

# Agenda

## Economic Development Corporation

### Board of Directors



City of Kalamazoo

Thursday, May 21, 2026

7:45 AM

CPED Main Conference Room - 245 N. Rose Street, Suite 100

**A. CALL TO ORDER/ROLL CALL**

**B. ADOPTION OF FORMAL AGENDA**

**C. APPROVAL OF MINUTES**

1. Approval of the Minutes from the Economic Development Corporation Board Meeting on April 16, 2026

**D. PUBLIC COMMENTS**

**E. DIRECTOR COMMENTS**

**F. NEW BUSINESS**

1. Approval of a recommendation to the City Clerk's Office of a 2-year renewal of the Adult Use Processor license for 3300 Miller Road, LLC, located at 3300 Miller Road.
2. Approval of a recommendation to the City Clerk's Office of a 2-year renewal of the Adult Use Retailer license for Refine Michigan Co. dba the Refinery, located at 3650 Alvan Rd.
3. Discussion About EDC Conflict of Interest Form

**G. UNFINISHED BUSINESS**

**H. COMMUNICATIONS AND ANNOUNCEMENTS**

**I. STAFF REPORTS AND UPDATES**

**J. ADJOURNMENT**

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**CITY OF KALAMAZOO  
ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING  
Thursday, April 16, 2026  
Community Planning and Economic Development  
245 N. Rose Street, Kalamazoo, MI 49007**

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**MEMBERS PRESENT:** Sharon Ferraro; Rachel Bair; T.J. Ward; Drew Duncan; Michael Gurnee; Andrew Schipper; Scott Petersen; Kyle Gulau; Jason Novotny

**MEMBERS ABSENT:** Eddie Warr; Lucas Middleton

**CITY STAFF PRESENT:** Jamie McCarthy (Development Manager); Beth Cheeseman (Executive Administrative Assistant); \*Jessica Wood (Attorney, Dickinson-Wright); Erin Hahn (Business Specialist)  
\*Jessica Wood attended the meeting virtually.

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Meeting was called to order at 7:47 AM by Director Gulau.

**MOTION TO EXCUSE ABSENT MEMBERS:** Director Gurnee moved to excuse absent members; seconded by Director Bair. Motion approved by voice vote unanimously.

**APPROVAL OF AGENDA:** Director Ferraro moved approval of the agenda as presented; seconded by Director Duncan. Motion approved by voice vote unanimously.

**APPROVAL OF MINUTES:** Director Bair moved approval of March 19, 2026 minutes as presented; seconded by Director Ward. Motion approved by voice vote unanimously.

**PUBLIC COMMENTS**

None.

**DIRECTORS' COMMENTS**

None.

**NEW BUSINESS**

None.

**UNFINISHED BUSINESS**

None.

**COMMUNICATIONS AND ANNOUNCEMENTS**

Mr. Bobby Boyd announced he is building out a dashboard, and he will keep them informed of its publication. He thought they would have something to show them within the next 30 days.

**STAFF REPORTS AND UPDATES**

None.

**ADJOURNMENT:** Meeting was adjourned at 7:50 AM by Director Gulau.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/Chair

\_\_\_\_\_  
Beth Cheeseman/Recording Clerk



# EDC Board of Directors Staff Report

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City of Kalamazoo

**TO:** The Economic Development Corporation Board of Directors

**FROM:** Antonio Mitchell, Director of Community Planning and Economic Development  
Prepared by:

**DATE:** May 21, 2026

**SUBJECT:** Approval of a recommendation to the City Clerk's Office of a 2-year renewal of the Adult Use Processor license for 3300 Miller Road, LLC, located at 3300 Miller Road.

**SUMMARY:**

**BACKGROUND:**

**RECOMMENDATION:**

# INTER-OFFICE MEMO

To: The Economic Development Corporation Board of Directors

From: Erin Hahn, Business Specialist

Date: 5/5/2026

Re: Adult Use Processor Permit Renewal for 3300 Miller Road, LLC

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The City Clerk's Office has requested that the Economic Development Corporation (EDC) Board of Directors evaluate the *Marihuana Facility Permit Renewal Application* submitted by: 3300 Miller Road, LLC for its facility at 3300 Miller Rd. and that the EDC Board provides a recommendation regarding the renewal of this permit. The City Operating Permit, issued on June 1, 2025, is scheduled to expire on May 31/2026, and must be renewed before its expiration for the facility to continue operating. The applicant has submitted the required renewal application and the annual permit fee. Below is the ordinance language that describes the specific role and responsibilities of the EDC in this process:

§ 20B-12

C. In determining whether to grant a renewal of a permit, the members of the City's Economic Development Corporation board will evaluate the permit holder's compliance with the statements it provided with its initial application and submission with its request for renewal of the following information:

1. The Staffing plan for the business which describes the actual number of employees, including the number and type of jobs that the facility has created, and the amount and type of compensation (including benefits) paid for such jobs.
  - There are 16 full-time employees and 0 part-time employees.
    - 2 Regional Managers/Treasurers earning \$10,000/year
    - 1 Inventory Supervisor earning \$65,000/year
    - 1 Foreman earning \$27/hr
    - 1 Solventless Lab Director earning \$80,000/year
    - 11 Packagers/Lab Techs earning \$15-22/hr
  - After 90 days, employees are able to accumulate PTO and paid sick time. In addition, there are 6 paid holidays. Employees are also offered health insurance.
2. An explanation, with supporting factual data, of the economic benefits to the City and the job creation for local residents achieved by the business, results of efforts for community outreach and worker training programs.
  - Provides 16 jobs in the City of Kalamazoo
  - Sources products and services from local Kalamazoo businesses whenever possible
  - Donates food to Loaves and Fishes

3. An explanation, with supporting factual data, of the efforts and success achieved by the social equity plan of the business to promote and encourage participation in the marihuana industry by local residents that have been disproportionately impacted by marihuana prohibition and enforcement, and the positive impact of the social equity plan on local residents.
  - The business prioritizes hiring within communities that have been disproportionately impacted by marihuana prohibition and enforcement.
  
4. A statement that the business is not in default to the City for any property tax, special assessment, utility charges, fines, fees, or other financial obligations owed to the City.
  - The business is in good standing.
  
5. A statement that the hiring and public accommodation practices of the facility conform to the City's Nondiscrimination Ordinance provisions and documentation of the total number of employees broken out by managerial and operational employees, number of women, and number of minority employees and number of employees disproportionately impacted by marihuana prohibition and enforcement.
  - The hiring and public accommodation practices of the facility conform to the City's Nondiscrimination Ordinance provisions.
  - There are 5 employees in Managerial Positions; 5 are women, 0 are minorities
  - There are 11 employees in Operational Positions; 6 are women, 0 are minorities
  
6. A statement, with supporting documentation, providing answers to the following questions:
  - a. How many City residents do you currently employ?
    - 10 City Residents
  - b. How many current employees reside in Census Tracts 1 (Eastside); 9, 10 (Edison), and/or 2.02,3 (Northside)?
    - 4
  - c. What is your plan to employ residents of the identified census tracts?
    - Applications are posted on Indeed and all individuals are encouraged to apply. In addition, the business has reached out to local community centers for help in employing these individuals.
  - d. How many of your employees have prior marihuana convictions (excepting a conviction for delivery or distribution to a minor)?
    - 0
  - e. What is your plan for employees with a prior marihuana conviction to move up within your business and/or the marihuana industry?
    - Those with marihuana convictions are encouraged to apply and are eligible for promotion just as any other employee would be.
  
7. Proof that the marihuana business has received recognition and maintains the status as a Silver Level Social Equity All-Star or better with the Michigan Cannabis Regulatory Agency.
  - Gold

Please see the attached Marihuana Renewal Application Checklist, completed by City staff to verify if all ordinance requirements have been met.

The applicant has no outstanding financial obligations to the City, and there have been no complaints to the City Manager regarding compliance with the City's anti-discrimination ordinance. The facility has passed its City Fire & Zoning inspections. The applicant has met all the requirements for renewal.

**RECOMMENDATION**

Staff recommends that the EDC Board recommend to the City Clerk's Office a 2-year approval of the Adult Use Processor Permit to 3300 Miller Road, LLC.

**ATTACHMENTS**

Renewal Application, (Staffing Plan), (Community Benefits Statement), and (Social Equity Plan) from the applicant.

Adult Use & Medical Safety Compliance, Marihuana Renewal Application Checklist for:

**3300 Miller Road, LLC**

3300 Miller Rd.

**Type: Adult Use Processor**

	Date Received	Received By	Comments	
<b>Renewal Application Received</b>	4/17/2026	Erin Hahn		
Inspection Type:	Inspection Date	Completed by:	Satisfactory?	Notes
Zoning Inspection	4/23/2026	Pete Eldridge	Yes	
Fire Inspection	4/23/2026	Scott Brooks	Yes	
	Date	Name	Comments	
<b>Business Community Benefits Check-In</b>	4/23/2026	Erin Hahn		
	Full-Time	Part-Time	Comments	
<b>Jobs Created</b>	16	0		
	Yes/No	Comments:	Verified by:	
<b>Any Past Due Financial Obligations with City?</b> (i.e. taxes owed, fees, fines, etc)	No		Andrew Falkenberg	
<b>Silver Level Social Equity All-Star or better status with the Michigan Cannabis Regulatory Agency</b>	Yes		Erin Hahn	

All Items Complete Yes

# MARIHUANA BUSINESS PERMIT RENEWAL APPLICATION

Pursuant to Chapter 20B of the Kalamazoo City Code

**City of Kalamazoo  
Office of the City Clerk  
241 West South Street  
Kalamazoo, MI 49007**

(Please Print)

## BUSINESS INFORMATION (The entity that is licensed by the state and that holds a City MMF permit)

**Official Business Name** \_\_\_\_\_  
Business Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Business Phone \_\_\_\_\_  
Business E-mail \_\_\_\_\_ Business Website \_\_\_\_\_

## TYPE OF PERMIT BEING RENEWED

### Medical

#### Grower:

Class A (500 plants)

Class B (1,000 plants)

Class C (1,500 plants) No. of Class C Permits \_\_\_\_\_

Processor

Safety Compliance

Provisioning Center

Secure Transporter

### Adult Use

#### Grower:

Class A (100 plants)

Class B (500 plants)

Class C (2,000 plants) No. of Class C Permits \_\_\_\_\_

Excess Grower

Processor

Safety Compliance

Microbusiness

Retailer

Secure Transporter

Designated Consumption Lounge

## FACILITY INFORMATION

Property Address \_\_\_\_\_  
Real Property Parcel Number \_\_\_\_\_  
Advertised Facility Name \_\_\_\_\_  
Manager - Full Name \_\_\_\_\_

## CONTACT INFORMATION [the primary point(s) of contact for this application]

**Name** \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Name** \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_

## ATTACHMENTS

Please attach the following as separate documents to this application:

1. The attached Staffing Plan worksheet and any additional pages that provide a description of the actual number of employees, including the number and type of jobs that the licensed facility has created, and the amount and type of compensation (including benefits) paid for such jobs; and
2. An explanation, with supporting factual data, of the economic benefits to the City and the job creation for local residents achieved by the facility; the results of community outreach efforts; and worker training programs.
3. A social equity plan that: (a) promotes and encourages participation in the marihuana industry by local residents who have been disproportionately impacted by marihuana prohibition and enforcement; and (b) positively impacts local residents.
4. Documentation that indicates your business qualifies as a Silver Social Equity All-Star or better with the Michigan Cannabis Regulatory Agency. **A marihuana business must meet this qualification to be eligible for permit renewal with the City of Kalamazoo.**

The City's Economic Development Corporation will use the information provided in these documents to evaluate the permit holder's compliance with the statements it provided with its initial application (specifically the representations made in Attachment G – Staffing Plan and Attachment H – Community Benefits Statement).

### Please complete the following certifications:

- The permitted facility is not in default to the City for any property tax, special assessment, utility charges, fines, fees or other financial obligation owed to the City.
- The hiring and public accommodation practices of the permitted facility conforms to the City's anti-discrimination ordinance provisions.
- I consent to an inspection of the permitted premises as required by ordinance to ensure the premises and its systems are in compliance with the requirements of Chapter 20B of the Kalamazoo City Code.
- I understand that renewal of a City Operating Permit is contingent on the renewal of the State Operating License for this facility.

I hereby certify under the penalty of perjury that the statements made in this application, including all attachments thereto, are true. I further certify that I am an officer, director, or managerial employee of the applicant or a person who holds a direct or indirect ownership interest in the applicant.

Applicant Signature: Erin Farrell Date: \_\_\_\_\_

Name (printed): \_\_\_\_\_ Position: \_\_\_\_\_

# STAFFING PLAN

## Summary

Please indicate the number of employees who work at the licensed facility:

Full-time employees (32+ hours per week) \_\_\_\_\_ Part-time employees (< 32 hours per week) \_\_\_\_\_

## Position Types and Compensation

Please provide a description of the types of jobs the licensed facility has created, along with the amount of compensation and benefits paid for such jobs:

**Position Title:** \_\_\_\_\_ Annual Average Compensation \$ \_\_\_\_\_

How many people are employed in this position at the licensed facility? \_\_\_\_\_

Are health insurance benefits available for employees in this position? Yes  No \_\_\_\_\_

If yes, please indicate the employer contribution to health insurance costs: All  Partial \_\_\_\_\_ None \_\_\_\_\_

**Position Title:** \_\_\_\_\_ Annual Average Compensation \$ \_\_\_\_\_

How many people are employed in this position at the licensed facility? \_\_\_\_\_

Are health insurance benefits available for employees in this position? Yes  No \_\_\_\_\_

If yes, please indicate the employer contribution to health insurance costs: All  Partial \_\_\_\_\_ None \_\_\_\_\_

**Position Title:** \_\_\_\_\_ Annual Average Compensation \$ \_\_\_\_\_

How many people are employed in this position at the licensed facility? \_\_\_\_\_

Are health insurance benefits available for employees in this position? Yes  No \_\_\_\_\_

If yes, please indicate the employer contribution to health insurance costs: All \_\_\_\_\_ Partial  None \_\_\_\_\_

**Position Title:** \_\_\_\_\_ Annual Average Compensation \$ \_\_\_\_\_

How many people are employed in this position at the licensed facility? \_\_\_\_\_

Are health insurance benefits available for employees in this position? Yes  No \_\_\_\_\_

If yes, please indicate the employer contribution to health insurance costs: All \_\_\_\_\_ Partial  None \_\_\_\_\_

**Position Title:** \_\_\_\_\_ Annual Average Compensation \$ \_\_\_\_\_

How many people are employed in this position at the licensed facility? \_\_\_\_\_

Are health insurance benefits available for employees in this position? Yes  No \_\_\_\_\_

If yes, please indicate the employer contribution to health insurance costs: All \_\_\_\_\_ Partial  None \_\_\_\_\_

Please provide information on any benefits other than health insurance that are offered to all employees:

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Attach additional pages as necessary.

## ECONOMIC BENEFITS

Please fill out the information below relating to Economic Benefits to the City and the job creation for local residents achieved by the business, results of efforts for community Outreach and worker training programs

ECONOMIC BENEFITS		
Economic Benefit	Description	Amount

JOB CREATION FOR LOCAL RESIDENTS		
Initiative/Description	Date(s)	Outcomes

COMMUNITY OUTREACH		
Initiative/Description	Date(s)	Outcomes

WORKER TRAINING PROGRAMS		
Initiative/Description	Date(s)	Outcomes

**SOCIAL EQUITY**

Please fill out the information below relating to Social Equity with an explanation, with supporting factual data, of the efforts and success achieved by the social equity plan of the business to promote and encourage participation in the marihuana industry by local residents that have been disproportionately impacted by marihuana prohibition and enforcement, and the positive impact of the social equity plan on local residents;

SOCIAL EQUITY PLAN INITIATIVE		
Initiative/Description	Date(s)	Outcomes

**EMPLOYEE DEMOGRAPHIC INFORMATION**

<b>Total Number of Employees:</b>		
<b>Employees in Managerial Positions</b>	Total Employees	
	Number of Women	
	Number of Minorities	
<b>Employees in Operational Positions:</b>		
<b>Employees in Operational Positions:</b>	Total Employees	
	Number of Women	
	Number of Minorities	

<b>How many City Residents do you currently employ?</b>	Total Employees	
<b>How many residents do you currently employ from these Census Tracts?</b>	Census Tract 1 (Eastside Neighborhood)	
	Census Tracts 9 and/or 10 (Edison Neighborhood)	
	Census Tracts 2.02, and/or 3 (Northside Neighborhood)	

1. What is your plan to employ residents of the identified Census Tracts?

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Attach additional pages as necessary.

2. How many of your employees have prior marihuana convictions or expungements (excepting a conviction for delivery or distribution to a minor)?

Number of employees with marihuana convictions \_\_\_\_\_

3. What is your plan for employees with a prior marihuana conviction to move up within your business and/or the marihuana industry?

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Attach additional pages as necessary.

4. Please attach proof that the marihuana business has received recognition and maintains the status as a Silver Level Social Equity All-Star or better with the Michigan Cannabis Regulatory Agency.

## Economic Benefits to City of Kalamazoo by 3300 Miller Rd LLC

- 3300 Miller Road employes 16 people. We have 9 women employees, including 4 in supervisor positions. We have 7 male employees. 60% of our current employees are residents of Kalamazoo City, and 75% from within Kalamazoo County.
- Our current hiring practices aim to hire local employees using websites like Indeed. We have also reached out to several City Council members to help in our search for people of color and those that have been disproportionality affected by marihuana prohibition and enforcement.
- 3300 Miller Road LLC buys from and supports fellow Kalamazoo businesses whenever possible for sourcing everything from products and services. We also try and support other Michigan (locally owned) businesses when buying outside Kalamazoo proper. Here are just a few examples:
  - We hired a Portage area contractor and Kalamazoo subcontractors to renovate our facility.
  - We often make purchases at shops in town, such as Office Depot or Lowes rather than purchasing from Amazon
  - We regularly buy our employees breakfast, lunch, or snacks from local restaurants, including Erbelli's Pizza, Water Street, and Sweet Water.
  - We use local drinking water delivery services
  - We use Kalamazoo local security services
- In the past, 3300 Miller Road has donated to local non-profits, including Outfront, Urban Alliance, Synergy Health Center, and Loaves & Fishes. In 2023-2024, 3300 Miller Road donated nearly \$80,000 to local organizations. Because of recent industry changes, we have had to pull back large donations, minimizing it to doing local events for Loaves & Fishes.

3300 Miller Road LLC has been operating for 4 years. Over time, we have been able to grow quickly with the help of our retail location, Refine Michigan Co., and our grow operation which is located in Paw Paw, MI. Because of this positive growth and support from these locations, we have the resources to offer our employees' health insurance. Currently, we offer our full-time employees health insurance options, as well as Paid Time Off, Sick time, and Paid Holidays. As indicated in our Staffing Plan Summary, we currently employ 16 people, and we deliberately sought to hire applicants who are not only Kalamazoo residents, but also represent a diverse cross section of the community. We currently employ 9 females, 4 of whom are in management positions. We also employ 7 males. All employees are currently working full time.

As noted in the attached staffing plan, we have 2 employees residing in the Edison neighborhood, 1 in Eastside and 1 in Northside neighborhood. Our current plan to employ these residents is based on our job postings. We have postings on various employment seeking sites. The application states that all people are encouraged to apply, with emphasis on people of color and those disproportionality impacted by cannabis regulations. In addition, 3300 Miller Rd LLC, has ties to community organizations in these neighborhoods, and have previously sought employees from these organizations. We will continue to do so as the demand and opportunity are available.

## **Social Equity Plan**

3300 Miller Road LLC is a family-owned business, committed to serving and improving Kalamazoo and the surrounding communities. 3300 Miller Road LLC is also committed to sustainable, environmentally friendly development, and encouraging environmental conservation.

3300 Miller Road LLC strives to hire local labor, pay fair wages well above the State minimum wages, and provide healthcare, PTO, and other benefits to its workers. 3300 Miller Road LLC is also committed to hiring those who have been disproportionately impacted by marijuana prohibition and enforcement. Where possible, 3300 Miller Road plans to work with properly licensed local suppliers and contractors for construction, business services, and the acquisition of products. 3300 Miller Road LLC is proud to support other local businesses and its community.

Furthermore, 3300 Miller Road LLC is committed to hiring and maintaining a diverse, multi-ethnic, and multi-cultural workforce that is reflective of the communities in which it operates and the nation at large. Not only do we prioritize diversity across race, gender, and ethnicity in our hiring, but we also prioritize hiring within communities that have been disproportionately impacted by cannabis criminalization, including those who carry permissible convictions within the LARA/CRA and State of Michigan hiring requirements.

When hiring for the processor, 3300 Miller Road LLC targeted City of Kalamazoo residents when seeking applications. Because the City of Kalamazoo is a disproportionately impacted community, we strive to hire community workers, most specifically, we are intentional in hiring individuals that are persons of color, and those that have been disproportionately affected by marijuana prohibition and enforcement. These individuals are highly encouraged to apply to all open positions. Currently we ‘Ban’s the Box’ when it comes to new employee applications. Since the retail location has opened, 3300 Miller Road LLC has kept a diverse team across all levels of the company.

We foster an inclusive culture that is organized around employee engagement, individual responsibility, and individual empowerment to express diverse opinions and perspectives, all aligned with the Company’s core vision to empower the health and wellness of those around us.

We look forward to continued service to the community as our operations grow.

# INTER-OFFICE MEMO

To: The Economic Development Corporation Board of Directors

From: Erin Hahn, Business Specialist

Date: May 5, 2026

Re: Adult Use Retailer Permit Renewal for Refine Michigan Co. dba The Refinery

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The City Clerk's Office has requested that the Economic Development Corporation (EDC) Board of Directors evaluate the *Marihuana Facility Permit Renewal Application* submitted by: The Refinery for its facility at 3650 Alvan Rd. and that the EDC Board provides a recommendation regarding the renewal of this permit. The City Operating Permit, issued on 7/30/2026, is scheduled to expire on 5/31/2026, and must be renewed before its expiration for the facility to continue operating. The applicant has submitted the required renewal application and the annual permit fee. Below is the ordinance language that describes the specific role and responsibilities of the EDC in this process:

§ 20B-12

C. In determining whether to grant a renewal of a permit, the members of the City's Economic Development Corporation board will evaluate the permit holder's compliance with the statements it provided with its initial application and submission with its request for renewal of the following information:

1. The Staffing plan for the business which describes the actual number of employees, including the number and type of jobs that the facility has created, and the amount and type of compensation (including benefits) paid for such jobs.
  - There are 18 full-time employees and 0 part-time employees at this location.
    - 1 General Manager, earning \$65,000/year
    - 4 Assistant Managers, earning \$18-25/hr
    - 2 Receptionists, earning \$15/hr
    - 11 Budtenders, earning \$15-18/hr
  - After 90 days, employees are able to accumulate PTO and paid sick time. In addition, there are 6 paid holidays. Employees also have health insurance coverage.
2. An explanation, with supporting factual data, of the economic benefits to the City and the job creation for local residents achieved by the business, results of efforts for community outreach and worker training programs.
  - Provides 18 jobs to the City of Kalamazoo.
  - Purchases from and supports fellow Kalamazoo businesses whenever possible
  - Held food drives for Loaves and Fishes (1.5 tons)
3. An explanation, with supporting factual data, of the efforts and success achieved by the social equity plan of the business to promote and encourage participation in the

marihuana industry by local residents that have been disproportionately impacted by marihuana prohibition and enforcement, and the positive impact of the social equity plan on local residents.

- The business prioritizes hiring within communities that have been disproportionately impacted by marihuana prohibition and enforcement.
4. A statement that the business is not in default to the City for any property tax, special assessment, utility charges, fines, fees, or other financial obligations owed to the City.
    - The business is in good standing.
  5. A statement that the hiring and public accommodation practices of the facility conform to the City's Nondiscrimination Ordinance provisions and documentation of the total number of employees broken out by managerial and operational employees, number of women, and number of minority employees and number of employees disproportionately impacted by marihuana prohibition and enforcement.
    - The hiring and public accommodation practices of the facility conform to the City's Nondiscrimination Ordinance provisions.
    - There are 7 employees in Managerial positions; 5 are women, 1 is a minority
    - There are 11 employees in Operational positions; 5 are women, 3 are minorities
  6. A statement, with supporting documentation, providing answers to the following questions:
    - a. How many City residents do you currently employ?
      - 10 City residents are currently employed at this location.
    - b. How many current employees reside in Census Tracts 1 (Eastside); 9, 10 (Edison), and/or 2.02,3 (Northside)?
      - 4
    - c. What is your plan to employ residents of the identified census tracts?
      - Applications are posted on Indeed and all individuals are encouraged to apply. In addition, the business has reached out to local community centers for help in employing these individuals.
    - d. How many of your employees have prior marihuana convictions (excepting a conviction for delivery or distribution to a minor)?
      - 0
    - e. What is your plan for employees with a prior marihuana conviction to move up within your business and/or the marihuana industry?
      - Those with marihuana convictions are encouraged to apply and are eligible for promotion just as any other employee would be.
  7. Proof that the marihuana business has received recognition and maintains the status as a Silver Level Social Equity All-Star or better with the Michigan Cannabis Regulatory Agency.
    - Gold

Please see the attached Marihuana Renewal Application Checklist, completed by City staff to verify if all ordinance requirements have been met.

The applicant has no outstanding financial obligations to the City, and there have been no complaints to the City Manager regarding compliance with the City's anti-discrimination ordinance. The facility has passed its City Fire & Zoning inspections. The applicant has met all the requirements for renewal.

**RECOMMENDATION**

Staff recommends that the EDC Board recommend to the City Clerk's Office a 2-year approval of the Adult Use Retailer Permit to Refine Michigan Co dba The Refinery.

**ATTACHMENTS**

Renewal Application, (Staffing Plan), (Community Benefits Statement), and (Social Equity Plan) from the applicant.

Adult Use & Medical Safety Compliance, Marihuana Renewal Application Checklist for:

## Refine Michigan Co. dba The Refinery

3650 Alvan Rd.

Type: Adult Use Retailer

	Date Received	Received By	Comments	
<b>Renewal Application Received</b>	4/17/2026	Erin Hahn		
Inspection Type:	Inspection Date	Completed by:	Satisfactory?	Notes
Zoning Inspection	4/23/2026	Pete Eldridge	Yes	
Fire Inspection	4/12/2026	Scott Brooks	Yes	
	Date	Name	Comments	
<b>Business Community Benefits Check-In</b>	4/23/2026	Erin Hahn		
	Full-Time	Part-Time	Comments	
<b>Jobs Created</b>	18	0		
	Yes/No	Comments:	Verified by:	
<b>Any Past Due Financial Obligations with City?</b> (i.e. taxes owed, fees, fines, etc)	No		Andrew Falkenberg	
<b>Silver Level Social Equity All-Star or better status with the Michigan Cannabis Regulatory Agency</b>	Yes	Gold	Erin Hahn	

All Items Complete    Yes

# MARIHUANA BUSINESS PERMIT RENEWAL APPLICATION

Pursuant to Chapter 20B of the Kalamazoo City Code

**City of Kalamazoo  
Office of the City Clerk  
241 West South Street  
Kalamazoo, MI 49007**

(Please Print)

## BUSINESS INFORMATION (The entity that is licensed by the state and that holds a City MMF permit)

**Official Business Name** \_\_\_\_\_  
Business Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Business Phone \_\_\_\_\_  
Business E-mail \_\_\_\_\_ Business Website \_\_\_\_\_

## TYPE OF PERMIT BEING RENEWED

### Medical

#### Grower:

Class A (500 plants)

Class B (1,000 plants)

Class C (1,500 plants) No. of Class C Permits \_\_\_\_\_

Processor

Safety Compliance

Provisioning Center

Secure Transporter

### Adult Use

#### Grower:

Class A (100 plants)

Class B (500 plants)

Class C (2,000 plants) No. of Class C Permits \_\_\_\_\_

Excess Grower

Processor

Safety Compliance

Microbusiness

Retailer

Secure Transporter

Designated Consumption Lounge

## FACILITY INFORMATION

Property Address \_\_\_\_\_  
Real Property Parcel Number \_\_\_\_\_  
Advertised Facility Name \_\_\_\_\_  
Manager - Full Name \_\_\_\_\_

## CONTACT INFORMATION [the primary point(s) of contact for this application]

**Name** \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Name** \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_

## ATTACHMENTS

Please attach the following as separate documents to this application:

1. The attached Staffing Plan worksheet and any additional pages that provide a description of the actual number of employees, including the number and type of jobs that the licensed facility has created, and the amount and type of compensation (including benefits) paid for such jobs; and
2. An explanation, with supporting factual data, of the economic benefits to the City and the job creation for local residents achieved by the facility; the results of community outreach efforts; and worker training programs.
3. A social equity plan that: (a) promotes and encourages participation in the marihuana industry by local residents who have been disproportionately impacted by marihuana prohibition and enforcement; and (b) positively impacts local residents.
4. Documentation that indicates your business qualifies as a Silver Social Equity All-Star or better with the Michigan Cannabis Regulatory Agency. **A marihuana business must meet this qualification to be eligible for permit renewal with the City of Kalamazoo.**

The City's Economic Development Corporation will use the information provided in these documents to evaluate the permit holder's compliance with the statements it provided with its initial application (specifically the representations made in Attachment G – Staffing Plan and Attachment H – Community Benefits Statement).

### Please complete the following certifications:

- The permitted facility is not in default to the City for any property tax, special assessment, utility charges, fines, fees or other financial obligation owed to the City.
- The hiring and public accommodation practices of the permitted facility conforms to the City's anti-discrimination ordinance provisions.
- I consent to an inspection of the permitted premises as required by ordinance to ensure the premises and its systems are in compliance with the requirements of Chapter 20B of the Kalamazoo City Code.
- I understand that renewal of a City Operating Permit is contingent on the renewal of the State Operating License for this facility.

I hereby certify under the penalty of perjury that the statements made in this application, including all attachments thereto, are true. I further certify that I am an officer, director, or managerial employee of the applicant or a person who holds a direct or indirect ownership interest in the applicant.

Applicant Signature: Erin Farrell Date: \_\_\_\_\_

Name (printed): \_\_\_\_\_ Position: \_\_\_\_\_

# STAFFING PLAN

## Summary

Please indicate the number of employees who work at the licensed facility:

Full-time employees (32+ hours per week) \_\_\_\_\_ Part-time employees (< 32 hours per week) \_\_\_\_\_

## Position Types and Compensation

Please provide a description of the types of jobs the licensed facility has created, along with the amount of compensation and benefits paid for such jobs:

**Position Title:** \_\_\_\_\_ Annual Average Compensation \$ \_\_\_\_\_

How many people are employed in this position at the licensed facility? \_\_\_\_\_

Are health insurance benefits available for employees in this position? Yes  No \_\_\_\_\_

If yes, please indicate the employer contribution to health insurance costs: All  Partial \_\_\_\_\_ None \_\_\_\_\_

**Position Title:** \_\_\_\_\_ Annual Average Compensation \$ \_\_\_\_\_

How many people are employed in this position at the licensed facility? \_\_\_\_\_

Are health insurance benefits available for employees in this position? Yes  No \_\_\_\_\_

If yes, please indicate the employer contribution to health insurance costs: All \_\_\_\_\_ Partial  None \_\_\_\_\_

**Position Title:** \_\_\_\_\_ Annual Average Compensation \$ \_\_\_\_\_

How many people are employed in this position at the licensed facility? \_\_\_\_\_

Are health insurance benefits available for employees in this position? Yes  No \_\_\_\_\_

If yes, please indicate the employer contribution to health insurance costs: All \_\_\_\_\_ Partial  None \_\_\_\_\_

**Position Title:** \_\_\_\_\_ Annual Average Compensation \$ \_\_\_\_\_

How many people are employed in this position at the licensed facility? \_\_\_\_\_

Are health insurance benefits available for employees in this position? Yes  No \_\_\_\_\_

If yes, please indicate the employer contribution to health insurance costs: All \_\_\_\_\_ Partial  None \_\_\_\_\_

**Position Title:** \_\_\_\_\_ Annual Average Compensation \$ \_\_\_\_\_

How many people are employed in this position at the licensed facility? \_\_\_\_\_

Are health insurance benefits available for employees in this position? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please indicate the employer contribution to health insurance costs: All \_\_\_\_\_ Partial \_\_\_\_\_ None \_\_\_\_\_

Please provide information on any benefits other than health insurance that are offered to all employees:

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Attach additional pages as necessary.

## ECONOMIC BENEFITS

Please fill out the information below relating to Economic Benefits to the City and the job creation for local residents achieved by the business, results of efforts for community Outreach and worker training programs

ECONOMIC BENEFITS		
Economic Benefit	Description	Amount

JOB CREATION FOR LOCAL RESIDENTS		
Initiative/Description	Date(s)	Outcomes

COMMUNITY OUTREACH		
Initiative/Description	Date(s)	Outcomes

WORKER TRAINING PROGRAMS		
Initiative/Description	Date(s)	Outcomes

**SOCIAL EQUITY**

Please fill out the information below relating to Social Equity with an explanation, with supporting factual data, of the efforts and success achieved by the social equity plan of the business to promote and encourage participation in the marihuana industry by local residents that have been disproportionately impacted by marihuana prohibition and enforcement, and the positive impact of the social equity plan on local residents;

SOCIAL EQUITY PLAN INITIATIVE		
Initiative/Description	Date(s)	Outcomes

**EMPLOYEE DEMOGRAPHIC INFORMATION**

<b>Total Number of Employees:</b>		
<b>Employees in Managerial Positions</b>	Total Employees	
	Number of Women	
	Number of Minorities	
<b>Employees in Operational Positions:</b>	Total Employees	
	Number of Women	
	Number of Minorities	

<b>How many City Residents do you currently employ?</b>	Total Employees	
<b>How many residents do you currently employ from these Census Tracts?</b>	Census Tract 1 (Eastside Neighborhood)	
	Census Tracts 9 and/or 10 (Edison Neighborhood)	
	Census Tracts 2.02, and/or 3 (Northside Neighborhood)	

1. What is your plan to employ residents of the identified Census Tracts?

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Attach additional pages as necessary.

2. How many of your employees have prior marihuana convictions or expungements (excepting a conviction for delivery or distribution to a minor)?

Number of employees with marihuana convictions \_\_\_\_\_

3. What is your plan for employees with a prior marihuana conviction to move up within your business and/or the marihuana industry?

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Attach additional pages as necessary.

4. Please attach proof that the marihuana business has received recognition and maintains the status as a Silver Level Social Equity All-Star or better with the Michigan Cannabis Regulatory Agency.

## Economic Benefits to City of Kalamazoo by Refine Michigan Co.

- The Refinery has been successful in employing 18 employees. We have 10 women employees, including 5 in supervisor positions, and 1 woman of color. We have 8 male employees, including 3 men of color. 80% of our current employees are residents of Kalamazoo City, and 100% from within Kalamazoo County.
- Our current hiring practices aim to hire local employees using websites like Indeed. We have also reached out to several City Council members to help in our search for people of color and those that have been disproportionality affected by marihuana prohibition and enforcement.
- The Refinery buys from and supports fellow Kalamazoo businesses whenever possible for sourcing everything from products and services. We also try and support other Michigan (locally owned) businesses when buying outside Kalamazoo proper. Here are just a few examples:
  - We hired a Portage area contractor and Kalamazoo subcontractors to construct our store.
  - We use Allegra in Portage for our printing needs.
  - We use a Portage area CPA for our book keeping.
  - We often make purchases at shops in town, such as Office Depot or Lowes rather than purchasing from Amazon
  - We regularly buy our employees breakfast, lunch, or snacks from local restaurants, including Erbelli's Pizza, Water Street, and Sweet Water.
- In the past, The Refinery was committed to supporting local charitable causes, and the owners have donated \$40,000 annually to the Douglass Community Association, Black Wall Street Kalamazoo, Urban Alliance, Synergy Health Center, and Loaves and Fishes. We have also donated to the local Fraternal Order of Police. In addition to donations, we have hosted events with KAR (Kalamazoo Animal Rescue) to encourage adoption of local dogs and cats. Because of recent industry changes, we have pulled back from donating to multiple organizations, and are focusing efforts on holding food drives for Loaves & Fishes.
- During the 2024 Holiday season, The Refinery was able to help donate nearly 1.5 tons of food to our local Loaves & Fishes with the help of our customers and employees.

Refine Michigan Co. (d/b/a The Refinery) has been operating for nearly 7 years. Over the first few years we grew substantially in the community, however, a lot of new businesses have created a lot of competition, in addition to the last several months have proven to be more difficult economically, so we are continuing to move cautiously. When we originally opened, we faced many changes in the first few months, at that time we did not have the resources to offer our employees' health insurance as we initially hoped to do. Currently, we offer our full-time employees health insurance options, as well as an opportunity for Paid Time Off. In addition to PTO they also receive paid sick time, and paid Holiday time. As indicated in our Staffing Plan Summary, we currently employ 18 people, and we deliberately sought to hire applicants who are not only Kalamazoo residents but also represent a diverse cross section of the community. We currently employ 10 females, including 1 person of color. We also employ 8 males, including 3 persons of color.

As noted in the attached staffing plan, we have 3 employees residing in the Edison neighborhood, and 1 in the Northside neighborhood. Our current plan to employ these residents is based on our job postings. We have postings on various employment seeking sites. The application states that all people are encouraged to apply, with emphasis on people of color and those disproportionality impacted by cannabis regulations. In addition, Refine Michigan Co, has ties to community organizations in these neighborhoods, and have previously sought employees from these organizations. We will continue to do so as the demand and opportunity are available.

### *Social Equity Plan*

The Refinery is a local, family-owned business, committed to serving and improving Kalamazoo and the surrounding communities. The Refinery is also committed to sustainable, environmentally friendly development, and encouraging environmental conservation.

The Refinery strives to hire local labor, and pay fair wages well above the State minimum wages. We are proud to provide healthcare, PTO, and other benefits to its workers. Where possible, The Refinery works with properly licensed local suppliers and contractors for construction, business services, and the acquisition of products. The Refinery is proud to support other local businesses and its community.

The Refinery is committed to hiring and maintaining a diverse, multi-ethnic, and multi-cultural workforce that is reflective of the communities in which it operates and the nation at large. Not only do we prioritize diversity across race, gender, and ethnicity in our hiring, but we also prioritize hiring within communities that have been disproportionately impacted by cannabis criminalization, including those who carry permissible convictions within the LARA/CRA and State of Michigan hiring requirements.

We foster an inclusive culture that is organized around employee engagement, individual responsibility, and individual empowerment to express diverse opinions and perspectives, all aligned with the Company's core vision to empower the health and wellness of those around us.

The Refinery is operated by a Kalamazoo father-son team, who are committed to growing the entire Kalamazoo cannabis community, and would like to share the knowledge they've gained while being Registered Caregivers with the small growers that may be interested in joining the industry but don't yet have the capital necessary to establish a fully licensed and permitted growing facility.

When hiring for the Provisioning Center, The Refinery targeted City of Kalamazoo residents when seeking applications. Because the City of Kalamazoo is a disproportionately impacted community, we strive to hire community workers, most specifically, we are intentional in hiring individuals that are persons of color, and those that have been disproportionately affected by marijuana prohibition and enforcement. These individuals are highly encouraged to apply to all open positions. Currently The Refinery 'Ban's the Box' when it comes to new employee applications. Since the retail location has opened, The Refinery has kept a diverse team across all levels of the company.

We look forward to continued service to our Kalamazoo community as our operations grow.

**CITY OF KALAMAZOO ECONOMIC DEVELOPMENT CORPORATION (“EDC”)  
CONFLICT OF INTEREST DISCLOSURE STATEMENT**

**Name:** \_\_\_\_\_

**Note:** This disclosure exercise is the first step in the analysis of whether an actual conflict exists. Legal counsel will evaluate your disclosures and can help determine whether a conflict actually exists. In case an actual conflict exists, proper procedure will involve disclosure and abstention from the deliberation, discussion (including at the committee level), and voting, on the matter creating the conflict.

1. Please list any Financial Interest or Duality of Interest (not necessarily financial) that you, any family member, significant other, or any related entity has with the EDC:

<b>Person with Financial Interest</b>	<b>Describe Financial Interest</b>

<b>Person with Duality of Interest</b>	<b>Describe Duality of Interest</b>

2. List any organization or business entity (profit or nonprofit) in which you, or a family member or significant other, currently serve as a director or officer, receive compensation in any form, or hold a position (as an employee, contractor, consultant, etc.), that may make it likely that you will interact with the EDC.

Business/Organization	Position/Involvement	Person Involved (Relationship)

3. List any other organization, involvement, relationship, conditions or circumstances that place you, or **may** place you, in a conflict or potential conflict with the EDC.

Organization or Circumstance	Conflict or Potential Conflict

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The undersigned deposes and says that: (1) they have fully and to the best of their ability completed this Conflict of Interest Disclosure Statement, and (2) that they will update this Conflict of Interest Disclosure Statement if and when relevant circumstances change. The undersigned further recognizes that EDC is a governmental organization that is tax exempt and it must engage in public tax-exempt purposes. The undersigned agrees that it is important to anticipate and disclose conflicts of interest.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(Print Name)