTHORITIES HAVING JURISDICTION INCLUDING, BUT NOT LIMITED TO: MICHIGAN MECHANICAL CODE - 2015, MICHIGAN PLUMBING CODE - 2015, MICHIGAN BUILDING CODE - 2015, MICHIGAN UNIFORM ENERGY CODE (ASHRAE 90.1-2013). THE LOCAL FIRE MARSHAL, UNDERWRITERS LABORATORIES, IRI, FM, NATIONAL ELECTRICAL CODE, LOCAL HEALTH DEPARTMENT, OSHA, MIOSHA. ANY MODIFICATIONS REQUIRED BY ANY OF THE ABOVE SHALL BE MADE AT NO ADDITIONAL COST TO THE OWNER. WHERE THE CONTRACT DOCUMENTS EXCEED THE CODE REQUIREMENTS, THE CONTRACT DOCUMENTS SHALL BE FOLLOWED. DEVIATIONS FROM THE CONTRACT DOCUMENTS SHALL BE SUBMITTED TO THE ENGINEER FOR REVIEW BEFORE INSTALLATION.
3. CONTRACTOR SHALL OBTAIN ALL PERMITS AND PAY ALL FEES AS REQUIRED BY THE LOCAL AUTHORITY HAVING JURISDICTION.
4. JOBSITE SAFETY IS THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL HAVE ON SITE A QUALIFIED FOREMAN OVERSEEING ALL ASPECTS OF THE CONSTRUCTION. THE ARCHITECT AND ENGINEER ARE NOT RESPONSIBLE FOR JOBSITE SAFETY.
5. ANY HOISTS, LIFTS, OR SPECIAL EQUIPMENT REQUIRED TO SAFELY COMPLETE THE PROJECT SHALL BE PROVIDED BY THE CONTRACTOR UNLESS SPECIFICALLY NOTED ON THE DRAWINGS.
6. THE BID SHALL INCLUDE ALL LABOR AND MATERIALS ESSENTIAL TO PROVIDE A COMPLETE AND FUNCTIONING SYSTEM AS DESCRIBED IN THE CONTRACT DOCUMENTS, EVEN THOUGH EVERY ITEM INVOLVED IS NOT PARTICULARLY MENTIONED. SUCH MATERIALS SHALL INCLUDE PIPING, VALVES, TRAPS, GAUGES, CONTROLS, ETC. THIS ALSO INCLUDES EQUIPMENT REQUIRED BY STATE AND LOCAL CODES. IN CASES OF DOUBT AS TO WORK INTENDED THE CONTRACTOR SHALL REQUEST SUPPLEMENTARY INFORMATION AT LEAST FIVE(5) DAYS PRIOR TO BIDDING. ONCE CONTRACT IS AWARDED ANY DISPUTES AS TO THE INTENT OF THE DESIGN SHALL BE RESOLVED AS DIRECTED BY THE ENGINEER AND NO ADDITIONAL COST TO THE OWNER.
7. CONTRACTOR IS RESPONSIBLE TO COORDINATE ALL EQUIPMENT AND MATERIALS WITH ALL OTHER TRADES.
8. CONTRACTOR SHALL NOT PROCEED WITH ANY WORK FOR WHICH ADDITIONAL COMPENSATION IS EXPECTED WITHOUT A WRITTEN CHANGE-ORDER SIGNED BY THE ENGINEER. ADDITIONAL COMPENSATION WILL NOT BE GIVEN WITHOUT A SIGNED, WRITTEN, CHANGE-ORDER. CHANGE-ORDER FORMS MAY BE REQUESTED FROM THE ENGINEER OR CONTRACTOR MAY USE THEIR OWN FORM. CHANGE-ORDER MUST INCLUDE DESCRIPTIION OF CHANGE, REASON FOR CHANGE, AND COST BREAKDOWN SHOWING ITEMIZED MATERIAL COSTS, LABOR TIME AND RATE AND SEPARATELY LISTED OH&P. OH&P FOR CHANGE ORDERS SHALL NOT EXCEED 10%.
9. A SET OF AS-BUILT DOCUMENTS SHALL BE KEPT ON THE JOB SITE, ACCESSIBLE TO ALL TRADES. CONTRACTOR SHALL MAINTAIN THE AS-BUILT DRAWINGS DAILY INDICATING ANY DEVIATIONS FROM THE CONTRACT DOCUMENTS. CONTRACTOR SHALL MAINTAIN COMMUNICATION WITH ALL OTHER TRADES AND REVIEW AS-BUILT DOCUMENTS OF ALL TRADES ON A REGULAR BASIS. CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING WITH ALL TRADES DURING CONSTRUCTION AND FOR NOTIFYING THE ENGINEER OF ANY CHANGES THAT WILL NEED TO BE MADE AS SOON AS THEY ARE IDENTIFIED.
10. ALL PRODUCTS AND MATERIALS USED SHALL BE NEW AND "BEST OF ITS KIND." PRODUCTS AND MATERIALS SHALL BE PROTECTED FROM CONSTRUCTION AND WEATHER DAMAGE. CONTRACTOR SHALL NOT INSTALL ANY COMPONENT THAT IS DAMAGED, DIRTY, OR SHOWS ANY SIGNS OF CORROSION.
11. THE CONTRACTOR IS RESPONSIBLE, AT HIS OWN COST, FOR WAREHOUSING OF MATERIAL AND EQUIPMENT TO BE INSTALLED ON THIS PROJECT. COORDINATE WITH THE BUILDING OWNER AND/OR GENERAL CONTRACTOR FOR SPACE AVAILABLE ON THE JOB SITE FOR MATERIAL STORAGE.
12. SHOP DRAWINGS SHALL BE SUBMITTED FOR THE ITEMS LISTED BELOW WITHIN 2 WEEKS OF AWARD OF CONTRACT AND A MINIMUM OF 2 WEEKS PRIOR TO INSTALLATION. CONTRACTOR SHALL NOT ORDER EQUIPMENT UNTIL SHOP DRAWINGS HAVE BEEN PROCESSED BY THE ENGINEER. SHOP DRAWINGS SHALL BE REVIEWED BY THE CONTRACTOR AND GENERAL CONTRACTOR PRIOR TO BEING SUBMITTED TO THE ENGINEER. INCLUSION IN SHOP DRAWINGS DOES NOT AUTHORIZE A DEVIATION FROM THE REQUIREMENTS OF THE SPECIFICATIONS. ALL SHOP DRAWINGS SHALL HAVE LISTED ON THE COVER SHEET ANY AND ALL PRODUCTS OR MATERIALS THAT DEVIATE FROM SPECIFICATIONS. DETERMINATION OF "EQUAL" SHALL BE MADE BY ENGINEER. AT A MINIMUM SHOP DRAWINGS SHALL BE SUBMITTED FOR: ALL AIR HANDLING EQUIPMENT, DUCT SEALANTS, MOTORIZED DAMPERS, GRILLES / LOUVERS / DIFFUSERS.
13. AT PROJECT COMPLETION PROVIDE TO THE BUILDING OWNER THREE(3) BOUND SETS TO INCLUDE ALL O&M MANUALS FOR EQUIPMENT INSTALLED, BALANCE REPORTS AND COPIES OF ALL MANUFACTURER WARRANTIES. CONTRACTOR SHALL COMPLETE ANY WARRANTY REGISTRATION CARDS NECESSARY FOR MANUFACTURER WARRANTIES.
14. CONTRACTOR SHALL PROVIDE A ONE (1) YEAR WARRANTY FOR ALL WORK PERFORMED. THIS INSTALLERS WARRANTY SHALL COVER ALL MATERIAL AND EQUIPMENT NOT COVERED BY A MANUFACTURER WARRANTY AND ALL LABOR. THIS WARRANTY SHALL ALSO COVER INSTALLER ERROR OR DAMAGE.
15. ALL WORK ON THIS PROJECT SHALL BE EXECUTED IN A GOOD, WORKMAN LIKE MANNER USING MECHANICS SKILLED IN THEIR RESPECTIVE TRADES. NO ALLOWANCE WILL BE GIVEN FOR POOR WORKMANSHIP. ANY INSTALLATION THAT IS OF INSUFFICIENT QUALITY SHALL BE REPLACED BY THE CONTRACTOR AT NO COST TO THE OWNER.
16. WORK SITE IS TO BE LEFT IN A NEAT AND ORDERLY CONDITION AT THE END OF EACH WORK SHIFT.
17. CONTRACTOR SHALL COORDINATE WITH THE OWNER ANY OWNER FURNISHED EQUIPMENT. CONTRACTOR SHALL RECEIVE ANY OWNER FURNISHED ITEMS WHEN DELIVERED TO THE JOB SITE AND SHALL BE RESPONSIBLE FOR THE ITEMS ONCE RECEIVED.
18. CONTRACTOR SHALL REVIEW ARCHITECTURAL DRAWINGS FOR LOCATIONS OF SLAB-TO-SLAB PARTITIONS, FIRE RATED PARTITIONS AND FIRE RATED FLOORS. ALL PENETRATION OF SLAB-TO-SLAB PARTITIONS SHALL BE SEALED AIR TIGHT. ALL PENETRATIONS OF FIRE RATED PARTITIONS OR FLOORS SHALL BE PROVIDED WITH A FIRE RATED DAMPER AND ACCESS DOOR. DAMPER SHALL HAVE A RATING APPROPRIATE FOR THE ASSEMBLY PENETRATED.
19. PENETRATIONS OF FIRE RATED ASSEMBLIES SHALL BE SEALED USING CODE APPROVED, LABORATORY TESTED AND LABELED SEALANTS FOR A FIRE RESISTANCE RATING EQUAL TO OR GREATER THAN THE ASSEMBLY PENETRATED.
20. CONTRACTOR SHALL VERIFY LOCATION OF CEILING MOUNTED DIFFUSERS AND GRILLES WITH ARCHITECTURAL CEILING PLAN PRIOR TO INSTALLATION.
21. ALL DUCT SIZES SHOWN ON THE DRAWINGS ARE TO ESTABLISH TOTAL DUCT AREA REQUIRED. IF DUCT SIZES NEED TO BE CHANGED OR DUCTS BE REROUTED TO INSTALL THE DUCTS THROUGH JOISTS, ABOVE CEILINGS, BELOW STEEL, ETC., CHANGES SHALL BE DONE AT NO EXTRA COST TO THE OWNER. THE CONTRACTOR SHALL CHECK WITH THE ARCHITECT/ENGINEER BEFORE CHANGING ANY SIZES.
22. NEW DUCTWORK, PIPING, AND CONDUIT SHALL BE INSTALLED AS HIGH AS POSSIBLE. CONTRACTOR SHALL COORDINATE DUCTWORK, PIPING AND CONDUITS WITH LIGHTING FIXTURES, CEILING CONSTRUCTION, STRUCTURE AIR DISTRIBUTION EQUIPMENT, ETC., AND SHALL BE OFF-SET AS REQUIRED.
23. ALL NEW RECTANGULAR DUCTWORK SHALL BE 1" W.G. CONSTRUCTION OF LOCK FORMING GALVANIZED STEEL IN ACCORDANCE WITH FIGURES 3-1 THRU 3-56 AND TABLE 3-2 OF THE SMACNA GUIDELINES ("DUCT MANUAL AND SHEET METAL CONSTRUCTION FOR VENTILATION AND AIR CONDITIONING SYSTEMS" MOST RECENT EDITION.) SNAP LOCK LONGITUDINAL SEAMS AND DRAWBAND JOINT CONNECTIONS ARE NOT ACCEPTABLE. (LOW PRESSURE ROUND RUN-OUT DUCTS MAY BE SNAP LOCK LONGITUDINAL SEAM WITH SCREW/RIVET JOINT CONNECTIONS).
24. DUCTWORK SHALL BE HUNG AS HIGH AS POSSIBLE FROM BUILDING STRUCTURE. CONDUITS, PIPES, CEILINGS OR ANY OTHER ITEMS SHALL NOT BE HUNG FROM DUCTWORK. PROVIDE ALL FITTINGS ELBOWS, DAMPERS, OFF-SETS, ETC. FOR COMPLETE DUCTWORK INSTALLATION. ALL ELBOWS SHALL BE GORED RADIUS ELBOWS (PLEATED NOT ALLOWED) UNLESS SQUARE ELBOWS ARE SHOWN ON PLANS. ALL SQUARE ELBOWS SHALL HAVE TURNING VANES.
25. VOLUME DAMPERS SHALL BE INSTALLED AS SHOWN ON PLANS, AND AT ALL BRANCH TAKE-OFFS.
26. ALL DUCTWORK SHALL BE SEALED USING IRON GRIP (NO SUBSTITUTIONS) AND SHALL MEET THE MICHIGAN UNIFORM ENERGY CODE (ASHRAE 90.1-2007) DUCT SEAL LEVEL "A" (TABLE 6.4.4.2A). SEAL LEVEL "A" SHALL BE USED FOR ALL DUCT TYPES AND PRESSURE CLASSES.
27. ALL DUCTWORK SHALL BE INSULATED PER ASHRAE 90.1-2013 TABLE 6.8.2B. FOR CONCEALED DUCTWORK, AT A MINIMUM PROVIDE 1½" THICK FLEXIBLE FIBERGLASS BLANKET WITH FIRE/SMOKE SPREAD RATING OF 25/50 OR BETTER, SECURED TO DUCTWORK WITH BENJAMIN FOSTER NO. 85 20 ADHESIVE AND PUSH PINS EVERY 12" ON-CENTER. FOR DUCTWORK IN MECHANICAL ROOMS USE RIGID, FOIL-FACED, FIBERGLASS INSULATION, 1" THICK, 2LB. EXTERIOR DUCTWORK SHALL BE INSULATED AND HAVE A PVC WRAP.
28. USE PVC COATED GALVANIZED STEEL FOR UNDERGROUND DUCTS AND INSTALL IN ACCORDANCE WITH THE MANUFACTURER'S REQUIREMENTS. REPAIR DAMAGE TO PVC COATINGS WITH MANUFACTURER'S RECOMMENDED MATERIALS. DUCTS IN CONCRETE SLABS SHALL BE ROUND AND ENCASED IN AT LEAST 2" OF CONCRETE. USE A VIBRATOR TO FILL VOIDS IN CONCRETE. SLOPE ALL UNDERGROUND DUCT BACK TOWARD UNIT. PROVIDE DUCT ACCESS DOOR.
29. FLEXIBLE DUCT CONNECTIONS SHALL BE MADE BY APPLYING DUCT SEALER TO INSIDE OF FLEXIBLE DUCT AND OUTSIDE OF HARD DUCT COLLAR. ADHESIVE SHALL BE CHEMICALLY COMPATIBLE WITH MATERIALS IN CONTACT WITH IT. THE ENDS OF DUCTS SHALL BE TRIMMED SQUARELY PRIOR TO INSTALLATION. COLLARS AND SLEEVES SHALL BE INSERTED INTO FLEXIBLE DUCT A MINIMUM OF 1" BEFORE FASTENING. SLIDE FLEX DUCT OVER COLLAR AND TAPE WITH THREE WRAPS OF DUCT TAPE AROUND JOINT AND SEAL WITH STAINLESS STEEL CLAMPS OVER OUTSIDE OF TAPE.
    A. HIGH PRESSURE: INSTALL AT INLET CONNECTIONS OF TERMINAL UNITS. MAXIMUM DEVELOPED LENGTH OF FLEX DUCT SHALL BE 3'-0". USE METAL DUCTS AND FITTINGS TO REACH WITHIN 3'-0" OF TERMINAL UNIT.
    B. LOW PRESSURE: INSTALL WHERE INDICATED ON DRAWINGS AND BE A MAXIMUM OF 5'-0" IN LENGTH. USE METAL DUCT AND FITTINGS TO REACH WITHIN 5'-0" OF DIFFUSER.
30. FLEXIBLE DUCTS SHALL BE USED FOR ALIGNMENT PURPOSES ONLY. MAXIMUM OFFSET 1" PER FOOT LENGTH. NO ELBOWS USING FLEXIBLE DUCTS WILL BE ALLOWED. DUCTS SHOULD NOT BE COMPRESSED. THE SPECIFICATIONS HEREIN, SHALL NOT SUPERSEDE THE APPLICATION CONTINGENCIES DICTATED BY THE FLEXIBLE DUCT MANUFACTURER IF THOSE ARE MORE STRINGENT.
31. ALL PIPING TO BE INSTALLED PERPENDICULAR TO STRUCTURE LINES UNLESS OTHERWISE NOTED ON DRAWINGS. ALL PIPING TO BE NEATLY SPACED WITH RISERS AND DROPS PLUMB AND TRUE. MINIMUM SPACING SHALL HAVE 1" CLEAR BETWEEN PIPING (INCLUDING FITTINGS) AFTER INSULATION. PIPING SHALL NOT OBSTRUCT ACCESS TO EQUIPMENT,VALVES, FILTERS, ETC.
32. ALL PIPING TO BE INSTALLED CONCEALED EXCEPT WHERE NOTED ON PLANS. DO NOT INSTALL PIPING BELOW SLABS EXCEPT WHERE NOTED ON PLANS. DO NOT CONCEAL PIPING UNTIL INSPECTED AND TESTED. PNEUMATIC TESTING OF ALL PIPING IS REQUIRED.
33. ALL PIPING THAT PENETRATES CONCRETE SLABS OR MASONRY WALLS SHALL BE PROVIDED WITH A PIPE SLEEVE WITH AN I.D. MINIMUM 1" LARGER THAN O.D. OF PIPE. SLEEVES SHALL PROTRUDE 2" AFF AND FLUSH WITH WALL SURFACE. IF PIPE SLEEVES ARE NOT POURED-IN-PLACE, GROUT SECURELY TO WALL OR SLAB. SEAL SPACE BETWEEN PIPE AND SLEEVE. USE FIRE RATED SEALANT WHERE REQUIRED.
34. PROVIDE ALL PIPING OFF-SETS AS REQUIRED FOR COORDINATION WITH STRUCTURE, DUCTWORK, CONDUITS, ETC.
35. INSTALL PIPE ANCHORS WHERE REQUIRED OR AS SHOWN ON PLANS. INSTALL PIPE ROLLERS WHERE REQUIRED OR SHOWN ON PLANS. INSTALL GUIDES AT ALL EXPANSION JOINTS, EXPANSION LOOPS OR WHERE REQUIRED.
36. FLEXIBLE CONNECTORS, EXPANSION AND VIBRATION CONTROL DEVICES AND FITTING SHALL BE OF AN APPROVED TYPE.
37. ALL PIPING, VALVES AND HYDRONIC EQUIPMENT SHALL BE LABELED WITH ENGRAVED TAGS OR PLACARDS WITH LETTERING ONE INCH(1") TALL (MINIMUM).
38. CLOSE NIPPLES SHALL NOT BE PERMITTED. USE ONLY SHOULDER NIPPLES.
39. REDUCERS FOR PUMPS OR CONTROL VALVES SHALL BE INSTALLED ABUTTING THE INLET/OUTLET OF THE VALVE OR PUMP.
40. USE ECCENTRIC REDUCING FITTINGS OR COUPLINGS WHERE REQUIRED TO PREVENT THE POCKETING OF LIQUIDS.
41. PROVIDE UNION OR FLANGE AT PIPE CONNECTIONS TO COILS, EQUIPMENT, ETC. AND AT LOCATIONS SHOWN ON PLANS OR IN DETAILS. PROVIDE UNION OR FLANGE BETWEEN EQUIPMENT AND CONTROL VALVES.
42. PROVIDE PEET'S PLUGS (PT PLUGS) AT THE INLET AND OUTLET OF ALL HYDRONIC EQUIPMENT WHERE THERMOMETERS ARE NOT SHOWN.
43. PROVIDE DIELECTRIC UNIONS BETWEEN FERROUS AND NON FERROUS PIPE AND FITTINGS.
44. PIPE INSULATION SHALL BE PER ASHRAE 90.1-2013, MINIMUM 1" FIBERGLASS INSULATION (2LB, FIRE/SMOKE 25/50) ON ALL HYDRONIC PIPING. STEAM HEATING PIPING SYSTEM SYSTEMS WITH 1½" THICK FIBERGLASS INSULATION (1½" DIAMETER AND UNDER) OR 2" THICK (OVER 1½" DIAMETER). 251°-350° FLUID TEMPERATURE: INSULATE STEAM HEATING PIPING SYSTEM SYSTEMS WITH 2½" THICK FIBERGLASS INSULATION (1½" DIAMETER AND UNDER) OR 3" THICK (OVER 1½" DIAMETER). 140°-200° FLUID TEMPERATURE: INSULATE CONDENSATE HEATING PIPING SYSTEMS WITH 1" THICK FIBERGLASS INSULATION (4" DIAMETER AND UNDER). 201°-250° FLUID TEMPERATURE: INSULATE CONDENSATE HEATING PIPING SYSTEM WITH 1½" THICK FIBERGLASS INSULATION (1½" DIAMETER AND UNDER) OR 2" THICK (OVER 1½" DIAMETER).
45. THERMOSTATS SHALL BE INSTALLED AS SHOWN ON PLANS, TYPICAL HEIGHT FOR MOUNTING SHALL BE 48" AFF TO BOTTOM OF T-STAT, UNLESS OTHERWISE NOTED. DO NOT INSTALL T-STAT WITHIN TWO(2) FEET OF DIMMING LIGHT SWITCH. INDICATED SHALL BE MEASURED AND BALANCED TO WITHIN 10% OF THE FLOW VALUES INDICATED ON THE DRAWINGS. FAN RPMS, AND VOLUME DAMPERS SHALL BE ADJUSTED AS REQUIRED TO ACHIEVE FLOW BALANCE. NEBB OR AABC CERTIFIED BALANCE REPORTS SHALL BE SUBMITTED TO THE ENGINEER AT THE COMPLETION OF THE PROJECT. THE COST OF THE BALANCING SHALL BE INCLUDED IN THE MECHANICAL CONTRACTOR BID.
46. ALL AUTOMATIC TEMPERATURE CONTROLS ARE THE RESPONSIBILITY OF THE MECHANICAL CONTRACTOR.
47. CONTRACTOR SHALL NOT CUT, DRILL OR POWDER NAIL INTO ANY EXISTING OR NEW STRUCTURAL MEMBER OR ASSEMBLY WITHOUT PRIOR WRITTEN AUTHORIZATION FROM A LICENSED STRUCTURAL ENGINEER AND THE BUILDING OWNER. THIS INCLUDES CORE DRILLING ANY CONCRETE WALL OR FLOOR SLAB.
48. ALL MECHANICAL EQUIPMENT SHALL BE HUNG OR SUPPORTED WITH VIBRATION ISOLATING HANGERS OR PADS. NO VIBRATION SHALL BE TRANSMITTED TO THE STRUCTURE.
49. COMBUSTION AIR INTAKE AND EXHAUST FLUES SHALL HAVE 10'-0" HORIZONTAL OR 3'-0" VERTICAL SEPARATION.
50. PROVIDE UL LISTED FIRE DAMPERS AT PENETRATIONS OF FIRE RATED WALLS AND CEILINGS.
51. A MANUFACTURER'S AUTHORIZED REPRESENTATIVE SHALL PROVIDE START-UP SUPERVISION AND TRAINING OF OWNER'S PERSONNEL IN THE PROPER OPERATION AND MAINTENANCE OF ALL EQUIPMENT.
52. GAS PIPING SYSTEM SHALL CONFORM TO THE REQUIREMENTS OF NFPA 54 - NATIONAL FUEL GAS CODE AND INTERNATIONAL FUEL GAS CODE.
53. GAS PIPING ABOVE GRADE AND OUTSIDE THE BUILDING GAS PIPING IS TO BE PAINTED BLACK.
54. COORDINATE VOLTAGE AND PHASE OF EACH PIECE OF EQUIPMENT WITH ELECTRICAL CONTRACTOR BEFORE ORDERING.

MECHANICAL DETAILS

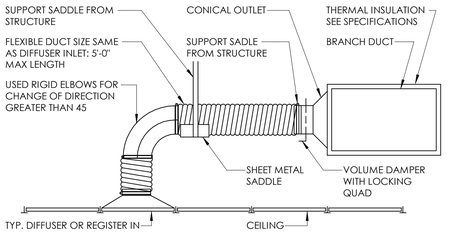


1 CONCENTRIC VENT DETAIL
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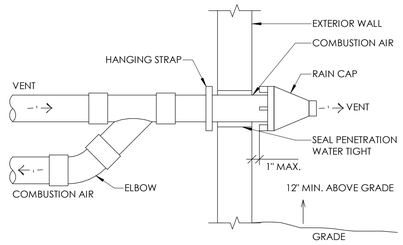


NOTE: RADIUS TURNS WITH AN INSIDE RADIUS OF LESS THAN 1/2 d ARE NOT ACCEPTABLE

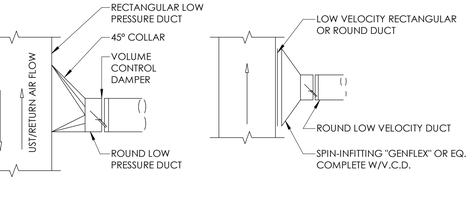
2 DUCT TURNS AND TAKE OFFS
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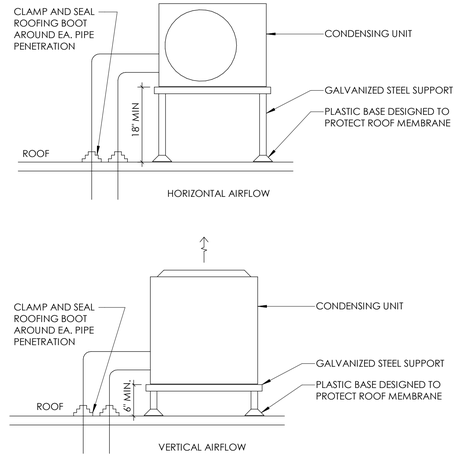
3 FLEXIBLE AIR DUCT CONNECTOR
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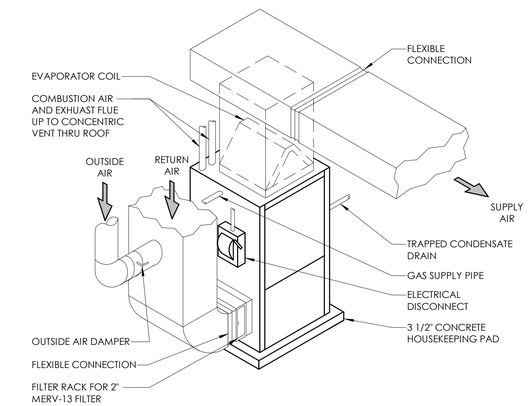


4 CONDENSING UNIT SUPPORT
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5 FURNACE DETAIL
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DRIVEN DESIGN

ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
cody@drivendesignstudio.com

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CLIENT
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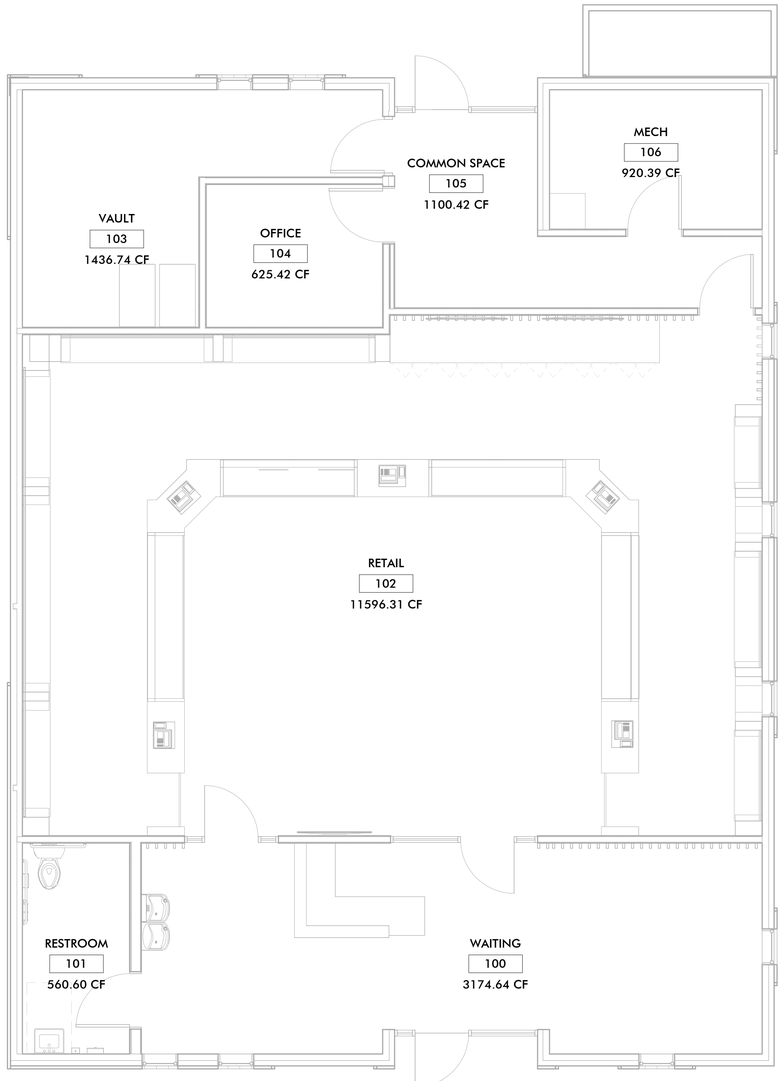
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MECHANICAL SPECIFICATIONS AND DETAILS
M100

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1 M101 **FIRST FLOOR MECHANICAL PLAN**
1/4" = 1'-0"

LEGEND:

- PLUMBING SYSTEM VENT
- CW — DOMESTIC COLD WATER
- SCW — SOFT COLD WATER
- TW — TEPID WATER
- HW — DOMESTIC HOT WATER
- HWR — DOMESTIC HOT WATER RETURN
- SAN — SANITARY SEWER
- ST — STORM
- CA — COMPRESSED AIR
- DCA — DRY COMPRESSED AIR
- G — GAS
- HS — HEATING WATER SUPPLY
- HR — HEATING WATER RETURN
- CS — CHILLED WATER SUPPLY
- CR — CHILLED WATER RETURN
- RS — REFRIGERANT SUCTION
- RL — REFRIGERANT LIQUID
- DIRECTION OF FLOW
- DROP TEE IN-LINE
- CAP
- DROP
- RISE
- REDUCER
- UNION
- THREE-WAY CONTROL VALVE
- CONTROL VALVE
- GATE VALVE
- GLOBE VALVE
- BALL VALVE
- CHECK VALVE
- CALIBRATED BALANCING VALVE
- BUTTERFLY VALVE
- PLUG VALVE, GAS COCK
- PRESSURE REDUCING VALVE
- RELIEF VALVE
- STRAINER WITH FULL SIZE BLOWDOWN VALVE WITH HOSE END AND CAP
- MANUAL AIR VENT
- PUMP
- PRESSURE GAUGE
- P/T — COMBINATION PRESSURE AND TEMPERATURE TEST PLUG WITH EXTENDED NECK AND CAP
- THERMOMETER
- TEMPERATURE WELL
- FLEXIBLE CONNECTION
- THROUGH WALL SLEEVE
- POINT OF NEW CONNECTION TO EXISTING
- VOLUME CONTROL DAMPER IN DUCT
- FIRE DAMPER IN HORIZONTAL DUCT
- FIRE DAMPER IN VERTICAL DUCT
- M — MOTORIZED DAMPER
- T — THERMOSTAT
- S — SENSOR
- SUPPLY AIR (SECTION)
- RETURN / EXHAUST AIR(SECTION)
- AIR FLOW DIRECTION
- DUCT TRANSITION
- FLEXIBLE DUCT

GENERAL MECHANICAL NOTES

1. INSTALL ALL DUCTWORK PER SMACNA STANDARDS. USING METAL DUCT ADEQUATELY SUPPORTED TO AVOID DEFLECTION IN DUCT. WRAP ALL SUPPLY DUCTWORK WITH 1 1/2", 3/4 P.C.F. DENSITY FIBERGLASS INSULATION WITH VAPOR BARRIER. TAPE & SEAL ALL SEAMS, CUT-OUTS, & PENETRATIONS. INSULATE TOPS & NECKS OF ALL DIFFUSERS AND REGISTERS. PROVIDE EXPOSED SPIRAL UNINSULATED DUCT IN ALL CONDITIONED SPACES.
2. TEST AND BALANCE AIR DISTRIBUTION SYSTEM, PROVIDE BALANCE REPORT TO OWNER FOR REVIEW AT PROJECT COMPLETION.
3. PROVIDE ALL NECESSARY DUCT FITTINGS AND TRANSITIONS FOR A COMPLETE SYSTEM.
4. INSTALL DIFFUSERS WITH AIR TIGHT CONNECTIONS.
5. FIELD VERIFY CONDITIONS OF EXHAUST FANS, MODIFY OR CHANGE AS NECESSARY TO PROVIDE REQUIRED CFM'S.
6. ALL WORK SHALL BE COMPLETED IN ACCORDANCE WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL CODES, AND LAWS.
7. ARRANGE AND PAY FOR ALL PERMITS AND INSPECTIONS AS REQUIRED.
8. ALL WORK SHALL BE TESTED, BALANCED, AND GUARANTEED. PROVIDE REPORT TO ARCHITECT AND OWNER FOR THEIR RECORDS.
9. ANY MECHANICAL UNITS OR SYSTEMS SHOWN ARE DIAGRAMMATIC IN NATURE. THE CONTRACTOR SHALL PROVIDE FITTINGS, OFFSETS, ETC. AS NECESSARY TO PROVIDE COMPLETE SYSTEMS.
10. FINAL LOCATION OF ALL CEILING FEATURES TO BE COORDINATED WITH ALL TRADES.
11. MECHANICAL CONTRACTOR TO FIELD VERIFY ALL EXISTING CONDITIONS.
12. PROVIDE APPROPRIATE FIRE STOPPING MATERIALS WHERE FIRE RATED ASSEMBLIES ARE PENETRATED.
13. ALL WORK AND MATERIALS SHALL BE GUARANTEED IN WRITING FOR ONE YEAR FROM THE PROJECT COMPLETION.
14. ANY MODEL NUMBERS OR MANUFACTURERS LISTED THROUGHOUT THE DRAWINGS ARE A BASIS OF DESIGN. THE CONTRACTOR MAY AT HIS OPTION PROVIDE AN "OR EQUAL" MANUFACTURER OR PRODUCT. THE CONTRACTOR IS RESPONSIBLE FOR ANY AND ALL COST ADDITIONS REQUIRED TO THE SYSTEM SHOULD AN "OR EQUAL" MANUFACTURER BE SELECTED.
15. ALL GAS PIPING SHALL BE SCHEDULE 40 BLACK STEEL. RUN IN BULKHEADS OR EMBEDDED IN WALL WHERE APPLICABLE. PAINT TO MATCH WHEN EXPOSED.
16. PROVIDE A GAS SHUTOFF VALVE, COMPLETE WITH DIRT LEG AT EACH PIECE OF GAS FIELD EQUIPMENT.
17. THE HEATING AND COOLING SYSTEMS ARE TO BE A DESIGN BUILD SYSTEM. IT IS TO BE DESIGNED, PROVIDED AND INSTALLED BY A LICENSED MECHANICAL CONTRACTOR OR ENGINEER IN THE STATE OF MICHIGAN. THE SYSTEM IS TO BE DESIGNED TO ALL APPLICABLE MICHIGAN MECHANICAL CODES IN FORCE AT THE TIME OF INSTALLATION AND INSPECTION. ANY MECHANICAL SHOWN ON THE PLANS ARE FOR REFERENCE ONLY AND HAVE BEEN PROVIDED BY A LICENSED CONTRACTOR. THE ARCHITECT DOES NOT TAKE ANY LIABILITY FOR THESE SYSTEMS.
18. A CFM SCHEDULE IS TO BE PROVIDED WITH A LAYOUT OF DUCTWORK WHEN APPLYING FOR MECHANICAL PERMIT.

DRIVEN DESIGN

ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
cody@drivendesignstudio.com

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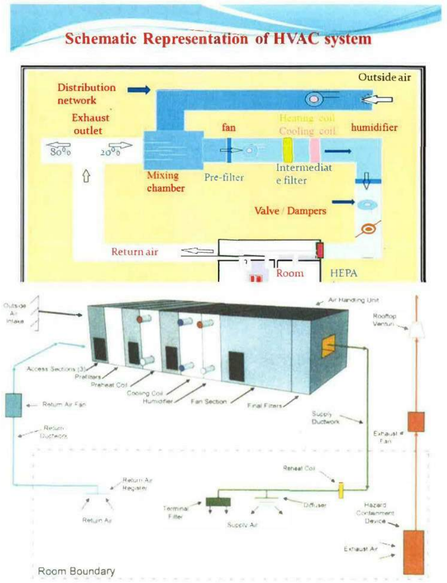
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MECHANICAL PLAN

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MEP SCHEMATIC PROVIDED FOR REFERENCE

D - Mark Adsorball® Carbon V-Bank Filter

D-Mark **Adsorball** Bulk Carbon V-Bank Honeycomb filter is designed to allow high volumes of activated carbon, or 50/50 carbon and activated alumina blends to be efficiently installed into new and existing HVAC systems.

Adsorball is designed for odor removal from spaces with heavier concentrations of unwanted gases. The industrial strength frame holds 24lbs – 35lbs of activated or impregnated carbon granules for commercial and industrial environments.

Gas adsorbing media (granules) are selected specifically to neutralize target gasses and remove those gases from the airstream. Fits most HVAC systems or easy retrofit.

Adsorball Plus combines 50% high activity carbon with 50% activated aluminia with 5 % potassium permanganate to neutralize specific gasses such as ammonia, sulfur dioxide, hydrogen sulfide, and diesel fumes.

Custom or specific blends are available to neutralize target gasses.



Partial List of Contaminants Effectively Removed with Carbon

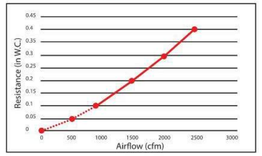
- Industrial Process
- Adhesives
- Asphalt Fumes
- Cooking Odors
- Disinfectants
- Food Aromas
- Hospital Odors
- Irritants
- Helipads
- Airports
- Greenhouse
- Organic Chemicals
- Ozone
- Perspiration
- Animal Odors
- Sewer Odors
- Vapors
- Waste Products
- Diesel Exhaust
- Paper Mills

Product Part Number	Nominal Size	Actual Size	GAC Weight Pounds	Initial Resistance (in w.g.)
AAC-12-100-01	12 x 24 x 12	11-3/8 x 23-3/8 x 11-1/2	11	0.25
AAC-12-100-06	20 x 24 x 12	19-3/8 x 23-3/8 x 11-1/2	20	0.25
AAC-12-100-08	24 x 24 x 12	23-3/8 x 23-3/8 x 11-1/2	24	0.25
			Plus 50/50 Pounds	
AAP-12-100-01	12 x 24 x 12	11-3/8 x 23-3/8 x 11-1/2	13	0.28
AAP-12-100-06	20 x 24 x 12	19-3/8 x 23-3/8 x 11-1/2	24	0.28
AAP - 12-100-08	24 x 24 x 12	23-3/8 x 23-3/8 x 11-1/2	29	0.28

Adsorball® Bulk Carbon V - Bank Filter RENSA FILTRATION

Adsorball® Carbon V - Bank Filter

Performance Data



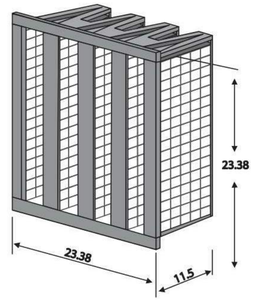
Description

Adsorball V- Bank Honeycomb filter is filled with 100% 6 x 12 mesh industrial grade 60 CTC High Activity Carbon for organic and specific molecular - gas phase control

Adsorball Plus V - Bank Honeycomb filter is filled with 50% 60 CTC carbon and 50% Activated Aluminia with 5 % Potassium Permanganate

Frame: Double walled high - strength plastic frame for industrial applications

Sealant: Moisture resistant adhesive for continuous seal and pack strength



Industrial Grade Plastic Frame with Double Wall Construction



Carbon Granules Suspended in Honeycomb Matrix



Carbon and Potassium Blend for Target Gases



D - Mark
130 N. Groesbeck Hwy.
Mt. Clements, MI 48043
www.dmarkinc.com

RENSA FILTRATION

800-343-3610
586-949-3610
F 586-949-4181
dmark@dmarkinc.com

CARBON FILTER INFORMATION INCLUDED FOR ODOR CONTROL

NOTE: THE FILTER SHOWN WILL NOT HAVE ANY DECANT OR EFFLUENT THAT WOULD DISCHARGE INTO THE WASTEWATER SYSTEM.

DRIVEN DESIGN

ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
cody@drivendesignstudio.com

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ODOR CONTROL PLAN

M102

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ELECTRICAL SPECIFICATIONS

1. PROVIDE COMPLETE AND ADEQUATE TEMPORARY POWER AND LIGHTS DURING CONSTRUCTION USING APPROVED LAMPHOLDERS AND GFCI CIRCUITING. MAINTAIN ALL LAMPS AS REQUIRED. REMOVE TEMPORARY AT PROJECT COMPLETION.
2. ELECTRICAL SERVICE COORDINATION WITH THE LOCAL UTILITY COMPANY IS TO BE BY THE ELECTRICAL CONTRACTOR. THIS INCLUDES, PERMITS, LOAD CALCULATION INFORMATION, RACEWAY, TRANSFORMER AND METER LOCATIONS AND REQUIREMENTS.
3. CUTTING AND PATCHING FOR ELECTRICAL ITEMS BY ELECTRICAL CONTRACTOR.
4. TRENCHING UNDER PAVED AREAS TO BE BACKFILLED WITH SAND AND COMPACTED.
5. ALL WIRING TO BE COPPER. ALL WIRING ABOVE 50 VOLTS TO BE IN CONDUIT UNLESS NOTED OTHERWISE. PROPER WIRE TYPE AND SIZE AND CONDUIT SIZE IS REQUIRED FOR BRANCH CIRCUITS, EMT CONDUIT.
6. ALL BRANCH CIRCUITS, FEEDERS AND HOMERUNS TO BE IN CONDUIT. LOCATE ABOVE CEILINGS WHEREVER POSSIBLE.
7. MAKE SURE THAT EXPOSED CABLE IS RATED FOR THE ENVIRONMENT THAT IT IS IN.
8. PROVIDE UPDATED TYPEWRITTEN DIRECTORIES ON ALL PANELS. LABEL ALL DISCONNECTS AND PANELS.
9. ANY ELECTRICAL EQUIPMENT THAT GETS MOUNTED TO THE FLOOR OR ON GRADE OUTSIDE, INCLUDING BUT NOT LIMITED TO: UTILITY TRANSFORMERS, ARE TO BE INSTALLED ON A 4" THICK CONCRETE HOUSEKEEPING PAD. OUTDOOR PADS, PROVIDE PROPER SLOPE FOR DRAINAGE.
10. EXPOSED CONDUIT TO RUN PARALLEL WITH STRUCTURE AND SECURELY ATTACHED TO BUILDING STRUCTURE.
11. ELECTRICAL CONTRACTOR TO PROVIDE SUBMITTALS PRIOR TO ORDERING EQUIPMENT FOR LIGHTING, SWITCHGEAR, SPECIAL EQUIPMENT, RECEPTS, LIGHTING CONTROLS, ETC.
12. UNLESS NOTED OTHERWISE, ALL DEVICE ELEVATIONS REFER TO CENTER OF OUTLET BOX. ELECTRICAL CONTRACTOR SHALL VERIFY ALL OUTLET LOCATIONS WITH OTHER TRADES. MINIMUM OF 18" ABOVE FINISHED FLOOR TO MEET ADA BARRIER FREE REQUIREMENTS.
13. SHARING NEUTRALS BETWEEN CIRCUITS IS NOT PERMITTED.
14. LOW VOLTAGE TEMPERATURE CONTROL BY OTHERS.
15. PROVIDE GFI ELECTRICAL CONNECTION TO ALL DRINKING FOUNTAINS.
16. REFER TO MECHANICAL DRAWINGS FOR ELECTRICAL DATA PERTAINING TO ALL MECHANICAL EQUIPMENT. VERIFY ACTUAL REQUIREMENTS WITH EQUIPMENT ORDERED AND MAKE ADJUSTMENTS ACCORDINGLY. LOCATIONS SHOWN ARE APPROXIMATE. FIELD VERIFY.
17. ELECTRICAL CONTRACTOR SHALL REFER TO ALL MECHANICAL DIVISION SPECIFICATIONS, HVAC PLANS AND PLUMBING PLANS FOR ADDITIONAL ELECTRICAL WORK AND REQUIREMENTS.
18. PROVIDE A DUCT DETECTOR FOR THE RETURN AND SUPPLY OF AIR HANDLING UNITS. CONNECT TO SHUT DOWN THE UNIT UPON ALARM. INSTALLATION MUST COMPLY WITH N.F.P.A. -90A IF >=2,500 SCFM.
19. FIRE ALARM SYSTEM TO BE INSTALLED BY QUALIFIED INSTALLER. ALL NECESSARY CERTIFICATIONS TO BE TAKEN CARE OF BY ELECTRICAL CONTRACTOR. E.C. TO COORDINATE LOCATIONS OF ALL FIRE ALARM DEVICES, WITH OWNER AND OTHER TRADES, PRIOR TO ROUGH-IN. DEVICES TO BE LOCATED AND MEET NFPA 72 REQUIREMENTS.
20. PROVIDE A CONNECTION FOR ALL EQUIPMENT IN KITCHEN AND BREWERY. COORDINATE WITH SUPPLIERS.
21. ALL EMERGENCY SYSTEM WIRING SHALL BE IN A SEPARATE RACEWAY IN ACCORDANCE WITH ARTICLE 700 OF N.E.C.
22. WIRING IN AREA SEPARATION WALLS TO COMPLY WITH ARTICLE 300-22 OF THE N.E.C.
23. PROVIDE FIRESTOPPING AT ALL REQUIRED PENETRATIONS.
24. BACK-TO-BACK OUTLETS CANNOT BE IN THE SAME STUD CAVITY IN RATED WALLS. 8" MINIMUM SPACING REQUIRED.
25. SLEEVE ELECTRICAL PENETRATIONS FROM FERROUS SLEEVES AND ALL AREA SEPARATION WALLS.
26. AN ELECTRICAL PERMIT SHALL BE ACQUIRED BY A STATE LICENSED ELECTRICAL CONTRACTOR.
27. PROVIDE GROUNDING AS PER N.E.C. SECTION 250.
28. ALL ELECTRICAL WORK IS SUBJECT TO FIELD REVIEW BY THE ELECTRICAL INSPECTOR AND THE PROJECT ENGINEER.
29. PROVIDE PROPER WORKING CLEARANCES AT ALL ELECTRICAL EQUIPMENT.
30. MAXIMUM OF SIX (6) DUPLEX OUTLETS PER 20 AMP CIRCUIT UNLESS NOTED OTHERWISE.
31. ALL WORK TO COMPLY WITH THE LATEST ADOPTED VERSION OF NFPA 70, NFPA 70E, NFPA 72, NFPA 101, INCLUDING ANY SUPPLEMENTAL STATE AND LOCAL CODES.
32. PROVIDE ACCESS PANELS, AS REQUIRED, TO MAINTAIN ACCESS TO NEW OR EXISTING JUNCTION BOXES, CONDUIT BODIES (OR SIMILAR ENCLOSURES) BEHIND WALLS, FLOORS OR CEILINGS THAT ARE NOT ACCESSIBLE.
33. DO NOT LAY WIRES, FLEX, ETC. ON CEILING TILE.
34. WHERE A FLOOR COVERING OR FINAL FLOOR FINISH IS OTHER THAN CARPET OR VINYL TILE, CONDUIT SHALL NOT BE RUN WITHIN CONCRETE SLABS. 1" OF CONCRETE OVER THE TOP OF CONDUITS AND SLABS MUST BE MAINTAINED. 1-1/2" OVER IS PREFERRED.
35. DIMMER SWITCHES RATED 1,000W OR HIGHER ARE TO BE MOUNTED IN A SEPARATE BACKBOX AND NOT GANGED TOGETHER WITH OTHER DIMMER SWITCHES.
36. PROVIDE SEAL-OFFS WHEN PIPING PASSES THROUGH AREAS OF DIFFERENT AMBIENT TEMPERATURES AND/OR HAZARDOUS AREAS.
37. PROPER PROTECTION AGAINST CORROSION REQUIRED FOR ALL ELECTRICAL EQUIPMENT. IT SHALL BE SUITABLE FOR THE ENVIRONMENT IN WHICH THEY ARE TO BE INSTALLED.
38. BRANCH CIRCUIT CONDUCTORS SUPPLYING A SINGLE MOTOR SHALL HAVE AN AMPACITY NOT LESS THAN 125% OF THE MOTOR FULL LOAD CURRENT RATING.
39. PROPER THERMAL OVERLOAD PROTECTION SHALL BE REQUIRED FOR ALL MOTORS.
40. ALL ELECTRICAL DEVICES IN THE PIT OF AN ELEVATOR SHAFT SHALL BE NEMA 4 RATED. THIS INCLUDES LIGHTING, RECEPTACLES, SWITCHES, CONDUIT AND CONNECTIONS. CONNECTIONS ARE TO BE THREADED OR COMPRESSION AND COVERS PROVIDED FOR RECEPTACLES AND SWITCHES.
41. DO NOT ROUGH IN ANY CIRCUITS UNTIL ALL MECHANICAL & OTHER EQUIPMENT SUBMITTALS ARE THOROUGHLY REVIEWED FOR CHANGES IN CIRCUIT SIZES. NOTIFY ENGINEER OF ANY DISCREPANCIES.
42. PROVIDE OPERATION AND MAINTENANCE MANUALS AT PROJECT COMPLETION.
43. PROVIDE NECESSARY TRAINING ON ELECTRICAL SYSTEMS TO OWNER.
44. PROPER TIME IS TO BE GIVEN TO PRE-CONSTRUCTION COORDINATION OF ALL OTHER SYSTEMS. ELECTRICAL CONTRACTOR TO VERIFY MOUNTING HEIGHTS OF DEVICES WITH FINAL FURNITURE AND CABINET PLANS. FLOOR OUTLETS TO BE FIELD VERIFIED FOR EXACT PLACEMENT.
45. FEEDERS ARE TO BE KEPT AWAY FROM OCCUPIED SPACES.
46. ALL RECEPTACLES ARE TO BE NEMA 5-20R AND SPECIFICATION GRADE UNLESS NOTED OTHERWISE. ALL CIRCUITS TO RECEPTACLES TO HAVE SEPARATE EQUIPMENT GROUNDING CONDUCTORS INDEPENDENT OF RACEWAYS. DEVICE COLOR TO BE WHITE, COVER TO BE STAINLESS STEEL.
47. PROVIDE PROPER SEPARATION BETWEEN LOW VOLTAGE CONDUCTORS AND HIGHER VOLTAGE CONDUCTORS.
48. MAKE SURE THERE ARE WP, GFCI, WR RECEPTACLES WITHIN 25 FEET OF HVAC EQUIPMENT FOR SERVICEABILITY.
49. ALL RECEPTACLES OUTDOORS ARE TO BE WR LISTED, AND GFCI PROTECTED . THE RECEPTACLE IS TO BE MOUNTED INSIDE A WP METAL BOX THAT IS LISTED WITH THE COVER CLOSED.
50. ALL RECEPTACLES WITHIN 6'-0" OF A SINK EDGE IS TO BE GFCI TYPE WHETHER LOCATED ABOVE THE COUNTER OR NOT.
51. PROVIDE BLANK COVERPLATES FOR ALL UNUSED JUNCTION-BOXES AND BACK-BOXES AT JOB COMPLETION.
52. E.C IS TO REVIEW ALL OTHER TRADES CONSTRUCTION DRAWINGS AND SHOP DRAWINGS FOR ANY ELECTRICAL ROUGH-IN REQUIREMENTS NOT SHOWN IN ELECTRICAL CONSTRUCTION DOCUMENTS. THIS INCLUDES, BUT IS NOT LIMITED TO, ARCHITECTURAL, INTERIOR DESIGN, MECHANICAL, PLUMBING, FOOD SERVICE, BREWING, FIRE ALARM AND ANY OTHER SPECIALTY SYSTEM DOCUMENTS.
53. OWNER AND/OR OWNER'S REPRESENTATIVE IS RESPONSIBLE FOR CONTACTING AND COORDINATING SERVICES AND EQUIPMENT CONTRACTS FOR PHONE, INTERNET, CABLE TV, SECURITY, ACCESS CONTROL, PAGING, SOUND, ETC., ALONG WITH SERVICE ENTRANCE RACEWAY SIZES AND LOCATIONS. INTERIOR RACEWAYS AND BACK-BOXES FOR SUCH SYSTEMS WILL BE INSTALLED PER PART OF THE BASE CONTRACT DOCUMENTS BY THE ELECTRICAL CONTRACTOR. REFER TO TELE/DATA NOTES FOR CABLING, JACK AND CABLE TERMINATION REQUIREMENTS, IF ANY, AS PART OF THIS PROJECT'S CONTRACT.
54. PROVIDE FLUSH FLOOR BOXES AT LOCATIONS SHOWN. FLOOR BOXES TO BE FSR INC. #FL-500P-4 WITH #FL-500P-SSQ-C FLUSH ALUMINUM CARPET/TILE COVER WIT LIFT-OFF DOOR. PROVIDE POWER AND I.T. RACEWAYS TO BOXES. COORDINATE EXACT LOCATIONS OF OPENINGS WITH ARCHITECTURAL AND OWNER PRIOR TO ROUGH-IN.

MOUNTING HEIGHTS

SWITCHES	48"
RECEPTACLES - STANDARD	18"
RECEPTACLES - ABOVE COUNTERS	44"
RECEPTACLES - MECHANICAL ROOMS	48"
RECEPTACLES - PLANT AREAS & GARAGE	48"
RECEPTACLES - EXTERIOR	24" (ABOVE FINISH GRADE)
TELEVISION RECEPTACLE	90"
LOW VOLTAGE OUTLETS	SAME AS RECEPTACLES
DISCONNECT SWITCHES	60" (TO CENTER OF HANDLE)
MOTOR STARTERS	60" (TO CENTER OF HANDLE)
PANELS	72" TO 78" (TO TOP OF PANEL AS LONG AS BOTTOM IS AT LEAST 12" AFF)
FIRE ALARM PULL STATIONS	48" (TO TOP OF PULL HANDLE)
FIRE ALARM INDICATING DEVICES	6' 8" (TO BOTTOM OF DEVICE OR 6" FROM CEILING TO CENTER)
CONTROL BUTTONS - FINISHED AREAS	48"
CONTROL BUTTONS - UNFINISHED AREAS	60"
CARD READERS, ETC.	48"
WALL MOUNTED CLOCKS, SPEAKERS, EXIT SIGNS, EMERGENCY LIGHTING	92"

EXTERIOR BUILDING MOUNTED LIGHT FIXTURES (SEE ARCHITECTURAL ELEVATIONS OR COORDINATE WITH ARCHITECTURAL FEATURES)

UNLESS NOTED OTHERWISE, MEASUREMENTS INDICATE TO CENTER OF BOX. IF DEVICE IS MARKED ON DRAWINGS DIFFERENTLY THAN THIS SCHEDULE, USE DRAWINGS AS A GUIDE. CERTAIN PROJECT CONDITIONS MAY WARRANT VARYING THE HEIGHTS. ELECTRICAL CONTRACTOR'S FIELD FOREMAN IS TO STUDY FINAL DOCUMENTS WITH SUBMITTALS FROM ALL TRADES BEFORE ROUGHING IN (IF POSSIBLE). RAISED FLOORS IN COMPUTER ROOMS OR SIMILAR ROOMS TO BECOME FINISHED FLOOR HEIGHT. REFER TO INTERIOR ELEVATIONS FOR HEIGHTS AND LOCATIONS OF EQUIPMENT AND FURNITURE.

SEE MOUNTING HEIGHTS AND ABBREVIATIONS FOR VISUALS

POWER/COMMUNICATION LEGEND

SYM	DESCRIPTION	HGT
A	CIRCUIT BREAKER	
	FUSED SWITCH	
C	CONTRACTOR	
	DATA/TELEPHONE OUTLET	18"
	DISCONNECT	
	DUPLEX RECEPTACLE (NON-SWITCHED)	18"
44"/GFI	COUNTER HEIGHT DUPLEX RECEPTACLE, GROUND FAULT INTERRUPTER	44"
GFI	DUPLEX RECEPTACLE, GROUND FAULT INTERRUPTER	18"
WP/GFI	DUPLEX RECEPTACLE, WATER PROOF, GROUND FAULT INTERRUPTER	18"
	DOUBLE DUPLEX RECEPTACLE (NON-SWITCHED)	18"
	EQUIPMENT CONNECTION POINT	
	GROUND	
J	JUNCTION BOX	
	MOTOR, ELECTRIC	
	PANEL, BRANCH	
	PANEL, DISTRIBUTION	
	PUSH BUTTON SWITCH, SINGLE	48"
	RECEPTACLE, SPECIAL	
SP	SPEAKER	
TV	TELEVISION	18"
M	UTILITY METER	

MOUNTING HEIGHTS ARE AS GIVEN UNLESS NOTED OTHERWISE ON THE PLANS

FIRE ALARM LEGEND

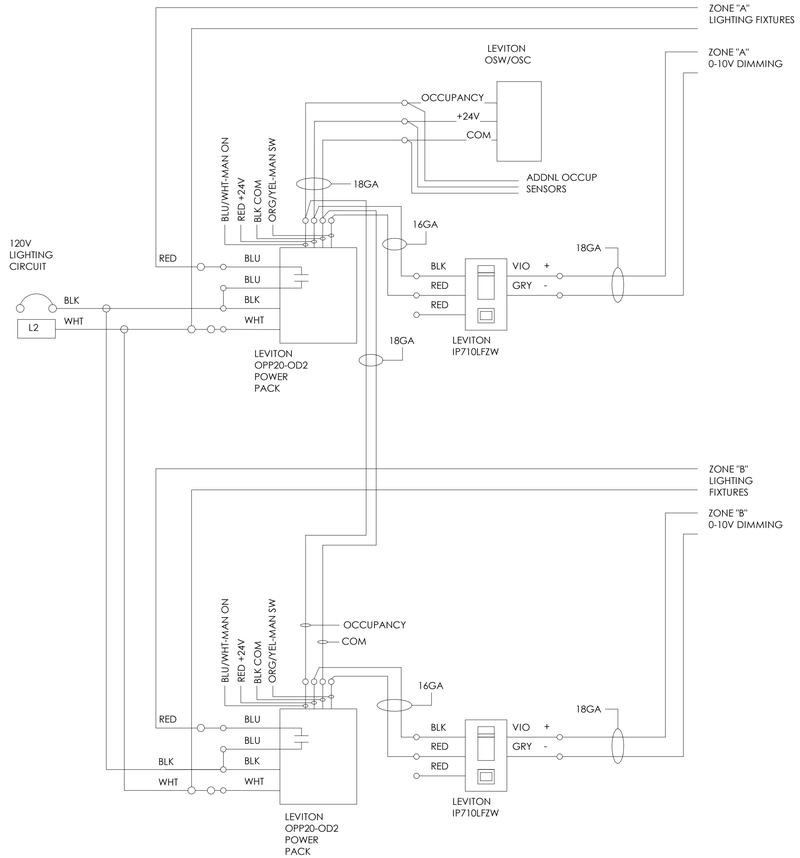
SYM	DESCRIPTION	HGT
DD	DUCT TYPE SMOKE DETECTOR	
T	DUCT DETECTOR TEST STATION	48"
V	FIRE ALARM AUDIO/VISUAL	84"
F	FIRE ALARM BELL	84"
F	FIRE ALARM PULL STATION	48"
V	FIRE ALARM VISUAL DEVICE	84"
FS	FLOW SWITCH	
HD	HEAT DETECTOR	
SD	SMOKE DETECTOR	
TS	TAMPER SWITCH	
	SMOKE DAMPER	

MOUNTING HEIGHTS ARE AS GIVEN UNLESS NOTED OTHERWISE ON THE PLANS.

LIGHTING LEGEND

SYM	DESCRIPTION	HGT
	1'x4' CEILING LIGHTING FIXTURE	
	WALL MOUNTED EMERGENCY LIGHT	
	CAN LIGHT	
	WALL MOUNTED LIGHT	
	EXIT, 1-WAY	
	EXIT, 2-WAY	
S	SWITCH, SINGLE POLE	48"
S3	SWITCH, 3-WAY	48"
S4	SWITCH, 4-WAY	48"
SOP	SWITCH, OCCUPANCY SENSOR	48"
SD	SWITCH, DIMMER	48"

MOUNTING HEIGHTS ARE AS GIVEN UNLESS NOTED OTHERWISE ON THE PLANS.



NOTES:
1. PROVIDE EXTRA DEEP SINGLE GANG BOX FOR DIMMER/SWITCH.
2. PROVIDE LEVITON CORNER MOUNT OSW12-M0W OCCUPANCY SENSORS WITH OPP20-OD2 POWER PACKS.
3. CHANGE OCCUP SENSOR TIME DELAY TO 20 MINUTES.
4. CAP UNUSED POWER PACK BLUE LEAD. NOT SHOWN ON DIAGRAM.

1 / E100 — 2 ZONE OCCUPANCY SENSOR DETAIL

1 1/2" = 1'-0"

DRIVEN DESIGN

ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
cody@drivendesignstudio.com

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PROJECT NAME
SMOK CANNABIS
PROJECT ADDRESS
810 W ARGYLE ST, JACKSON MI 49202
CLIENT
ABRO BROTHERS INC

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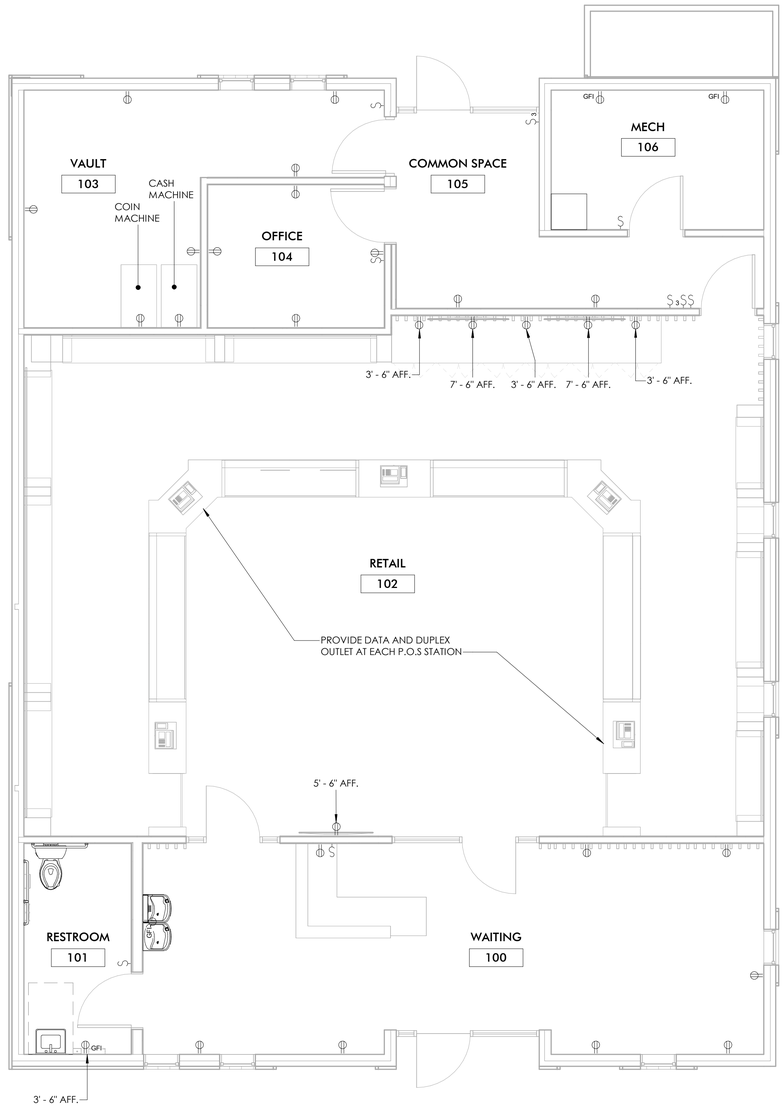
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ELECTRICAL NOTES AND SPECIFICATIONS
E100

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1 E101 FIRST FLOOR ELECTRICAL PLAN
1/4" = 1'-0"

ELECTRICAL NOTES

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST ADOPTED EDITION OF THE NATIONAL ELECTRIC CODE AND ALL AUTHORITIES HAVING JURISDICTION.
2. ELECTRICAL CONTRACTOR TO SECURE AND PAY FOR ALL PERMITS AND FEES.
3. ELECTRICAL CONTRACTOR SHALL COORDINATE WITH ALL OTHER TRADES FOR INSTALLATION OF ALL EQUIPMENT. INSTALL EQUIPMENT PER MANUFACTURER'S RECOMMENDATIONS. CONTRACTOR SHALL FIELD VERIFY EXISTING CONDITIONS.
4. ALL WIRING SHALL BE COPPER NO. 12 AWG MINIMUM SIZE, TYPE THNN/THXX INSULATION.
5. ALL WIRING SHALL BE INSTALLED IN A METALLIC CONDUIT SYSTEM. RUN ALL NEW CONDUIT CONCEALED IN FINISHED AREAS.
6. ALL RECEPTACLES SHALL BE 20 AMP, GROUNDING TYPE, **MATCHING EXISTING COLOR AND COVERPLATES**. PROVIDE GFCI TYPES WHERE SHOWN AND ANYWHERE WITHIN SIX FEET OF A PLUMBING FIXTURE. VERIFY AND COORDINATE ALL POWER OUTLETS TYPES AND LOCATIONS WITH OWNER PRIOR TO INSTALLATIONS.
7. ALL LIGHT SWITCHES SHALL BE SILENT TYPE, 20 AMP., TO **MATCH EXISTING**.
8. MAXIMUM LOAD FOR A 20 AMP BREAKER SHALL BE 15 AMPS OR 1800 WATTS AT 120 VAC.
9. PROVIDE NEW TYPED PANEL INDEXES ON ALL ELECTRICAL PANELS THAT WERE REVISED.
10. LIGHTING SHOWN SCHEMATICALLY ON REFLECTED CEILING PLAN, CENTER LIGHTINGS IN ROOM UNLESS NOTED OTHERWISE.
11. ELECTRICAL CONTRACTOR TO FIELD VERIFY ALL EXISTING CONDITIONS.
12. GUARANTEE ELECTRICAL MATERIALS AND WORKMANSHIP FOR A PERIOD OF ONE YEAR AFTER ACCEPTANCE.
13. IT IS UNDERSTAND AND AGREED BY THE INSTALLER THAT WORK HEREIN DESCRIBED SHALL BE COMPLETE IN EVERY DETAIL, EVEN THOUGH EVERY ITEM INVOLVED IS NOT PARTICULARLY MENTIONED. INSTALLER SHALL BE HELD TO PROVIDE ALL LABOR AND MATERIALS NECESSARY FOR THE WORK INTENDED AND DESCRIBED FOR A COMPLETE AND OPERATIONAL SYSTEM. SUCH MATERIALS SHALL INCLUDE, BUT ARE NOT LIMITED TO, CONDUIT, FITTINGS, COVERPLATES, WIRING, BREAKERS, CONTROL DEVICES, LIGHTING ACCESSORIES, ETC. THIS ALSO INCLUDES EQUIPMENT REQUIRED BY STATE AND LOCAL CODES.
14. ELECTRICAL AND DATA OUTLETS ARE SHOWN SCHEMATICALLY IN NATURE. REVIEW FINAL PLACEMENT WITH OWNER BEFORE INSTALL.
15. THE ELECTRICAL SYSTEM IS TO BE A DESIGN BUILD SYSTEM. IT IS TO BE DESIGNED, PROVIDED, AND INSTALLED BY A LICENSED ELECTRICAL CONTRACTOR OR ENGINEER IN THE STATE OF MICHIGAN. THE SYSTEM IS TO BE DESIGNED TO MEET ALL APPLICABLE MICHIGAN ELECTRICAL CODES IN FORCE AT THE TIME OF INSTALLATION AND INSPECTION. ANY ELECTRICAL SHOWN IS FOR REFERENCE ONLY AND HAS BEEN DESIGNED BY A LICENSED CONTRACTOR. THE ARCHITECT DOES NOT TAKE ANY LIABILITY FOR THESE SYSTEMS.

ELECTRICAL FIXTURES

***ALL FIXTURES SHOWN ARE TO BE A BASIS OF DESIGN, EQUAL EQUIVALENTS ARE ACCEPTED.**

TAG	SYMBOL	MANUFACTURER & DESCRIPTION	MODEL / COLOR
A		LITHONIA 6" CYLINDER CAN LIGHT	LDN6 CYLINDER SERIES / BLACK IN COLOR
B		LITHONIA 6" RECESSED CAN LIGHT OR WALL WASH	LDN6 / COLOR TO MATCH CEILING
C		BEACH LIGHTING ULTRA SLIM LED UNDERCABINET LIGHT	BEA380917 / BLACK IN COLOR
D		POWERLED SURFACE UNDERCABINET PUCK LIGHT	DLS472984 / BLACK IN COLOR
E		LITHONIA HIGH BAY LED LIGHT FIXTURE	JCBL / SILVER IN COLOR
F		BROAN EXHAUST FAN WITH LED LIGHT, 110 CFM	NUTONE FLEX SERIES / WHITE IN COLOR
G		LITHONIA EMERGENCY LIGHT	ELM6L / WHITE IN COLOR
H		LITHONIA EXIT-UNIT COMBO	LHQM LED / WHITE IN COLOR
I		BROWNLEE LIGHTING VANITY LIGHT	FLOW SQ / SILVER IN COLOR
J		LITHONIA LED FLAT PANEL 2'X2' OR 2'X4' LED FIXTURE	CPX / WHITE IN COLOR
K		MARK ARCHITECTURAL LIGHTING, 4' LED RECESSED STRIP LIGHT	SLOT 4 RECESSED / COLOR TO MATCH CEILING

ELECTRICAL SYMBOLS

- S_3 — THREE-WAY SWITCH
- S — SWITCH
- GFI — GROUNDED FAULT INTERCEPTOR OUTLET
- DUPLEX OUTLET

DRIVEN DESIGN

ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
cody@drivendesignstudio.com

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SMOK CANNABIS
PROJECT ADDRESS
810 W ARGYLE ST, JACKSON MI 49202
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ELECTRICAL PLAN
E101

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PLUMBING ABBREVIATIONS

AFF	ABOVE FINISHED FLOOR
AFG	ABOVE FINISHED GRADE
APD	AIR PRESSURE DROP
BD	BALANCING DAMPER
BF	BARRIER FREE
BOD	BOTTOM OF DUCT ELEVATION
BTUH	BRITISH THERMAL UNIT PER HOUR
BV	BALANCING VALVE
CB	CATCH BASIN
CBV	CALIBRATED BALANCING VALVE
CFH	CUBIC FEET PER HOUR
CFM	CUBIC FEET PER MINUTE
CH	CABINET HEATER
CI	CAST IRON
CM	CEILING MOUNTED
CO	CLEAN OUT
CV	CONTROL VALVE
CW	DOMESTIC COLD WATER
DF	DRINKING FOUNTAIN
DN	DOWN
EA	EXHAUST AIR
EAT	ENTERING AIR TEMPERATURE
EDB	ENTERING DRY BULB
EF	EXHAUST FAN
ESP	EXTERNAL STATIC PRESSURE
EWB	ENTERING WET BULB
EWC	ELECTRIC WATER COOLER
EWT	ENTERING WATER TEMPERATURE
EXIST	EXISTING
FD	FLOOR DRAIN
FPM	FEET PER MINUTE
FR	FIN RADIATION
HB	HOSE BIBB
GPM	GALLONS PER MINUTE
HP	HORSE POWER
HW	DOMESTIC HOT WATER
HWR	DOMESTIC HOT WATER RETURN
IE	INVERT ELEVATION
LAT	LEAVING AIR TEMPERATURE
LAV	LAVATORY
LDB	LEAVING DRY BULB
LVR	LOUVER
LWB	LEAVING WET BULB
LWT	LEAVING WATER TEMPERATURE
MA	MIXED AIR
MAT	MIXED AIR TEMPERATURE
MAX	MAXIMUM
MB	MOP BASIN
MBH	BRITISH THERMAL UNIT PER HOUR (THOUSANDS)
MH	MANHOLE
MIN	MINIMUM
MTG	MOUNTING
MV	MANUAL AIR VENT
NC	NORMALLY CLOSED
NFWH	NON-FREEZE WALL HYDRANT
NIC	NOT IN CONTRACT
NO	NORMALLY OPEN
OA	OUTSIDE AIR
OAI	OUTSIDE AIR INTAKE
PD	PRESSURE DROP
PIV	POST INDICATOR VALVE
PRV	PRESSURE REDUCING VALVE
PR	PANEL RADIATION
PT	PRESSURE / TEMPERATURE TAPPING
RA	RETURN AIR
RAV	RELIEF AIR VENT
RD	ROOF DRAIN
RH	RELATIVE HUMIDITY
RPM	REVOLUTIONS PER MINUTE
RPPBP	REDUCED PRESSURE PRINCIPAL BACKFLOW PREVENTER
RV	RELIEF VALVE
RW	RAW WATER (UNSOFTENED)
SA	SUPPLY AIR
SENS	SENSIBLE
SH	SHOWER
SK	SINK
SOV	SHUT-OFF VALVE
SP	STATIC PRESSURE
TEMP	TEMPERATURE
TOT	TOTAL
TR	TEMPERATURE RISE
TS	TIP SPEED
TSP	TOTAL STATIC PRESSURE
UH	UNIT HEATER
UR	URINAL
VAV	VARIABLE AIR VOLUME BOX
V	VENT
VEL	VELOCITY
VIF	VERIFY IN FIELD
VTR	VENT THRU ROOF
W	WASTE
WC	WATER CLOSET
WPD	WATER PRESSURE DROP

SYMBOLS

AW	ACID WASTE
AWV	ACID WASTE VENT
	BALANCING VALVE
	BUTTERFLY VALVE
	CALIBRATED BALANCING VALVE
	CAP
	CHECK VALVE
CR	CHILLER RETURN
CS	CHILLER SUPPLY
CWR	CHILLED WATER RETURN
CWS	CHILLED WATER SUPPLY
	COLD WATER (DOMESTIC)
CA	COMPRESSED AIR
COND	CONDENSATE
CD	CONDENSATE DRAIN
	CONTROL VALVE
CTR	COOLING TOWER RETURN
CTS	COOLING TOWER SUPPLY
	FIRE DAMPER (HORIZONTAL)
	FIRE DAMPER (VERTICAL)
	FIRE/SMOKE DAMPER
FP	FIRE PROTECTION
	FLOW METER (PROBE TYPE)
FS	FLOW METER (WAFER TYPE)
	FLOW SWITCH
FD	FOOTING DRAIN
FOR	FUEL OIL RETURN
FOS	FUEL OIL SUPPLY
G	GAS
	GAS COCK
HR	HEATING HOT WATER RETURN
HS	HEATING HOT WATER SUPPLY
HPR	HEAT PUMP RETURN
HPS	HEAT PUMP SUPPLY
	HOT WATER RETURN (DOMESTIC)
	HOT WATER SUPPLY (DOMESTIC)
H	HUMIDISTAT
MA	MEDICAL AIR
MVAC	MEDICAL VACUUM
	OUTSIDE STEM AND YOKE VALVE
O2	OXYGEN
	PRESSURE GAUGE
	PRESSURE REDUCING VALVE
	PRESSURE RELIEF VALVE
	PRESSURE / TEMPERATURE TAPPING
PHR	PRIMARY HEATING HOT WATER RETURN
PHS	PRIMARY HEATING HOT WATER SUPPLY
PC	PUMPED CONDENSATE
	REDUCED PRESSURE PRINCIPLE BACKFLOW PREVENTER
SAN	SANITARY SEWER (ABOVE FLOOR)
SAN	SANITARY SEWER (BELOW FLOOR)
	SHUT-OFF VALVE
S	SMOKE DAMPER
SCW	SOFT COLD WATER
SHW	SOFT HOT WATER
SHWR	SOFT HOT WATER RETURN
	SPRING CHECK VALVE
STM (#)	STEAM
T	STEAM TRAP
ST	STORM SEWER (ABOVE FLOOR)
ST (OF)	STORM SEWER (OVERFLOW SYSTEM)
ST	STORM (BELOW FLOOR)
	STRAINER
TS	TEMPERATURE SENSOR
TW	TEPID WATER
TWR	TEPID WATER RETURN
	THERMOMETER
T	THERMOSTAT
	THREE-WAY CONTROL VALVE
	THROTTLING VALVE
	TRIPLE DUTY VALVE (ANGLE)
	TRIPLE DUTY VALVE (STRAIGHT)
	UNION
VAC	VACUUM
	VACUUM BREAKER
V	VENT

PLUMBING FIXTURES

WATER CLOSET (TANK TYPE) WC-1
WATER CLOSET (FLOOR MOUNTED): KOHLER WELLWORTH CLASSIC, TWO-PIECE ELONGATED 1.6 GPF TOILET, K-3505-SS, VITEOUS CHINA, EQUIPPED WITH SLOAN FLUSHMATE POLISHED CHROME LEFT HANDED LEVER, WITH ANTIMICROBIAL FINISH, WHITE IN COLOR, CONTRACTOR TO SUPPLY OPEN FRONT SEAT, TO MATCH. THE TOILET IS ASME A112.19.2/CSA B45.1 AND ADA COMPLIANT

SK-1
KOHLER SOHO K-2084-0 WHITE 20" X 18" WALL-MOUNT BATHROOM SINK WITH SINGLE FAUCET HOLE KOHLER KUMIN K-98827-4-CP POLISHED CHROME SINGLE-HANDLE BATHROOM SINK FAUCET

DF-1
ELKAY HIGH-LO DRINKING FOUNTAIN EZSTL8C

MB-1
MOP BASIN: ONE PIECE MOLDED IN STONE 10" HIGH 24" X 24" BASIN WITH 1" SHOULDERS AND TILING FLANGES AS REQUIRED. FURNISH WITH FACTORY INSTALLED STAINLESS STEEL 3" DRAIN BODY WITH REMOVABLE STAINLESS STEEL STRAINER. MUSTEE MODEL 63M DURASTONE OR EQUAL. FAUCET SHALL BE CHICAGO FAUCET MODEL 897-CRCF WITH INTEGRAL CHECK VALVES, ROUGH CHROME PLATED CAST BRASS COMBINATION SERVICE SINK FITTING WITH VACUUM BREAKER, ¾" THREADED HOSE SPOUT, WALL BRACE, PAIL HOOK, ADJUSTABLE FLANGED FEMALE SUPPLY ARMS AND INTEGRAL STOPS. PROVIDE WITH MUSTEE MODEL 65.600 MOP HOLDER OR EQUAL AND WITH MUSTEE MODEL 65.700 HOSE AND SS HOSE HANGER BRACKET OR EQUAL

SS-1
SERVICE SINK: ONE PIECE 23"X23" FLOOR MOUNT SINGLE UTILITY SERVICE SINK WHITE BY FLORESTONE MANUFACTURER PART #FM-1 UD

WATER HEATER WH-1
(140ºF WATER TO KITCHEN EQUIP) BASED ON LOCHINVAR SHIELD GAS WATER HEATER, MODEL SNR201-100 115V/1Ø, 90 GALLON, 199,999 BTUH INPUT, 233 GPH RECOVERY@100ºF RISE, 305 GPH FIRST HOUR. 3'Ø AIR INLET AND 3'Ø VENT. PROVIDE WITH VENT TERMINATION KIT, CONDENSATION NEUTRALIZATION KIT. ELECTRICAL DATA: 120/1/60.

PLUMBING NOTES

FITTINGS, TRIM, AND ACCESSORIES
A. TOILET SEATS: ELONGATED, SOLID WHITE PLASTIC WITH MOLDED-IN BUMPERS, CLOSED BACK/OPEN FRONT, LESS COVER, AND HAVING BRASS CHECK HINGE.
B. SUPPLIES AND STOPS FOR LAVATORIES AND SINKS: POLISHED CHROME-PLATED, LOOSE-KEYED ANGLE STOP HAVING ½" INLET AND 3/8" O.D. X 12" LONG CHROME-PLATED BRASS TUBING OUTLET, AND WALL FLANGE AND ESCUTCHEON.
C. TRAPS: BRASS, CHROME PLATED ADJUSTABLE "P" TRAP WITH CLEANOUT AND WASTE TO WALL WITH ESCUTCHEON.
D. THERMOSTATIC MIXING VALVE FOR INDIVIDUAL LAVS OR SINKS: CONFORM TO ASSE STANDARD 1070 WITH HIGH LIMIT SET AT 110ºF WITH CHECKSTOPS ON INLETS. WATTS SERIES USG-B UNDER SINK GUARDIAN OR EQUAL.
E. BARRIER-FREE LAVATORY TRAP WRAP: PROVIDE ADA-CONFORMING, WHEELCHAIR ACCESSIBLE LAVATORY P-TRAP AND ANGLE VALVE ASSEMBLY PROTECTIVE PIPE COVER. COVER SHALL BE SECURED WITH SNAP-CLIP FLUSH REUSABLE FASTENERS, ANGLE STOP SHALL HAVE LOCK-LID LOCKING ACCESS COVERS. TRUE-BRO LAV GUARD OR EQUAL.
F. IN LOCATIONS WHERE ARCHITECT IS PROVIDING A BELOW COUNTER BARRIER-FREE COUNTERTOP BASIN SHIELD, PROVIDE OFFSET TAILPIECE TO ALLOW FOR INSTALLATION OF ARCHITECTURAL SHIELD / AVOID CONFLICT WITH SINK TAILPIECE. ELKAY LKAD/LKAD18 OR EQUAL.

INSTALLATION
A. INSTALL PLUMBING FIXTURES LEVEL AND PLUMB, IN ACCORDANCE WITH FIXTURE MANUFACTURER'S WRITTEN INSTRUCTIONS, ROUGH-IN DRAWINGS, AND PERTINENT CODES AND REGULATIONS, THE ORIGINAL DESIGN, AND THE REFERENCED STANDARDS.
B. COMPLY WITH THE INSTALLATION REQUIREMENTS OF REQUIRED CODES AND STANDARDS WITH RESPECT TO BARRIER-FREE PLUMBING FIXTURES. COORDINATE WITH GRAB BAR INSTALLATIONS.
C. INSTALL COUNTER TOP MOUNTED SINKS AS FAR FORWARD AS POSSIBLE WITHIN COUNTER TOP.
D. FASTEN PLUMBING FIXTURES SECURELY TO SUPPORTS OR BUILDING STRUCTURE. SECURE SUPPLIES BEHIND OR WITHIN WALL CONSTRUCTION TO PROVIDE RIGID INSTALLATION.
E. INSTALL A STOP VALVE IN AN ACCESSIBLE LOCATION IN THE WATER CONNECTION TO EACH FIXTURE.
F. INSTALL ESCUTCHEONS AT EACH WALL, FLOOR, AND CEILING PENETRATION IN EXPOSED FINISHED LOCATIONS AND WITHIN CABINETS AND MILLWORK.
G. SEAL FIXTURES TO WALLS AND FLOORS USING SILICONE SEALANT. MATCH SEALANT COLOR TO FIXTURE COLOR.
H. INSTALL FLUSH VALVES FOR WATER CLOSETS IN OFF-SET TYPE BARRIER-FREE STALLS WITH HANDLES ON WIDE SIDE OF STALL
I. INSTALL THERMOSTATIC MIXING VALVE FOR INDIVIDUAL LAVS OR SINKS BENEATH FIXTURE, IN A VISUALLY CONCEALED LOCATION

ROUGH-IN SCHEDULE
LINE SIZES INDICATED BELOW ARE RUN-OUT SIZES. REDUCE SIZE AS REQUIRED AT CONNECTION TO FIXTURE. MAIN LINES SHALL BE INSTALLED AS INDICATED ON DRAWINGS.

FIXTURE	HOT WATER	COLD WATER	WASTE	VENT
LAVATORY	1/2"	1/2"	2"	2"
SINK	1/2"	1/2"	1 1/2"	2"
WATER CLOSET TANK	-	1/2"	4"	2"
MOP BASIN	3/4"	3/4"	3"	1 1/2
NON-FREEZE HYDRANT	-	3/4"	-	-
HOSE BIBB	-	3/4"	-	-

MOUNTING HEIGHTS SCHEDULE
MOUNT PLUMBING FIXTURES AS SCHEDULED BELOW.

FIXTURE	MOUNTING HEIGHT
LAVATORY	31" FLOOR TO RIM
SINK	36" FLOOR TO RIM
BARRIER-FREE LAVATORIES AND SINK	REFER TO ARCH. DRAWINGS FOR EXACT LOCATION AND HEIGHTS **(MAX 34" A.F.F. TO RIM)**
BARRIER FREE WATER CLOSET	17" FLOOR TO TOP OF SEAT 27" FLOOR TO BOTTOM EDGE OF FRONT APRON
BARRIER FREE FLUSH VALVES	44" MAX HANDLE TO FLOOR
SHOWER HEAD	72" FLOOR TO HEAD
BARRIER FREE SHOWER CONTROLS	MIN. 38" ABOVE FLOOR, MAX 48" ABOVE FLOOR
BARRIER FREE SHOWER SPRAY UNIT	BOTTOM MAX 48" ABOVE FLOOR
SLIDE BAR	TOP MIN. 72" ABOVE FLOOR

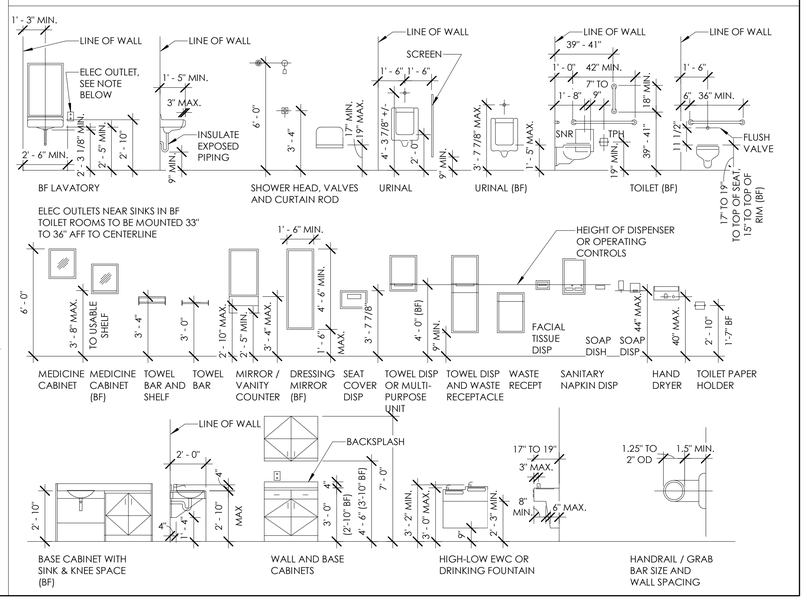
***SEE MOUNTING HEIGHTS + ABBREVIATIONS SHEET FOR VISUALS**

PLUMBING SPECIALTIES
A. CALIBRATED BALANCING VALVES: PROVIDE AS INDICATED. CALIBRATED BALANCE VALVES EQUIPPED WITH VALVES ON READOUT PORTS TO FACILITATE CONNECTING OF DIFFERENTIAL PRESSURE METER TO BALANCE VALVES. READOUT VALVES SHALL HAVE 1/4" NPT CONNECTION FOR METERS. PROVIDE CALIBRATED NAMEPLATE TO INDICATED DEGREE OF CLOSURE OF ORIFICE. CONSTRUCT BALANCING VALVE WITH INTERNAL SEALS TO PREVENT LEAKAGE AROUND ROTATING ELEMENT. VALVES TO HAVE MEMORY STOP FEATURE TO ALLOW VALVE TO BE CLOSED AND THEN REOPENED TO SET POINT WITHOUT DISTURBING BALANCING POSITION. PROVIDE BALANCE VALVES WITH PERFORMED POLYURETHANE INSULATION SUITABLE FOR USE ON DOMESTIC HOT WATER SYSTEMS, AND TO PROTECT BALANCE VALVES DURING EQUIPMENT. BELL & GOSSETT "CIRCUIT SETTER" APOLLO VALVES OR EQUAL.
B. RECESSED NONFREEZE WALL HYDRANTS: CAST-BRONZE BOX, WITH TEE HANDLE KEY, VACUUM BREAKER, HINGED LOCKING COVER, 3/4" IN INLET, AND HOSE OUTLET. PROVIDE BRONZE CASING OF SUITABLE LENGTH TO HAVE VALVE BODY INSIDE BUILDING, NOT WITHIN EXTERIOR WALL. "WOODFORD" MODEL B67, "CONBRACO" OR EQUAL.
C. BACKFLOW PREVENTER: REDUCED-PRESSURE-PRINCIPLE ASSEMBLY CONSISTING OF SHUTOFF VALVES ON INLET AND OUTLET AND STRAINER ON INLET. ASSEMBLIES SHALL INCLUDE TEST COCKS, AIR GAP DRAIN FITTING AND PRESSURE-DIFFERENTIAL RELIEF VALVE LOCATED BETWEEN 2 POSITIVE SEATING CHECK VALVES AND COMPLY WITH REQUIREMENTS OF ASSE STANDARD 1013. PRESSURE DROP THROUGH ASSEMBLY SHALL NOT EXCEED 12 PSIG. "WATTS" NO. 909 SERIES, FEBCO, APOLLO VALVES.

GENERAL PLUMBING NOTES

1. ALL WORK SHALL BE COMPLETED IN ACCORDANCE WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL CODES, AND LAWS.
2. ARRANGE AND PAY FOR ALL PERMITS AND INSPECTIONS AS REQUIRED.
3. ALL WORK SHALL BE PERFORMED TO FACILITATE EXPEDITIOUS PROGRESS ON THE WHOLE PROJECT. COORDINATE WORK WITH OTHER TRADES TO MINIMIZE AND RESOLVE POTENTIAL CONFLICTS.
4. COMPLETED SYSTEMS SHALL BE TESTED, BALANCED, AND GUARANTEED. PROVIDE REPORT TO A/E.
5. THE DRAWINGS ARE DIAGRAMMATIC IN NATURE. THE CONTRACTOR SHALL PROVIDE FITTINGS, OFFSETS, ETC., AS NECESSARY TO PROVIDE COMPLETE SYSTEMS.
6. FURNISH AND INSTALL ALL VALVING FOR THE PROPER SECTIONALIZING AND OPERATION OF PIPING SYSTEMS. PROVIDE ACCESS PANELS AS REQUIRED FOR ACCESS TO VALVES.
7. ALL PIPES PASSING THROUGH FINISHED WALLS, PARTITIONS, AND FLOORS SHALL BE FITTED WITH ADJUSTABLE ESCUTCHEONS, AND APPROPRIATE FIRE STOPPING WHERE REQUIRED.
8. ATTACH ALL FIXTURES TO SUPPORTING SURFACES PLUMB AND LEVEL. WALL HUNG UNITS SHALL BE SECURELY FASTENED TO WALL BACKING. PROVIDE CHAIR CARRIERS FOR ALL LAVATORIES
9. WHERE FIXTURES ARE MOUNTED TO WALLS AND FLOORS, SEAL ALL INTERSECTIONS WITH DOW WHITE SILICONE CAULK.
10. IT IS NOT THE INTENT OF THESE PLANS TO SHOW EVERY DETAIL OF CONSTRUCTION. CONTRACTOR SHALL FURNISH AND INSTALL ALL ITEMS NECESSARY FOR A COMPLETE CODE COMPLYING SYSTEM.
11. FINAL LOCATION OF ALL CEILING FEATURES NEEDS TO BE COORDINATED WITH ALL TRADES.
12. PROVIDE APPROPRIATE FIRE STOPPING MATERIALS WHERE FIRE RATED ASSEMBLIES ARE PENETRATED.
13. ALL WORK AND MATERIALS SHALL BE GUARANTEED IN WRITING FOR ONE YEAR FROM PROJECT COMPLETION.
14. PROVIDE SHOP DRAWINGS FOR APPROVAL OF PLUMBING FIXTURES, ROOF TOP UNITS, GRILLES AND REGISTERS, FANS, WATER HEATERS, AND THERMOSTATS.
15. MECHANICAL CONTRACTOR TO FIELD VERIFY ALL SITE LOCATIONS.
16. SLOPE ALL NEW SANITARY PIPING A MIN. OF 1/8" PER FOOT.
17. SANITIZE ALL NEW HOT & COLD WATER LINES PER LOCAL WATER DEPARTMENT REQUIREMENTS. FLUSH AND TEST SYSTEM FOR LEAKS. MECHANICAL CONTRACTOR IS RESPONSIBLE FOR PROPER LEAK-FREE OPERATION OF SYSTEM. SOLDER JOINTS WITH NON-LEAD SOLDER.
18. PROVIDE DI-ELECTRIC FITTINGS WHERE DISSIMILAR METALS ARE CONNECTED.
19. SUPPLY ALL NECESSARY TRIM, P-TRAPS, AND ANGLE STOPS AT EACH PLUMBING FIXTURE.
20. DISTRIBUTE HOT & COLD WATER PIPING IN TYPE "L" HARD DRAWN COPPER TUBING, ASTM B 88, TO MEET MINIMUM CONNECTION SIZE REQUIREMENTS AS SHOWN ON THE PLUMBING FIXTURE CONNECTION SCHEDULE.
21. INSULATE ALL COLD WATER LINES WITH 1" MINERAL FIBER INSULATION WITH VAPOR BARRIER. INSULATE ALL HOT WATER LINES WITH 1" FIBERGLASS.
22. DRAIN, VENT AND WASTE PIPING SHALL BE SCHEDULE DWV PVC. CLEAN OUTS IN FINISHED AREAS SHALL BE RECESSED AND HAVE CHROME OR BRASS COVER PLATES FLUSH WITH THE FINISHED FLOOR.
23. PROVIDE SHUTOFF VALVES ON HOT & COLD WATER BRANCH PIPING TO ISOLATE BRANCH.
24. PROVIDE CLEAN OUTS INSIDE AND OUTSIDE THE BUILDING 100 FEET APART, AND AT LOCATIONS WHERE A CHANGE IN DIRECTION GREATER THAN 45 DEGREES OCCURS.
25. INSTALL EACH FIXTURE WITH TRAP, EASILY REMOVABLE FOR SERVICE AND CLEANING.
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27. INSTALL POTABLE WATER PROTECTION DEVICES ON PLUMBING LINES WHERE CONTAMINATION OF DOMESTIC WATER MAY OCCUR, ON JANITOR ROOMS, FIRE SPRINKLER SYSTEMS, AND FLUSH VALVES.
28. INSTALL PIPING TO ALLOW FOR EXPANSION AND CONTRACTION WITHOUT STRESSING PIPE, JOINTS, OR CONNECTED EQUIPMENT.
29. FURNISH AND INSTALL WATER HAMMER ARRESTERS IN ACCORDANCE WITH PDI WH201.
30. LAY OUT PLUMBING WORK TO AVOID CONFLICTS WITH OTHER BUILDING COMPONENTS. ESTABLISH ELEVATION OF PUBLIC SEWER SYSTEM.

PLUMBING FIXTURES MOUNTING HEIGHTS



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DRIVEN DESIGN

ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
cody@drivendesignstudio.com

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PROJECT NAME
SMOK CANNABIS
PROJECT ADDRESS
810 W ARGYLE ST, JACKSON MI 49202
CLIENT
ABRO BROTHERS INC

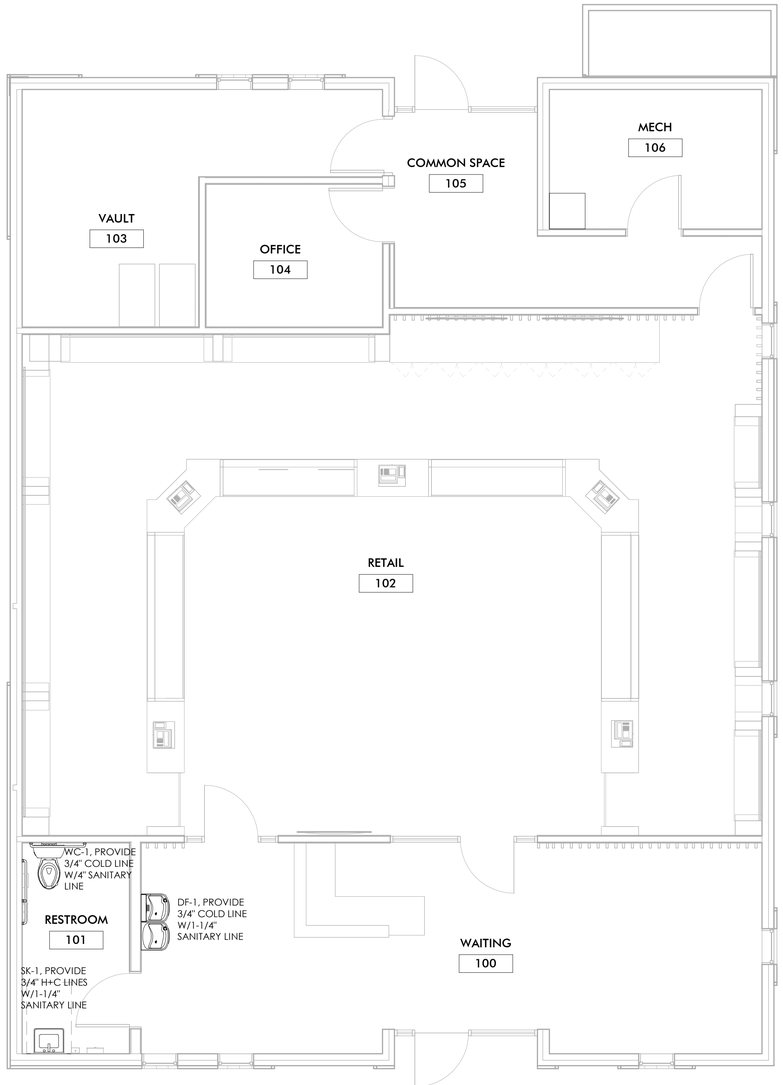
ISSUE
SITE PLAN APPROVAL

REVISION

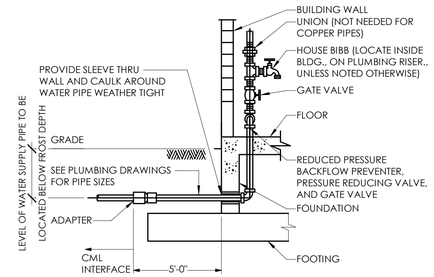
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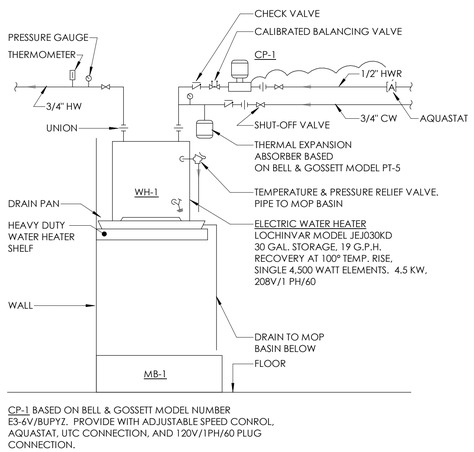
PLUMBING NOTES
P100



1 P101 **FIRST FLOOR PLUMBING PLAN**
1/4" = 1'-0"



3 P101 **WATER SERVICE DETAIL - 1 METER**
NTS



CP-1 BASED ON BELL & GOSSETT MODEL NUMBER E3-6V/BUPYZ. PROVIDE WITH ADJUSTABLE SPEED CONROL, AQUASTAT, UTC CONNECTION, AND 120V/1PH/60 PLUG CONNECTION.

2 P101 **WATER HEATER 30 GAL. ELEC. + MOP SINK**
NTS

PLUMBING FIXTURES

WATER CLOSET (TANK TYPE) WC-1
WATER CLOSET (FLOOR MOUNTED): KOHLER WELLWORTH CLASSIC, TWO-PIECE ELONGATED 1.6 GPF TOILET, K-3505-SS, VITEOUS CHINA, EQUIPPED WITH SLOAN FLUSHMATE POLISHED CHROME LEFT HANDED LEVER, WITH ANTIMICROBIAL FINISH, WHITE IN COLOR, CONTRACTOR TO SUPPLY OPEN FRONT SEAT, TO MATCH. THE TOILET IS ASME A112.19.2/CSA B45.1 AND ADA COMPLIANT

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ARCHITECT
Driven Design Studio PLLC
117 West Michigan Avenue
Battle Creek, MI 49017
(269) 753-8040
cody@drivendesignstudio.com

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NOT FOR CONSTRUCTION

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CLIENT
ABRO BROTHERS INC

ISSUE
SITE PLAN APPROVAL

REVISION

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PROJECT NUMBER
2023.054

PLUMBING PLAN

P101

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JACKSON
Founded 1829

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: March 19, 2024

SUBJECT: Consider Amended Resolution to Approve Payment in Lieu of Taxes for Workforce Housing Project Sponsored by SCI WFH Jackson, LLC and the First Amended Restrictive Covenant

---

Recommendation:

Approve Amended Resolution for Payment in Lieu of Taxes for Workforce Housing Project Sponsored by SCI WFH Jackson, LLC and the First Amended Restrictive Covenant and allow the City Attorney to make minor modifications as to form.

JACKSON
Founded 1829

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Matt Hagerty, City Attorney

DATE: March 19, 2024

RECOMMENDATION:

ISSUE STATEMENT

On December 12, 2023, Council approved a Resolution for payment in lieu of taxes for a workforce housing project sponsored by Green Development Ventures LLC. Attached to the Resolution was a Workforce Housing Restrictive Covenant, which was fully executed on January 9, 2024 and subsequently recorded with the Register of Deeds by the Attorney's Office. The addresses/parcels of the properties are 1308 East Ganson St (PIN#8-063800000), 118 North Webster (PIN # 2-014800000) and 314 South West Ave (3-080700000). The entity of Green Development Ventures LLC recently underwent a name change, and is now known as SCI WFH Jackson, LLC. The Articles of Organization for SCI SFH Jackson, LLC have been filed by the Michigan Department of Licensing and Regulatory Affairs (LARA). Therefore, it is necessary to Amend the Resolution to identify SCI WFH Jackson, LLC as successor-in-interest to Green Development Ventures LLC as the applicant for the PILOT.

DESCRIBE THE CONSEQUENCES

Amending the Resolution and restrictive covenant to reflect the current name of the purchaser/sponsor of the aforementioned properties is imperative not only to avoid confusion but to ensure the legality of our contracts/agreements with this entity.

OWNERSHIP

Brian Farkas, the agent for SCI WFH Jackson, LLC, formerly known as Green Development Ventures LLC, contacted the City Attorney's Office to advise me of the change and requested that the Resolution and Workforce Housing Restrictive Covenant be amended to reflect the new name.

SOLUTION

Both the attached Resolution and Workforce Housing Restrictive Covenant have been amended to reflect the name change from Green Development Ventures LLC to SCI WFH Jackson, LLC.

FACILITATE IMPLEMENTATION

Approve the attached Amended Resolution to Approve Payment in Lieu of Taxes for Workforce Housing Project Sponsored by SCI WFH Jackson, LLC and the First Amended Workforce Housing Restrictive Covenant which is attached thereto.

ATTACHMENTS

1. Amended Resolution and Restrictive Covenant 3.7.24

CITY OF JACKSON, JACKSON COUNTY, MICHIGAN

RESOLUTION NO. 2024-__

A RESOLUTION TO APPROVE PAYMENT IN LIEU OF TAXES FOR WORKFORCE HOUSING PROJECT SPONSORED BY SCI WFH JACKSON, LLC

WHEREAS, SCI WFH Jackson, LLC, successor-in-interest to Green Development Ventures LLC, is under agreement to purchase the following three parcels of land in the City of Jackson: 1308 E GANSON ST (8-063800000); 118 N WEBSTER ST (2-014800000); and 314 S WEST AVE (3-080700000) for purposes of developing three single-family housing units for occupancy by households whose total household income is not greater than 120% of the area median income published by the U.S. Department of Housing and Urban Development (the "Project");

WHEREAS, SCI WFH Jackson, LLC has applied for a workforce housing exemption pursuant to MCL 125.1415a1(b) (the "Act") and the Jackson Workforce Housing PILOT Ordinance for a period of 15-years;

WHEREAS, the City Council of Jackson hereby finds that the Project sponsored by SCI WFH Jackson, LLC qualifies for and should be granted a workforce housing PILOT and be exempt from all ad valorem property taxes as provided by the Act and Ordinance No. 2023-05 (Workforce Housing PILOT Ordinance) because the PILOT and Project will increase the number of available workforce housing units in the City, will encourage expansion of the population of the City, and will facilitate the provision of attractive viable housing units in locations consistent with the goals and objectives of the City's Master Plan;

WHEREAS, the workforce housing PILOT will provide for an annual PILOT payment from and after the commencement of construction or rehabilitation in an amount that is the greater of the tax on the property on which the Project will be located for the tax year proceeding the date on which the construction or rehabilitation is commenced or 10% of the annual Shelter Rents obtained from the Project;

WHEREAS, those terms not otherwise defined herein shall have the meaning set forth in the Ordinance;

THEREFORE, IT IS RESOLVED, notwithstanding the provisions of Section 15a(3)(b) and 15a(7) of the Act to the contrary, a contract to provide tax exemption and accept payment in lieu of taxes, as described above, between the City of Jackson and SCI WFH Jackson, LLC, as successor-in-interest to Green Development Ventures LLC, is effectuated by adoption of this resolution and shall be binding on their successors and assigns for a period of 15-years for the following parcels of land in the City of Jackson, Jackson County:

1308 E GANSON ST (8-063800000); 118 N WEBSTER ST (2-014800000); and 314 S WEST AVE (3-080700000)

RESOLVED, the Project shall pay a service charge equal to an amount that is the greater of the tax on the property on which the Project will be located for the tax year proceeding the date on which the construction or rehabilitation is commenced or 10% of the annual Shelter Rents obtained from the Project, subject to the terms of the Act, the Ordinance and the attached Restrictive Covenant;

RESOLVED, that the tax exemption shall be effective on December 31st of the year in which construction commences, subject to the recording of the attached Restrictive Covenant and receipt of the Michigan State Housing Development Authority's certification that the Project is eligible for a workforce housing PILOT;

RESOLVED, that this resolution shall amend and replace any prior-adopted resolution concerning the properties specified herein;

RESOLVED, that this resolution shall remain in effect and not terminate except as provided in the Act, the Ordinance, and the Restrictive Covenant; and

RESOLVED, that the City Manager or his designee is authorized to take necessary administrative actions to implement this Resolution.

The above Resolution was offered by _____ and supported by _____.

AYES, Council Members:

NAYS, Council Members:

ABSTAIN, Council Members:

RESOLUTION DECLARED ADOPTED.

CERTIFICATE

The foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Jackson at a regular meeting held on March 19, 2024. Public notice was given and the meeting conducted in full compliance with the Michigan Open Meetings Act (PA 267, 1976).

_____
Andrea Muray, Jackson City Clerk

Attachment

FIRST AMENDED WORKFORCE HOUSING RESTRICTIVE COVENANT

This First Amended Workforce Housing Restrictive Covenant ("Restrictive Covenant") is made by and between the City of Jackson, MI ("Municipality") and SCI WFH Jackson, LLC ("Sponsor") as of _____ __, 2024.

R E C I T A L S:

A. Sponsor is the successor-in-interest to Green Development Ventures, LLC and the owner of certain real property in the City of Jackson, County of Jackson, Michigan, and more particularly described by **Exhibit A** (the "Property"), which is attached hereto and incorporated by reference into this Agreement.

B. Green Development Ventures, LLC and the Municipality previously executed a restrictive covenant recorded at Liber 2240, Page 0324, Jackson County Records which shall be replaced with, and amend by, this Restrictive Covenant.

C. Sponsor has offered to provide three (3) single family workforce housing units on the Property (the "Project") and has applied to Municipality for a workforce housing exemption from *ad valorem* property taxes under Section 15a of the State Housing Development Authority Act, being Public Act 346 of 1966, as amended (the "Act").

D. In consideration of Sponsor's offer to undertake the Project, Municipality has agreed to exempt the Project from all *ad valorem* property taxes imposed by any taxing jurisdiction and to accept in lieu thereof payment of an annual service charge for a period of 15-years as provided by the City of Jackson's Workforce Housing PILOT Ordinance No. 2023-05 (Workforce Housing PILOT Ordinance).

E. Upon completion of the Project, the annual service charge paid in lieu of all *ad valorem* property taxes shall be equal to ten percent (10%) of the annual shelter rents collected from the Project and shall be paid as provided in the Workforce Housing PILOT Ordinance.

F. Sponsor and Municipality agree that the economic feasibility of the Project depends upon the continuing effect of the annual service charge in lieu of all *ad valorem* taxes approved by Municipality for the 15-year exemption period.

G. Accordingly, upon recording with the Jackson County Register of Deeds, this Restrictive Covenant will restrict use of the Project to workforce housing for the 15-year exemption period.

NOW, THEREFORE, in consideration of Municipality's acceptance of payment of the annual service charge in lieu of all *ad valorem* property taxes and Sponsor's commitment to construct or rehabilitate the Project, Sponsor and Municipality hereby covenant as follows:

1. **Recitals.** The above recitals are acknowledged as true and correct, and are incorporated by reference into this paragraph.

2. **Definitions**. All words and phrases used in this Restrictive Covenant have the same meaning as defined in the Act or the Workforce Housing PILOT Ordinance.

3. **Workforce Housing Covenant**. The Project will, upon completion of the proposed construction or rehabilitation, constitute workforce housing for households for persons and families whose household income is not greater than 120% of the area median income, as published by the U.S. Department of Housing and Urban Development, adjusted for family size. All of the housing units in the Project will be rented, or available for rental, on a continuous basis to members of the general public throughout the term of this Restrictive Covenant.

4. **Term of Exemption**. The exemption from *ad valorem* property taxes approved by Municipality shall remain in effect in accordance with this Restrictive Covenant restricting use of the Project to workforce housing for a period of 15-years, ending on December 31, 2038, or so long as the Project is used as workforce housing, whichever is less.

5. **No Violation**. Sponsor agrees that it will not knowingly take or permit any action that would result in a violation of the requirements of this Restrictive Covenant or the Workforce Housing PILOT Ordinance, which is incorporated herein as if a part of this Restrictive Covenant. Further, Sponsor agrees to take any required action, including the amendment of this Restrictive Covenant, as may be necessary, in the determination of the Municipality or of the Michigan State Housing Development Authority (the "Authority"), to comply with the Workforce Housing PILOT Ordinance. If Municipality determines that the Project is not in compliance with the requirements of this Restrictive Covenant, and Sponsor, after receiving written notice of the non-compliance from Municipality, does not correct such non-compliance within thirty (30) days, Municipality shall be entitled to take such actions as it deems necessary to enforce the provisions of this Restrictive Covenant.

6. **Sponsor to Demonstrate Compliance**. Sponsor will provide Municipality with such certifications, reports and other information as are required by Municipality to demonstrate compliance with the Workforce Housing PILOT Ordinance. Sponsor will provide Municipality and Authority with an annual verification of compliance with this Restrictive Covenant, in a form specified by the Authority.

7. **Transfer of Ownership**. Sponsor will, prior to a sale or other voluntary transfer of ownership of the Project or any part thereof, notify Municipality in writing, and will enter into any

agreements with the purchaser or transferee as may be prescribed by Municipality to ensure such purchaser's or transferee's compliance with this Restrictive Covenant and Michigan law.

8. **Enforceability**. This Restrictive Covenant is enforceable in any court in the State of Michigan having jurisdiction thereof, by Municipality, and to the extent required by the PILOT Ordinance, by any individuals who are tenants of the Project.

9. **Covenant Running with the Land; Binding Effect**. The foregoing covenant shall constitute and be enforced as a covenant running with the land under Michigan law and shall be binding on all successors or assigns of Sponsor or Municipality and any future owner or operator of the Project for the full 15-year exemption period.

10. **Amendment of Restrictive Covenant.** Upon its recording, this Restrictive Covenant shall repeal and replace the prior-recorded restrictive covenant recorded at Liber 2240, Page 0324, Jackson County Records.

11. **Miscellaneous**. In the event of any conflict between the terms of this Restrictive Covenant and the requirements of the Workforce Housing PILOT Ordinance the requirements of the Workforce Housing PILOT Ordinance shall prevail. This Restrictive Covenant may only be amended or terminated by a writing signed by both Sponsor and Municipality. The invalidity of any clause or provision of this Restrictive Covenant shall not affect the validity of the remaining portions thereof.

IN WITNESS WHEREOF, is this Covenant is effective as of _____ __, 20__.

[Signature Pages Follow]

CITY OF JACKSON

By: _____
Jonathan Greene
Its: City Manager

STATE OF MICHIGAN)
) ss
COUNTY OF JACKSON)

The foregoing instrument was acknowledged before me this day of ___ Day of _____ 20__ by Jonathan Greene, City Manager of the City of Jackson, a municipal corporation of the State of Michigan.

_____

Notary Public, _____County, MI
My Commission Expires: ___
Acting in _____ County, MI

SPONSOR

SCI WFH JACKSON, LLC

By: _____

Its: _____

STATE OF)
) ss
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, by _____, as the _____ of SCI WFH Jackson, LLC, a Michigan limited liability company, on behalf of said company.

_____

Notary Public, _____County, MI
My Commission Expires: _____
Acting in _____County, MI

DRAFTED BY:

Matthew M. Hagerty (P66015)
Jackson City Attorney

WHEN RECORDED RETURN TO:

Jackson City Attorney
161 W. Michigan Avenue, 12th Floor
Jackson, MI 49201

EXHIBIT A

Legal Description of Property

Land in the City of Jackson, County of Jackson, described as follows:

1308 E GANSON ST (8-063800000)

LOT 3 ASSESSOR CRARY'S PLAT

118 N WEBSTER ST (2-014800000)

S ½ OF LOTS 9 & 10 BLK 2 L H FIELD'S ADD

314 S WEST AVE (3-080700000)

S 44 FT OF LOT 7 BLK 14 SHOEMAKER'S ADD

CITY OF JACKSON
Founded 1829

City Manager's Office
161 W. Michigan Ave. - Jackson, MI 49201
Phone: (517) 788-4035 • Facsimile: (517) 768-5820

MEMO TO: Mayor and City Councilmembers

FROM: Jonathan Greene, City Manager

DATE: March 19, 2024

SUBJECT: Identify Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Projects for Fiscal Year 2024 – 2025 and Establish Preliminary Funding Allocations for those Projects

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Recommendation:

Identify CDBG and HOME projects for Fiscal Year 2024 – 2025 and establish preliminary funding allocations for those projects.

Attached is a memorandum from Shane LaPorte, Director of Community Development, requesting City Council identify CDBG and HOME projects for Fiscal Year 2024 – 2025 and establish preliminary funding for those projects.

I recommend approval of the request. Your consideration and concurrence is appreciated.

JG

DEPARTMENTAL REPORT

MEMO TO: Jonathan Greene, City Manager

FROM: Shane LaPorte, Community Development Director

DATE: March 19, 2024

RECOMMENDATION: Identify Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Projects for Fiscal Year 2024 – 2025 and Establish Preliminary Funding Allocations for those Projects

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ISSUE STATEMENT

Identify CDBG and HOME projects for Fiscal Year 2024 – 2025 and establish preliminary funding allocations for those projects.

DESCRIBE THE CONSEQUENCES

The U.S. Department of Housing and Urban Development (HUD) will publish its annual formula allocations to entitlement communities and participating jurisdictions in the coming months. In order for staff to prepare the Annual Action Plan in sufficient time to allow for the required 30-day comment period, City Council identifies projects it wants to fund for the upcoming fiscal year, which begins on July 1, 2024. City Council's approval of 2024-2025 CDBG and HOME funding allocations will allow staff to adhere to the HUD-prescribed timeline, required for all entitlement grantees. These allocation recommendations also align with the City's goals as outlined in its 5-year consolidated plan. To estimate the level of revenue the City may receive, staff has devised the following:

	CDBG	**HOME**
Grants funds received for FY 2023-2024	$1,276,248	$330,992
Less 3% in anticipation of a reduction of funds	-38,300	-9,900
Estimated Program Income	75,200	20,200
Estimated 2024-2025 Revenue:	**$1,313,148**	**$341,292**

OWNERSHIP

City staff, which included the City Manager, Community Development Director, Grant Coordinator, and Financial Analyst, met to prepare a recommendation for City Council. The summary of that meeting is as follows:

CDBG
For the Department of Community Development:

Administration **$150,000**

Overall program administration, including, but not limited to, salaries, wages, and related costs of grantee staff or others engaged in program management, monitoring and evaluation. General administration/planning funds are capped at no more than 20% of the annual allocation.

Rehabilitation **$250,000**
Funds to provide rehabilitation loans for either an emergency hazard, major component, or a combination emergency hazard/major component project. With the maximum loan set at $25,000, this will provide approximately 10 or more low-income households an opportunity to fix major issue(s) at their primary residence.

Rehabilitation Administration **$150,000**
Rehabilitation administration supports all delivery costs (including staff, other direct costs, and service costs) directly related to carrying out housing rehabilitation activities. Examples include appraisal, architectural, engineering, and other professional services; preparation of work specifications and work write ups; loan processing; survey, site, and utility plans; application processing; and other fees.

Residential Demolition **$200,000**
Removal of hazardous buildings increases the quality of life and vitality of neighborhoods, supports property values, eliminates hazardous conditions, and reduces opportunities for criminal activities. The availability of funds for demolition is capped at 30% of total CDBG funds expended during a fiscal year, less administration.

For the City Attorney's Office:

Code Enforcement **$25,000**
The City Attorney's Office provides legal support for eligible code enforcement activities prosecuted through the Administration Hearings Bureau. It also provides legal counsel as may be needed for other CDBG activities, such as rehabilitation.

For the Department of Public Works:

Streetscape **$150,000**
Improving the marketability of City-owned vacant lots can create better building opportunities for developers. These funds will support sidewalk reconstruction, curb-cuts, and the planting of street trees in these areas.

For the Engineering Department:

Streetlights **$388,148**
Improving the lighting in our neighborhoods can create safer streets, walkable corridors, and will assist with future housing development. These funds will be invested in 1-2 key areas, as identified in the City's master plan: health district (just West of the hospital) and/or the Martin Luther King, Jr. neighborhood (Morrell to High Street).

HOME

Administration **$ 34,000**
The level of administration available to the Department of Neighborhood & Economic Operations to properly manage the grant cannot exceed 10% of HOME funds received as specified by 24 CFR 92.207.

CHDO Reserve **$ 307,292**

Use of HOME funds requires no less than 15% of the City's formula allocation be set aside for eligible Community Housing Development Organization (CHDO) activities (see 24 CFR 92.300(a)). These funds would be held in reserve for possible future projects.

Staff reminds City Council that once it establishes preliminary allocations and the Action Plan is distributed for public comment, no activities can be added or deleted without triggering a substantial amendment. A substantial amendment requires public notification with a reasonable timeframe and opportunity to comment which would thus result in a late submission of the Action Plan to HUD and, in turn, delay the onset of project funding.

SOLUTION

Requested action is for City Council to confirm staff's recommendation for Fiscal Year 2024 – 2025 projects and preliminary funding levels. After HUD announces actual formula allocations, City Council will be requested to set firm funding levels commensurate with the grant resources received. This will allow staff to follow the prescribe HUD timeline and adhere to the City's goals, as outlined in the 5-year consolidated plan.

FACILITATE IMPLEMENTATION

Identify Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Projects for Fiscal Year 2024 – 2025 and Establish Preliminary Funding Allocations for those Projects

Attachment: 2024 – 2025 CDBG and HOME Preliminary Allocation Spreadsheets

2024-2025 Community Development Block Grant

Allocation Process

Program		Recommendations		Prelim Allocations (Feb 21, 2024)		Final Staff Recommendation		Final Allocations (April 25, 2024)
Public Service								
	$	-						
Public Service Subtotal:	**$**	**-**	**$**	**-**			**$**	**-**
Public Service Cap: $196,972								
Administration and Planning								
General Administration	$	150,000.00						
Admin/Planning Subtotal:	**$**	**150,000.00**	**$**	**-**	**$**	**-**	**$**	**-**
Admin/Planning Cap: $262,629								
Other Projects								
Community Development Dept.								
Rehabilitation	$	250,000.00						
Rehabilitation Administration	$	150,000.00						
Demolition	$	200,000.00						
City Attorney's Office								
Code Enforcement (AHB)	$	25,000.00						
DPW								
Streetscape (sidewalks, street trees)	$	150,000.00						
Engineering								
Streetlighting	$	388,148.00						
Other Projects Subtotal:	**$**	**1,163,148.00**	**$**	**-**	**$**	**-**	**$**	**-**
Total:	**$**	**1,313,148.00**	**$**	**-**	**$**	**-**	**$**	**-**
Available Funding:	**$**	**1,313,148.00**			**$**	**-**	**$**	**-**
		(Estimate)		(Estimate)		(Actual)		(Actual)

Estimated Funding: $1,237,948 CDBG + $75,200 program income = $1,313,148

2024-2025 HOME Investment Partnerships Program

Allocation Process

Projects		Recommendations	Prelim Allocations (Feb 21, 2024)	Final Staff Recommendation	Final Allocations (April 25, 2024)
Community Development Dept.					
Administration[1]	$	34,000			
Community Housing Development Organization (CHDO)					
CHDO Reserve[2]	$	307,292			
CHDO Operating Expenses[3]					
Total:	**$**	**341,292**	**$ -**	**$ -**	**$ -**
Available Funding:	**$**	**341,292**		**$ -**	
		(Estimate)	(Estimate)	(Actual)	(Actual)

Estimated Funding: $321,092 HOME + $20,200 program income = $341,292

Restrictions

[1]Administration - no more than 10% of allocation ($34,129)

[2]CHDO Reserve - no less than 15% of allocation ($51,194)

[3] CHDO Operating Expenses - no more than 5% of allocation ($17,064)