

Village of Carol Stream

AGENDA

REGULAR MEETING-PLAN COMMISSION/ZONING BOARD OF APPEALS

MONDAY, APRIL 24, 2023 AT 6:00 P.M.

ALL MATTERS ON THE AGENDA MAY BE DISCUSSED, AMENDED AND ACTED UPON

- I. Roll Call: Present:
Absent:

- II. Approval of Minutes: April 10, 2023

- III. Public Hearing

23-0011– Veltiste IL (Fuego Cannabis Dispensary) – 720 E. North Avenue
Special Use Permit for an Adult Use Cannabis Dispensing Organization

23-0013– JJ Therapeutic Massage – 1430 W. Army Trail Road
Special Use Permit for a Massage Establishment

23-0015 – Village of Carol Stream Public Works Facility – 124 Gerzevske Lane
Amendment to a Special Use Permit for a Governmental Use in the form of Additional Outdoor Storage

23-0016 – Carol Stream Water Reclamation Center – 245 N. Kuhn Road
Special Use Permit for a Governmental Use in the form of Additional Outdoor Storage; Fence Variation

- IV. Presentation:

- V. Old Business:

- VI. New Business:

- VII. Report of Officers:

- VIII. Adjournment:

**Regular Meeting – Plan Commission/Zoning Board of Appeals
Gregory J. Bielawski Municipal Center, DuPage County, Carol Stream, Illinois**

***All Matters on the Agenda may be Discussed, Amended and Acted Upon
April 10, 2023.***

Chairman Parisi called the Regular Meeting of the Combined Plan Commission/Zoning Board of Appeals to order at 6:00 p.m. and directed Patty Battaglia, Planning and Permitting Assistant, to call the roll.

The results of the roll call vote were:

Present: 6 Commissioners Christopher, Meneghini, Morris, Petella, Tucek and Chairman Parisi

Absent: 1 Commissioner Battisto

Also Present: Tom Farace, Planning and Economic Development Manager; Bravo Berisha, Assistant Planner; Patty Battaglia, Planning and Permitting Assistant; a representative from County Court Reporters

MINUTES:

Commissioner Meneghini moved and Commissioner Morris seconded the motion to approve the minutes of the Regular Meeting held on March 27, 2023.

The results of the roll call vote were:

Ayes: 4 Commissioners Meneghini, Morris, Tucek and Chairman Parisi

Nays: 0

Abstain: 2 Commissioners Christopher and Petella

Absent: 1 Commissioner Battisto

The motion passed by a majority vote.

PUBLIC HEARING:

Chairman Parisi asked for a motion to open the Public Hearing. Commissioner Christopher moved and Commissioner Tucek seconded the motion.

The results of the roll call vote were:

Ayes: 6 Commissioners Christopher, Meneghini, Morris, Petella, Tucek and Chairman Parisi

Nays: 0

Abstain: 0

Absent: 1 Commissioner Battisto

The motion passed by unanimous vote.

Case #23-0006 – BodyWorks Medical Center – 270-290 W. Army Trail Road
Amendment to a Special Use Permit for a Planned Development, Plat of Consolidation

Chairman Parisi swore in Mr. & Mrs. Babinski, owners of BodyWorks, and Mr. Dan Miletic, Civil Engineer from R.A. Smith.

Dr. Babinski stated we are here to petition for a new development. We provide medical and chiropractic services as well as physical therapy. We are outgrowing our current space on Gary Avenue and is very important for us to stay in Carol Stream. The entryway drive is in rough shape and we are going to make sure that this road gets repaved, and we will make sure the building and property is always maintained.

Mr. Miletic stated we have been working on this project with Village Staff for over twelve months now and it has been great working with Tom and Greg from Engineering.

Chairman Parisi asked for questions or comments from the audience and there were none.

Mr. Farace started his Staff Report by stating the applicant is seeking an Amendment to a Planned Development is being requested along with a Plat of Consolidation. The two parcels are located between the American Sale property to the west and the strip mall to the east. The site will be developed with about a 6,000 square foot, one story medical office building on the east side of the property. The west side will consist of the parking lot and dumpster enclosure area and the access will be from a shared driveway but maintained by the owner of this development. This is a unique property because a portion of Klein Creek runs through the west portion of this parcel and cannot be developed. There is proposed landscaping along the building, parking lot islands and screening on the north and south sides of the property which meets provisions within the UDO. The building elevations will be stone and masonry with decorative elements consisting of metal or steel canopies and nice storefront windows facing Army Trail Road. Staff is supportive of this project and is recommending approval.

Chairman Parisi asked for questions or comments from the Commission.

Commissioner Tucek stated he feels it is a bit unfair for them to totally be responsible for the repair of the access drive.

Mr. Farace stated this was a private agreement.

Commissioner Petella asked about the breakdown of the parking spaces. What if ten years from now it is a real estate office. Is that enough parking spaces for a real estate office or retail of some type.

Mr. Farace replied the parking requirements are the same (4 parking spaces for 1,000 SF of net floor area). The proposed development slightly exceeds the parking requirement.

Commissioner Morris asked about the curvature of the entry way and why isn't that just a straight road. Did the state require that.

Mr. Farace replied that is how it was developed in the 90's. I think it was placed as far north as possible so these lots could be developed. This is an amendment to a lot that had a small retail building and oil change facility and that drive could have been configured based on the previous businesses.

Commissioners Christopher and Meneghini had no questions.

Chairman Parisi asked Mr. Miletic about the wetland area.

Mr. Miletic stated we will provide a bio swale that will take the run off from the parking lot and from the building in order to filter it. The petitioner has hired a wetland consultant to provide delineation which was reviewed by the Village Engineering team and the Village wetland consultant. We will be upgrading the area around Klein Creek because wetlands have a specific buffer space needed around them.

Chairman Parisi asked where the bio swale is located and what type of plantings are you proposing.

Mr. Miletic replied it is on the south side of the building and we are proposing native plantings like deep rooted, tall grasses that prevent erosion.

Chairman Parisi stated a bio swale is a good thing to do but does require maintenance. Are you willing to maintain that bio swale.

Dr. Babinski replied yes.

Commissioner Petella asked if the mechanicals will be located on the roof and the parapet does not look very high.

Mr. Miletic replied yes, they are on the roof and parapets are intended to screen the roof top units.

Commissioner Petella moved and Commissioner Meneghini seconded the motion with no further discussion.

The results of the roll call vote were:

Ayes: 6 Commissioners Christopher, Meneghini, Morris, Petella, Tucek and Chairman Parisi

Nays: 0

Abstain: 0

Absent: 1 Commissioner Battisto

The motion passed by unanimous vote.

This case will go before the Village Board on Monday, April 17, 2023, at 6:00 PM for review.

PUBLIC HEARING:

Chairman Parisi asked for a motion to close the Public Hearing. Commissioner Christopher moved and Commissioner Tucek seconded the motion.

The results of the roll call vote were:

Ayes: 6 Commissioners Christopher, Meneghini, Morris, Petella, Tucek and Chairman Parisi

Nays: 0

Abstain: 0

Absent: 1 Commissioner Battisto

The motion passed by unanimous vote.

PRESENTATION:**23-0017– Eaton – 125 Mercedes Drive***Gary/North Avenue Corridor Review – New Monument Sign*

Mr. Sobel from Mark Your Space stated in 2022 Royal Power Solutions was purchased by Eaton Corp. which is a global corporation and they would like to rebrand the property. Part of the rebranding would be the signs on the outside including the monument sign which is located at the corner of Mercedes Drive and Gary Avenue. The new proposed sign is about 12 feet wide by 95 inches tall and will be relocated about 30 inches to the north of the existing sign due to a tree.

Mr. Berisha stated the applicant is requesting a new monument sign due to Royal Power Solutions being taken over by Eaton. The proposed sign will be 8 feet in height and 12 feet wide which is wider than the existing sign but meets the maximum requirement of 96 square feet. The sign will be widened on the east side which will not affect any of the utilities. The landscaping plan is the same as submitted in 2019 but Staff would like to note that the stone outcroppings that were listed in the previous plan were not previously installed and we do recommend their installation this time. Staff does recommend approval of the monument sign.

Chairman Parisi asked for questions or comments from the Commission and there were none.

Commissioner Petella moved and Commissioner Tucek seconded the motion with no further discussion.

The results of the roll call vote were:

Ayes:	6	Commissioners Christopher, Meneghini, Morris, Petella, Tucek and Chairman Parisi
Nays:	0	
Abstain:	0	
Absent:	1	Commissioner Battisto

The motion passed by unanimous vote.

NEW BUSINESS:

The Plan Commission viewed Part 2 of the PC/ZBA Training Video provided by the Illinois Chapter of the American Planning Association. There was a brief discussion about the video.

OLD BUSINESS:**OTHER BUSINESS:****ADJOURNMENT:**

At 6:48 p.m. Commissioner Christopher moved and Commissioner Petella seconded the motion to adjourn the meeting.

The results of the roll call vote were:

Ayes: 6 Commissioners Christopher, Meneghini, Morris, Petella, Tucek and Chairman Parisi

Nays: 0

Abstain: 0

Absent: 1 Commissioner Battisto

The motion passed by unanimous vote.

FOR THE COMBINED BOARD

Recorded and transcribed by,

Patty Battaglia
Planning and Permitting Assistant

Minutes approved by Plan Commission on this ____ day of _____, 20____.

Chairman

Village of Carol Stream Plan Commission/Zoning Board of Appeals

STAFF REPORT

April 24, 2023

TO:
Chairperson and Plan
Commissioners

FROM:
Community Development
Department

CASE MANAGER:
Tom Farace, Planning & Economic
Development Manager

ACTION REQUESTED:
The applicant is requesting
approval of the following:

- A Special Use Permit for an Adult Use Cannabis Dispensing Organization, in accordance with Section 16-3-11 of the UDO

APPLICANT/ CONTACT:

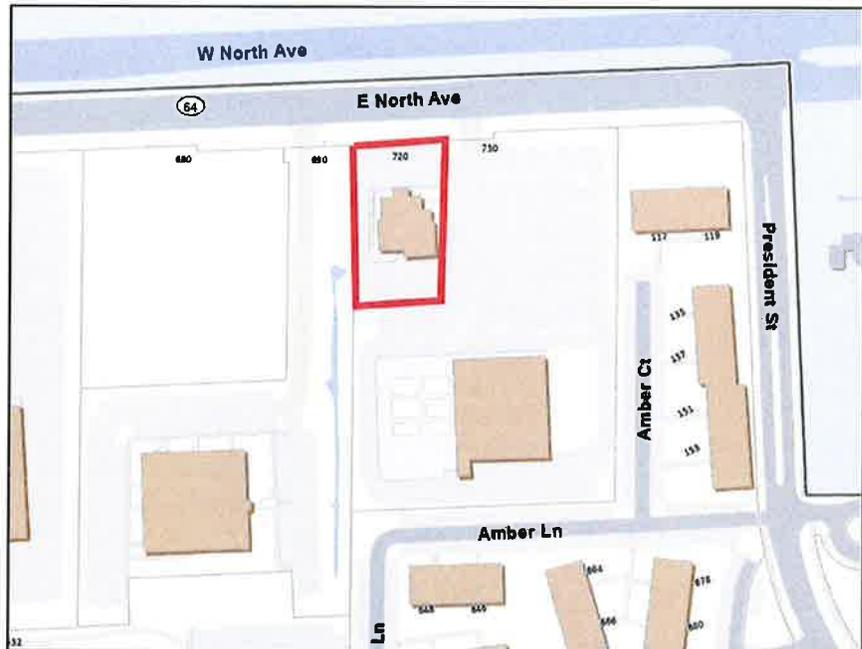
Mr. Dev Patel
Veltiste IL
414 Parkview Place
Burr Ridge, IL 60527



CASE #: 23-0011

LOCATION: 720 E. North Avenue

PROJECT NAME: Veltiste IL / Fuego Cannabis



LOCATION	ZONING DISTRICT	LAND USE	COMPREHENSIVE PLAN DESIGNATION
Subject Property	B-3 General Business District	Commercial (Playoff's)	Corridor Commercial
North	Village of Glendale Heights Industrial Planned Development	Industrial (Vacant)	Industrial
South	B-3 General Business District	Commercial (Jubilee Furniture)	Corridor Commercial
East	B-3 General Business District	Commercial (Jubilee Furniture parking lot)	Corridor Commercial
	R-4 General Residence District	Multi-Family Residential (Renaissance at Carol Stream)	Multi-unit Residential
West	O-S Office-Service District	Commercial (Proposed Dynamic MD truck repair facility, multi-tenant office building)	Corridor Commercial
	I Industrial District		

The property highlighted above is located on the south side of North Avenue and west of President Street.

Site Assessment

COMPREHENSIVE PLAN DESIGNATION:

The subject property is designated for corridor commercial uses according to the Village's 2016 Comprehensive Plan. The proposed cannabis dispensary fits within this designation.

AERIAL PHOTOGRAPH:



Project Summary

ATTACHMENTS:

Attached for review is the General Application, Special Use Application, Cover Letter dated March 30, 2023, Public Notice, Operating Plan (Exhibit A), Disposal Plan (Exhibit B), Ventilation Plan (Exhibit C), Security Plan (Exhibit D), Traffic and Parking Study dated March 7, 2023 (Exhibit E), Signage Document (Exhibit F), Performance Standards Letter (Exhibit G), Entrance Plan (Exhibit

H), Site Demo Plan (Exhibit I), Site Plan (Exhibit J), Landscape Plans (Exhibit K-1 and K-2), Floor Plan (Exhibit L), Exterior Appearance/Elevations (Exhibits M-1 and M-2), Signage Plans (Exhibits N-1, N-2, and N-3), Lighting Plan (Exhibit O), and Site Location Plan (Exhibit P).

BACKGROUND:

Mr. Dev Patel, Chief Executive Officer with Veltiste IL, requests approval of a Special Use Permit for an Adult Use Cannabis Dispensing Organization for Fuego Cannabis, proposed to be located at 720 E. North Avenue. The subject property is the home of the 6,878 square-foot Playoff’s Sports Bar & Grill, which will vacate the building to make room for the dispensary. Veltiste IL obtained a conditional dispensary license through the State of Illinois Department of Financial and Professional Regulation (IDFPR) in August 2022. The license is not specific to an address, and Veltiste must obtain zoning approvals at a specific location in order to obtain the full license from the State.

On January 1, 2020, The Cannabis Regulation and Tax Act (CRTA) went into effect, and legalized and regulated the production, consumption, and sale of cannabis in Illinois. In late 2019 and prior to the CRTA going into effect, the Plan Commission reviewed, and the Village Board approved, zoning text amendments to also allow adult use (recreational) cannabis dispensaries as a special use in the B-4 District.

In November and December 2022, the Village Board discussed possible zoning changes for dispensaries in Carol Stream given recent changes approved by the DuPage County Board for unincorporated areas. At the January 9, 2023 PC/ZBA meeting, a text amendment to amend the UDO and allow cannabis dispensaries as a special use in the B-3 General Business District was recommended for approval, and was subsequently approved by the Village Board on January 16, 2023. A provision was also adopted which updated location requirements for cannabis dispensaries, and stated that a dispensary cannot be located within a 1,500 foot radius of any other dispensing organization located within or outside the village, or be located within 100 feet of any place of worship, school, hospital, home for aged or indigent persons or for veterans, their spouses or children, or any military or naval station.

Staff Analysis

SPECIAL USE FOR AN ADULT USE CANNABIS DISPENSING ORGANIZATION

The following information, as required in accordance with Section 16-4-9 of the UDO, has been submitted for review of the proposed cannabis dispensary (the applicant has provided individual plans or reports for each provision stipulated in Section 16-4-9 of the UDO, and has provided a cover letter that more succinctly describes operations and all other facets of the proposed business):

Site Plan/Landscape Plan

The applicant has submitted a site plan and landscape plan denoting proposed modifications to the subject property.

- The building and property are proposed to be updated, with the removal of existing brick walls, piers, and low fencing around the building to provide a more open appearance.
- Miscellaneous debris, equipment, and shed structures located in the rear of the property will also be removed.
- The parking lot will be resurfaced and restriped accordingly, and new parking lot lighting is proposed.
- From a landscaping perspective, existing overgrown landscaping around the building will be removed and replaced with low-growing plant material. Other existing plant material will be preserved and trimmed.
- Plant material on the property will be of an appropriate size and species to provide adequate visibility and eliminate areas to hide.

Floor Plan

The applicant has submitted a floor plan depicting how the interior of the restaurant building will be modified for the dispensary business.

- As proposed, the existing front entrance area will be maintained, but will include a secured front vestibule/check-in area for customers (more information on check-in and other procedures associated with the business will be described under the Operating Plan section of the report).
- From there, customers will be buzzed into the sales area through the controlled entrance, which will account for approximately 1,408 square feet of space and include product display areas. Public restrooms will also be provided.
- Areas restricted to employees only will include the sales processing/cash register area, the vault and storage areas where products will be stored, delivery area in the rear of the building, and employee office/break room areas.
- The submitted floor plan also denotes an area along the north side of the building as a “window display area.” However, both the CRTA and the UDO do not allow cannabis products be visible from the outside of a dispensary. Therefore, staff recommends the window display area be removed from the floor plan.
- Approximately 1,678 square feet of space on the east side of the building will remain vacant, and completely closed off from the proposed dispensary space. Any future use of this space would need to comply with all UDO and building code requirements. At this time, the applicant has no plans for the use of the space.

Dispensary Location

- The UDO requires that a dispensary be located at least 1,500 feet away from any other dispensary, and be located at least 100 feet away from any place of worship, school, hospital, home for aged or indigent persons or for veterans, their spouses or children, or any military or naval station within or outside the village.
- The proposed dispensary location at 720 E. North Avenue meets this location criteria.

Operations Plan

The applicant has submitted an Operating Plan and “standard operating procedures” and asserts that all operations will comply with the CRTA. The plan addresses personnel, management and operational procedures, dispensing procedures, inventory and mandated audits, information protection and system security, and operational technology software.

- Proposed hours of operation for the dispensary will be 9:00am to 9:00pm Monday through Saturday, and 10:00am to 8:00pm on Sunday. It should be noted that the CRTA prohibits dispensaries from being open between 10:00pm and 6:00am. The proposed hours of operation will meet regulatory requirements.
- Pre-opening procedures have been established, which include confirmation of security system and lighting functionality, product transfer from the vault room to the display areas, and handling of any product deliveries (some deliveries may also occur during early morning/off-peak hours).
- Likewise, closing procedures have been established, including the running of all end of day reports, conducting cash reconciliation, transferring products from the display areas back to the vault room, and securing all interior spaces.
- According to the Operating Plan, the employee count for the dispensary will expand as potential product sales increase over time. Upon opening of the dispensary, it is anticipated that there will be 13 employees (seven full-time employees and 6 part-time employees during various shifts), with 22 employees proposed (eight full-time employees and 12-14 part-time employees during various shifts) after at least one year of the dispensary being open.
- Employees will include management, buyers, sales consultants or Dispensary Operating Agents (DOAs), and security personnel. Training, education, and evaluation processes will be established in order to provide for a safe and efficient work environment.
- Products for sale, including usable cannabis flowers, edibles, and other infused products will be ordered from fully licensed cultivation centers, craft growers, and infusing establishments.
- Products will be tracked, managed, packaged and labeled in accordance with all State regulations.
- In addition, product deliveries will only be received at the delivery area in the rear of the building, and deliveries will typically be made by unmarked trucks or vans with dispensary staff (including security staff) present in all instances. All products that are received will be accounted for in the inventory control system when they are placed into the vault area from the delivery area.

The submitted Operating Plan also provides the “dispensing flow” or process in which a customer enters the facility and purchases products.

- Customers will gain access to the proposed dispensary through the single main entrance on the north side of the building. The dispensary will have a locked door as a barrier between the entrance and the foyer serving as a check-in/waiting room.

- As they enter the check-in room, customers will be greeted by a security guard who will verify their age and government ID. Customers will be told important rules to abide by while they are in the dispensary.
- In the Check-in room, customers will be queued up, so that there are no more than 15 customers in the sales area at any given time. The check-in room will have seating, reading material, and a television to allow customers to browse the dispensary's menu and wait until the security guard lets them proceed to the sales area.
- Customers will work with a DOA to purchase products (utilizing cash or debit cards only). When an order is being placed, DOAs will use the dispensary's computerized system to verify customer age and determine that purchasing limits have not been exceeded for each customer. Please note that the CRTA limits purchases to no more than 30 grams of cannabis flower, 500 milligrams of THC contained in cannabis-infused products (edibles, tinctures), and/or five grams of cannabis concentrate (vape cartridges, resin) per transaction for Illinois residents (non-Illinois residents can purchase half of the amount of each of the listed categories per transaction).
- Once a transaction has been finalized and recorded using the dispensary's computerized system, DOAs will bring the customer to the sales processing/cash register area, retrieve specified products from the vault area, verify and authenticate all customer and product information in their computerized system, and package all cannabis products into the appropriate final exiting packaging for the customer.
- From there, DOAs will bring customers back to the check-in area, have the customer enter the check-in area from a different door than the one used to enter the sales area, and exit the facility.
- It should be noted that a first-time customer spends approximately 20 minutes in a dispensary, whereas a returning customer spends less than 10 minutes in a dispensary, and said timeframe includes all processes (check-in, working with DOA to obtain products, purchase of products, and exiting the facility).
- In addition, online ordering will be allowed for customers. A dedicated sales terminal will be provided for "express" and online pickup orders. Products can be selected and packaged ahead of time, and stored in the vault area until the customer comes to pick the products up. The customer will still need to go through all security measures, but will bypass product selection with a DOA. Online ordering will also minimize time spent in the store for the customer.
- The submitted Operating Plan also describes maintenance protocols, for both the facility itself (cleaning of the facility, HVAC maintenance, pest control, etc.) and its various computer and security systems.
- It should be noted that the IDFPR oversees inspection and compliance requirements for the proposed dispensary. IDFPR will send investigators to audit the premises, and make sure it is in adherence to all code regulations for cannabis operations. These inspections include at a minimum, floor plan inspection, signage inspection, vault inspection, camera layout, and cash and record storage inspection.

- It should also be noted that the UDO does not allow the on-site consumption of cannabis products, and as noted in the Operating Plan, dispensary staff will make sure that consumption does not occur in and around the facility or within the parking lot.

Disposal Plan

The applicant's Recall, Quarantine, and Destruction Plan (Disposal Plan) describes proposed disposal of products at the dispensary, whether products have expired or deemed unusable.

- The applicant will utilize methods approved by the IDFPR to ensure proper destruction and disposal of such products. Likewise, the applicant proposes to contract with a private waste hauler to pick up product waste, to ensure that no cannabis waste is accessible to the public (i.e. product waste will not be stored in the dumpster in the rear of the property with regular refuse materials).

Ventilation Plan

The applicant has submitted an Odor Control Plan (Ventilation Plan) which describes processes to eliminate cannabis odors from the immediate exterior of the building (should there be any), and between operations within the building.

- It should be noted that all items coming to the facility are sealed and pre-packaged, and there will be no unpacking or unsealing of contents in the store or on premise.
- All cannabis items will only be located in the restricted vault room, until sold to a customer. Therefore, there should be no odor transmission occurring outside of the building.
- In addition, customers are prohibited from opening and utilizing cannabis products on-site, which should alleviate odors in the parking lot.
- The building has current HVAC equipment with the capacity to accommodate the proposed dispensary. However, the applicant proposes to ensure efficiency upgrades and odor mitigation management in the building.
- In the event that odor permeates through the building, the applicant proposes to utilize odor removal devices and methodologies such as charcoal filters installed in the duct system and air pressure redesign within the building to dissipate the odor.
- In addition, the applicant proposes to ensure compliance with odor mitigation procedures through day-to-day operations, including keeping doors shut, changing carbon filters, and keeping all trashcans tightly locked and secured. Thorough cleaning policies will also be enabled to mitigate potential odor issues.

Security Plan/Exterior Lighting

The submitted Security Plan states how the dispensary operator will prevent and detect diversion, theft, or loss of cannabis product, currency, or unauthorized intrusion.

- A sophisticated security system will be installed, which will include intrusion devices, cameras inside and outside the building for surveillance, and other access control measures. Procedures also include provisions for diversion prevention, security and restricted access

points, usage of security alarm systems, inventory control, internal loss prevention measures, reporting of incidents or irregularities, and security record keeping.

- As mentioned, the proposed dispensary will have several security cameras, which will provide unobstructed views of all interior dispensary areas, including points of entry and exit, the safe and vault room, sales areas, and where waste is stored and destroyed.
- Cameras will also be positioned outside on several spots on the exterior of the building, to provide unobstructed views of its exterior including the entrance area, parking lot, delivery area, and on all sides of the building.
- The proposed security alarm system will comply with State regulations, and will outfit the dispensary with a perimeter alarm on all entry points and glass break protection on all perimeter windows (i.e. installation of security shatterproof tinted film on all exterior windows).
- The proposed security system shall include a duress alarm, panic buttons, standard alarms, and after-hours intrusion alarm that will notify the Village's dispatch organization of any security issues (DuComm).
- Security personnel will be at the dispensary during all hours of operation, along with providing security during opening, closing, and delivery procedures.
- Exterior lighting will be updated to augment other security measures, provide a well-lit property, and meet lighting requirements in the UDO based on the submitted photometric plan.
- As previously mentioned, landscaping is proposed around the building that will beautify the property but not provide hiding or obstructed areas.
- Carol Stream's Police Department has reviewed the submitted security plan, along with all other submitted documents for the dispensary proposal, and deems it acceptable.

Parking/Traffic Study

The applicant has submitted a parking and traffic study, dated March 7, 2023, which evaluates parking and traffic conditions in connection with the proposed dispensary.

- Access to the subject property is provided by a driveway along North Avenue that is shared with the adjacent Jubilee Furniture store property.
- The subject property contains 44 parking spaces, and is required to provide nine parking spaces based on four parking space per square feet of net floor area for the proposed use (excluding the delivery area, bathrooms, storage areas, and break rooms). This square footage also deducts the 1,678 square feet of space that will remain vacant on the east side of the building, with parking requirements determined when and if the 1,678 square foot space is occupied by another business.
- The subject property is also party to a shared parking and cross access agreement with the Jubilee Furniture property, which contains approximately 160 parking spaces.
- As previously mentioned, the applicant anticipates a maximum of 22 employees (full-time and part-time employees during various shifts) after the first year of operation, with 400 customers proposed to be served on a weekday and 500 customers proposed to be served each day on the weekend. Peak hours are anticipated to experience, on average, 35 to 55

customers per hour, with less demand during non-peak hours, averaging 15 to 20 customers per hour.

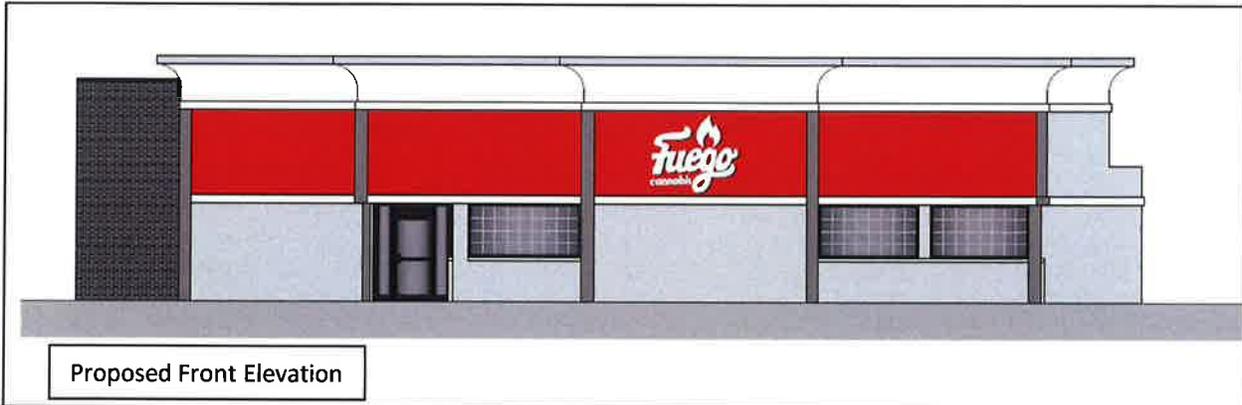
- The submitted Operating Plan indicated that transactions for most customers would take less than 10 minutes per customer. In addition, approximately 40% of all purchases will be pre-ordered online or via a mobile phone app. This online component will minimize time spent inside the store and within the parking lot when the order is picked up and paid for.
- The study indicates that the proposed dispensary will have negligible effect on the operation of the area roadway network, specifically North Avenue traffic. Likewise, it can be concluded the parking supply is adequate to accommodate the anticipated parking demand for the dispensary.
- The study also provides the following recommendations:
 - Deliveries, to the extent feasible, should occur during off-peak hours (and the applicant's Operating Plan indicates this will occur).
 - Employees should be encouraged to park in remote spaces (south side of building) to provide convenient parking for customers.
 - Arrangements (i.e., coordination with the adjacent Jubilee Furniture store property) should be made on special occasions, such as opening day, when additional parking may be needed. While it is anticipated that on-site parking will accommodate the proposed dispensary on most occasions, and a shared parking and cross access agreement is already in place between both properties, effective communication with Jubilee Furniture representatives will be important with any parking matters.

Exterior Appearance/Signage Plan (see images on next page)

- As already described, the applicant proposes to remove existing brick walls, piers, and low fencing around the building, which enclosed outdoor seating areas for Playoff's, to provide a more open appearance that is suitable for a cannabis dispensary.
- In addition, the applicant proposes to paint the exterior of the building, with a red paint color proposed on the central dryvit sections of the north, east, and west facades (which is currently a light gray color) and a dark gray paint color proposed on the existing masonry.
- Wall signage is proposed on the north and east facades of the building, which will meet sign regulations in the UDO. The existing monument sign with electronic message board will also be updated to provide the "Fuego Cannabis" name on the sign.
- Please note that the UDO regulations for dispensaries does not allow signage that, among other requirements, displays cannabis or contains any slang or colloquial term for cannabis or cannabis paraphernalia. The applicant has agreed to this provision for the electronic message board portion of the monument sign and for any window or building signage, but staff recommends that a condition of approval be included for the special use permit that reiterates this requirement.



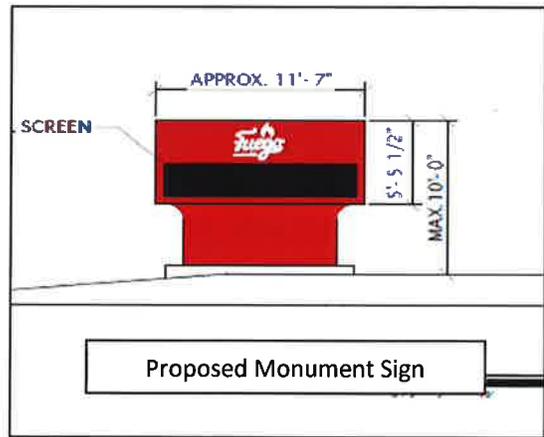
Existing Front Elevation



Proposed Front Elevation



Existing Monument Sign



Proposed Monument Sign

Performance and Other Standards

The applicant has agreed to or has acknowledged the following stipulations per the UDO:

- All uses shall provide evidence of conformity to the performance standards for noise, vibration, smoke, dust, odor, heat, glare, fire hazard and other objectionable influences established by the State of Illinois and administered by the Illinois Environmental Protection Agency, the United States of America and administered by the federal environmental agency, and any ordinance of DuPage County or the Village of Carol Stream.

- All dispensing organizations shall abide by all other applicable state and village regulations and requirements. The facility may not conduct any sales or distribution of cannabis other than as authorized by the Act, and shall obtain and maintain at all times valid licensing, certification, and/or accreditation by appropriate, local, state and national bodies charged with the regulation of adult-use or medical cannabis business establishments and shall adhere to all governing local, state and national codes and regulations.

Staff has reviewed the various plans and documents that have been submitted by the applicant, and believe the proposed dispensary will meet all of the regulations outlined in Section 16-4-9 of the UDO pertaining to dispensing organizations. As such, staff supports the special use request.

SPECIAL USE FINDINGS OF FACT

The Plan Commission's recommendation regarding the requested Special Use Permit must be based on the evaluation criteria set forth in the UDO. As stated in §16-15-8(E) of the UDO, no Special Use shall be recommended by the Plan Commission nor approved by the Village Board unless the Special Use:

1. Is deemed necessary for the public convenience at the location.

The proposed dispensary will provide a legal retail use to the community, and will be considered a public convenience at the subject location.

2. Will not be unreasonably detrimental to or endanger the public health, safety, morals, comfort or general welfare.

Overall, the proposed project has been designed to allow for safe traffic patterns and customer interactions in a well-lit and open environment. Likewise, odor control and security measures have been carefully designed and extensively examined.

3. Will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.

The proposed use should not have negative impacts on surrounding properties, as the applicant has described measures that will be taken to ensure so that all performance standards pertaining to items such as noise, odor, and other objectionable influences will be abided by.

4. Will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

Staff does not believe the proposed dispensary should have an impact on the normal and orderly development and improvement of surrounding properties. Traffic and parking

demand will be met on-site for most occasions, and the submitted Operating Plan outlines all operational needs and procedures for the business.

5. Will provide adequate utilities, access roads, drainage and other important and necessary community facilities.

Adequate utilities, access roads, drainage and other public improvements are either in place or will be designed and constructed in accordance with State and Village regulations.

6. Will conform to the applicable regulations of the district in which it is located, except as the Village Board may in each instance modify such regulations.

The project is expected to conform to all applicable codes and requirements.

RECOMMENDATION

Staff has reviewed the proposed requests and supports the dispensary as it meets all regulations set forth in Section 16-4-9 of the UDO. Therefore, staff recommends approval of a Special Use Permit for an Adult Use Cannabis Dispensing Organization for Veltiste IL/Fuego at 720 E. North Avenue, Case No. 23-0011, subject to the following conditions:

1. That all improvements, including but not limited to the building, elevation upgrades, parking lot resurfacing and lighting, and landscaping, must be built and installed prior to opening of the dispensary, and maintained in accordance with the attached plans and exhibits;
2. That the landscape materials must be installed as shown on the attached landscape plan, and that all materials shall be maintained in a healthy condition, with dead or dying materials being replaced in accordance with the approved plan on an annual basis;
3. That the proposed window display area be removed from the floor plan and an updated floor plan be submitted at the time of building permit review;
4. That all trash, refuse and recycling containers must be kept within the dumpster enclosure on the south side of the property, that the gates to the enclosure must be kept closed at all times except when employees are accessing the enclosure or when the waste hauler is servicing the property, and that the applicant shall separate out and make special arrangements for the pickup of cannabis product waste;
5. That parking lot lighting meeting the requirements of the UDO shall be installed as required;
6. That the applicant must obtain the required sign permit prior to the installation of any new signage, and that the electronic message board on the monument sign or any wall or window signage not have the display of cannabis or contain any slang or colloquial term for cannabis or cannabis paraphernalia;

7. That if any additional ground-mounted or roof mounted mechanical and utility equipment is installed, said equipment shall be screened per requirements of the UDO; and
8. That the site must be maintained and the business must be operated in accordance with all State, County and Village codes and regulations, including Section 16-4-8 of the Village's Unified Development Ordinance and the State of Illinois' Cannabis Regulation and Tax Act.

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Do Not Write in This Space	
Date Submitted:	<u>3-6-2023</u>
Fee Submitted:	<u>\$800.00</u>
File Number:	<u>23-0011</u>
Meeting Date:	<u>4/24/23</u>
Public Hearing Required:	<u>Y</u>

Village of Carol Stream

500 N. Gary Avenue ▪ Carol Stream, IL 60188
 PHONE 630.871.6230 ▪ FAX 630.665.1064
www.carolstream.org

FORM A

**GENERAL APPLICATION
 PUBLIC HEARINGS AND DEVELOPMENT APPROVAL REQUESTS**

1. Name of Applicant Veltiste IL Phone 630.345.0847
 Address 414 Parkview Pl Burr Ridge IL 60527 Fax _____
 E-Mail Address dev@veltiste.com
 (required)
 Name of Attorney Jeremy Stonehill Phone 312.527.4000
 (if represented)
 Address 111 E Wacker Drive suite 2600 Chicago IL 60601 Fax 312.966.8502
 Name of Owner Veltiste IL Phone _____
 (required if other than applicant)
 Address _____ Fax _____
 Name of Architect Daniela Fitzgerald Phone 312.724.7400
 (if applicable)
 Address 125 N Halsted, Suite 400 Chicago IL 60661 Fax 312.724.4444

2. *Common Address/Location of Property 720 e North Ave Carol Stream IL

3. Requested Action: *(check all that apply)*
- | | |
|------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Subdivision – Minor/Major |
| <input type="checkbox"/> Courtesy Review | <input type="checkbox"/> Temporary Waiver/Code of Ordinances |
| <input type="checkbox"/> Development Staff Review | <input type="checkbox"/> Variation – Zoning (requires Form B-1) |
| <input type="checkbox"/> Gary/North Avenue Corridor Review | <input type="checkbox"/> Variation – Sign (requires Form B-2) |
| <input type="checkbox"/> Planned Development – Final | <input checked="" type="checkbox"/> Special Use Permit (requires Form C) |
| <input type="checkbox"/> Planned Development – Preliminary | <input type="checkbox"/> Map Amendment (requires Form D-1) |
| <input type="checkbox"/> Shared Parking Facility | <input type="checkbox"/> Text Amendment (requires Form D2) |
| <input type="checkbox"/> Site Plan Review | <input type="checkbox"/> Staff Adjustment (requires Form E) |

Describe requested action Request for special use approval

4. Fee Schedule: *(Check all that apply)*

Total Application Fee: \$ 800

	Annexation approvals:	
	New development	\$2,000
	Other	\$800
	Annexation Agreement Amendment	\$800
	Appearance fee for approvals required by the UDO but not listed herein	\$500
	Courtesy Review	\$240
	Development Staff Review	\$640
	Easement Encroachment	\$300
	Gary/North Avenue Corridor Review:	
	New or replacement monument sign	\$500
	One discipline (site design, architecture or landscaping)	\$500
	Two disciplines	\$1,000
	Three disciplines	\$1,500
	New development	\$1,500
	Outdoor Dining Permit	\$120
	Planned Development:	
	Existing Planned Development, minor change	\$500
	Existing Planned Development, major change	\$1,000
	New Planned Development	\$1,500
	Rezoning (Zoning Map Amendment)	\$640
	Shared Parking Facility Permit	\$500
	Site Plan Review	\$640
	Special Use:	
<input checked="" type="checkbox"/>	First	\$800
	Each additional	\$200
	Special Use Amendment	\$800
	Staff Adjustment	\$240
	Subdivision:	
	Major	\$700
	Minor	\$400
	Temporary Building, Structure or Use	\$120
	Temporary Waiver to the Code of Ordinances	\$120
	Text Amendment:	
	Building Codes	\$240
	Unified Development Ordinance	\$640
	Variation:	
	First	\$640
	Each additional	\$200
	Zoning verification letter	\$80

5. Applicant Certification

*I authorize the Village of Carol Stream to install a temporary sign or signs on the property having the common address indicated in Item 2 on this form, for notifying the public of the upcoming public hearing, once the hearing has been scheduled.

I have reviewed a copy of the informational handout(s) for the zoning process(es) for which I am making an application. I am familiar with the code requirements that relate to this application and I certify that this submittal is in conformance with such code(s).

I understand that incomplete or substandard submittals may increase the staff review time and delay scheduling of the public hearing. I also understand that, per § 6-13-6 of the Municipal Code, the Village's costs of legal reviews, structural engineering review, and other special reviews determined to be necessary by the Community Development Director, performed by means of consultant services, shall be paid at the billed rate to the Village by the applicant.

Dev Patel

Print Name



Signature

March 6, 2023

Date

Revised 11/22



FORM C

RECEIVED
MAR 31 2023
COMMUNITY DEVELOPMENT
DEPT

Village of Carol Stream

500 N. Gary Avenue • Carol Stream, IL 60188
630.871.6230 • FAX 630.665.1064

e-mail: communitydevelopment@carolstream.org • website: www.carolstream.org

SPECIAL USE APPLICATION

Uses designated under the various zoning districts herein as special uses are so classified because they may have site-specific impacts that require the discretionary review of the Plan Commission and Village Board. Each special use request must be reviewed based on its unique character, with consideration being given to the proposals impact upon neighboring properties. (Please address each of the following standards as it relates to your request.)

No special use shall be recommended by the Plan Commission nor approved by the Village Board, unless the special use:

1. Is deemed necessary for public convenience at the location.

Currently there are no licensed cannabis retail sites available for public access, in Carol Stream or surrounding cities. Applicant's site use allows for consumers aged 21 and over to purchase compliant, license, lab tested cannabis for recreation or medicinal use.

2. Will not be unreasonably detrimental to or endanger the public health, safety, morals, comfort or general welfare.

Applicant Retail cannabis use minimizes adverse impacts to the health, safety, and welfare of the inhabitants of the surrounding areas and the Village by following all state regulations including 24 hour security, selling licensed, lab-tested products to general public 21 and over.

3. Will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.

Applicant use of property changes pre-existing use of hospitality/restaurant to commercial retail use, however does not negatively impact vicinity neighbors.

Applicant provides ample parking, is away from residential properties, is a stand alone building and will be improved upon to increase property value for area.

4. Will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

Applicant site has been conditionally approved for commercial cannabis retail use upon approval from the village, and issued a Special Use permit. Site is located in the zone b-3, and adheres to all sensitive use separation requirements for Cannabis dispensary. Applicant site use will include tenant and premise upgrades which will enhance the district

bring new business and residents from surrounding areas to Carol Stream. Applicant site use does promote economic activity in the district following General Plan and Vision.

5. Will provide adequate utilities, access roads, drainage and other important and necessary community facilities.

Applicant will provide adequate utilities, access roads, drainage and all other important community facilities on proposed location.

Applicant intends to make significant improvement investments in building and parcel to enhance building and utilities.

6. Will conform to the applicable regulations of the district in which it is located, except as such regulations may in each instance be modified by the Village Board.

Applicant will follow all state regulations and Carol Stream Village regulations as it pertains to the dispensing of retail cannabis

including Municipal code § 16-4-9 ADULT USE CANNABIS DISPENSING ORGANIZATION, and all zoning regulations as it pertains to location.

7. Other pertinent information or reason for request.

Applicant is committed to investing in Carol Stream, through economic and community driven efforts. Applicant intends to work

closely with Village to significantly improve site location, and provide a unique, convenient, safe, necessary use to the Village and be the first

licensed Dispensing retail business in Carol Stream.

March 30, 2023

Plan Commission/Zoning Board
Village of Carol Stream

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APR 03 2023
COMMUNITY DEVELOPMENT
DEPT

Dear Planning Commission/Zoning Board of Village of Carol Steam,

In response to letter we received on March 23, 2023 in relation to our Appeals Case #23-0011 for our Special Use Permit on 720 E. North Avenue, we have supplied a re-submission of our application for consideration. In the original letter there were several General comments that were clarified in our resubmission including the following:

1a-e The Demo Site Plan demonstrates significant upgrades and improvements are detailed in the document for 720 E. North Avenue. Additional details to the plan have been noted with paint, and signage upgrades. We will remove existing decorative brick walls, piers, fencing, and concrete slab on north, east, and west side of building and replace with complete new landscaping including shrubbery, lighting, blooming annuals. All landscaping will maintain the "two foot, six foot" rule. We will provide new parking lot lights & poles on east side of the building and replace the wall mounted lighting fixtures. South section per Item 1-demo will have tuck pointing on the masonry wall at trash enclosure. We will provide new wooden gates at the trash enclosure compliant with Carol Steam UDO & Code requirements. The miscellaneous storage will be removed that is temporary on site. The parking lot will be resurfaced and re-stripped throughout.

1f. Special Use Application Form C has been updated as follows:

- i. Applicant use of property changes pre-existing use of hospitality/restaurant to commercial retail use, however does not negatively impact vicinity neighbors. Applicant provides ample parking, is away from residential properties, is a stand alone building and will be improved upon to increase property value for area
- ii. Applicant site has been conditionally approved for commercial cannabis retail use upon approval from the village, and issued a Special Use permit. Site is located in the zone b-3, and adheres to all sensitive use separation requirements for Cannabis dispensary. Applicant site use will include tenant and premise upgrades which will enhance the district.

iii. Understood, relevant changes have been made.

1g. The Illinois Department of Financial and Professional Regulation (Department) oversees the inspection and compliance of the Applicant through building and operations. Prior to opening and after successfully receiving local approval, the state will send investigators to come audit the premise to make sure it is in adherence to all code regulations for cannabis operations. These inspections include at a minimum, floor plan inspection, signage inspection, vault inspection, camera layout, cash and record storage

inspection and additional information. Additionally, a local investigator will also audit every month or quarter to make sure the Applicant is operating under compliance during operations. The Applicant will make camera footage, waste records and any other records needed by the investigator. In the event that Applicant fails an inspection, certain issues may result in fines and must be remedied in a timely fashion to stay in good standing with the state.

- 1h. Understood
- 1i. Submitted

2ab Zoning updated to B-3, thank you. The 1678 is space to remain vacant. The doors and access will be secure from both the public and staff. There are no intentions to market the space for rent at this point in time.

3. Disposal Plan

The Disposal plan that has been resubmitted has clarified the types of products that will be designated as Cannabis Waste, the hauling service that will retrieve the cannabis items from the facility and the schedule and process of waste disposal, retrieval and storage.

Recall, Quarantine and Destruction Plan will conform to practices that have been standardized by the Foundation of Cannabis Unified Standards (FOCUS) and are compliant with the certification requirements promulgated by the American National Standards Institute (ANSI). This includes specific standards for retail cannabis operations and recordkeeping for all materials. These requirements ensure transparency during the development process and form the foundation of operation standards that are suitable for accreditation with additional regulatory agencies.

All dispensary operating agents holding a managerial or directorial level position will be required to attain FOCUS Certification (FOCUS certification is currently seeking ISO 17021 accreditation).

Roles & Responsibilities:

General Manager and Operations Consultant will be responsible for training all employees on the Recall, Quarantine and Destruction Plan. These individuals will be responsible for maintaining policies for destruction of any recalled product. Operations Consultant will be responsible for implementing contact protocol. Operations Consultant will be responsible for maintaining and training all employees on compliant operation of the WEAVE IQ system.

(i) Recall Practices of Proposed Dispensing Organization

Applicant shall establish and implement written policies and standard operating procedures (SOPs) that meet or exceed industry Best Management Practices (BMPs) for recall practices. All SOPs and written policies will exceed compliance requirements outlined in 410 ILCS 705/15-65 (a)(1) of the Cannabis Regulation and Tax Act, and have been drafted in accordance with national standards pursuant to the Code of Federal Regulations Title 21 Chapter 1 Subchapter A Part 7 for product recall, authored by the FDA.

Recall Policy effectively addresses recalls due to any action initiated at the request of the Department and any voluntary action by Applicant to remove defective or potentially defective, harmful or unsafe cannabis from the market. This includes any action undertaken to promote public health and safety per 410 ILCS 705/15-65(a)(1).

Dispensing Organization Recall Policy contains:

- A mechanism to contact purchasers who have, or are likely to have obtained the product from the dispensary who have willingly provided their contact information during identification verification and intake, including information on the policy for return of the recalled product;
- Policies and procedures to contact those who have purchased recalled product but not provided contact information as part of identification verification and intake.
- A mechanism to identify and contact the adult use cultivation center, craft grower, or infuser that manufactured the cannabis;
- Policies for communicating with the Department, the Department of Agriculture, and the Department of Public Health within 24 hours of discovering defective or potentially defective cannabis; and policies for destruction of any recalled product.

Mechanism to contact purchasers

Upon notification of defective or potentially defective cannabis by the Department or via voluntary internal declaration, Applicant shall issue a recall of the given cannabis product. The Operations Consultant will be responsible for implementing contact protocol. Operations Consultant will be responsible for maintaining and training all employees on compliant operation of the WEAVE IQ System to ensure that any information that is willingly provided by purchasers is stored properly and easily called upon in the event of a recall.

Applicant's point of sale software, WEAVE IQ integrates with the Illinois State Approved track and trace software BioTrackTHC and serves as the primary mechanism to identify recipients of defective or potentially defective cannabis.

Applicant shall respond to notification of defective or potentially defective cannabis by defining such as a nonconformance of the Quality Management System (QMS) and shall be subject to Corrective Action Preventive Action (CAPA) plan. Within 24 hours of receiving notification, Applicant shall review the complaint to determine if it is substantive and indicates a serious adverse event. In the event of a serious adverse event Applicant shall promptly determine the batch number or lot number of the cannabis product that is the subject of the complaint by use of a perpetual inventory system. The unique identification number associated with each batch or lot of cannabis shall be cross-referenced with the Applicant's electronic manifest of goods received through data based queries in the perpetual inventory system, thus confirming receipt of recalled product. Applicant shall proceed by using the perpetual inventory system database queries to match the unique identification number associated with the batch or lot of recalled cannabis products to all purchasing recipients of recalled cannabis product.

Applicant shall issue a written statement via United States Postal Service mail, email, and text message. Operations Consultant shall track and confirm receipt of notification. If a recipient of recalled cannabis product cannot be confirmed to have received issuing statement, a telephone call

shall be made to the recipient to confirm receipt of issuing statement of recall. Written statement shall include the name of the cannabis said product under recall, the unique identification number used in BioTrackTHC, the reason for the recall, and information on the policy for return of the recalled product. Further, Applicant shall issue a public service announcement that contains the aforementioned recall information.

Mechanism to identify and contact the adult use cultivation center, craft grower, or infuser that manufactured the cannabis

The unique identification number associated with each batch or lot of cannabis products shall be cross-referenced with the Applicant's electronic manifest of goods received through data based queries in the perpetual inventory system, thus confirming receipt of recalled product. Operations Consultant shall render a list of all adult use cultivation center, craft grower, or infuser licenses that manufactured the cannabis product under recall. Operations Consultant shall contact the appropriate agent in charge of the license type associated with the recalled cannabis product. All correspondence shall be documented as part of the CAPA plan triggered by a nonconforming product. Operations Consultant shall coordinate with General Manager/Agent-In-Charge of the license type associated with the recalled product to document root cause analysis identifying the source of the defective or potentially defective cannabis. The Operations Consultant will be responsible for implementing contact protocol for cultivation centers, craft growers, or infusers that manufactured recalled cannabis.

Communicating with the Department, the Department of Agriculture, and the Department of Public Health

Operations Consultant shall contact the Department, the Department of Agriculture, and the Department of Public Health within 24 hours of discovering defective or potentially defective cannabis. Correspondence shall be made via email and telephone. The email shall contain at minimum: the unique identification number of the cannabis product under recall pursuant to BioTrackTHC; the license type associated with the manufactured cannabis product under recall pursuant to BioTrackTHC; the reason for the cannabis product recall; the disposition of any recalled cannabis product still under Applicant's inventory control; an attachment of the open status documented CAPA plan and investigation; an attachment of a suitable data file listing purchasing receipts; and clear, concise, yet thorough actions taken thus far by Dispensing Organization. Operations Consultant shall follow up the documented email correspondence with a personal telephone call to each governing body to expedite any actions that may swiftly and promptly limit or mitigate threats to public health and safety. The Operations Consultant will be responsible for implementing contact protocol for contacting the Department of Agriculture, and the Department of Public Health.

Policies for destruction of any recalled product

The disposition of all discrete units of cannabis products under recall shall be continuously tracked and documented in the CAPA plan. The final disposition of all discrete units of cannabis products under recall shall be tracked in the Applicant's perpetual inventory system and BioTrackTHC. CAPA plan and investigation shall include the final number of discrete units reclaimed from purchasers and clearly document the number of units not accounted for. CAPA plan and investigation shall address challenges and barriers to 100% reclaim of discrete units of cannabis product under recall for continuous improvements.

Operations Consultant shall submit a retained sample of the cannabis product under recall to 2 different State Approved Testing facilities. If any analytes reported on the Certificate of Analysis (COA) from the 2 distinct labs are not reproducible or outside the standard error for the analytical testing method then retain samples shall be submitted to a third State approved testing facility.

Cannabis product under recall shall be destroyed via a state-approved method for disposal as described in 410 ILCS 705/15-90. SOPs for recall and destruction shall mandate that all destruction occurs under video surveillance with at minimum 2 camera angles with oversight from General Manager/Agent-In-Charge. Prior to destruction, Applicant shall update status of the cannabis product under recall in the perpetual inventory system and BioTrackTHC, thus documenting the final disposition of the recalled cannabis product. Applicant shall implement a controlled document form for cannabis destruction. Controlled document form shall record: the unique identification of the cannabis products destroyed; the number of units by weight or fluid ounces of the cannabis products destroyed; the Dispensing Organization Agent (DOA) executing the work instructions for destruction; the name and title of the 2 supervisors serving as witness to the destruction; the time and date of the destruction; verification that surveillance system is functioning properly to record act of destruction; method of destruction; method of disposal and verification that the final disposition of the recalled cannabis product has been updated in the perpetual inventory system and BioTrackTHC. A copy of the controlled document form shall be retained with the final closed CAPA investigation for at minimum 5 years. The Operations Consultant will be responsible for maintaining policies for destruction of any recalled product.

General Recall Policy

Recall is an effective method of removing or correcting cannabis products that are in violation of laws administered by the 410 ILCS 705 Cannabis Regulation and Tax Act. Applicant's recall policies recognize the voluntary nature of recall by providing guidance so that Applicant may effectively discharge recall responsibilities.

Recall may be undertaken voluntarily and at any time by Applicant's Dispensing Organization or at the request of the Department. A request by the Department that a recalled product is reserved for urgent situations and is to be directed to the General Manager/Agent-In-Charge that has primary responsibility for the manufacture and marketing of the product that is to be recalled.

Applicant's recall policies and strategies represent Best Management Practices (BMPs) from the food and drug industries any shall be adopted in good faith to best limit threats to public health and safety. Applicant's Dispensing Organization shall comply to the requests of the Department at all times during a recall and in accordance with 410 ILCS 705/15-65. The Operations Consultant will be responsible for maintaining and implementing the general recall policy.

Health hazard evaluation and recall classification

General Manager/Agent-In-Charge will conduct an evaluation of the health hazard presented by a product being recalled or considered for recall and will take into account, but need not be limited to, the following factors:

- (1) Whether any disease or injuries have already occurred from the use of the product.

(2) Whether any existing conditions could contribute to a clinical situation that could expose humans or animals to a health hazard. Any conclusion shall be supported as completely as possible by scientific documentation and/or statements that the conclusion is the opinion of the individual(s) making the health hazard determination.

(3) Assessment of hazard to various segments of the population, e.g., children, surgical patients, pets, livestock, etc., who are expected to be exposed to the product being considered, with particular attention paid to the hazard to those individuals who may be at greatest risk.

(4) Assessment of the degree of seriousness of the health hazard to which the populations at risk would be exposed.

(5) Assessment of the likelihood of occurrence of the hazard.

(6) Assessment of the consequences (immediate or long-range) of occurrence of the hazard.

(b) On the basis of this determination, Applicant's Agent in Charge will assign the recall a classification, i.e., Class I, Class II, or Class III, to indicate the relative degree of health hazard of the product being recalled or considered for recall.

Recall strategy

Applicant's recall strategy shall account for the following factors:

- Results of health hazard evaluation.
- Ease in identifying the product.
- Degree to which the product's deficiency is obvious to the consumer or user.
- Degree to which the product remains unused in the marketplace.
- Continued availability of essential products.

Applicant's Dispensing Organization shall conduct the recall in accordance with an approved recall strategy but need not delay initiation of a recall pending review of its recall strategy.

Recall strategy shall address the following elements regarding the conduct of the recall:

- Depth of recall: Depending on the cannabis product's degree of hazard and extent of distribution, the recall strategy will specify the level in the distribution chain to which the recall is to extend
- Consumer or user level, which may vary with product, including any intermediate wholesale or retail level
- Retail level, including any intermediate wholesale level
- Wholesale level.

The purpose of a public warning is to alert the public that a product being recalled presents a serious hazard to health. It is reserved for urgent situations where other means for preventing use of the recalled product appear inadequate. Applicant shall work with the Department for such publicity. Should Applicant decide to issue its own public warning, the Agent-in-Charge shall submit proposed public warning and plan for distribution of the warning for review and comment to the Department. The recall strategy will specify whether a public warning is needed and whether it will issue as:

- General public warning through the general news media, either statewide or local as appropriate, or
- Public warning through specialized news media, e.g., professional or trade press, or to specific professional sectors such as physicians, pharmacists, etc.

Effectiveness checks: The purpose of effectiveness checks is to verify that all consignees at the recall depth specified by the strategy have received notification about the recall and have taken appropriate action. The method for contacting consignees may be accomplished by personal visits, telephone calls, letters, or a combination thereof. Applicant shall adopt BMPs from the guide entitled "Methods for Conducting Recall Effectiveness Checks" that describes the use of these different methods available upon request from the Division of Dockets Management (HFA-305). Applicant's Dispensing Organization shall be responsible for conducting effectiveness checks with Approval from the Department. The recall strategy will specify the method(s) to be used for and the level of effectiveness checks that will be conducted, as follows:

- Level A—100 percent of the total number of consignees to be contacted;
- Level B—Some percentage of the total number of consignees to be contacted, which percentage is to be determined on a case-by-case basis, but is greater than 10 percent and less than 100 percent of the total number of consignees;
- Level C—10 percent of the total number of consignees to be contacted;
- Level D—2 percent of the total number of consignees to be contacted; or
- Level E—No effectiveness checks.

Illinois Department of Health-requested recall.

Applicant shall comply to the requests of the Department at all times during a recall and in accordance with 410 ILCS 705/15-65(a)(1) and the CRTA. The criteria listed below is for internal recall strategies adopted by Applicant's Dispensing Organization to best limit threats to public health and safety.

The Department may request Applicant's Dispensing Organization initiate a recall when the following determinations have been made:

- (1) That a product that has been distributed presents a risk of illness or injury or gross consumer deception.
- (2) That the firm has not initiated a recall of the product.
- (3) That an agency action is necessary to protect the public health and welfare.

General Manager/Agent-In-Charge shall correspond with the Department in determination and of the need to begin immediately a recall of the product, such correspondence shall be documented and records retained. Upon receipt of a request to recall, General Manager/Agent-In-Charge shall provide the Department all requested information and documentation of recall circumstances.

Dispensing Organization-initiated Recall

Applicant may decide of its own volition and under any circumstances to remove or correct a distributed product. If Applicant believes the product to be in violation, General Manager/Agent-In-Charge shall notify the Department immediately of the following information:

- (1) Identity of the product involved.
- (2) Reason for the removal or correction and the date and circumstances under which the product deficiency or possible deficiency was discovered.
- (3) Evaluation of the risk associated with the deficiency or possible deficiency.
- (4) Total amount of such products produced and/or the timespan of the production.
- (5) Total amount of such products estimated to be in distribution channels.

- (6) Distribution information, including the number of direct accounts and, where necessary, the identity of the direct accounts.
- (7) A copy of Applicant's Dispensing Organization recall communication if any has issued, or a proposed communication if none has issued.
- (8) Proposed strategy for conducting the recall.
- (9) Name, email address, and telephone number of the Applicant's Dispensing Organization Agent In Charge who should be contacted concerning the recall.
- (b) Applicant's Dispensing Organization Agent In Charge shall work with the Department as it pertains to the assigned recall classification, and any appropriate changes in the strategy for the recall. Applicant shall not delay initiation of its product removal or correction.
- (c) Applicant's Dispensing Organization may recall a product when informed by the Department that the agency has determined that the product in question violates the law, but the agency has not specifically requested a recall.

Recall status reports

Applicant shall submit periodic recall status reports to the Department. The frequency of such reports will be determined by the relative urgency of the recall as approved by the Department. Unless otherwise specified or inappropriate in a given recall case, the recall status report shall contain the following information:

- (1) Number of consignees notified of the recall, with date and method of notification.
- (2) Number of consignees responding to the recall communication and quantity of products on hand at the time it was received.
- (3) Number of consignees that did not respond (if needed, the identity of nonresponding consignees may be requested by the Department).
- (4) Number of products returned or corrected by each consignee contacted and the quantity of products accounted for.
- (5) Number and results of effectiveness checks that were made.
- (6) Estimated time frames for completion of the recall.

Recall status reports are to be discontinued when the recall is terminated by the Applicant's Dispensing Organization or the Department.

Termination of a recall

A recall will be terminated when Applicant's Dispensing Organization with approval from the Department determines that all reasonable efforts have been made to remove or correct the product in accordance with the recall strategy, and when it is reasonable to assume that the product subject to the recall has been removed and proper disposition or correction has been made commensurate with the degree of hazard of the recalled product. Written notification that a recall is terminated shall be documented and records retained. Applicant's Dispensing Organization may request termination of its recall by submitting a written request to the Department stating that the recall is effective and by accompanying the request with the most current recall status report and a description of the disposition of the recalled product.

General industry guidance

A recall can be disruptive to Applicant's Dispensing Organization operation and business, but there are several steps if taken in advance that can minimize the disruptive effect. Including:

- Prepare and maintain a current written contingency plan for use in initiating and effecting a recall.
- Use sufficient coding of regulated products to make possible positive lot identification and to facilitate effective recall of all violative lots.
- Maintain such product distribution records as are necessary to facilitate location of products that are being recalled. Such records should be maintained for a period of time that exceeds the shelf life and expected use of the product and is at least the length of time specified in other applicable regulations concerning records retention.

(ii) Quarantine Practices of Proposed Dispensing Organization

Applicant shall implement quarantine practices as part of a Quality Management System (QMS) of the Dispensing Organization. Applicant's perpetual inventory system shall integrate with the State approved track and trace system and be a central component of quarantine practices and SOPs.

Conditions for Quarantine

SOPs shall mandate that the Operations Consultant and/or General Manager/Agent-In-Charge be present upon receiving shipments of cannabis products. Operations Consultant or Agent in Charge shall review the cannabis product's shipping manifest and COA to ensure compliance before the disposition of the product can obtain the status of released for sale in the perpetual inventory system. Operations Consultant or Agent in Charge may deem such documents insufficient and may place the products in quarantine under the disposition status of pending sales release. The Operations Consultant or Agent in Charge shall seek correspondence with the appropriate Agent in Charge of the license type supplying said cannabis products and request further documentation for compliance.

In compliance with 410 ILCS 705/15-80(d), Applicant shall ensure that containers storing cannabis that have been tampered with, damaged, or opened shall be labeled with the date opened and quarantined from other cannabis product in the vault until they are disposed.

Separate and Distinct Storage

Applicant's Dispensing Organization shall have separate and distinct storage allocated for quarantined cannabis products. Such allocated storage shall be designated so by signage that shall be no smaller than 24 inches tall by 36 inches wide, with typed letters no smaller than 2 inches. The signage shall be clearly visible and readable by Dispensing Organization Agents and affixed every 6 feet and on all sides of the storage area. Signage shall read at minimum, "Quarantined Cannabis Product: NOT for Retail Sale". The separate and distinct quarantined cannabis product storage area shall be defined as a restricted access area, found in the Vault Room. Exhibit J: Proposed Floor Plan indicates where the waste area will be located. Only the Agent in Charge and Operations Consultant shall have access.

Applicant's Dispensing Organization shall implement a controlled document form for quarantined cannabis products. The controlled document form shall record: the unique identification of the

cannabis product being quarantined; the number of units by weight or fluid ounces of the cannabis product being quarantined; the time and date product is quarantined; reason product is quarantined; and proposed actions to be taken for the quarantined cannabis product.

Disposition of Quarantined Cannabis Product

Any quarantined cannabis product shall be defined as a nonconformance of the QMS and trigger a CAPA plan and investigation. The CAPA plan shall report, record, and define the disposition of the quarantined cannabis products throughout the duration of the CAPA investigation. If the cannabis product is outdated it shall be subject to destruction SOPs outlined above. The CAPA investigation shall include root cause analysis if the cannabis product is damaged, deteriorated, misbranded, or adulterated.

If the CAPA investigation finds that the cannabis product is deteriorated or adulterated it may be used as feedstock for cannabis extract by a processing license should it meet the criteria of 410 ILCS 705/50-5(f)(2). After processing, the CO₂-based or solvent based extract must still pass all required tests, such COA shall be retained with CAPA report as verification of effectiveness of CAPA plan.

If the CAPA investigation finds that the cannabis product is misbranded or contains non-compliant packaging, the Operations Consultant or Agent in Charge shall seek correspondence with the appropriate Agent in Charge of the license type supplying said cannabis products and reject the shipment.

In all cases of quarantine the final dispositions of the cannabis product shall be recorded, documented, and defined in the Dispensing Organizations internal controlled document CAPA report and in the State Approved track and trace system.

(iii) Destruction Practices of Proposed Dispensing Organization

All destruction and disposal of cannabis shall be carried out in compliance with 410 ILCS 705/15-90 and Illinois State Waste Disposal Guidelines.

Applicant shall ensure compliance with 410 ILCS 705/15-90(b) by disposing of all waste rendered unusable promptly and with a compliant facility listed in 410 ILCS 705/15-90(b)(1-2).

Hence, disposal methods shall occur under one of the two scenarios: (1) Compostable mixed waste: Compost, anaerobic digester, or other facility approved by the jurisdictional health department or (2) Non-compostable mixed waste: Landfill, incinerator, or other facility approved by the jurisdictional health department.

All waste, cannabis products, cannabis concentrate and unusable product shall be weighed, recorded, and entered into BioTrackTHC and the Applicant's perpetual inventory system before rendering it unusable, records shall include date of destruction and amount destroyed or disposed. General Manager/Agent-In-Charge shall supervise all destruction disposal in a location under video surveillance from a minimum of four angles. Applicant's Dispensing Organization shall implement a controlled document form for cannabis product destruction in addition to the data being entered into the perpetual inventory system as a redundant record keeping practice.

Applicant shall double the minimum requirement of 5 year waste records storage listed in 410 ILCS 705/15-90(d) by storing waste records for ten years.

Applicant's Operations Consultant or Agent in Charge shall communicate with the Department and the Department of State Police on the destruction and disposal of cannabis. The Department and the Department of State Police shall have full access to records of destruction and disposal of cannabis product through the State approved track and trace system, BioTrackTHC. Applicant's Dispensing Organization shall make available all hard copies of internal controlled document forms that establish and document record of destruction and disposal. Cannabis and cannabis-infused products shall be destroyed by rendering them unusable using methods approved by the Department that comply with 410 ILCS 705/15-90.

Applicant shall adopt destruction methods outlined in 410 ILCS 705/20-15(a)(21)(C) or seek approval for the Department for any other method. Cannabis and cannabis-infused products will be rendered unusable by grinding and incorporating with compostable mixed waste to be disposed of in accordance with 8 Ill Adm. Code 1000.460(g)(1).

(iv) Waste Hauling

The Applicant will utilize a waste haul service contracted to retrieve the mixed cannabis waste on a periodic basis at pre-designated time. The Applicant will have scheduled a service to come to the store to retrieve the waste on every Tuesday at 9:00am, unless there is no waste to be collected. Acceptable facilities that we may contract with include: Compostable mixed waste: Compost, anaerobic digester, or other facility with approval of the jurisdictional health department. Or a Non-compostable mixed waste: Landfill, incinerator, or other facility with approval of the jurisdictional health department.

The Cannabis waste will be destroyed in the vault room, in restricted access, out of public view. The cannabis waste will be mixed with material (such as kitty litter, organic material, soil, or other safe mediums) to make it unusable as to not let anyone re-use any cannabis. This cannabis will be locked on premise, and hauled by the water service provider. The weight of the waste contents will be weighed and recorded prior to the waste service provider hauling the waste. The cannabis waste receptacles will be replaced with new waste bags and re-inserted. The staff will keep all waste haul manifests, that include the name of the waste service provider, staff overseeing the waste haul, weight of the waste, date and time of the pickup. All records will be recorded in the state track-and-trace system and POS system to reflect inventory changes.

At no times will cannabis waste not be locked on premise. Additionally, the Dispensary Applicant will ensure that all cannabis waste is destroyed on site with the aforementioned methods to make all waste unusable.

(v) Examples of Cannabis Waste

Cannabis products at the Dispensary may become obsolete and non-sellable, requiring staff on site to place these items in the cannabis waste receptacles. Examples of why Cannabis products may be deemed cannabis waste include:

1. The Cannabis product is expired
2. The Cannabis product had been dropped on the floor, shattered or altered damage product or product packaging.
3. The Cannabis product is on recall by the State
4. The Cannabis product is a return vape product that malfunctioned
5. The Cannabis product was discovered to be opened prior to sale
6. Cannabis Vape products, concentrate products, beverage products may be leaking.

Cannabis products may be quarantined if they are found to be outdated, damaged, deteriorated, misbranded, or adulterated as referenced by 410 ILCS 705/15-65. The disposition of such cannabis products shall be clearly and promptly defined and updated through customized fields of WEAVE IQ the Applicant's perpetual inventory software.

4. Ventilation Plan

The resubmitted documents outline the HVAC system, odor mitigation devices, and the mechanical equipment that will be utilized and installed on the premise.

4 Ventilation Plan

Odor Control and Mitigation

The Applicant understands that Cannabis inherently has a strong odor, and this is often one of the leading complaints from neighbors or patrons in a surrounding area near a cannabis facility. These odor issues tend to be more prevalent around Commercial Cannabis cultivation facilities and significantly reduced with Retail cannabis businesses. We have studied this community issue over the last several years and have learned how to apply industry best practices to mitigate all issues and concerns on odor. The State of Illinois does not require any special odor control devices or operational compliance for odor management due to all products being pre-packed and inaccessible to customers until purchase. However, The Applicant is committed to providing for any reason odor mitigation controls to the Carol Stream residents and patrons.

We treat odor complaints and odor management as a serious part of our business and believe we must go above and beyond to make sure the community is not impacted by our operations when it comes to odor. Therefore, our team has developed a proactive integrated Odor Control Plan to mitigate cannabis odors exterior of the building, and within the building.

To that end, The Applicant will take appropriate measures and apply best practices to isolate any odor emitting activities from its retail facility. It should be noted that odors in the facility will be minimal compared to other classes of cannabis businesses because all goods sold are prepackaged and sealed. There will no unpacking or unsealing of contents in the store or on premise. All Cannabis items will be kept in a sealed vault room until sold to a customer. Therefore, no odor transmission will occur outside the building.

Nonetheless, The Applicant recognizes the extreme importance of this effort as it is central to being a good community citizen. By leveraging its principals' experience with running other dispensaries, The Applicant team approaches odor-mitigating activities in three ways: (1) Facility Design; (2) Equipment and Technology; and (3) SOPs.

IDENTIFYING SOURCES OF ODOR

The following potential areas of odor exposure will exist in our facility:

1. Storage Area / Vault
2. Cannabis products opened by customers on premise or in parking lot
3. Cannabis waste kept on site

Storage Area / Vault - All products are delivered in child-proof, air-tight, non-exposed packaging. Staff and customers are not allowed to open any cannabis or cannabis product on site, mitigating ambient odor. The Vault will have sealed, unopened cannabis and cannabis products stored. As a part of our Product Intake operating procedures, staff members will ensure that all incoming products are sealed and packaged correctly. The sales area will not have actual cannabis product on display per Illinois State Law.

Cannabis Products Opened By Customers - Customers may occasionally attempt to open products purchased on site, while in their vehicle or as they are walking outside in our parking lot. To prevent this from occurring, our staff will politely let all customers know that products are prohibited from being opened or consumed on premise. There will also be signs posted with this language in the sales area, parking lot and on the front entrance for all customers and patrons to observe.

If customers are found loitering and attempting to consume on site, a security guard will greet them and prevent them from opening or consuming on site. Customers who are found to be in negligent violation of this rule will be prevented from shopping at the retail store. We have a Zero Tolerance policy for consuming on site, whether that pertains to customers or staff members.

Cannabis Waste - Cannabis waste is composed primarily of damaged product, expired product or unusable (waste) product. There will be one distinct storage area for specific cannabis waste, located in the secure vault in an airtight cannabis waste bin. Cannabis waste bins will be sealed on site to prevent odor exposure and will be mixed with other material to make unusable. This waste will be locked until transported to a facility certified to handle cannabis waste, as further described in our Waste Plan.

ODOR CONTROL STRATEGIES

Odor control strategies and techniques will be vital to the success of operations; providing a clean fresh environment for our employees, and customers as well as our neighbors. Below we detail the techniques and equipment utilized in the facility to prevent odor from becoming an issue inside and outside the facility.

Throughout our tenure as operators in multiple cannabis markets we have utilized various forms of odor mitigation and believe we have achieved a comprehensive set of odor control strategies to help neutralize odor issues at the facility. The following strategies and techniques are what we will implement at the facility:

1. Facility Design
2. Equipment / Technology

3. Security
4. SOP and Cleaning Policies

FACILITY DESIGN

Facility design plays a key role in preventing nuisance odors from escaping the building envelope and ensures that odor-eliminating technologies are effective.

The design of the facility inhibits odor migration as only one room will house actual cannabis products, the Vault Room. The sales area will only have empty packages and facsimiles per State of Illinois Law

EQUIPMENT / TECHNOLOGY

We plan to reuse the building's HVAC infrastructure as its capacity is more than adequate for our proposed retail use. We will reuse existing rooftop units and provide new distribution ductwork to accommodate the new interior layout. While not required by State of Illinois or Local codes, we will add internal filters to the new ductwork to ensure odor mitigation within the facility and as air is exhausted.

These devices have filters that use pelletized granule carbon to remove odor, dust, and pollutants from the air. The carbon filter pellets remove dust, odor, and other pollutants through the air as it passes through the filter. These will be included in the new ductwork and HVAC distribution that we are upgrading in the existing building.

Please note that the existing rooftop units are currently screened from street view and any new or additional units and equipment will also be screened.

If any odors permeate throughout the building, The Applicant may use an ozone cleaner which is mobile and can neutralize odor and bacteria in an enclosed room.

SECURITY

All security personnel will be instructed to surveil for any cannabis consumption on site, and prevent any loitering on premise. Security will be aware of any cannabis odor during routine walk-arounds including the front of the building, sidewalk, back lot, and alleyway. Utilizing best practices to neutralize the odor immediately, all incidents will be reported and recorded by the Manager on duty. Our security will ensure that the parking lot maintains our No Smoking, No Consuming On-site sign. Customers will be prohibited from entering if they violate our policies, and we will work with our local enforcement team to ensure safety for the community.

SOPs & PROPOSED STAFF TRAINING AND SYSTEM MAINTENANCE PLANS

Odor and Pest Control Strategies and Techniques are only as good as the training that all The Applicant employees receive. The Applicant has an extensive employee training program to ensure compliance with SOP's and best practices, including odor mitigation. Regularly changing filters and regular trash removal are key operating procedures that all employees must follow daily.

Additionally, employees are prohibited from opening packaged products unless approved personnel are destroying a product. All products that are destroyed in accordance with the Waste Management Plan, will be done in, the Vault under surveillance. Receptacle bin tops will be properly placed and sealed to mitigate odor. All incoming cannabis product deliveries will be inspected for any holes, tears or damage to packaging. All employees will follow the cleaning policies for the public and restricted spaces.

The Applicant will also hold regular staff meetings to assess odor mitigation practices with an eye for continuous improvement. During our training with staff we specifically have a section dedicated to Odor Management, responsibilities, and processes. All levels of staff are trained on our overall Odor Management, managers receive an in-depth Odor Control Plan training which includes in-person, hands-on tour through facility and equipment training. Odor Control Plan training will cover these topics:

- Replacing Carbon Filters and checking status (if needed)
- Odor Nuisance Complaint
- Maintenance Logs
- Important Contacts
- Facility Checklist

Pest Control and Mitigation

Pursuant to 410 ILCS 705 15-70(m), Applicant shall ensure that the dispensary is free from infestation by insects, rodents, and pests throughout operations. Applicant shall follow guidelines from the Food and Drug Administration's (FDA) "Guidance for Industry: Guide to Minimize Microbial Food Safety Hazards for Fresh Fruits and Vegetables" to ensure adequate pest prevention and control. In an effort to create sanitary and sterile work, retail, and storage spaces, Applicant shall prevent all animals, including mammals, birds, reptiles and insects from entering the facility as many of them harbor or could be a vector for various pathogenic agents.

Applicant has developed a stringent pest control program that includes frequent regular monitoring of affected and treated areas to assess the accuracy of the program. Part of this program will be a significant emphasis on maintaining facility grounds in good condition. All exterior areas of the facility shall be kept clear of waste, litter, and improperly stored garbage. Applicant shall regularly cut all grass and other vegetation to discourage and prevent breeding, harboring and feeding of pests. Applicant shall also ensure that all inoperative and unused equipment is promptly removed from the property to prevent harboring rodents and insects. Facility exterior shall be fitted with adequate surface drainage mechanisms to prevent excess moisture build up to encourage breeding of certain pests.

Applicant shall regularly inspect all facilities to check for evidence of pest populations or animal contamination to help minimize the availability of food and water to pests. Upon discovery of a

deceased pest in a trap or any other part of the facility, DOA shall remove dead or trapped birds, insects, rodents, and other pests promptly to ensure a clean and sanitary facility and to avoid attracting additional pests. Applicant shall contract out the installation any necessary pest control mechanisms and handle any issues that is beyond the capability of DOA, General Manager and managerial staff. Monitoring shall include, confirmation that potential nesting or hiding places for pests have been eliminated and that surfaces soiled by birds or other wildlife have been sanitized and sterilized.

Applicant shall establish and maintain a pest control log that includes dates of inspection, inspection report, and steps taken to eliminate any problems and establishes frequent monitoring of affected and treated areas to determine the effectiveness of the treatment applied.

b. Scrubbing capability is not required by state and is not the norm. We will be installing carbon filters which is not required but we want to go above the baseline requirements.

c. All Coastal Dispensaries in California, Body and Mind in California, Arkansas, Michigan, and Ohio are a part of our team. This is the first Fuego location of many to come in IL.

5. Operations Plan

The Operations plan has addressed the following comments from the letter:

- a. On-street parking has been eliminated and clarified in the allowable parking environment.
- b. Customer lines and customer management is addressed in the operations plan on the Sales floor descriptions.
- c. The definition for department has been identified in the opening page of the Operations Plan.
- d. Hours of Operation and delivery times have been addressed in the Operations plan.
- e. Receiving inventory has been clarified to indicate the method and process for receiving inventory deliveries, and the location on the premise.
- f. Dispensing Flow patients has been changed to customers to reflect the use of the retail operation.
- g. The section labeled as "Rent" has been removed for clarity.
- h. Visitor protocols section has been updated to define "an applicant-issued ID".
- i. The city of Chicago reference in the plan has been edited and fixed.
- j. Maintenance staff and employees have been addressed in this section.
- k. Power outage section has been edited and added to reflect the mitigation of issues at the operation.
- l. Weighing and Measuring Equipment has been erased as it did not pertain to the content of the operations plan.
- m. The term "tickets" has been deleted and edited to "transactions".
- n. Under the DOA acquisition section, there has been questions in the included references to complete this section.
- o. Under the DOA Resignation/Termination section, the paragraph has been edited to include "the right" term.

- p. Under the DOA Evaluation section has been updated to reflect the right terminology for “review”.

6. Signage Plan

- a. The resubmitted Signage plan takes into account the comments from the letter and has updated the walls allowing signage to adhere to village code. Signage will be limited to the North and East elevations.
- b. In Item 7a narrative document, the electronic message board contents is defined to ensure compliance with all regulations. This will be limited to hours of operation and the name of our business.

7. Parking and Traffic Study indicates where parking at the premise will occur, spoke with Chris Ellerman, the jubilee furniture representative on March 22, 2023 about overflow parking which he does not have a concern with

8. Exterior Appearance has been updated to reflect the comments about paint and exterior landscape. The red in the west elevation has been removed. The red on the north elevation has also been removed

9. Location Exhibit has been updated with the correct names of the adjacent buildings and businesses.

10. Exterior lighting document has been updated to show the operating business times, lighting pole updates and recommended comments on fixtures.

11. The Check-in area upon entering the building for customers will have security personnel, but will not be armed.

We are grateful for the opportunity to re-submit this application for consideration of our special use permit at 720 E. North Avenue Carol Stream, IL. We look forward to hearing feedback on our project plan proposal and the opportunity to serve the residents of the Village as a long-term business member of the community.

Sincerely,

Veltiste Team
720 E. North Avenue Carol Stream

Certificate of the Publisher

Examiner Publications, Inc. certifies that it is the publisher of The Examiner of Carol Stream. The Examiner of Carol Stream is a secular newspaper, has been continuously published weekly for more than fifty (50) weeks prior to the first publication of the attached notice, is published in the Village of Carol Stream, township of Bloomingdale, County of DuPage, State of Illinois, is of general circulation throughout that county and surrounding area, and is a newspaper as defined by 715 ILCS 5/5.

A notice, a true copy of which is attached, was published 1 times in The Examiner of Carol Stream, namely one time per week for 1 successive weeks. The first publication of the notice was made in the newspaper, dated and published on April 5, 2023 and the last publication of the notice was made in the newspaper dated and published on April 5, 2023. This notice was also placed on a statewide public notice website as required by 5 ILCS 5/2.1.

In witness, Examiner Publications, Inc. has signed this certificate by Randall Petrik, its publisher, at The Village of Carol Stream, Illinois, on April 5, 2023.

Examiner Publications, Inc.

By: Publisher 

Randall E. Petrik, Publisher, Examiner Publications, Inc.

Subscribed and sworn to before me this 5 day of April, A.D. 2023.

Notary Public





LEGAL NOTICE
PUBLIC NOTICE
FILE #23-0011

Notice is hereby given that the Carol Stream Plan Commission/Zoning Board of Appeals will hold a Public Hearing at the Carol Stream Gregory J. Bielawski Municipal Center, 500 N. Gary Avenue, Carol Stream, Illinois, on Monday, April 24, 2023 at 6:00 p.m. to consider an application from Velliste IL (Fuego Dispensary) for the following actions:

A Special Use Permit for an Adult Use Cannabis Dispensary, in accordance with Section 16-3-11 of the Carol Stream Unified Development Ordinance

For the property located at 720 E. North Avenue (PIN 05-04-200-033).

The hearing will be held in-person and via a web conference meeting. The web conference will allow the public to view the meeting online or listen to the meeting.

Join from a PC, Mac, iPad, iPhone or Android device by using the following URL:
https://us02web.zoom.us/join/register/WN_FsFsXPxbQIKDlBR7zB8TEA

Or join by phone: Dial (for higher quality, dial a number based on your current location):

+1 312 626 6799 or +1 301 715 8592 or +1 646 558 8656

Webinar ID: 879 8709 7522

International numbers available:
<https://zoom.us/j/adsnXEZQik>

Those members of the public wishing to be heard with respect to this matter must attend in-person, or complete the public comment form at <http://carolstre.am/pc> by 4:00 p.m. the day of the public hearing. The public may also provide written comments prior to the public hearing by submitting them to Tom Farace, AICP, Planning & Economic Development Manager, 500 N. Gary Ave., Carol Stream, IL 60188, or may provide email comments by sending them to tfarace@carolstream.org. Comments must be provided by 4:00 p.m. the day of the public hearing. The application is available for public inspection on the Village's website at www.carolstream.org, and under the "Development Projects" button. Individuals with disabilities who plan to attend the hearing and who require certain accommodations in order to allow them to observe and participate, or who have questions regarding the accessibility of the meeting, are requested to contact the ADA Coordinator at 630-871-6250.

As published in *The Examiner* April 5, 2023 0405

Exhibit A

RECEIVED
MAR 31 2023
COMMUNITY DEVELOPMENT
DEPT

6. OPERATING PLAN

INTRODUCTION

Applicant has provided an Operating Plan that includes: (i) a day-to-day operation of the proposed dispensing organization located at 720 E North Avenue, and (ii) a Staffing Plan a staffing plan , and (iii.) State Inspection Plan for the dispensing organization, including the percentage of full-time employees who will be paid a living wage.

Scope

Operating Plan is designed to provide a safe, healthy and comfortable retail environment for both purchasers and Dispensing Organization Agents (DOA) throughout daily operations. Operating Plan accounts for the flow of products through the facility and describes procedures in which Applicant dispenses cannabis, maintains facility and operates in compliance with all of the requirements mandated in Cannabis Regulation and Tax Act (CRTA). The Illinois Department of Financial and Professional Regulation (Department) is the ruling agency which supervises the compliance of the Applicant.

Operating Plan is organized into the following sections:

- Roles and Responsibilities
- Operational Framework
- Day-to-Day Operations
- Retail Operations
- Facility Maintenance

Staffing Plan is designed to provide a framework for recruiting, establishing, training and enhancing the professional lives and overall wellness of prospective and current DOAs. Staffing Plan encourages the exploration of new pathways of continuing education, critical on-job training, financial wellness and community involvement. SP highlights information on staffing projections, wage allocations and plans for integration of different training modules described at length in Exhibit D: Dispensing Organization Agent Training and Education over time.

Staffing Plan is organized into the following sections:

- Introduction
- Staffing Goals
- Staffing Values
- Staffing Process
- Staffing Plan Implementation
- Benefits

Applicant shall maintain copies of all operational and staffing standard operating procedures (SOPs) on dispensary premises and provide copies to the Department upon request. Applicant shall review dispensing organization SOPs at least once annually or as needed due to changes in industry standards or Department requests. New changes added to SOPs shall require a new version number be issued and all DOAs will be updated with both a physical and electronic copy of SOP new version.

Compliance Overview

Applicant shall carry out all day-to-day operations, staffing and associated SOPs for the security, storage, inventory and distribution of cannabis as submitted in this Operating Plan. All operations shall reflect the representation made in this application and forthcoming license materials in compliance with 410 ILCS 705/15-70(a).

All operations shall be conducted in compliance with 410 ILCS 705 Article 55: General Provisions; Section 55-5 Preparation of Cannabis-Infused Products; 55-10 Maintenance of Inventory; 55-20 Advertising and Promotions; and 55-21 Cannabis Product Packaging and Labeling. Additionally, 410 ILCS 705 Article 15: License and Regulation of Dispensing Organizations; Section 15-65 Administration, 15-70 Operational Requirements; Prohibitions; 15-75 Inventory Control System; 15-80 Storage Requirements; 15-85 Dispensing Cannabis; 15-90 Destruction and Disposal of Cannabis; 15-95 General Manager/Agent-In-Charge; 15-100 Security; and 15-110 Recordkeeping.

Applicant has selected the WEAVE IQ System as its inventory management system and point of sale software. WEAVE IQ is compliant with the state selected BioTrackTHC inventory monitoring system.

Standards for Excellence

Operating Plan will conform to good manufacturing practices (GMPs) that have been standardized by the Foundation of Cannabis Unified Standards (FOCUS). FOCUS standards are compliant with the certification requirements promulgated by the American National Standards Institute (ANSI). This includes specific standards for retail cannabis operations and recordkeeping for all materials. These requirements ensure transparency during the development process and are the foundation for operation standards that are suitable for accreditation with additional regulatory agencies and entities.

Operating Plan also incorporates guidance from the following organizations into its respective SOPs for day-to-day operations and staffing:

- ASTM International
- Occupational Safety and Health Administration (OSHA) Voluntary Protection Program (VPP)
- National Fire Protection Agency
- American Society of Mechanical Engineers

Goals

1. To describe day-to-day operations for proposed dispensing organization
2. To outline how Applicant's rigorous standards of excellence exceed the requirements of CRTA
3. Create a framework for optimal operations that enhance efficiency in the acquisition, storage, inventory security and dispensing of cannabis
4. To create a safe, sanitary, secure, and purchaser-focused setting for dispensing cannabis both inside and outside the facility

Start-Up Timeline

Applicant plans on being fully operational within 3 months of receiving a Conditional Adult Use Dispensing Organization license and permit approval from (Local Jurisdiction). Applicant will benchmark performance standard in both operations and staffing throughout the first 6 months of operations, the end of Year 1 of operations, and the end of Year 2 of operations for initial analysis and projections.

(i) Day-to-Day Operations of the Proposed Dispensing Organization

Opening Hours

Monday- Saturday: 9am-9pm, Sunday: 10am-8pm,

Opening and Closing Procedures

Applicant shall implement detail-oriented SOPs for opening and closing the facility each day of operation. To ensure the prevention of theft and diversion of cannabis and cannabis products and to retain confidentiality of purchaser information and records, Opening and Closing SOPs shall be routine-oriented for regularity and consistency.

Opening

Upon opening the dispensary, owner, director and manager level employees will be responsible for the following tasks:

- Unlocking staff entrance 30 minutes before opening time and turning off interior alarm
- Ensuring all sanitation protocols from previous cleaning efforts have been properly carried out
- Ensuring all exterior signage is properly located and free of any demarcations, graffiti, stickers, etc.
- Ensuring all interior signage is properly located in compliance with 410 ILCS 705/15-65 (h) and is adequately visible to all purchasers and DOAs
- Confirming all lights are on and in workable condition
- Confirming Security Equipment is functioning properly
- Confirming all POS computers, smartphones, tablets, chargers, and associated equipment are in good working order and are all accurate and accounted for
- Carrying out inventory reconciliation to ensure starting day's inventory matches closing inventory from previous night
 - This includes cannabis flower, cannabis concentrate and cannabis-infused products that have been made available for samples as well as stocked inventory
- Carrying out cash reconciliation in the cash safe to ensure that the beginning day's overall till and each individual POS till is accounted for and accurate
- Transferring any products made available as samples from the Vault Room (Restricted Access Area) to their respective display cases (Restricted Access Area)
- Ensuring that all educational materials about the health risks associated with the use or abuse of cannabis required by the Department of Public Health are present in both the Verification/Waiting Room (Limited Access Area) and at the Retail Counter (Limited Access Area)
- Maintaining awareness of any training modules that are scheduled for that day
- If accepting a delivery before Opening, maintaining Receiving protocol highlighted in the Transaction protocol Section of this Operating Plan

- Sales plans for the day are displayed in relevant locations to maintain knowledge of current sales goals

General Manager/Agent-In-Charge will only be permitted to open the single, secure public entrance once these tasks have been completed. POS system shall record official opening completion of Opening protocol time and official opening time with POS sale capability separately.

Closing

Upon closing the dispensary, the General Manager/Agent-In-Charge will be responsible for the following tasks:

- Ensuring single, secure point of entrance for purchasers is locked
- Conducting cash reconciliation, balancing final till, creating starting till for the following day and placing cash positive gains in properly labeled envelopes in a separate section of the Cash Safe (Restricted Access Area)
- Running POS reports to accumulate all credit, debit, EFT and other electronic transaction reports
- Transferring any products made available as samples from their respective Display Cases (Restricted Access Area) back to their respective place in the Vault Room (Restricted Access Area)
- Locking Vault Room, Cash Safe and Storage Room
- Removing all trash, recycling and non-cannabis waste from associated receptacles
- Wiping down and sanitizing each POS station
- Confirming Security Equipment is functioning properly
- Confirming all POS computers, smartphones, tablets, chargers, and associated equipment are in good working order and are accounted for
- Nightly Report is sent to General Manager, Operations Consultant and any other relevant personnel
- Ensuring that all educational materials required by the Department of Public Health are restocked as needed in both the Verification/Waiting Room (Limited Access Area) and at the Retail Counter (Limited Access Area)
- Confirming all lights are off and maintenance staff is made aware of any lighting issues

General Manager/Agent-In-Charge will be responsible for sending out a Nightly Report to Operations Consultant and any other relevant personnel. Nightly Report will serve as a method of communication throughout the staff regarding the dispensing organization's operations, performance and potential issues of a given business day. Specifically, Nightly Report will include:

1. Official opening and closing time
2. Daily cash sales
3. Over/Under amount on Cash Till
 - a. discrepancy over or under \$10.00 shall trigger an investigation
2. Daily electronic sales including:
 1. Debit
 2. Credit

Nightly reports shall form an enhanced framework of communication between staff and ensure that all DOA are aware of daily occurrences in dispensing organization operations. Applicant views increase staff knowledge and involvement as a main strategy for achieving operational

goals and retail flow optimization and will use tools such as NR to consistently improve as a dispensing organization.

Hours of Operation

Proposed dispensing organization's intended operating hours are 9:00 AM to 9:00 PM, 6 days a week and opened 10:00 AM to 8:00 PM on Sundays. This will allow ample time for purchasers to obtain cannabis and cannabis products regardless of their typical work schedules and other obligations.

Applicant shall only accept deliveries in a restricted access area when the retail dispensary is not open to minimize risk and mitigate any threats of theft, diversion or loss.

Retail Operations

Product Procurement

Applicant shall acquire its products from licensed adult-use cultivation centers, craft growers and infusers throughout the state based on strains available, product availability, product roster diversity, consistency of test results and pricing. In coordination with 410 ILCS 705/15-70(n)(6), Applicant will never refuse to conduct business with an adult-use cultivation center, craft grower or infuser that has the ability to properly deliver the product and is permitted by the Department of Agriculture, on the same terms as other adult-use cultivation centers, craft growers infusers or transporters with whom it is dealing.

Pursuant to 410 ILCS 705/15-70(n)(5), Applicant shall not enter an exclusive agreement with any adult-use cultivation center, craft grower or infuser and shall provide consumers an assortment of products from various cannabis business establishment licensees such that the inventory for sale at any dispensary from any single adult use cultivation center, craft grower, infuser shall not be more than 40% of total inventory available for sale. Applicant will comply with all requests made by the Department to diversify product roster

Applicant will provide a wide array of usable cannabis, edibles, and infused products available in varying potencies so that every purchaser is provided diverse options and can explore options with the help of informed DOA.

All product that is ordered at the location will be entered into a tracking system, supervised by the Department, and tracks cannabis product from receiving to sale. All items that enter the store will be sealed, untouched, and in good condition. Products will be barcoded and placed into the Vault Area of the store. Only approved retail managers and employees will be allowed in the Vault Area where cannabis product is stored.

Packaging and Labeling Quality Controls

The following section outlines the packaging and labeling requirements set forth by the Department in the CRTA. The Applicant shall ensure that all cannabis products are correctly packaged and labeled in accordance with 410 ILCS 705/55-21. In order to ensure compliance with these rules, the Applicant shall inspect cannabis packaging and labeling at minimum twice before the Applicant sells a cannabis product or products to a qualified purchaser, first during product intake from a vendor, and second before a DOA sells selected cannabis product/s to a qualified purchaser. Additional quality control spot checks may be implemented by the Applicant to provide a third layer of quality assurance.

Inventory Manager shall be responsible for ensuring that all cannabis purchased from licensed adult-use cultivator, craft grower or infuser is packaged in a sealed, labeled container in compliance with 410 ILCS 705/55-21(b). Additionally, Inventory Manager shall be responsible for ensuring that all products containing cannabis are packaged in a sealed, odor-proof and child-resistant cannabis container consistent with current standards, including the Consumer Product Safety Commission standards referenced by Poison Prevention Act.

In order to ensure the quality control of packaging and labeling requirements as well as current standards, Inventory Manager shall develop and implement a quality control checklist based off the requirements set forth in 410 ILCS 705/55-21 of the CRTA and Consumer Product Safety Commission standards that a designated DOA must use during intake of received products as well as before dispensing cannabis products to a qualified purchaser. If product packages or containers are not in compliance with packaging and labeling Department requirements, the DOA handling the product packages or containers will segregate from complaint products and handle the according to Department regulations, its "Recall, Quarantine, and Destruction Plan" and SOPs described in Document III Waste Plan of this application and as described in section "Refusal of Incoming Product" of this plan.

All Applicant principal officers and DOAs who handle cannabis products will be trained on packaging and labeling quality control SOPs designed by Inventory Manager and enforced by Inventory Manager. and will be tested on these SOPs quarterly. If an Applicant employee does not pass the SOP test or is not able to meet quality control standards as required in the employee's job description, the employee will at minimum be put on a remediation track until they are able to properly perform their required packaging and labeling quality control duties. If the employee cannot remediate, they will be removed from cannabis handling duties and/or terminated from the Applicant's company.

Pursuant to 410 ILCS 705/55-21(d), Applicant shall never individually wrap or package cannabis-infused products and shall ensure that all cannabis-infused products conform to labeling requirements of the Illinois Food, Drug and Cosmetic Act in addition to all other requirements of Cannabis Tax and Regulation Act (Code of Federal Regulations (CFR) Part 1700 Poison Prevention Packaging), including the following effectiveness specifications:

1. Child-resistant effectiveness of not less than 85% without a demonstration and not less than 8% after a demonstration of the proper means of opening such special packaging, In the case of unit packaging, child-resistant effectiveness of not less than 80%.
2. Packaging shall have a senior adult use effectiveness of not less than 90%
3. Packaging shall never be reused
4. Packaging designed for the flow of liquid is so restricted that not more than 2 milliliters of the contents can be obtained when the inverted, opened container is taken or squeezed once or when the container is otherwise activated once.

Pursuant to 410 ILCS 705/55-21(e), Applicant shall ensure, through appropriate oversight and enforcement of SOPs, that each cannabis product is labeled before sale and that each label is securely affixed to the package. Each label shall provide the following information in legible English and any languages required by the Department of Agriculture:

1. Name and post office box of the registered cultivation center or craft grower where the item is manufactured
2. Common or usual name of the item and the Department of Agriculture-registered name of the cannabis product

3. Unique serial number that will match product with cultivation center or craft grower batch and lot number to facilitate any warnings or recalls to the Department of Agriculture, or cultivation center
 4. Date of final testing and packaging, if sampled, and the identification of the independent testing laboratory
 5. Date of harvest and "use by" date
 6. Quantity (in ounces or grams) of cannabis contained in the product
 7. Pass/fail rating based on laboratory's microbiological, mycotoxins, and pesticide and solvent residue analyses, if sampled.
 8. Content list containing the following information:
 - a) Delta-9-tetrahydrocannabinol (THC)
 - b) Tetrahydrocannabinolic acid (THCA)
 - c) Cannabidiol (CBD)
 - d) Cannabidiolic acid (CBDA)
- a. All other ingredients including any colors, artificial flavors and preservatives listed in descending order by predominance of weight shown with common or usual names.

Pursuant to 410 ILCS 705/55-21(e)(8)(B), Applicant shall ensure, through appropriate oversight and enforcement of SOPs, acceptable tolerances for the minimum percentage printed on the label of the above information that shall not be below 85% or above 115% of the labeled amount.

Pursuant to 410 ILCS 705/55-21(f), Applicant will ensure, through appropriate oversight and enforcement of SOPs, that packaging is not false or misleading, promotes excessive consumption, depicts minors consuming cannabis, includes images or a cannabis leaf or flower, includes any image designed or likely to appeal to minors, contains any seal, flag, crest, coat of arms, or other insignia likely to mislead purchasers to believe products have been made by such entity.

Applicant will maintain a targeted approach to quality management with respect to labeling on cannabis products produced by concentrating or extracting ingredients from the cannabis plant as highlighted by 410 ILCS 705/55-21(g). This includes a label that highlights the extraction method used, any solvents or gases used to create the concentrate or extract and any other chemicals or compounds used to produce the concentrate or extract.

Pursuant to 410 ILCS 705/55-21(h&i), the Applicant shall ensure, through appropriate oversight and enforcement of SOPs, that all cannabis and cannabis products that Applicant carries shall contain warning statements for purchasers of a size that is legible and readily visible to a consumer inspecting a package that cannot be covered or obscured in any way. All cannabis and cannabis products that Applicant offers for sale shall contain the following warnings:

"This product contains cannabis and is intended for use by adults 21 and over. Its use can impair cognition and may be habit forming. This product should not be used by pregnant or breastfeeding women. It is unlawful to sell or provide this item to any individual, and it may not be transported outside the State of Illinois. It is illegal to operate a motor vehicle while under the influence of cannabis. Possession or use of this product may carry legal penalties in some jurisdictions and under federal law."

Pursuant to 410 ILCS 705/55-21(j), the Applicant shall ensure, through appropriate oversight and enforcement of SOPs, that all cannabis for sale shall contain labels that communicate "Smoking is hazardous to your health." All cannabis-infused products for sale that are not intended for topical

application shall include a warning that communicates "CAUTION: This product contains cannabis, and intoxication following use may be delayed 2 or more hours. This product was produced in a facility that cultivates cannabis and that may also process common food allergens." All cannabis-infused products intended for topical application must contain a statement that says "DO NOT EAT" in bold, capital letters.

Pursuant to 410 ILCS 705/55-21(k), the Applicant shall ensure, through appropriate oversight and enforcement of SOPs, that each cannabis-infused product intended for consumption that Applicant carries shall be individually packaged and shall include the total milligram content of THC and CBD and shall not include more than a total of 100 milligrams of THC per package. Within each package of no more than 100 milligrams shall contain no more than 10 milligrams per individual serving.

Pursuant to 410 ILCS 705/55-21(l), no DOA shall alter the labelling affixed to primary packaging of any cannabis product for sale. Upon receipt of cannabis products from a licensed vendor and before the final sale of any product, if a DOA finds that a label has been altered from its original state in any way, the product shall be segregated from compliant products and handled in accordance with Department regulations and according to its Recall, Quarantine, and Destruction Plan and SOPs described in Exhibit G of this application and as described in section "Refusal of Incoming Product" of this plan.

Pursuant to 410 ILCS 705/55-21(o), Applicant will stay up to date and respond quickly to any changes that are made to label and label warning requirements, including requirement changes made by the Department of Public Health or any other relevant local or state regulatory agency. In order to ensure the Applicant is up to date on important regulatory changes, the Applicant shall sign up on any Department of Public Health listserv, as available, and also review the Department website at minimum every fiscal quarter to search for any updates and changes to the CRTA. Changes in label and label warning requirements will be reflected in updated changes to the Applicant Operating Plan SOP and employees will be trained accordingly.

Product Flow

Receiving

All products will be received only in a back area of the building labeled Delivery on the proposed applicant Floor Map. Access to this area is limited, only approved staff of the dispensary will be allowed access and is not open to the public. The transporting vehicles will unload and load products in front of the secured door of the delivery Area. Once the Door is open from the building the vehicle will be instructed to back into close proximity of the door. Products will be unloaded from trucks, typically the size of a sprinter van and no larger than a transit van, and securely bring the cannabis products into the delivery area. Unless there is a scheduled and approved delivery, the door will always remain shut. Applicant shall ensure compliance with 410 ILCS 705/15-70(g) by only accepting deliveries into a restricted access area and not through public or limited access areas. Applicant's shipping and receiving area shall maintain compliance with all State and local building, fire and zoning requirements and regulations. No transportation vehicles will enter the building.

Applicant has assigned product intake duties to General Manager/Agent-In-Charge with additional support Inventory Manager as a form of double verification to prevent theft, diversion and loss. A Security guard may also be available to assist with all delivery check-ins, waste, or other activities. Product deliveries will occur on set times with vendors at least 48 hours prior, and be designated for times between 9am-2pm when the store is not as busy and store is open. The

delivery products will be sealed in shipping boxes or tote bins typically, unmarked and carried from truck directly into a cart located at the delivery area. Security guards will supervise the cannabis deliveries and monitor the vehicles of the delivery driver in case delivery driver is delivering product alone. At all times, only badged employees will be allowed to make deliveries for the store. Applicant will verify each delivery with the vendor ahead of time, and let security know of expected deliveries 24 hours prior.

Applicant shall ensure that General Manager/Agent-In-Charge quarantines all cannabis and cannabis-infused products and that General Manager/Agent-In-Charge conducts compliance check for product name, strain name, weight, and identification on the manifest matches the information on the cannabis product label and package in coordination with 410 ILCS 705/15-75(c).

General Manager/Agent-In-Charge and Inventory Manager shall always be present when receiving cannabis and cannabis products from other licensees. Receiver on duty will cross check the shipping manifest with the transporters, verify that the packages unloaded match the manifest. General Manager/Agent-In-Charge shall verify that all the packaging and labeling of the materials is appropriate, undamaged, and not tampered with, and immediately transport the order into the Vault Room.

General Manager/Agent-In-Charge shall carry out the following protocols for any products to be accepted into Applicant's inventory:

1. Confirm that the delivery is carried out in a Restricted Access Area, in the delivery area, as defined by 410 ILCS 705/15-70(g)
2. Confirm that the delivery has been scheduled during off hours
3. Confirm that the delivery has come from a licensed adult-use cultivation center, craft grower, infuser and/or transporter
4. Receiver confirms the following details are listed in shipping manifest:
 - a) Applicant's entity name
 - b) Applicant's license number
 - c) DOA/Receiver name
 - d) Date
2. General Manager/Agent-In-Charge inspects the order to ensure that all products have corresponding Certificates of Analysis (COA)
3. Inventory Manager confirms all products are in compliant packaging and are in final form
4. General Manager/Agent-In-Charge confirms that no Best By or Sell By dates have passed
5. General Manager/Agent-In-Charge completes shipping manifest by printing and signing name, listing phone number, time of arrival and date
6. General Manager/Agent-In-Charge scans shipping manifest uploads to appropriate recordkeeping portal and notifies General Manager of order completion
7. General Manager/Agent-In-Charge immediately inputs new order details into WEAVE IQ once finalized placement in Vault Room (Restricted Access Area) is carried out

Refusal of Incoming of Cannabis Product

If a product is insufficiently labeled, damaged, or tampered with, Inventory Manager will be required to record this fact and reject receipt of that product. If other licensee does not accept the return, it will be recorded as waste, reported to the Agent in Charge/Inventory Manager, and disposed of without being held in the same container as any products meant for distribution.

General Manager/Agent-In-Charge shall reject incoming deliveries with the following characteristics:

- COA is more than 12 months old
- Sell By or Best By date has passed rendering product expired
- Shipping manifest does not match the product being delivered in terms of quantity, weight, quality or other measurable data point
- Packages and/or labels are not in compliance with 410 ILCS 705/55-21

Applicant will add to this list over time in the event it discovers any additional standards by which it defines unacceptable product for order acceptance.

Storage and Inventory

Pursuant to 410 ILCS 705/15-80(a), Applicant shall only store cannabis and cannabis-infused products on its premises in a restricted access area, located in the Vault Area that meets all inventory tracking requirements of 410 ILCS 705/15-75.

All products that are received will be accounted for in the inventory control system when they are placed into the vault from the receiving area. There will be daily-on hand inventory stored in the fulfillment area, located on the proposed floor map, to allow for easy, quick access to inventory from the sales area.

Applicant shall ensure compliance with 410 ILCS 705/15-80(d) by separating containers storing cannabis that have been tampered with damaged or opened shall be labelled with the date opened and quarantined from other cannabis products in a separate area of the vault until they are disposed.

Vault Room will have designated areas for different types of product based on method of consumption. Raw flower, concentrates, cannabis-infused products, tinctures and topical products and other categories shall be stored separately and accounted for respectively in the WEAVE IQ system. Applicant will comply with any forthcoming rules or regulations relating to the refrigeration, hot-holding, and handling of cannabis-infused products highlighted by 410 ILCS 705/55-5(a). Applicant shall ensure compliance with 410 ILCS 705/15-80(d) by separating containers storing cannabis that have been tampered with damaged or opened shall be labelled with the date opened and quarantined from other cannabis products in a separate area of the Vault Room (Restricted Access Area) until they are disposed.

Samples that are held in display cases on a day-to-day basis are subject to the same storage requirements as all cannabis inventory that is for sale. Applicant will comply with 410 ILCS 705/15-80(f) by ensuring all samples are within in a sealed container and held within a restricted access area. Part of Closing DOA/General Manager's Closing Responsibilities are to remove any samples from display cases at the Retail Counter (Restricted Access Area) and move them into the Vault Room (Restricted Access Area). DOA shall place samples in designated location within the Vault Room to ensure inventory tracking accuracy.

First In First Out (FIFO) Policy

Pursuant to 410 ILCS 705/15-65(a)(4), Applicant will develop SOPs to ensure that the oldest stock of cannabis product is distributed first. This protocol will guarantee that the supply chain cycle is being carried out properly and that product freshness or quality is not sacrificed for sales. Once

in the vault, all products will be sorted into appropriate containers that will facilitate a first-in first-out distribution method.

Pursuant to 410 ILCS 705/15-65(a)(3), Applicant will develop SOPs for the segregation and destruction of outdated, damaged, deteriorated, misbranded, or adulterated cannabis and associated mechanisms for written documentation and recordkeeping of the cannabis disposition. Applicant will mirror its first in first out processes described above for cannabis set to be destroyed in order to ensure that cannabis products marked for destruction are not stored on the premises for more than 7 days, in accordance with 410 ILCS 705/15-80(e).

Waste Handling and Management

Note: This subsection highlights waste handling and management plans described at length in Applicant's Document III: Recall, Quarantine and Destruction Plan.

Pursuant to 410 ILCS 705/15-90, cannabis and cannabis-infused products must be destroyed by rendering them unusable by using methods approved by the Department that comply with CRTA. Cannabis waste rendered unusable shall be promptly disposed of in accordance with CRTA. All cannabis waste shall be documented in WEAVE IQ system with the following data points:

- Weight of mixed waste when entered into storage
- Weight of mixed waste when removed from storage
- Waste container identification number, if applicable
- Method of disposal
- Date of disposal
- Confirmation that the cannabis was rendered unusable before disposal
- The name and signature or identification number of the ICM or his/her designee.

All cannabis that is not usable will be disposed of within seven calendar days of expiration or removal from the regular inventory. Cannabis waste will be ground up and incorporated with combustible solid waste or other organic materials, such as cardboard or used cooking oil, to a resulting mixture that is at least 50% non-cannabis waste by volume. Mixing of unusable cannabis and compostable will be carried out by the authorized employee in a limited access area under video surveillance. Immediately prior to mixing, all cannabis waste will be weighed on a calibrated certified scale. Cannabis waste will be securely stored in a limited access area prior to and after mixing.

Waste handling and management SOPs are designed to prevent the need to use hazardous materials, but hazardous waste storage, management, and disposal procedures will be implemented as a contingency safety measure. Non-hazardous options will be utilized whenever possible.

Using information from Safety Data Sheets (SDS) and Illinois Waste Management guidelines, Facility Manager/General manager will determine which materials are hazardous and follow all labeling, storage, and disposal recommendations. In addition to copies of MSDSs located in the areas where the chemicals are used, copies will be filed in a main office in case access to the information is prevented due to a spill.

Preparing Orders

When an order is being placed, dispensary operating agents will first use the WEAVE IQ system to first verify:

- Age verification to prevent sale of cannabis to underage purchasers. ID barcode scanners will be used to verify the validity of forms of acceptable identification.
- Purchase limits have not been exceeded. To mitigate diversion to neighboring states, Applicant will limit the quantities of cannabis product allowed to be purchased by non-Illinois residents.

Once a transaction has been finalized, dispensary operating agents will package all cannabis products into the appropriate final exiting packaging. All exiting packaging and individual labels for cannabis products will conform with the regulations set forth in the Cannabis Regulation and Tax Act.

Dispensing Flow

This process for dispensing products to customers includes the retail transaction process and all required verification processes and is designed to maximize security and safety while still making the process as convenient as possible for purchasers.

Phase 1: Purchaser Entry

Applicant's purchaser flow has been designed to ensure maximum safety for all purchasers while they are present at the dispensary operation. This includes the moment they arrive to the moment they exist and leave the premises. (describe appropriate security measures: parking lots, bike zone, bus stop, etc.)

Purchasers can access the proposed dispensary through the main entrance. In compliance with 410 ILCS 705/15-100(c)(1), the facility will have a locked door as a barrier between the entrance and the foyer serving as a waiting room. After entry through a single secure entrance, Purchaser moves on to Phase 2: Purchaser Verification.

Parking Lot

To better serve Purchasers driving to the facility, Applicant will strive to create safety and security from the moment they enter the parking lot to the moment they leave, including the time traveling to and from the vehicle. Security Agent(s)/DOA will be posted outside of the entrance to monitor entering vehicles and detect potential security threats. The lot will be well-lit to facilitate surveillance as well as access concerns as indicated in our lighting plan. The lot will also contain an adequate ratio of handicapped spaces as required under the federal Americans with Disabilities Act and the Illinois Environmental Barriers Act."

Additional parking may be accessible in the spillover parking area of

Public Transportation

For Purchasers traveling to proposed dispensary via public transportation, Security Agent(s) will monitor the adjacent bus stop(s) to ensure safe arrival, and inform departing customers of the next scheduled bus arrival.

Cyclists

For customers arriving by bicycle, the Security team will be trained in assisting cyclists in obtaining secure bike parking to prevent theft, and ensuring cyclists follow safe road practices when retrieving and unlocking bicycles and leaving the facility.

Phase 2: Purchaser Verification

Customers will enter the check-in room; they will be greeted inside by a security guard who will verify their age and government ID. Upon entering, they will be told important rules to abide by while they are in the store. In the Check-in room, customer will be queued up as to not let too many customers into the sales floor for safety reasons. We will manage a crowd of 18-25 people at any given time in the sales room to allow for efficient crowd management. The check-in room will have seating, water and a TV to let people browse our menu and wait until the security guard lets them proceed to the sales room.

Pursuant to 410 ILCS 705/15-85(a), all dispensing organization agents (DOA) will (1) verify the age of the purchaser and the (2) the validity of their government-issued identification card by using an electronic scanning device. All DOAs will carry out proper transaction protocol listed in 410 ILCS 705/15-85(c), including confirmation that all identification received is valid, unexpired, and contains date of birth and photograph of the individual.

Once verified, the Purchaser enters through a single secure point of ingress and Dispensary Operating Agents uses scanning equipment that is linked to POS system for proper recordkeeping of purchaser entries. Customers will be able to access the sales floor area, where they will browse for products and talk to DOA on the sales floor. Secondary verification shall occur by the POS later of the Dispensing Flow.

Pursuant to 410 ILCS 705/15-85(b), Applicant will not sell cannabis products to a prospective Purchaser until the customer produces a valid identification confirming a legal age of 21 or over. In the event that valid identification is not presented, this prospective Purchaser will be turned away and informed that they will only be granted access with valid identification. Security Agent(s) will be ready and able to de-escalate any verbal or physical altercations that may result from turning them away. Security cameras shall be present in Verification Area of Waiting Room to record proper verification of Purchasers and document any potential incidents that could lead to diversion, theft, or altercation.

If there is space available on the Sales Floor (Limited Access Area), Purchaser shall be granted access. If the Sales Floor (Limited Access Area) is full, Purchaser shall be asked to wait in Waiting Area (Limited Access Area), where they can find Purchaser Education Materials and associated local information.

Phase 3: Purchaser Entry to Sales Floor and Interaction with DOA/Product Specialist

Once granted access, Purchaser travels through a door that opens out onto the Sales Floor (Limited Access Area) has access to various menus, display cases, product samples and all other retail options.

A dispensary agent greets Purchaser upon entry and offers any education and support materials highlighted in 410 ILCS 705/15-85(a)(3). This may be provided in both the form of verbal assistance or handing Purchasers deliverables with product information already included.

Display cases only carry samples in sealed containers that Purchaser can visually inspect. DOA will prevent Purchaser from compromising packaging and labeling of sample product. DOA may show purchaser one sample at a time for inspection. Any samples shall be returned to display case before the Purchaser makes a final decision.

Phase 4: Purchaser Decision and DOA Retrieval

Before each transaction, every dispensary agent enters into WEAVE IQ (i) their own DOA identification number, (ii) the dispensing organization's identification/license number, (iii) the amount, type, and if applicable strain of all cannabis and cannabis-infused products dispensed and (iv) the date and time of dispensing to retain compliance with 410 ILCS 705/15-85(a)(4). DOA records this information into a smartphone/tablet so they can maintain accuracy of the Purchaser's order throughout retrieval in the storage room.

Once DOA records Purchaser order into smartphone/tablet, DOA moves from behind the Retail Counter (Restricted Access Area) through a door controlled by RFID access with DOA identification card and into the Storage Room (Restricted Access Area). Once DOA passes through the first door and closes it behind them, DOA provides required input (fingerprint, retinal scan, facial recognition) for biometric access control mechanism to enter the vault installed by TL30 Vaults. DOA brings a smartphone or tablet that has preloaded order along to ensure order actualization is accurate. DOA retrieves cannabis and/or cannabis products from respective, separately organized locations in the storage vault. DOA exits Vault Room (Restricted Access Area) and Storage Room (Restricted Access Area), closing both doors behind them and returns to Retail Counter (Restricted Access Area) with product ready to confirm order accuracy and carry out financial transaction.

Phase 5: Double Verification, Financial Transaction and Product Handover

DOA enters into WEAVE IQ (i) their own DOA identification number, (ii) the dispensing organization's identification/license number, (iii) the amount, type, and if applicable strain of all cannabis and cannabis-infused products dispensed and (iv) the date and time of dispensing to retain compliance with 410 ILCS 705/15-85(a)(4).

DOA carries out double verification of identification provided by Purchaser with POS backup to provide a second layer of security and minimize risk of theft and diversion. DOA upholds the same standards required in 410 ILCS 705/15-85(a) for identification verification at this phase of Dispensing Flow. The transaction is not permitted without double verification. Illinois resident and non-resident purchase limits will be strictly enforced for each transaction.

Per 410 ILCS 705/15-85, the following information, for each transaction, will be entered into the WEAVE IQ system:

- Name of purchaser
- Age of purchaser
- Address of purchaser
- Name of dispensary operating agent responsible for the transaction
- The dispensary operating agent's identification number
- The Applicant's dispensary organization identification number
- The amount, type (including strain, if applicable) of cannabis or cannabis-infused product dispensed
- The date and time the cannabis was dispensed

Applicant processes cash transactions and Electronic Funds Transfer in accordance with Currency Management Plan Highlighted in Exhibit H: Security Plan. All transactions shall be recorded in WEAVE IQ. Cash tills are reconciled at the end of each day. Opening and closing procedures are highlighted more in the Opening and Closing section of this Operating Plan.

Pursuant to 410 ILCS 705/15-65(n)(17), Applicant will not sell cannabis, cannabis concentrate or cannabis-infused products in combination or bundled with each other or any other items for once price. Each item of cannabis, cannabis concentrate or cannabis-infused products will be uniquely and separately identified by quantity and price on the receipt generated by POS System. Both print and electronic receipts shall reflect the prohibition of combinations and bundling.

Once double verification is complete and payment is processed, DOA will retrieve the order from the fulfillment area which will be prepared for them by a separate inventory employee and hand over order to Purchaser in opaque exit packaging.

Phase 6: Purchaser Exit

Purchaser carries exit packaging from Sales Floor back to Check-in room out of a separate point of egress from the initial entrance. Separating Purchaser entrance from exit in different parts of the Sales Floor is intended to minimize risks of theft and diversion, streamline dispensing flow, and avoid exceeding NFPA 101/5000 Maximum Occupancy Requirements.

Purchaser exits facility through the same single, secure point of egress they entered with a locked barrier compliant with 410 ILCS 705/15-100(c)(1). Applicant navigates pathway to return to parking lot/street parking/public transportation.

Power Outage

The State of Illinois requires all Applicants to have a back-up battery power source in the event of a power outage. Although a rare occurrence, the Applicant will have a 4-hour backup battery source on site to power the cameras in the event of a power outage. All doors will be able to be accessible for proper egress and fire safety protocols. The battery backup will be located in the IT room in a locked secure room.

Maintenance Operations

Pursuant to 410 ILCS 705/15-70(l), Applicant shall ensure that any building or equipment used by dispensing organization for the storage or sale of cannabis is maintained in a clean and sanitary condition. This involves a comprehensive Facility Management Plan (FMP) within OP that Applicant shall carry out to promote consistency, quality and safety throughout all applications. FMP includes descriptions and plans for maintenance of various elements of the facility, including equipment, odor control, HVAC, Sanitation.

Applicant shall ensure that the facility meets the requirement of suitable size and construction to facilitate cleaning, maintenance and proper operations highlighted in 410 ILCS 705/15-80(b).

There will be a separation of responsibility between certain facility maintenance tasks. Applicant will handle general equipment maintenance such as POS Maintenance internally between the expertise of General Manager, inventory manager, and other personnel. Applicant/General Manager will work with Building Manager/Superintendent, who is not onsite during opening hours, to conduct regularly scheduled maintenance on more complex systems throughout the facility. In some cases, such as odor control equipment maintenance, there may be a convergence of personnel between the Building Manager/Superintendent and General Manager as General Manager may need access to certain portions of the facility to carry out maintenance to carry out maintenance that only Building manager/Superintendent can provide. Facility and Building

manager will be scheduled prior to coming onsite during operating hours with supervision from managerial staff.

Applicant shall use WEAVE IQ terminals in the dispensing area connected to a screen in the vault designed to receive orders from the POS system for packaging.

The vault will contain high accuracy digital scales that interface with the inventory control system primarily for use in destruction and disposal of cannabis. Terminals for accessing the inventory system will be in the vault, and the POS terminals in the dispensing area will handle inventory functions for that part of the facility.

Non-toxic cleaning supplies will be available for staff use but kept out of sight of purchasers in their own respective storage areas when not in use.

POS System Maintenance

Applicant shall examine POS equipment for obsolete hardware or software and/or faulty components such as memory cards, pin pads, receipt printers, or chip readers.

Applicant will carry out the following preventative measures to ensure proper POS maintenance:

- Regular cleaning of monitors
- Wiping down keyboards
- Maintaining air flow for CPU and fans
- Running system scans on a regular basis
- Conducting software updates consistently
- Inspecting power cords and cables for frays, tears and general wear
- Regularly backing up records daily
- Cross referencing reports with WEAVE IQ reports to ensure accuracy of functioning

Storage Description

- A description of the enclosed, locked facility where cannabis will be stored by the dispensing organization
- Location of cannabis storage areas while the dispensary is open for business
- Location of cannabis storage areas while the dispensary is closed for business
- Location of all safes or vaults that will be used to store cannabis, cannabis products or currency
- Dimensions of all safes or vaults that will be used to store cannabis, cannabis products or currency

HVAC Maintenance

Applicant shall ensure that all aforementioned HVAC equipment is well-maintained and in proper order by implementing stringent SOPs for HVAC maintenance. Maintenance protocols shall include:

- Facility Manager/General Manager scheduling a service appointment in the spring and fall to prepare for seasons when cooling and heating needs will be abundant
 - For air conditioning system, this involves equipment servicing in late winter or early spring
 - For heating, this involves furnace and other heating equipment servicing in late summer or early fall
- Cleaning any dirt, leaves or debris outside the main exterior housings for HVAC systems
- Inspecting base pans for blocked drain openings

- Inspecting any cabinets or coils for leaks
- Inspecting fan blades while in motion and stationary to determine damage
- Inspecting the control box associated with the unit
- Cleaning and replacing all filters
- Inspecting for leaks in the ductwork
- Inspecting for any unusual odors upon system startup
- Listening for any unusual noises upon system startup
- Inspecting wiring and connections

Once per month, General Manager/Facility Manager shall:

- Clean debris and vegetation away from any exterior compressors to maintain adequate airflow
- Inspecting and potentially replacing the return air filter

Applicant will contact HVAC installation vendor/provider at the sign of any initial problems, such as:

- Inability for equipment to maintain adequate environmental control
- Failure of any automate systems, hardware or software
- Energy bills increasing but usage rates remaining the same
- Cannabis contamination threat is possible

Odor Control and Mitigation

Applicant acknowledges that the odor produced by the presence of cannabis may present a public nuisance to the immediate community and a financial threat to neighboring businesses. In order to mitigate these risks, Applicant will take the required actions to ensure that all air is scrubbed properly and continually to eliminate any potentially offensive odors or smells. Applicant recognizes that this will require that the dispensary atmosphere be scrubbed and flushed at least once per minute and Applicant shall commit to carrying out this protocol as part of its Odor Control and Mitigation Plan (OCMP). All air scrubbing efforts maintained by Applicant will occur in addition to the Smart Cleanroom HVAC system that will be outfitted in dispensary.

General Manager/Agent-In-Charge will supervise the installment and maintenance of an odor control and mitigation system to ensure there are no offsite odors, with a comprehensive focus on cannabis odors. Additionally, security and all staff members will be trained to immediately report any odor problems to the Facility Manager. Facility Manager will maintain the odor control system, and will be responsible for scheduled routine maintenance and emergency repairs. General Manager shall review OCMP annually to determine if material upgrades are required to continue ensuring an odor-free environment both inside and outside of the dispensary.

A schematic detailing the dimensions and specifications for each room and area of the proposed dispensary has been provided as part of Exhibit J: Proposed Floor Plan. Applicant will utilize a series of forced-air, high-velocity induction fans to eliminate any offensive odor that may result from the presence of cannabis. These fans operate in conjunction with specific industrial-grade purification filters that rely on activated, high-capacity carbon to remove any volatile organic compounds that may be present in an airstream. These fan and filter combinations are capable of scrubbing approximately 1,000 cubic feet of air per minute, and will be placed strategically throughout the dispensary facility.

Two odor-scrubbing units will be placed in the patient waiting area, which consists of approximately 4,000 cubic feet of atmosphere. With this volume, in consideration of the chosen odor-scrubbing units, the air contained inside the patient waiting area will be effectively scrubbed at least once every two minutes (depending on occupancy). This protocol will ensure an odor- and contaminant-free environment.

Applicant shall install four odor-scrubbing units in the transaction area where cannabis handling is most frequent. One unit will be placed in each corner of the room—creating an odor-free and fresh airstream that flows from the outside in and that draws potential cannabis odors from surrounding areas inward into the dispensary and away from the public. An additional unit will be placed in the secure room that contains the vault to ensure that absolutely no odor is detectable at any time.

Pest Control and Mitigation

Pursuant to 410 ILCS 705 15-70(m), Applicant shall ensure that the dispensary is free from infestation by insects, rodents, and pests throughout operations. Applicant shall follow guidelines from the Food and Drug Administration's (FDA) "Guidance for Industry: Guide to Minimize Microbial Food Safety Hazards for Fresh Fruits and Vegetables" to ensure adequate pest prevention and control. In an effort to create sanitary and sterile work, retail, and storage spaces, Applicant shall prevent all animals, including mammals, birds, reptiles and insects from entering the facility as many of them harbor or could be a vector for various pathogenic agents.

Applicant shall develop a stringent pest control program that includes frequent regular monitoring of affected and treated areas to assess the accuracy of the program. Part of this program will be a significant emphasis on maintaining facility grounds in good condition. All exterior areas of the facility shall be kept clear of waste, litter and improperly stored garbage. Applicant shall regularly cut all grass and other vegetation to discourage and prevent breeding, harboring and feeding of pests. Applicant shall also ensure that all inoperative and unused equipment is promptly removed from the property to prevent harboring rodents and insects. Facility exterior shall be fitted with adequate surface drainage mechanisms to prevent excess moisture build up to encourage breeding of certain pests.

Dispensing organization agents (DOA) shall sanitize daily to remove product or product remnants that attract pests in and around the storage room and Sales Floor and any other location in the facility where product is handled or stored.

Applicant shall regularly inspect all facilities to check for evidence of pest populations or animal contamination to help minimize the availability of food and water to pests. Upon discovery of a deceased pest in a trap or any other part of the facility, DOA shall Remove dead or trapped birds, insects, rodents, and other pests promptly to ensure clean and sanitary facilities and to avoid attracting additional pests. Applicant shall contract out the installation any necessary pest control mechanisms and handle any issues that is beyond the capability of DOA, General Manager/Agent-In-Charge and managerial staff. Monitoring shall include, as much as practical, confirmation that potential nesting or hiding places for pests have been eliminated and that surfaces soiled by birds or other wildlife have been sanitized and sterilized.

Applicant shall establish and maintain a pest control log that includes dates of inspection, inspection report, and steps taken to eliminate any problems and establishes frequent monitoring of affected and treated areas to determine the effectiveness of the treatment applied.

Signage

Applicant shall post its license and hours of operation in a conspicuous location in an area of the dispensary accessible to consumers.

Pursuant to 410 ILCS 705/15-100(g)(1) Applicant shall identify restricted access areas (RAA) by posting a sign that is a minimum of 12" x 12" that reads "DO NOT ENTER-RESTRICTED ACCESS AREA-AUTHORIZED PERSONNEL ONLY" in lettering no smaller than one inch in height. Applicant shall clearly describe all RAA in the floor plan of the premises, reflecting walls, partitions, counters and all areas of entry and exit. Floor plan attached as part of this application also displays storage/vault room, waste storage and disposal and Sales Floor and POS areas.

All signage shall be compliant with 410 ILCS 705/15-65(h). This includes the displaying of a placard that states:

"Cannabis consumption can impair cognition and driving, is for adult use only, may be habit forming and should not be used by pregnant or breastfeeding women."

As Applicant plans to sell edible cannabis-infused products, Applicant shall display placards that state:

"Edible cannabis-infused products were produced in a kitchen that may also process common food allergens"

"The effects of cannabis products can vary from person to person and it can take as long as two hours to feel the effects of some cannabis-infused products. Carefully review the portion size information and warnings contained on the product's packaging before consuming."

All signage shall be larger than 24 inches by 36 inches wide and typed with letters no smaller than 2 inches. Signage shall be clearly visible and readable by all customers and shall be placed in areas where cannabis and cannabis-infused products are sold and may be translated into additional languages as needed.

Any signage shall be in compliance with 410 ILCS 705/55-20(a) by not containing any statement or illustration that is false, misleading, promotes overconsumption of cannabis, depicts actual consumption of cannabis, depicts minors consuming cannabis, makes health, therapeutic, or medicinal claims about cannabis, includes the image of a cannabis leaf or flower, or includes any images, characters or phrases that are designed in any manner to be appealing to or encourage consumption by minors.

Applicant shall comply with 410 ILCS 705/15-65(i) by posting notices inside the dispensary that prohibit minors from the premises unless the minor is a patient under CUMCPPA, prohibits distribution to individuals under age 21 and prohibits transportation of cannabis or cannabis products across state lines.

Additional Signage information can be found in the Signage Plan in Document VII.

(ii) Staffing Plan for the Dispensing Organization

Applicant has designed Staffing Plan (SP) to provide detailed information on how the dispensing organization will retain sufficient staffing, roles and responsibilities of personnel, training implementation and wellness enhancement throughout compliant operations under CRTA. Staffing Plan identifies the procedures used to manage dispensary agents throughout the dispensary's tenure. This plan will describe the acquisition and training requirements applicable to both dispensary agents and professional contractors. This plan describes the responsibilities assigned to all dispensary agents and provides standards set by current Illinois regulations.

Applicant's competitive strategy is framed around a knowledgeable staff that educates and establishes trust with purchasers of all different backgrounds, conditions, and socioeconomic status. Applicant's goal is to have purchasers leave its dispensary and let others know how beneficial the experience was and form strong relationships with numerous returning purchasers. It is important that staffing is done such that DOAs are encouraged to treat their role as a serious career and believe in helping purchasers. Applicant will provide all of the skills and tools for them to carry out these responsibilities

Staffing Goals

1. To form a cohesive unit of DOAs that are well-equipped to carry out best management practices for day-to-day operations as required in 410 ILCS 705/15-30(c)(3)(B)
2. Continue to advance opportunities for already existing DOAs by promoting internally and meeting staffing goals through training and education rather than acquisition
3. Enhance socioeconomic status and overall wellness for local community members through the provision of competitive wages, a comprehensive benefit network and various other support mechanisms for DOAs

Staffing Values

Applicant plans to uphold the following core staffing values throughout operations:

- Educational background
- Professional background
- Social equity component
- Ability to move through and complete intense training program
- Displays leadership tendencies consistently
- Defines themselves as a leader
- Can eventually pitch in on development of training modules

Applicant will look to fill each of the positions highlighted in the Roles and Responsibilities section of this plan by incorporating these values into each staffing decision made.

Projected Staffing Requirements

Applicant has prepared its Staffing Plan to ensure that all employees receive living wages; this includes both part time and full-time employees. Applicant has prepared its Staffing Plan to ensure that full time employees receive living wages. In the State of Illinois, living wages are estimated at \$11.08. Applicant will therefore offer a starting wage of \$12.00 to all employees.

The Staffing Plan identifies hiring and personnel requirements for three separate phases of company growth. Hiring and staffing requirements for each phase are based on market analytics that suggest a daily transaction rate of 100 transactions for Phase One of operation in Illinois, 200 daily transactions in Phase Two, and 250-300 daily transactions in Phase 3:

- Phase One (months 1 through 6): Applicant will employ seven full time employees and six part time employees

- Phase Two (months 7 through 12): Applicant will employ seven full time employees and eight to 12 part time employees
- Phase Three (months 13 through 24): Applicant will employ eight full time employees and 12 to 14 part time employees

Phase I

Applicant projects that it will process 100+ transactions per day in the first 6 months of operations with an estimated average transaction time of 4 minutes. Using this purchaser flow estimation, Applicant projects it will need the following full-time positions and totals:

General Manager (Agent-In-Charge): 1
 Assistant Manager: 1
 Sales Consultant Lead: 1
 Inventory Manager: 1
 Procurement Specialist/Buyer: 1
 Security Manager (from security vendor): 1

Using this purchaser flow estimation, Applicant projects it will need the following part-time positions and totals:

Sales Consultants (retail): 4
 Security Personnel: 1
 Community Engagement Manager: 1

Phase II

Applicant is projecting an estimated increase to 200 transactions per day by the end of Year 1 of operations. This increase will result in the following Staffing Projections for full-time by positions at the end of Year 1 of operations:

General Manager (Agent-In-Charge): 1
 Assistant Manager: 1
 Operations Consultant: 1
 Inventory Manager: 1
 Sales Consultant Lead: 1
 Procurement Specialist/Buyer: 1
 Security Manager: 1

Using this purchaser flow estimation, Applicant projects it will need the following part-time positions and totals:

Sales Consultants (retail): 8
 Security Personnel: 1
 Community Engagement Manager: 1

Phase III

Applicant's goal is to process 250+ transactions per day by the end of Year 2 of operations. Applicant projects it will need to staff the following full-time positions and totals to meet this goal:

General Manager (Agent-In-Charge): 1
 Assistant Manager: 2
 Operations Consultant: 1
 Inventory Manager: 1
 Procurement Specialist/Buyer: 1
 Security Manager: 1

Using this purchaser flow estimation, Applicant projects it will need the following part-time positions and totals:

Purchase Consultants (retail): 9

Security Personnel: 2

Community Engagement Manager: 1

Proposed dispensing organization will be abundantly staffed in the initial stages of operations until Applicant has historical data for purchaser flow, daily transactions and sales amounts to forecast staffing needs dispensing operations. This may include longer shifts for fewer part-time DOAs until more DOAs are onboarded to divide shift times further. Applicant will comply with all overtime and compensation regulations promulgated by the Department. Applicant will reevaluate staffing totals throughout each phase of Staffing Plan implementation and make any necessary additions or reductions without sacrificing customer service, cannabis quality, safety or security.

Staffing Process

Applicant has identified the following characteristics and qualities of its ideal DOA:

- **Background**
 - Age 21+
 - High school education required
 - Bachelor's Degree or higher preferred
 - Educational background in one or more of the following disciplines:
 - Business or retail management
 - Finance
 - Public health
 - Agriculture
 - Horticulture
 - Biology
 - Law
 - Communications
 - Humanities
 - Previous work experience in a medical cannabis dispensary or licensed cultivation or infusing facility
 - Previous work experience in a retail environment
 - Previous work experience in a manufacturing environment or area that required adherence to quality control SOPs
- **Character/Personality Traits**
 - Creative
 - Coachable
 - Motivated
 - Extroverted
 - Willing to learn
 - Responsible
- **Alignment with internal values**
 - Integrity
 - Community engagement
 - Sustainability
 - Responsible business practice

- Compassion
- Education

Applicant will use this list as a framework for onboarding prospective DOAs throughout the staffing search and interview processes.

Training/Employee Handbook

All DOAs shall receive extensive training in all operational areas to achieve its vision of a terrific dispensary that is valued by customers and gives back to the community. All training modules shall reflect content included in Dispensing Organization Agent Handbook. Training modules and protocols will be comprehensive and provided to all employees before starting their first day at the facility.

Employee handbook shall be administered upon onboarding any new DOA. Initial training modules will involve quizzes on Employee Handbook and relevant associated information.

Specific Policies for Dispensing Organization Agents (DOA)

DOA Registration

Applicant shall designate its General Manager as an Agent-in-Charge who shall maintain DOA registration responsibilities.

All agents must be registered with the Department before beginning any work at proposed dispensary. After a successful application and interview, prospective DOA will fill out a form with the information required by the Department and give it to the General Manager/Agent-in-Charge. That employee will then be instructed to submit their fingerprints to ISP for a background check as soon as possible. The Agent in Charge will then complete the required forms from the Department and submit the registration application. The employee will begin working as soon as they receive their registration card.

Applicant shall ensure that each principal officer and each DOA has a current agent identification card in immediate possession when at the dispensary. When a DOA is no longer employed by dispensary, General Manager/Agent-In-Charge shall be responsible for immediately notifying the Department.

Pursuant to 410 ILCS 705/15-40(b), Applicant shall ensure that all agents visibly display their agent identification cards at all times.

In compliance with 410 ILCS 705/15-40(c), Applicant shall ensure that all agent identification cards contain the following information:

1. Name of cardholder
2. Date of issuance and expiration of agent identification cards
3. Random 10-digit alphanumeric identification number containing at least 4 numbers and at least 4 letters that is unique to cardholder
4. A photograph of the cardholder

Applicant shall ensure that all DOA identification (DOAID) cards shall be immediately returned to the dispensing organization upon termination of employment. Applicant shall ensure that all receipt of DOAID cards occurs in an area of the dispensary that is under at least four different angles of surveillance. General Manager/Agent-In-Charge, Security Manager and additional security agents shall be present at time of forfeiture of DOAID to confirm third-party witness and

properly maintain chain of custody for destruction/disposal of defunct DOAID from terminated employee.

Pursuant to 410 ILCS 705/15-40(f) Applicant shall immediately report any lost DOAIDs to the Department of State Police and the Department immediately upon discovery of the loss.

DOA Identification Card

Pursuant to 410 ILCS 705/15-40(b-c), Applicant shall ensure that all agents maintain visibility of their agent identification cards (employee ID cards issues by the Department) at all times and that all agent identification cards contain the following information:

1. Name of cardholder
2. Date of issuance and expiration of agent identification cards
3. Random 10-digit alphanumeric identification number containing at least 4 numbers and at least 4 letters that is unique to cardholder
4. A photograph of the cardholder

Applicant shall ensure that all dispensing organization agent identification cards (DOAID) shall be immediately returned to the dispensing organization upon termination of employment. Applicant shall ensure that all receipt of DOAIDs occurs in an area of the dispensary that is under at least four different angles of surveillance. General Manager/Agent-In-Charge, Security Director and additional security agents shall be present at time of forfeiture of DOAID to confirm third-party witness and properly maintain chain of custody for destruction/disposal of defunct DOAID from terminated employee.

Pursuant to 410 ILCS 705/15-40(f) Applicant shall immediately report any lost DOAIDs to the Department of State Police and the Department immediately upon discovery of the loss.

DOA Acquisition

Applicant shall carry out stringent interview process that is designed to onboard creative, extroverted individuals that can safely dispense cannabis and thrive in a retail environment. The Operations Consultant and Ownership will be interviewing the managerial candidates for the store. Prospective DOA applicants will be interviewed by the General Manager and Operations Consult. Some interview questions that Applicant may consider throughout onboarding process include:

What is the experience of the DOA applicant in retail cannabis dispensaries?

What is the experience of the DOA applicant in regulated dispensaries?

Does the DOA applicant have knowledge of the cannabis industry and cannabis products?

What is the passion the DOA applicant has for the cannabis industry?

Once DOA passes through initial 2-3 rounds of interviews, Prospective DOA submits fingerprints and pass the electronic background check, completed by the Illinois State Police. If background check comes back clean or within certain limitations, Applicant proceeds with onboarding paperwork.

DOA Training

Newly hired DOAs will receive training on the CRTA and associated operational provisions with a heavy emphasis on the topics highlighted in 410 ILCS 705/15-65; 705/15-65(a)(5); and 410 ILCS 705/15-85. Newly hired DOAs will also receive training on Applicant's internal operational SOPs in coordination with the Training and Education Program (TEP). Once DOA has passed through initial onboarding training modules, DOA shall undergo final phase of onboarding training that involves policies and procedures that are pertinent to DOAs specific position.

DOA Evaluation

Upon hiring, DOAs shall undergo a 90-day probationary period and upon passing of first performance review shall become an official employee.

Training/Education Manager will evaluate each agent on the required skills necessary to perform their relative function throughout day-to-day operations in dispensing organization. Performance evaluations shall be conducted once per financial quarter for each DOA to develop transparency throughout the organization and encourage the improvement of DOA abilities for their own professional wellbeing and for responsible operations for the Applicant's dispensing organization. Performance evaluations shall focus on the following areas of operations:

1. Adherence to Training and Education Plan
2. Performance in all relevant testing throughout various training modules
3. Discussion of strengths that DOA has displayed
4. Discussion of areas of improvement for DOA to focus on
5. Discussion of any issues that have been communicated to Agent(s)-In-Charge throughout operations
6. Provision of opportunities for DOA to ask any questions or voice any concerns regarding performance

Performance evaluations will give higher level personnel the opportunity to form measurable data of DOA performance and make staffing decisions over time as operations continue to grow. These evaluations will also help Applicant advance its goal of promoting internally and providing new staffing opportunities to DOAs who have shown high capability for further responsibility.

DOA Transition

At the approval of the General Manager/Agent-In-Charge, DOA may transition to another role within the dispensary as positions are available, given that the agents current position is adequately filled to ensure operational integrity of the dispensary. Training/Education Manager will provide opportunities for cross training in different departments to prepare all DOAs for potential responsibility changes. This process will also aid in the continuing education of DOAs who will be exposed to different operational areas and encourage mobility throughout the dispensing organization.

DOA Resignation/Termination

Applicant acknowledges that reasons for termination include but are not limited to the following:

- Resignation: voluntary termination by the employee excluding retirement
- Retirement: A voluntary termination by the employee
- Layoff: Involuntary termination that results from a reduction in work force
- Dismissal: Involuntary termination for any reason other than layoff

Additionally, reasons for termination may include, but are not limited to the employee's: poor performance, misconduct, excessive absences, tardiness, discrimination, harassment, or other violations of Applicant's policies. Employment will be considered at-will and Applicant withholds the right to terminate DOA employment for any or no reason at any time. Applicant will comply with all state and local employment laws and regulations.

Should a DOA elect to resign or retire, Applicant shall request notification of a supervisor at least two weeks in advance.

Staffing Plan Implementation

Applicant has analyzed the population, demographics and socioeconomic indicators of the area surrounding the proposed dispensing organization in order to better understand the prospective pool of DOA. Applicant has also outlined internal staffing values and shall implement Staffing Plan in phases to ensure alignment of Staffing Plan with internal goals, values and availability of quality, competent DOA available. Applicant has budgeted for all staffing needs, including training. General Manager will consult with Operations Consultant to determine financial efficacy of this allotment for staffing over time and shall increase or decrease staffing budget as needed.

Applicant acknowledges that staffing needs may change throughout the year based on weather, economic conditions and various other factors. Applicant will account for these fluctuations by using Staffing Plan to form realistic projections as well as contingencies for when certain external variables impact staffing needs.

According to the Bureau of Labor Statistics (BLS), Illinois has a civilian labor force of roughly 6,500,000 people. The St. Louis BLS Region has a civilian labor force of roughly 1,500,000 people, which accounts for nearly 25% of the overall state workforce. Factoring in a relatively low unemployment rate of 3.3%, this provides a snapshot of potentially desirable workforce conditions available for Applicant to meet staffing goals.

There are 56 licensed medical cannabis dispensaries in the State of Illinois and various other cannabis businesses that conduct compliant operations in an already established medical market. While some of these dispensaries have already been awarded recreational licenses, there are still large portions of medical cannabis dispensaries who will not continue operations. This could result in a substantial influx of qualified individuals into a newly developing labor market for recreational dispensaries. Applicant predicts that jobs in a new market will continue to grow upon the conclusion of medical dispensing operations and once licenses are awarded for recreational dispensaries, affording Applicant the ability to be selective in initial onboarding. This profile of individuals with professional cannabis experience in previous compliant settings bodes well for Applicant's ability to source quality DOAs who have already been exposed to the rigorous compliance and operational requirements of working at a cannabis dispensary.

Applicant expects ongoing competition with other dispensing organizations that are awarded licenses by the Department and will continue to monitoring competition to ensure accuracy of staffing projections and attainment of staffing goals.

Applicant will utilize historical data from daily, monthly, and annual sales, and customer counts to estimate the number of dispensary agents needed to adequately service and assist the projected number of purchasers. Staffing estimates will take into consideration that additional resources are needed for peak hours and select days as customer spending trends develop. Applicant's schedule will always incorporate the Department's minimum of two agents that are required to be

on-site during its hours of operation. Applicant will maintain an Agent Coverage Schedule assigns all agents a period to be available for coverage if called upon to prepare for DOA call-outs, no-call-no-shows or other unforeseen events that result in staffing shortages. All hours worked will comply with Illinois State Labor Law concerning pay and overtime pay.

Job Descriptions/Staff

In order to implement an adequate Staffing Plan, Applicant must first address the positions that it will need to fill to achieve staff optimization. The roles and responsibilities below will help Applicant quantify staffing goals and needs over time and ensure a competent, knowledgeable staff that is able to carry out a wide array of tasks throughout day-to-day operations.

General Manager/Agent-In-Charge

Applicant acknowledges that pursuant to 410 ILCS 705/15-75(d), in determining whether an agent-in-charge manages the dispensary, the Department may consider the responsibilities identified in this Section, the number of dispensing organization agents under the supervision of the agent-in-charge, and the employment relationship between the agent-in-charge and the dispensing organization, including the existence of a contract for employment and any other relevant fact or circumstance.

In the event of the separation of an Agent-In-Charge due to death, incapacity, termination, or any other reason and if the dispensary does not have an active agent-in-charge, Applicant shall immediately contact the Department and request a temporary certificate of authority allowing the continuing operation. The request shall include the name of an interim Agent-In-Charge until a replacement is identified, or shall include the name of the replacement. Applicant will await temporary certificate of authority promptly after the request is approved. Applicant acknowledges that no temporary certificate of authority shall be valid for more than 90 days. Applicant shall ensure that succeeding Agent-In-Charge registers with the Department in compliance with this Article 410 ILCS 705/15-95.

Once the permanent succeeding Agent-in-Charge is registered with the Department, the temporary certificate of authority is void. No temporary certificate of authority shall be issued for the separation of an agent-in-charge due to disciplinary action by the Department related to his or her conduct on behalf of the dispensing organization.

Pursuant to 410 ILCS 705/15-75(a) General Manager will be designated Agent-In-Charge and shall have primary oversight of Applicant's cannabis inventory verification system and point-of-sale system. Inventory and point-of-sale system shall be real-time, web-based and accessible by the Department at any time. Agent(s)-In-Charge shall ensure that point-of-sale system tracks date of sale, amount sold, unit price of each item, and currency and/or form of payment used.

Pursuant to 410 ILCS 705/15-75(d), General Manager shall be designated Agent-In-Charge and shall conduct daily inventory reconciliation documenting and balancing cannabis inventory by confirming BioTrackTHC matches the dispensing organization's point-of-sale system and the amount of physical product at the dispensary.

Applicant shall ensure compliance with 410 ILCS 705/15-90(c) by developing standard operating procedures for General Manager/Agent-In-Charge oversight of weighing, recording data, and rendering unusable all waste and unusable product. General Manager/Agent-In-Charge shall perform all weighing activities, data recording protocols, and destruction in the Waste Handling Room, which is covered by Surveillance System from four angles.

General Manager/Agent-In-Charge's managing duties include, but are not limited to, responsibility for opening and closing the dispensary, delivery acceptance into a Restricted Access Area, oversight of sales and dispensing organization agents, recordkeeping, inventory, staff training, and regulatory compliance. General Manager is also responsible for ensuring transactions are carried out in compliance with all applicable laws and regulations.

Applicant shall ensure that General Manager/Agent-In-Charge meets all obligations outlined in 410 ILCS 705/15-95(b) including:

- Opening and closing the dispensary
- Delivery acceptance
- Oversight of sales and DOA
- Recordkeeping
- Inventory handling and tracking
- DOA training
- Continued compliance efforts with CRTA
- Notifying Department of changes to information reported, including:
 - Change in employment status of all DOA within 5 business days after the change including notification if termination of DOA was for diversion of product or theft of currency

Registration of Agent-In-Charge shall be renewed annually. Applicant shall immediately return dispensing agent identification card to the Department immediately upon termination of a current agent-in-charge's employment

General Manager/Agent-In-Charge shall also be responsible for conducting audits and submitting the results to the Principal Officer for content approval, submitting agent identification card applications to the Principal Officer for approval and communicating with the Department and Illinois Department of State Police on the destruction and disposal of unusable cannabis and/or unusable infused cannabis products.

Operations Consultant

The Operations Consultant provides leadership to and oversight of all departments, employees, and operations and works with ownership to generate a strategy for business growth and establish key performance indicators to monitor company progress. Operations Consultant must interface with staff, law enforcement, vendors, owners, and landlords. Operations Consultant shall coordinate the development of key performance indicators for functions and direct reports, as well as evaluate and decide upon key investments in equipment and hiring of staff. Operations Consultant is responsible for properly allocating budget resources for supplies, equipment, marketing, and personnel, while overseeing product procurement and negotiations with wholesalers to ensure adequate inventory at all times.

Training/Education Director

Training/Education Manager is responsible for developing, implementing, monitoring and improving the Training and Education Plan (TEP) .

Agent Training and Education. This training and education shall include, at a minimum, the following from 410 ILCS 705/15-40(i) Cannabis Retail Sales Requirements:

1. Responsible Vendor program
2. Annual completion of Responsible Vendor program

3. 2 hours of instruction time approved by Department including:
 - (i) Health and safety concerns of cannabis use, including the responsible use of cannabis and its physical effects, onset of physiological effects, recognizing signs of impairment, and appropriate responses in the event of overconsumption.
 - (ii) Training on laws and regulations on driving while under the influence
 - (iii) Sales to minors prohibition. Training shall cover all relevant state laws and rules
 - (iv) Quantity limitations on sales to purchasers. Training shall cover all relevant state laws and rules
 - (v) Acceptable forms of identification.
 - (vi) safe storage of cannabis
 - (vii) Compliance with all inventory tracking system requirements
 - (viii) Waste handling, management, and disposal
 - (ix) Health and Safety standards
 - (x) Maintenance of records
 - (xi) Security and surveillance system requirements
 - (xii) Permitting inspection

Training/Education Manager has previous experience training employees and is an expert in various fields of operation throughout dispensing organization. Training/Education Manager knows how to connect with DOAs and understands the importance of continuing education to meet staffing goals, enhance dispensing operations and grow as a business over time.

Operations Consultant

The Operations Consultant is responsible for keeping up with all changes in local and state law regarding cannabis retail and ensuring employees operate compliantly at all times. Pursuant to 410 ILCS 705/15-95, Operations Consultant shall work with General Manager/Agent-In-Charge to maintain all files subject to audit or inspection by state agencies on site. Operations Consultant also works with Training Manager to confirm the compliance of various training modules included in TEP.

Operations Consultant is responsible carrying out all of the recordkeeping duties outlines in 410 ILCS 705/15-110. Recordkeeper shall be involved in all operations to serve as both a form of documentation of all operations and double verification to prevent diversion, theft or loss. Recordkeeper will be responsible for forming comprehensive data files that include written records of:

1. Operating procedures
2. Inventory records, policies and procedures
3. Security records
4. Audit records
5. Staff training plans and completion documentation
6. Staffing plan
7. Business records, including but not limited to:
 - a. Assets and liabilities
 - b. Monetary transactions
 - c. Written or electronic accounts including bank statements, journals, ledgers, supporting documents, agreements, checks invoices, receipts, or any other financial accounts reasonably related to the dispensary operations. \

Operations Consultant will coordinate with all Agents-In-Charge and department leads to ensure adequate documentation and facilitate continued recordkeeping compliance throughout all

operations. Recordkeeper will also serve as dispensary's archivist and will arrange all records and documentation of operations into an organized system that can be called upon to produce records upon Department or other agency's request.

Inventory Manager

Inventory Manager is responsible for ensuring the dispensary center has sufficient cannabis and cannabis infused products and ensuring compliance with track-and-trace standards. Inventory Manager is also responsible for communicating to General Manager and Operations Consultant the product inventory levels in order for the dispensary center to maintain a continuous and uninterrupted supply of cannabis. Inventory Manager is also responsible for all quality assurance protocols to promote safety and integrity of cannabis throughout the supply chain and safety for purchasers upon consumption.

Procurement Specialist/Buyer

The Procurement Specialist/Buyer is an expert in various cannabis strains, side effects, applications, dosages, and market trends, and will be responsible for product procurement in the dispensary's supply chain to meet market demand. Procurement Specialist/Buyer will also be responsible for maintaining productive relationships with licensed adult-use cultivation centers, craft growers, infusers, transporters, or any other cannabis industry affiliate that may be involved in Applicant's operations. Procurement Specialist/Buyer will maintain a diversified inventory from licensed adult-use cultivation centers, craft growers and infusers and incorporate customer feedback into purchasing and inventory practices.

Security Manager

The Security Manager provides an additional layer of security personnel on an internal level that works with Sapphire Solutions to exceed Security requirements of 410 ILCS 705/15-100. Security Manager will also work with Sapphire Solutions to manage and direct security personnel and maintain working order of all security assets. Security Manager shall be responsible for compliance checks of interior/exterior property security specifications and upholding Applicant's emergency and security procedures as a supplement to Sapphire Solutions' oversight of security operations.

Community Engagement Manager

The Community Engagement Manager is responsible for implementing the Community Engagement Plan. CEM must work closely with community leaders to determine how donations and partnerships can be distributed to best benefit the community. CEM is Applicant's direct liaison with local nonprofits, political organizations, and the surrounding community. CEM coordinates volunteer efforts to donate labor and materials to Illinois Meals-on-Wheels and other local charity efforts, including emergency overdose kits provided to first responders. CME is responsible for engaging stakeholders to determine how Applicant can best provide resources to uplift the local community, and must be available "on-call" 24 hours a day, every day, to respond to emergency needs and concerns of local residents

HR Specialist

HR Specialist shall oversee recruitment, hiring, orientation, training, payroll processes, compensation and benefits, safety, and affirmative action. Responsibilities include developing and implementing a recruitment plan; developing an employee handbook; coordinating performance appraisal processes, performance improvement plans, and corrective actions in a legal manner; addressing employee grievances, concerns, and threats to safety; maintaining accurate and confidential employee records, including job descriptions and related forms; and

conducting exit interviews as requested and ensure termination and transfer paperwork is completed.

Marketing Director

The Marketing Director is responsible for the planning, development, and implementation of all marketing strategies, marketing communications, advertising campaigns, and public relations while remaining compliant with all local and state or provincial cannabis marketing and advertising laws and guidelines. MD shall conduct relevant market research to monitor industry trends, and work with management to develop strategic communications plan to increase brand equity, awareness, and growth. Additionally, MD shall plan for industry meetings and trade shows by identifying, assembling, and coordinating requirements, establishing contacts, developing schedules and assignments, and coordinating mail lists.

IT Manager

The IT Manager is responsible for determining the IT needs for the Applicant's dispensary operation facility, including all aspects of cyber and digital security. The IT Manager is additionally responsible for managing and maintaining all telecommunications and POS systems installed and used by the Applicant. This includes the WEAVE IQ system.

Contractors, Consultants, and other Experts

Applicant shall comply with 410 ILCS 705/15-70(h) by providing the Department with a list of names of all service professionals that will work at dispensary, including a description of the type of business or service provided. Applicant shall promptly provide Department with any changes made to this list. No service professional shall work in dispensary until the name is provided to the Department on this list.

Applicant may seek out a third-party vendor or contractor that specializes and/or has expertise in the following areas:

- Accounting and/or taxation
- Legal Representation
- Human Relations
- Training for the Responsible Vendor Program
- Environmental Control
- Pest Control
- HVAC/Heating and Cooling

Third party vendors, contractors and outside experts can be costly specialists and may include lawyers or consultants whom the company may want to retain on a very limited basis but whose input is critical to the success of the plan. Contractors shall be hired to fill short-term needs.

Required Security Vendor

Applicant has chosen Sapphire Solutions as the vendor that will provide Security and is licensed under the

Applicant shall comply with 410 ILCS 705/15-70(h) by providing the Department with a list of names of all service professionals that will work at dispensary, including a description of the type of business or service provided. Applicant shall promptly provide Department with any changes made to this list. No service professional shall work in dispensary until the name is provided to the Department on this list.

Applicant will confirm that Sapphire Solutions shall be responsible for meeting each of the security provisions outlined in 410 ILCS 7005/15-100). General Manager/Agent-In-Charge and if necessary Operations Consultant will be on hand to assist when requested by Sapphire Solutions.

(Security/Technology Vendor) shall be responsible for safeguarding all facility equipment, information and property provided for contractor use. At the close of each work period, dispensary facilities, equipment, and materials shall be secured.

(Security/Technology Vendor) shall not disclose and must safeguard procurement sensitive information, computer systems and data, Privacy Act data, and DOA work products which are obtained or generated in the performance of regular duties. This includes dissemination of protocols and papers not generally available to the public through the public literature.

In some situations, Sapphire Solutions may be required to access data and information proprietary to Applicant's operation or of such a nature that its dissemination or use other than as specified would be adverse to the Applicant's interest. Applicant will ensure that Sapphire Solutions and any of its employees do not divulge or release data or information developed or obtained under its except to provide documentation or correspondence to the Department. Sapphire Solutions will not copy or duplicate the information contained in the administrator's workstation for system management. Information contained in WEAVE IQ system and will not be downloaded for any purpose.

Unauthorized disclosure of information contained in the system for access to dispensary facility is strictly prohibited and will require immediate documented reporting upon discovery by the Sapphire Solutions for processing. Sapphire Solutions shall not use, disclose or reproduce proprietary data that bears a restrictive legend and shall obtain written permission of the originator prior to releasing any information.

(Security/Technology Vendor) shall ensure that personnel accessing information systems have the proper and current information assurance certification to perform information assurance functions in accordance with site requirements. Sapphire Solutions shall meet the applicable information assurance certification requirements and ensure appropriate operating system certification for information assurance of technical positions as required.

Sapphire Solutions shall assist Applicant in providing a safe and healthful work environment for their employees as required in pertinent provisions of CRTA and local regulations, policies, and SOPs. (Security/Technology Vendor) shall work with Applicant to safeguard DOA, purchasers, property, and equipment and avoid interruption of dispensary operations. (Security/Technology Vendor) will report accidents or losses to the Operations Consultant and Agent-In-Charge as specified in 410 ILCS 705/15-95. Whenever Sapphire Solutions becomes aware of serious or imminent danger to Applicant, DOAs or facility, (Security/Technology Vendor) shall take immediate corrective action.

Joint Responsibilities

In certain cases, Staffing Plan may account for joint responsibilities that are shared between two or more DOAs. This may involve multiple DOAs sharing the same responsibilities given certain workflow circumstances or different DOAs maintaining responsibility for different steps or stages of any overall process. All DOAs who carry out protocols with joint responsibilities shall be trained on the various different workflows of each operations task. All DOAs performing high level joint

responsibilities shall be registered as Agents-In-Charge in compliance with 410 ILCS 705/15-95. Joint Responsibilities may include the following between one or more Agents-In-Charge:

- Timely renewal of agent identification cards
- Authority to grant admittance into restricted areas in compliance with Illinois Register rules.
- Assigns contractors and vendor badges
- Conducts inventory audits
- Verify that the exterior/interior lighting of dispensary property is sufficient to produce high quality video and still images of all activities taking place on the property.
- Conduct daily security camera verifications to ensure all are working properly.
- Conduct point of sale equipment verification to ensure the system and equipment is working properly.
- Conduct climate control verification to ensure all cannabis products are stored in the proper temperature range to maintain product quality and effectiveness.
- Ensuring all exits are always free from obstructions to ensure safe ingress/egress for all purchasers and DOAs
- Conduct pest inspections to ensure that established standards are upheld.
- Execution of the No Loitering on premises standard, established by the Illinois Register.
- Conduct dispensary opening and closing procedures Maintain safe access log as described in the Security Plan
- Maintain contractor/visitor log as described in the Security Plan.
- Maintain key and safe controls as described in the Security Plan.
- Final approval on outside grounds maintenance, ensuring all trees and shrubs are in compliance complies with 410 ILCS 705/15-100(h)(15-16) such that the security cameras have no obstructions.
- Conduct monthly review of emergency & security procedures, including details on any incidents that have transpired on the property during the last 30 days. Perform a monthly security equipment inspection.
- Conduct Purchaser and DOA education
- Review and update policies and procedures annually or as needed based on changes to the Illinois Register Rules Review the privacy and security rules of HIPPA.
- Report any loss, or theft, in accordance with Illinois Register Rules.
- Verify required signage is intact.
- Assist and support any audit, or request for information, from the Illinois Register or, from any authorized Illinois Register contractor.

Staffing Plan, in combination with various Exhibits throughout this Application shall outline more specific and situational roles and responsibilities throughout day-to-day operations.

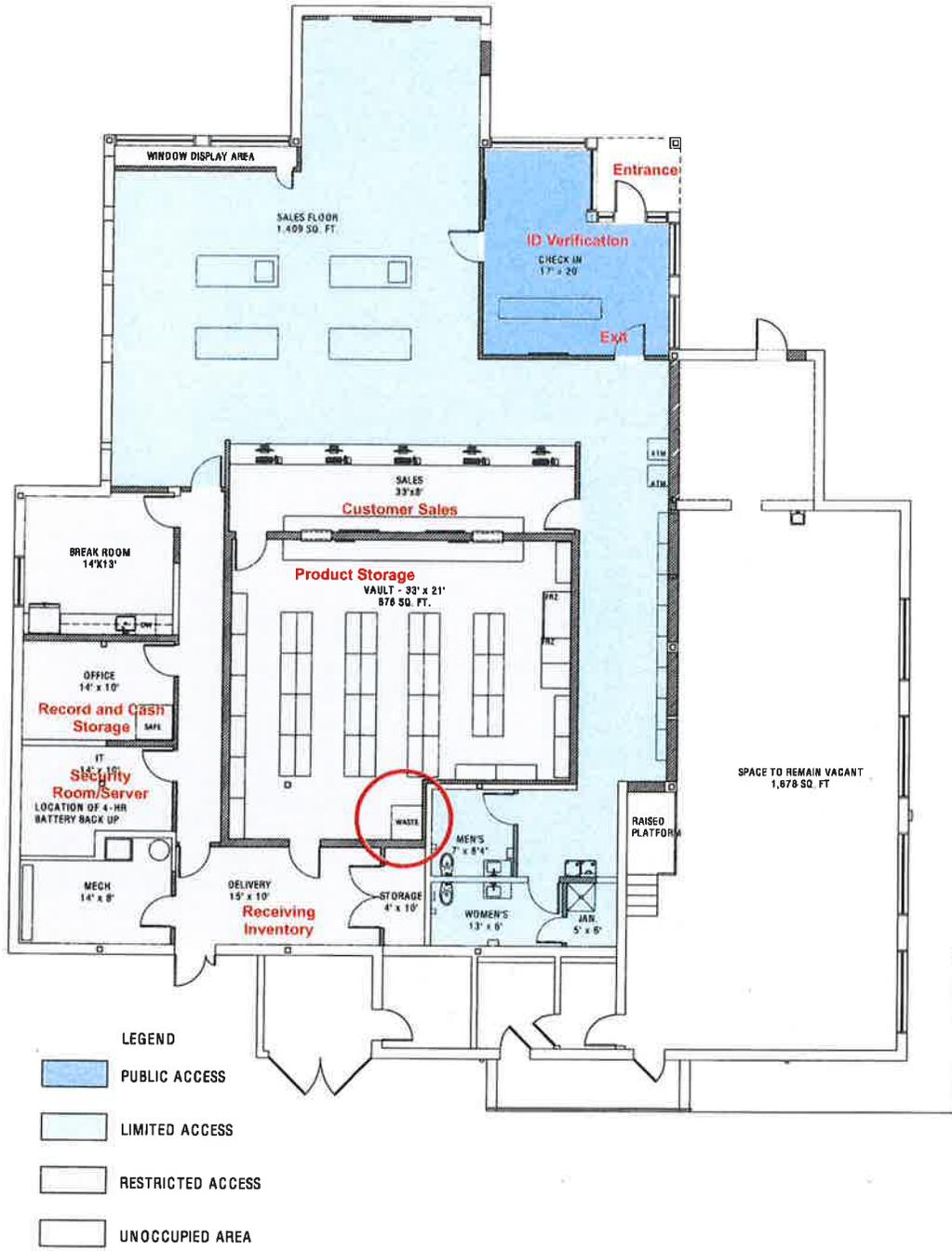
(iii) State Inspection Plan

The Illinois Department of Financial and Professional Regulation (Department) oversees the inspection and compliance of the Applicant through building and operations. Prior to opening and after successfully receiving local approval, the state will send investigators to come audit the premise to make sure it is in adherence to all code regulations for cannabis operations. These inspections include at a minimum, floor plan inspection, signage inspection, vault inspection, camera layout, cash and record storage inspection and additional information.

Additionally, a local investigator will also audit every month or quarter to make sure the Applicant is operating under compliance during operations. The Applicant will make camera footage, waste records and any other records needed by the investigator. In the event that Applicant fails an inspection, certain issues may result in fines and must be remedied in a timely fashion to stay in good standing with the state.

Exhibit M can be found on the next page.

Exhibit M



FUEGO CANNABIS
720 E NORTH AVE. CAROL STREAM, IL

D:\PROJECTS\2023\20231113_001\720 E NORTH AVE\0815\REV1\FLOOR PLAN

Exhibit B

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COMMUNITY DEVELOPMENT
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3. DISPOSAL PLAN

Introduction

Applicant has prepared a Recall, Quarantine and Destruction Plan that includes written policies and standard operating procedures for: (i) recall practices, (ii) quarantine practices; and (iii) destruction practices for the proposed dispensing organization. The Recall, Quarantine and Destruction Plan includes written policies and procedures that include reasonable methods for identifying, recording, and reporting diversion, theft, or loss, and for correcting errors and inaccuracies in inventories.

The Dispensary Applicant will ensure that no cannabis waste is accessible to public, and that the integrity of the cannabis products sold to customers are of the highest level.

Compliance Overview

Applicant's Recall, Quarantine and Destruction Plan is compliant with 410 ILCS 705/15-65, 410 ILCS 705/15-80, 410 ILCS 705/15-90, and all applicable regulations set forth in the Cannabis Regulation and Tax Act.

Pursuant to 410 ILCS 705/15-65, the Recall, Quarantine and Destruction plan will include written policies and standard operating procedures for:

- Mandatory and voluntary recalls of cannabis products. The policies shall be adequate to deal with recalls due to any action initiated at the request of the Department and any voluntary action by the dispensing organization to remove defective or potentially defective cannabis from the market or any action undertaken to promote public health and safety, including:
 - (i) A mechanism reasonably calculated to contact purchasers who have, or likely have, obtained the product from the dispensary, including information on the policy for return of the recalled product;
 - (ii) A mechanism to identify and contact the adult use cultivation center, craft grower, or infuser that manufactured the cannabis;
 - (iii) Policies for communicating with the Department, the Department of Agriculture, and the Department of Public Health within 24 hours of discovering defective or potentially defective cannabis; and
 - (iv) Policies for destruction of any recalled cannabis product;
- Responses to local, State, or national emergencies, including natural disasters, that affect the security or operation of a dispensary;
- Segregation and destruction of outdated, damaged, deteriorated, misbranded, or adulterated cannabis. This procedure shall provide for written documentation of the cannabis disposition

In compliance with 410 ILCS 705/15-80(d), the Recall, Quarantine and Destruction Plan will include written policies and standard operating procedures for:

- Containers storing cannabis that have been tampered with, damaged, or opened shall be labeled with the date opened and quarantined from other cannabis products in the vault until they are disposed.

In compliance with 410 ILCS 705/15-90, the Recall, Quarantine and Destruction Plan will include written policies and standard operating procedures for:

- Cannabis and cannabis-infused products must be destroyed by rendering them unusable using methods approved by the Department that comply with this Act and rules.
- Cannabis waste rendered unusable must be promptly disposed according to this Act and rules. Disposal of the cannabis waste rendered unusable may be delivered to a permitted solid waste facility for final disposition. Acceptable permitted solid waste facilities include, but are not limited to:
 - Compostable mixed waste: Compost, anaerobic digester, or other facility with approval of the jurisdictional health department.
 - Non-compostable mixed waste: Landfill, incinerator, or other facility with approval of the jurisdictional health department.
- All waste and unusable product shall be weighed, recorded, and entered into the inventory system before rendering it unusable. All waste and unusable cannabis concentrates and cannabis-infused products shall be recorded and entered into the inventory system before rendering it unusable. Verification of this event shall be performed by an General Manager/Agent-In-Charge and conducted in an area with video surveillance.
- Electronic documentation of destruction and disposal shall be maintained for a period of at least 5 years.

General Manager/General Manager/Agent-In-Charge shall be responsible for overseeing all of the above protocols.

Standards for Excellence

Recall, Quarantine and Destruction Plan will conform to practices that have been standardized by the Foundation of Cannabis Unified Standards (FOCUS) and are compliant with the certification requirements promulgated by the American National Standards Institute (ANSI). This includes specific standards for retail cannabis operations and recordkeeping for all materials. These requirements ensure transparency during the development process and form the foundation of operation standards that are suitable for accreditation with additional regulatory agencies.

All dispensary operating agents holding a managerial or directorial level position will be required to attain FOCUS Certification (FOCUS certification is currently seeking ISO 17021 accreditation).

Roles & Responsibilities:

General Manager and Operations Consultant will be responsible for training all employees on the Recall, Quarantine and Destruction Plan. These individuals will be responsible for maintaining policies for destruction of any recalled product. Operations Consultant will be responsible for implementing contact protocol. Operations Consultant will be responsible for maintaining and training all employees on compliant operation of the WEAVE IQ system.

(i) Recall Practices of Proposed Dispensing Organization

Applicant shall establish and implement written policies and standard operating procedures (SOPs) that meet or exceed industry Best Management Practices (BMPs) for recall practices. All SOPs and written policies will exceed compliance requirements outlined in 410 ILCS 705/15-65 (a)(1) of the Cannabis Regulation and Tax Act, and have been drafted in accordance with national standards pursuant to the Code of Federal Regulations Title 21 Chapter 1 Subchapter A Part 7 for product recall, authored by the FDA.

Recall Policy

Recall Policy effectively addresses recalls due to any action initiated at the request of the Department and any voluntary action by Applicant to remove defective or potentially defective, harmful or unsafe cannabis from the market. This includes any action undertaken to promote public health and safety per 410 ILCS 705/15-65(a)(1).

Dispensing Organization Recall Policy contains:

- A mechanism to contact purchasers who have, or are likely to have obtained the product from the dispensary who have willingly provided their contact information during identification verification and intake, including information on the policy for return of the recalled product;
- Policies and procedures to contact those who have purchased recalled product but not provided contact information as part of identification verification and intake.
- A mechanism to identify and contact the adult use cultivation center, craft grower, or infuser that manufactured the cannabis;
- Policies for communicating with the Department, the Department of Agriculture, and the Department of Public Health within 24 hours of discovering defective or potentially defective cannabis; and policies for destruction of any recalled product.

Mechanism to contact purchasers

Upon notification of defective or potentially defective cannabis by the Department or via voluntary internal declaration, Applicant shall issue a recall of the given cannabis product. The Operations Consultant will be responsible for implementing contact protocol. Operations Consultant will be responsible for maintaining and training all employees on compliant operation of the WEAVE IQ System to ensure that any information that is willingly provided by purchasers is stored properly and easily called upon in the event of a recall.

Applicant's point of sale software, WEAVE IQ integrates with the Illinois State Approved track and trace software BioTrackTHC and serves as the primary mechanism to identify recipients of defective or potentially defective cannabis.

Applicant shall respond to notification of defective or potentially defective cannabis by defining such as a nonconformance of the Quality Management System (QMS) and shall be subject to Corrective Action Preventive Action (CAPA) plan. Within 24 hours of receiving notification, Applicant shall review the complaint to determine if it is substantive and indicates a serious adverse event. In the event of a serious adverse event Applicant shall promptly determine the batch number or lot number of the cannabis product that is the subject of the complaint by use of a perpetual inventory system. The unique identification number associated with each batch or lot of cannabis shall be cross-referenced with the Applicant's electronic manifest of goods received through data based queries in the perpetual inventory system, thus confirming receipt of recalled product. Applicant shall proceed by using the perpetual inventory system database queries to match the unique identification number associated with the batch or lot of recalled cannabis products to all purchasing recipients of recalled cannabis product.

Applicant shall issue a written statement via United States Postal Service mail, email, and text message. Operations Consultant shall track and confirm receipt of notification. If a recipient of recalled cannabis product cannot be confirmed to have received issuing statement, a telephone call shall be made to the recipient to confirm receipt of issuing statement of recall. Written statement shall include the name of the cannabis said product under recall, the unique identification number used in BioTrackTHC, the reason for the recall, and information on the policy

for return of the recalled product. Further, Applicant shall issue a public service announcement that contains the aforementioned recall information.

Mechanism to identify and contact the adult use cultivation center, craft grower, or infuser that manufactured the cannabis

The unique identification number associated with each batch or lot of cannabis products shall be cross-referenced with the Applicant's electronic manifest of goods received through data based queries in the perpetual inventory system, thus confirming receipt of recalled product. Operations Consultant shall render a list of all adult use cultivation center, craft grower, or infuser licenses that manufactured the cannabis product under recall. Operations Consultant shall contact the appropriate agent in charge of the license type associated with the recalled cannabis product. All correspondence shall be documented as part of the CAPA plan triggered by a nonconforming product. Operations Consultant shall coordinate with General Manager/Agent-In-Charge of the license type associated with the recalled product to document root cause analysis identifying the source of the defective or potentially defective cannabis. The Operations Consultant will be responsible for implementing contact protocol for cultivation centers, craft growers, or infusers that manufactured recalled cannabis.

Communicating with the Department, the Department of Agriculture, and the Department of Public Health

Operations Consultant shall contact the Department, the Department of Agriculture, and the Department of Public Health within 24 hours of discovering defective or potentially defective cannabis. Correspondence shall be made via email and telephone. The email shall contain at minimum: the unique identification number of the cannabis product under recall pursuant to BioTrackTHC; the license type associated with the manufactured cannabis product under recall pursuant to BioTrackTHC; the reason for the cannabis product recall; the disposition of any recalled cannabis product still under Applicant's inventory control; an attachment of the open status documented CAPA plan and investigation; an attachment of a suitable data file listing purchasing receipts; and clear, concise, yet thorough actions taken thus far by Dispensing Organization. Operations Consultant shall follow up the documented email correspondence with a personal telephone call to each governing body to expedite any actions that may swiftly and promptly limit or mitigate threats to public health and safety. The Operations Consultant will be responsible for implementing contact protocol for contacting the Department of Agriculture, and the Department of Public Health.

Policies for destruction of any recalled product

The disposition of all discrete units of cannabis products under recall shall be continuously tracked and documented in the CAPA plan. The final disposition of all discrete units of cannabis products under recall shall be tracked in the Applicant's perpetual inventory system and BioTrackTHC. CAPA plan and investigation shall include the final number of discrete units reclaimed from purchasers and clearly document the number of units not accounted for. CAPA plan and investigation shall address challenges and barriers to 100% reclaim of discrete units of cannabis product under recall for continuous improvements.

Operations Consultant shall submit a retained sample of the cannabis product under recall to 2 different State Approved Testing facilities. If any analytes reported on the Certificate of Analysis (COA) from the 2 distinct labs are not reproducible or outside the standard error for the analytical testing method then retain samples shall be submitted to a third State approved testing facility.

Cannabis product under recall shall be destroyed via a state-approved method for disposal as described in 410 ILCS 705/15-90. SOPs for recall and destruction shall mandate that all destruction occurs under video surveillance with at minimum 2 camera angles with oversight from General Manager/Agent-In-Charge. Prior to destruction, Applicant shall update status of the cannabis product under recall in the perpetual inventory system and BioTrackTHC, thus documenting the final disposition of the recalled cannabis product. Applicant shall implement a controlled document form for cannabis destruction. Controlled document form shall record: the unique identification of the cannabis products destroyed; the number of units by weight or fluid ounces of the cannabis products destroyed; the Dispensing Organization Agent (DOA) executing the work instructions for destruction; the name and title of the 2 supervisors serving as witness to the destruction; the time and date of the destruction; verification that surveillance system is functioning properly to record act of destruction; method of destruction; method of disposal and verification that the final disposition of the recalled cannabis product has been updated in the perpetual inventory system and BioTrackTHC. A copy of the controlled document form shall be retained with the final closed CAPA investigation for at minimum 5 years. The Operations Consultant will be responsible for maintaining policies for destruction of any recalled product.

General Recall Policy

Recall is an effective method of removing or correcting cannabis products that are in violation of laws administered by the 410 ILCS 705 Cannabis Regulation and Tax Act. Applicant's recall policies recognize the voluntary nature of recall by providing guidance so that Applicant may effectively discharge recall responsibilities.

Recall may be undertaken voluntarily and at any time by Applicant's Dispensing Organization or at the request of the Department. A request by the Department that a recalled product is reserved for urgent situations and is to be directed to the General Manager/Agent-In-Charge that has primary responsibility for the manufacture and marketing of the product that is to be recalled.

Applicant's recall policies and strategies represent Best Management Practices (BMPs) from the food and drug industries any shall be adopted in good faith to best limit threats to public health and safety. Applicant's Dispensing Organization shall comply to the requests of the Department at all times during a recall and in accordance with 410 ILCS 705/15-65. The Operations Consultant will be responsible for maintaining and implementing the general recall policy.

Health hazard evaluation and recall classification

General Manager/Agent-In-Charge will conduct an evaluation of the health hazard presented by a product being recalled or considered for recall and will take into account, but need not be limited to, the following factors:

- (1) Whether any disease or injuries have already occurred from the use of the product.
- (2) Whether any existing conditions could contribute to a clinical situation that could expose humans or animals to a health hazard. Any conclusion shall be supported as completely as possible by scientific documentation and/or statements that the conclusion is the opinion of the individual(s) making the health hazard determination.
- (3) Assessment of hazard to various segments of the population, e.g., children, surgical patients, pets, livestock, etc., who are expected to be exposed to the product being considered, with particular attention paid to the hazard to those individuals who may be at greatest risk.
- (4) Assessment of the degree of seriousness of the health hazard to which the populations at risk would be exposed.
- (5) Assessment of the likelihood of occurrence of the hazard.

(6) Assessment of the consequences (immediate or long-range) of occurrence of the hazard.

(b) On the basis of this determination, Applicant's Agent in Charge will assign the recall a classification, i.e., Class I, Class II, or Class III, to indicate the relative degree of health hazard of the product being recalled or considered for recall.

Recall strategy

Applicant's recall strategy shall account for the following factors:

- Results of health hazard evaluation.
- Ease in identifying the product.
- Degree to which the product's deficiency is obvious to the consumer or user.
- Degree to which the product remains unused in the marketplace.
- Continued availability of essential products.

Applicant's Dispensing Organization shall conduct the recall in accordance with an approved recall strategy but need not delay initiation of a recall pending review of its recall strategy.

Recall strategy shall address the following elements regarding the conduct of the recall:

- Depth of recall: Depending on the cannabis product's degree of hazard and extent of distribution, the recall strategy will specify the level in the distribution chain to which the recall is to extend
- Consumer or user level, which may vary with product, including any intermediate wholesale or retail level
- Retail level, including any intermediate wholesale level
- Wholesale level.

The purpose of a public warning is to alert the public that a product being recalled presents a serious hazard to health. It is reserved for urgent situations where other means for preventing use of the recalled product appear inadequate. Applicant shall work with the Department for such publicity. Should Applicant decide to issue its own public warning, the Agent-in-Charge shall submit proposed public warning and plan for distribution of the warning for review and comment to the Department. The recall strategy will specify whether a public warning is needed and whether it will issue as:

- General public warning through the general news media, either statewide or local as appropriate, or
- Public warning through specialized news media, e.g., professional or trade press, or to specific professional sectors such as physicians, pharmacists, etc.

Effectiveness checks: The purpose of effectiveness checks is to verify that all consignees at the recall depth specified by the strategy have received notification about the recall and have taken appropriate action. The method for contacting consignees may be accomplished by personal visits, telephone calls, letters, or a combination thereof. Applicant shall adopt BMPs from the guide entitled "Methods for Conducting Recall Effectiveness Checks" that describes the use of these different methods available upon request from the Division of Dockets Management (HFA-305). Applicant's Dispensing Organization shall be responsible for conducting effectiveness checks with Approval from the Department. The recall strategy will specify the method(s) to be used for and the level of effectiveness checks that will be conducted, as follows:

- Level A—100 percent of the total number of consignees to be contacted;
- Level B—Some percentage of the total number of consignees to be contacted, which percentage is to be determined on a case-by-case basis, but is greater than 10 percent and less than 100 percent of the total number of consignees;

- Level C—10 percent of the total number of consignees to be contacted;
- Level D—2 percent of the total number of consignees to be contacted; or
- Level E—No effectiveness checks.

Illinois Department of Health-requested recall.

Applicant shall comply to the requests of the Department at all times during a recall and in accordance with 410 ILCS 705/15-65(a)(1) and the CRTA. The criteria listed below is for internal recall strategies adopted by Applicant's Dispensing Organization to best limit threats to public health and safety.

The Department may request Applicant's Dispensing Organization initiate a recall when the following determinations have been made:

- (1) That a product that has been distributed presents a risk of illness or injury or gross consumer deception.
- (2) That the firm has not initiated a recall of the product.
- (3) That an agency action is necessary to protect the public health and welfare.

General Manager/Agent-In-Charge shall correspond with the Department in determination and of the need to begin immediately a recall of the product, such correspondence shall be documented and records retained. Upon receipt of a request to recall, General Manager/Agent-In-Charge shall provide the Department all requested information and documentation of recall circumstances.

Dispensing Organization-initiated Recall

Applicant may decide of its own volition and under any circumstances to remove or correct a distributed product. If Applicant believes the product to be in violation, General Manager/Agent-In-Charge shall notify the Department immediately of the following information:

- (1) Identity of the product involved.
 - (2) Reason for the removal or correction and the date and circumstances under which the product deficiency or possible deficiency was discovered.
 - (3) Evaluation of the risk associated with the deficiency or possible deficiency.
 - (4) Total amount of such products produced and/or the timespan of the production.
 - (5) Total amount of such products estimated to be in distribution channels.
 - (6) Distribution information, including the number of direct accounts and, where necessary, the identity of the direct accounts.
 - (7) A copy of Applicant's Dispensing Organization recall communication if any has issued, or a proposed communication if none has issued.
 - (8) Proposed strategy for conducting the recall.
 - (9) Name, email address, and telephone number of the Applicant's Dispensing Organization Agent In Charge who should be contacted concerning the recall.
- (b) Applicant's Dispensing Organization Agent In Charge shall work with the Department as it pertains to the assigned recall classification, and any appropriate changes in the strategy for the recall. Applicant shall not delay initiation of its product removal or correction.
- (c) Applicant's Dispensing Organization may recall a product when informed by the Department that the agency has determined that the product in question violates the law, but the agency has not specifically requested a recall.

Recall status reports

Applicant shall submit periodic recall status reports to the Department. The frequency of such reports will be determined by the relative urgency of the recall as approved by the Department. Unless otherwise specified or inappropriate in a given recall case, the recall status report shall contain the following information:

- (1) Number of consignees notified of the recall, with date and method of notification.
- (2) Number of consignees responding to the recall communication and quantity of products on hand at the time it was received.
- (3) Number of consignees that did not respond (if needed, the identity of nonresponding consignees may be requested by the Department).
- (4) Number of products returned or corrected by each consignee contacted and the quantity of products accounted for.
- (5) Number and results of effectiveness checks that were made.
- (6) Estimated time frames for completion of the recall.

Recall status reports are to be discontinued when the recall is terminated by the Applicant's Dispensing Organization or the Department.

Termination of a recall

A recall will be terminated when Applicant's Dispensing Organization with approval from the Department determines that all reasonable efforts have been made to remove or correct the product in accordance with the recall strategy, and when it is reasonable to assume that the product subject to the recall has been removed and proper disposition or correction has been made commensurate with the degree of hazard of the recalled product. Written notification that a recall is terminated shall be documented and records retained. Applicant's Dispensing Organization may request termination of its recall by submitting a written request to the Department stating that the recall is effective and by accompanying the request with the most current recall status report and a description of the disposition of the recalled product.

General industry guidance

A recall can be disruptive to Applicant's Dispensing Organization operation and business, but there are several steps if taken in advance that can minimize the disruptive effect. Including:

- Prepare and maintain a current written contingency plan for use in initiating and effecting a recall.
- Use sufficient coding of regulated products to make possible positive lot identification and to facilitate effective recall of all violative lots.
- Maintain such product distribution records as are necessary to facilitate location of products that are being recalled. Such records should be maintained for a period of time that exceeds the shelf life and expected use of the product and is at least the length of time specified in other applicable regulations concerning records retention.

(ii) Quarantine Practices of Proposed Dispensing Organization

Applicant shall implement quarantine practices as part of a Quality Management System (QMS) of the Dispensing Organization. Applicant's perpetual inventory system shall integrate with the State approved track and trace system and be a central component of quarantine practices and SOPs.

Conditions for Quarantine

SOPs shall mandate that the Operations Consultant and/or General Manager/Agent-In-Charge be present upon receiving shipments of cannabis products. Operations Consultant or Agent in Charge shall review the cannabis product's shipping manifest and COA to ensure compliance

before the disposition of the product can obtain the status of released for sale in the perpetual inventory system. Operations Consultant or Agent in Charge may deem such documents insufficient and may place the products in quarantine under the disposition status of pending sales release. The Operations Consultant or Agent in Charge shall seek correspondence with the appropriate Agent in Charge of the license type supplying said cannabis products and request further documentation for compliance.

In compliance with 410 ILCS 705/15-80(d), Applicant shall ensure that containers storing cannabis that have been tampered with, damaged, or opened shall be labeled with the date opened and quarantined from other cannabis product in the vault until they are disposed.

Separate and Distinct Storage

Applicant's Dispensing Organization shall have separate and distinct storage allocated for quarantined cannabis products. Such allocated storage shall be designated so by signage that shall be no smaller than 24 inches tall by 36 inches wide, with typed letters no smaller than 2 inches. The signage shall be clearly visible and readable by Dispensing Organization Agents and affixed every 6 feet and on all sides of the storage area. Signage shall read at minimum, "Quarantined Cannabis Product: NOT for Retail Sale". The separate and distinct quarantined cannabis product storage area shall be defined as a restricted access area, found in the Vault Room. Exhibit J: Proposed Floor Plan indicates where the waste area will be located. Only the Agent in Charge and Operations Consultant shall have access.

Applicant's Dispensing Organization shall implement a controlled document form for quarantined cannabis products. The controlled document form shall record: the unique identification of the cannabis product being quarantined; the number of units by weight or fluid ounces of the cannabis product being quarantined; the time and date product is quarantined; reason product is quarantined; and proposed actions to be taken for the quarantined cannabis product.

Disposition of Quarantined Cannabis Product

Any quarantined cannabis product shall be defined as a nonconformance of the QMS and trigger a CAPA plan and investigation. The CAPA plan shall report, record, and define the disposition of the quarantined cannabis products throughout the duration of the CAPA investigation. If the cannabis product is outdated it shall be subject to destruction SOPs outlined above. The CAPA investigation shall include root cause analysis if the cannabis product is damaged, deteriorated, misbranded, or adulterated.

If the CAPA investigation finds that the cannabis product is deteriorated or adulterated it may be used as feedstock for cannabis extract by a processing license should it meet the criteria of 410 ILCS 705/50-5(f)(2). After processing, the CO₂-based or solvent based extract must still pass all required tests, such COA shall be retained with CAPA report as verification of effectiveness of CAPA plan.

If the CAPA investigation finds that the cannabis product is misbranded or contains non-compliant packaging, the Operations Consultant or Agent in Charge shall seek correspondence with the appropriate Agent in Charge of the license type supplying said cannabis products and reject the shipment.

In all cases of quarantine the final dispositions of the cannabis product shall be recorded, documented, and defined in the Dispensing Organizations internal controlled document CAPA

report and in the State Approved track and trace system.

(iii) Destruction Practices of Proposed Dispensing Organization

All destruction and disposal of cannabis shall be carried out in compliance with 410 ILCS 705/15-90 and Illinois State Waste Disposal Guidelines.

Applicant shall ensure compliance with 410 ILCS 705/15-90(b) by disposing of all waste rendered unusable promptly and with a compliant facility listed in 410 ILCS 705/15-90(b)(1-2).

Hence, disposal methods shall occur under one of the two scenarios: (1) Compostable mixed waste: Compost, anaerobic digester, or other facility approved by the jurisdictional health department or (2) Non-compostable mixed waste: Landfill, incinerator, or other facility approved by the jurisdictional health department.

All waste, cannabis products, cannabis concentrate and unusable product shall be weighed, recorded, and entered into BioTrackTHC and the Applicant's perpetual inventory system before rendering it unusable, records shall include date of destruction and amount destroyed or disposed. General Manager/Agent-In-Charge shall supervise all destruction disposal in a location under video surveillance from a minimum of four angles. Applicant's Dispensing Organization shall implement a controlled document form for cannabis product destruction in addition to the data being entered into the perpetual inventory system as a redundant record keeping practice. Applicant shall double the minimum requirement of 5 year waste records storage listed in 410 ILCS 705/15-90(d) by storing waste records for ten years.

Applicant's Operations Consultant or Agent in Charge shall communicate with the Department and the Department of State Police on the destruction and disposal of cannabis. The Department and the Department of State Police shall have full access to records of destruction and disposal of cannabis product through the State approved track and trace system, BioTrackTHC. Applicant's Dispensing Organization shall make available all hard copies of internal controlled document forms that establish and document record of destruction and disposal. Cannabis and cannabis-infused products shall be destroyed by rendering them unusable using methods approved by the Department that comply with 410 ILCS 705/15-90.

Applicant shall adopt destruction methods outlined in 410 ILCS 705/20-15(a)(21)(C) or seek approval for the Department for any other method. Cannabis and cannabis-infused products will be rendered unusable by grinding and incorporating with compostable mixed waste to be disposed of in accordance with 8 Ill Adm. Code 1000.460(g)(1).

(iv) Waste Hauling

The Applicant will utilize a waste haul service contracted to retrieve the mixed cannabis waste on a periodic basis at pre-designated time. The Applicant will have scheduled a service to come to the store to retrieve the waste on every Tuesday at 9:00am, unless there is no waste to be collected. Acceptable facilities that we may contract with include: Compostable mixed waste: Compost, anaerobic digester, or other facility with approval of the jurisdictional health department. Or a Non-compostable mixed waste: Landfill, incinerator, or other facility with approval of the jurisdictional health department.

The Cannabis waste will be destroyed in the vault room, in restricted access, out of public view. The cannabis waste will be mixed with material to make it unusable as to not let anyone re-use any cannabis. This cannabis will be locked on premise, and hauled by the waster service provider. The weight of the waste contents will be weighed and recorded prior to the waste service provider hauling the waste. The cannabis waste receptacles will be replaced with new waste bags and re-inserted. The staff will keep all waste haul manifests, that include the name of the waste service provider, staff overseeing the waste haul, weight of the waste, date and time of the pickup. All records will be recorded in the state track-and-trace system and POS system to reflect inventory changes.

At no times will cannabis waste not be locked on premise. Additionally, the Dispensary Applicant will ensure that all cannabis waste is destroyed on site with the aforementioned methods to make all waste unusable.

(v) Examples of Cannabis Waste

Cannabis products at the Dispensary may become obsolete and non-sellable, requiring staff on site to place these items in the cannabis waste receptacles. Examples of why Cannabis products may be deemed cannabis waste include:

1. The Cannabis product is expired
2. The Cannabis product had been dropped on the floor, shattered or altered damage product or product packaging.
3. The Cannabis product is on recall by the State
4. The Cannabis product is a return vape product that malfunctioned
5. The Cannabis product was discovered to be opened prior to sale
6. Cannabis Vape products, concentrate products, beverage products may be leaking.

Cannabis products may be quarantined if they are found to be outdated, damaged, deteriorated, misbranded, or adulterated as referenced by 410 ILCS 705/15-65. The disposition of such cannabis products shall be clearly and promptly defined and updated through customized fields of WEAVE IQ the Applicant's perpetual inventory software.

Exhibit J can be found on the next page.

Exhibit C

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4 Ventilation Plan

Odor Control and Mitigation

The Applicant understands that Cannabis inherently has a strong odor, and this is often one of the leading complaints from neighbors or patrons in a surrounding area near a cannabis facility. These odor issues tend to be more prevalent around Commercial Cannabis cultivation facilities and significantly reduced with Retail cannabis businesses. We have studied this community issue over the last several years and have learned how to apply industry best practices to mitigate all issues and concerns on odor. The State of Illinois does not require any special odor control devices or operational compliance for odor management due to all products being pre-packed and inaccessible to customers until purchase. However, The Applicant is committed to providing for any reason odor mitigation controls to the Carol Stream residents and patrons.

We treat odor complaints and odor management as a serious part of our business and believe we must go above and beyond to make sure the community is not impacted by our operations when it comes to odor. Therefore, our team has developed a proactive integrated Odor Control Plan to mitigate cannabis odors exterior of the building, and within the building.

To that end, The Applicant will take appropriate measures and apply best practices to isolate any odor emitting activities from its retail facility. It should be noted that odors in the facility will be minimal compared to other classes of cannabis businesses because all goods sold are prepackaged and sealed. There will no unpacking or unsealing of contents in the store or on premise. All Cannabis items will be kept in a sealed vault room until sold to a customer. Therefore, no odor transmission will occur outside the building.

Nonetheless, The Applicant recognizes the extreme importance of this effort as it is central to being a good community citizen. By leveraging its principals' experience with running other dispensaries, The Applicant team approaches odor-mitigating activities in three ways: (1) Facility Design; (2) Equipment and Technology; and (3) SOPs.

IDENTIFYING SOURCES OF ODOR

The following potential areas of odor exposure will exist in our facility:

1. Storage Area / Vault
2. Cannabis products opened by customers on premise or in parking lot
3. Cannabis waste kept on site

Storage Area / Vault - All products are delivered in child-proof, air-tight, non-exposed packaging. Staff and customers are not allowed to open any cannabis or cannabis product on site, mitigating ambient odor. The Vault will have sealed, unopened cannabis and cannabis products stored. As a part of our Product Intake operating procedures, staff members will ensure that all incoming

products are sealed and packaged correctly. The sales area will not have actual cannabis product on display per Illinois State Law.

Cannabis Products Opened By Customers - Customers may occasionally attempt to open products purchased on site, while in their vehicle or as they are walking outside in our parking lot. To prevent this from occurring, our staff will politely let all customers know that products are prohibited from being opened or consumed on premise. There will also be signs posted with this language in the sales area, parking lot and on the front entrance for all customers and patrons to observe.

If customers are found loitering and attempting to consume on site, a security guard will greet them and prevent them from opening or consuming on site. Customers who are found to be in negligent violation of this rule will be prevented from shopping at the retail store. We have a Zero Tolerance policy for consuming on site, whether that pertains to customers or staff members.

Cannabis Waste - Cannabis waste is composed primarily of damaged product, expired product or unusable (waste) product. There will be one distinct storage area for specific cannabis waste, located in the secure vault in an airtight cannabis waste bin. Cannabis waste bins will be sealed on site to prevent odor exposure and will be mixed with other material to make unusable. This waste will be locked until transported to a facility certified to handle cannabis waste, as further described in our Waste Plan.

ODOR CONTROL STRATEGIES

Odor control strategies and techniques will be vital to the success of operations; providing a clean fresh environment for our employees, and customers as well as our neighbors. Below we detail the techniques and equipment utilized in the facility to prevent odor from becoming an issue inside and outside the facility.

Throughout our tenure as operators in multiple cannabis markets we have utilized various forms of odor mitigation and believe we have achieved a comprehensive set of odor control strategies to help neutralize odor issues at the facility. The following strategies and techniques are what we will implement at the facility:

1. Facility Design
2. Equipment / Technology
3. Security
4. SOP and Cleaning Policies

FACILITY DESIGN

Facility design plays a key role in preventing nuisance odors from escaping the building envelope and ensures that odor-eliminating technologies are effective.

The design of the facility inhibits odor migration as only one room will house actual cannabis products, the Vault Room. The sales area will only have empty packages and facsimiles per State of Illinois Law

EQUIPMENT / TECHNOLOGY

We plan to reuse the building's HVAC infrastructure as its capacity is more than adequate for our proposed retail use. We will reuse existing rooftop units and provide new distribution ductwork to accommodate the new interior layout. While not required by State of Illinois or Local codes, we will add internal filters to the new ductwork to ensure odor mitigation within the facility and as air is exhausted.

These devices have filters that use pelletized granule carbon to remove odor, dust, and pollutants from the air. The carbon filter pellets remove dust, odor, and other pollutants through the air as it passes through the filter. These will be included in the new ductwork and HVAC distribution that we are upgrading in the existing building.

Please note that the existing rooftop units are currently screened from street view and any new or additional units and equipment will also be screened.

If any odors permeate throughout the building, The Applicant may use an ozone cleaner which is mobile and can neutralize odor and bacteria in an enclosed room.

SECURITY

All security personnel will be instructed to surveil for any cannabis consumption on site, and prevent any loitering on premise. Security will be aware of any cannabis odor during routine walk-arounds including the front of the building, sidewalk, back lot, and alleyway. Utilizing best practices to neutralize the odor immediately, all incidents will be reported and recorded by the Manager on duty. Our security will ensure that the parking lot maintains our No Smoking, No Consuming On-site sign. Customers will be prohibited from entering if they violate our policies, and we will work with our local enforcement team to ensure safety for the community.

SOPs & PROPOSED STAFF TRAINING AND SYSTEM MAINTENANCE PLANS

Odor and Pest Control Strategies and Techniques are only as good as the training that all The Applicant employees receive. The Applicant has an extensive employee training program to ensure compliance with SOP's and best practices, including odor mitigation. Regularly changing filters and regular trash removal are key operating procedures that all employees must follow daily.

Additionally, employees are prohibited from opening packaged products unless approved personnel are destroying a product. All products that are destroyed in accordance with the Waste Management Plan, will be done in, the Vault under surveillance. Receptacle bin tops will be properly placed and sealed to mitigate odor. All incoming cannabis product deliveries will be inspected for any holes, tears or damage to packaging. All employees will follow the cleaning policies for the public and restricted spaces.

The Applicant will also hold regular staff meetings to assess odor mitigation practices with an eye for continuous improvement. During our training with staff we specifically have a section dedicated to Odor Management, responsibilities, and processes. All levels of staff are trained on our overall Odor Management, managers receive an in-depth Odor Control Plan training which includes in-person, hands-on tour through facility and equipment training. Odor Control Plan training will cover these topics:

- Replacing Carbon Filters and checking status (if needed)
- Odor Nuisance Complaint
- Maintenance Logs
- Important Contacts
- Facility Checklist

Pest Control and Mitigation

Pursuant to 410 ILCS 705 15-70(m), Applicant shall ensure that the dispensary is free from infestation by insects, rodents, and pests throughout operations. Applicant shall follow guidelines from the Food and Drug Administration's (FDA) "Guidance for Industry: Guide to Minimize Microbial Food Safety Hazards for Fresh Fruits and Vegetables" to ensure adequate pest prevention and control. In an effort to create sanitary and sterile work, retail, and storage spaces, Applicant shall prevent all animals, including mammals, birds, reptiles and insects from entering the facility as many of them harbor or could be a vector for various pathogenic agents.

Applicant has developed a stringent pest control program that includes frequent regular monitoring of affected and treated areas to assess the accuracy of the program. Part of this program will be a significant emphasis on maintaining facility grounds in good condition. All exterior areas of the facility shall be kept clear of waste, litter, and improperly stored garbage.

Applicant shall regularly cut all grass and other vegetation to discourage and prevent breeding, harboring and feeding of pests. Applicant shall also ensure that all inoperative and unused equipment is promptly removed from the property to prevent harboring rodents and insects. Facility exterior shall be fitted with adequate surface drainage mechanisms to prevent excess moisture build up to encourage breeding of certain pests.

Applicant shall regularly inspect all facilities to check for evidence of pest populations or animal contamination to help minimize the availability of food and water to pests. Upon discovery of a deceased pest in a trap or any other part of the facility, DOA shall remove dead or trapped birds, insects, rodents, and other pests promptly to ensure a clean and sanitary facility and to avoid attracting additional pests. Applicant shall contract out the installation any necessary pest control mechanisms and handle any issues that is beyond the capability of DOA, General Manager and managerial staff. Monitoring shall include, confirmation that potential nesting or hiding places for pests have been eliminated and that surfaces soiled by birds or other wildlife have been sanitized and sterilized.

Applicant shall establish and maintain a pest control log that includes dates of inspection, inspection report, and steps taken to eliminate any problems and establishes frequent monitoring of affected and treated areas to determine the effectiveness of the treatment applied.

Exhibit D

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5. SECURITY PLAN

Introduction

Our team had a demonstrated experience running, building and operating secure retail businesses in other states and plans to bring the same security expertise and operations in the design of this operation in Carol Stream.

Our operation will implement a security plan that: (i) prevents theft and diversion of cannabis, (ii) demonstrates safety procedures for dispensing organization agents and purchasers, (iii) establishes procedures, equipment, and designs that provide for the safe delivery and storage of cannabis currency, and (iv) demonstrates that all security procedures, equipment, and designs are and will be kept compliant with all applicable laws and administrative rules, including and in particular those set forth in section 15-100 of the Illinois cannabis regulation and adhere to any local security regulations as well.

Applicant will outfit the dispensary operating facility with commercial-grade security equipment installed by Sapphire Solutions, an Illinois licensed private security contractor. Applicant shall ensure that all written policies, procedures and equipment described in the Security System meet or exceed the requirements of 410 ILCS 705/15-100 *et seq.* of the Cannabis Regulation and Tax Act (The Act). Security Guards will be deployed on site at all times, but remain unarmed.

Applicant will install security system designed by our security vendor, Sapphire Solutions and check the specifications with the local Carol Stream police department to ensure it meets or exceeds requirements to provide a safe and secure location. The Illinois Department of Financial and Professional Regulation is defined as "The Department" (Department) in this document.

Scope

The Security Plan includes a security layout map (Intrusion devices, camera layout, access control layout) and compliance overview demonstrating that all security procedures, equipment and designs are and will be maintained compliance with all applicable laws and administrative rules set forth in the Act, and is divided into four core operational sections:

1. Prevention of theft and diversion of cannabis
 - a. Diversion and Prevention 410 ILCS 705/15-100(a)
 - b. Security Systems 410 ILCS 705/15-100(c) & (f-i)
 - c. Currency Management and Storage 410 ILCS 705/15-100(c); 705/15-110(a)
 - d. Cannabis Management and Storage 410 ILCS 705/15-100(c); 705/15-110(a)
 - e. Access Control 410 ILCS 705/15-100(g)
 - f. Transactional Security 410 ILCS 705/15-100(c)
 - g. Security Operations 410 ILCS 705/15-100(c) & (f-i)
2. Safety Procedures Safety and Health Management System
 - a. Hazard analysis, tracking and reporting 410 ILCS 705/15-100 *et seq.*
 - b. Emergency Response 410 ILCS 705/15-100(c)(15) & (h)(6)
3. Procedures and Standards for Equipment and Design

- a. Surveillance Equipment Standards 410 ILCS 705/15-65; 705/15-100 *et seq.*
- b. Door and Lock Equipment Standards 410 ILCS 705/15-100(c)(1) & (h) *et seq.*
- c. Vault and Storage Room Design 410 ILCS 705/15-80

4. Training

- a. Training and Testing 410 ILCS 705/15-65(a)(5)
- b. Drills 410 ILCS 705/15-65 (a)(5)

Purpose

The purpose of the Applicant's Security Plan is to ensure the safety and security of all personnel, purchasers and any licensed vendors that may be present at the dispensary operating facility. The Security Plan includes requirements and standards for operating procedures, training, camera placement and video recording standards, maintenance, reporting, active response and training.

Security Vendor and Dispensary Operating Agent Liaison

Applicant shall comply with 410 ILCS 705/15-70(h) by providing the Department with a list of names of all service professionals that will work at dispensary, including a description of the type of business or service provided. Applicant shall promptly provide Department with any changes made to this list. No service professional shall work in dispensary until the name is provided to the Department on this list.

Applicant will confirm that Sapphire Solutions shall be responsible for meeting each of the security provisions outlined in 410 ILCS 705/15-100. Security Manager, supplied by the security vendor, will be on hand to assist when requested by Sapphire Solutions.

In some situations, Sapphire Solutions may be required to access data and information proprietary to Applicant's operation or of such a nature that its dissemination or use other than as specified would be adverse to the Applicant's interest. Applicant will ensure that any of its employees do not divulge or release data or information developed or obtained under its trademark except to provide documentation or correspondence to the Department. Sapphire Solutions will not copy or duplicate the information contained in the administrator's workstation for system management. Information contained in the point-of-sale system will not be downloaded for any purpose.

Compliance Overview

All written policies, procedures and SOPs contained in the Applicant's Security Plan are compliant with 410 ILCS 705/15-100 of the Act. Additionally, the Security Plan shall exceed the requirements set forth in 410 ILCS 705/15-65(a) for security, storage, inventory and distribution of cannabis. SOPs shall also include methods for identifying, recording and reporting diversion, theft or loss and for correcting errors and inaccuracies in inventories.

Per the written policies of the Security Plan, any changes to Exhibit J: Proposed Floor Plan or Exhibit H: Security Plan shall be submitted to the Department for pre-approval, as required by 410 ILCS 705/15-100(j).

Applicant shall implement security measures in compliance with 410 ILCS 705/15-100(c) to protect the premises, purchases and DOA including:

1. A locked door or barrier between the facility's entrance and Limited Access Areas

2. Plan to prevent individuals from remaining on property if they are not engaging in activity permitted by CRTA
3. Policies to address maximum capacity and purchaser flow in waiting rooms and Limited Access Areas
4. Plan to dispose of cannabis in accordance with 410 ILCS 705/15-90
5. Plan for storage and dispensing during operational hours
6. Plan for storage during closed hours within a reinforced vault room in the restricted access area
7. Plan to ensure the reinforced vault room and any other equipment or storage areas are securely locked
8. Maintain electronic daily logs of DOA with access to Vault Room and access code knowledge
9. Maintain all locks and security equipment in good working order
10. Maintenance of an operational security and alarm system at all times
11. Prohibition of keys from being left in locks or stored in places accessible to persons other than authorized personnel
12. Prohibition of accessibility of security measures including combinations, passwords, electronic, RFID or biometric access control information
13. Outfitting the interior and exterior of the premises with sufficient lighting to facilitate surveillance
14. Preventing trees, bushes and other foliage outside of the dispensary premises from allowing individuals to conceal themselves
15. Development of emergency policies and procedures for securing all product and currency following any instance of diversion, theft, or loss of cannabis and conduct and assessment to determine whether additional safeguards are necessary
16. Development of additional safeguards in response to specific security concerns or as required by the Department

Applicant will maintain compliance with all of the requirements for Restricted Access Areas highlighted in 410 ILCS 705/15-100(g) including:

1. Posting a sign that is a minimum of 12" x 12" that reads "DO NOT ENTER-RESTRICTED ACCESS AREA-AUTHORIZED PERSONNEL ONLY" in lettering no smaller than one inch in height.
2. Clearly describing all Restricted Access Areas in Exhibit J: Proposed Floor Plan including the reflection of walls, partitions, counters, storage areas, disposal areas, retail sales areas and all areas of entry and exit
3. Securing Restricted Access Areas with locking devices that prevent access from Limited Access Areas

All DOAs will undergo at least 12 hours out of the mandated 8 hours of training specifically on the Security Plan before beginning employment at the dispensing organization.

Standards for Excellence

Applicant has provided a description of how its Security Plan exceeds the requirements of 410 ILCS 705/15-100(h & i), and conforms to national standards and industry Best Management Practices (BMPs) and Standard Operating Procedures (SOPs) for security operations.

The Security Plan will conform to practices that have been standardized by the Foundation Of Cannabis Unified Standards (FOCUS) and are compliant with the certification requirements promulgated by the American National Standards Institute (ANSI). This includes specific

standards for retail cannabis operations and recordkeeping for all materials. These requirements ensure transparency during the development process and form the foundation of operation standards that are suitable for accreditation with additional regulatory agencies and entities.

The Security Plan also incorporates guidance from the following organizations into its respective SOPs for day-to-day operations and staffing:

- ASTM International
- Occupational Safety and Health Administration (OSHA) Voluntary Protection Program (VPP)
- National Fire Protection Agency
- Illuminating Engineering Society of North America
- American Society of Mechanical Engineers
- United States Department of Homeland Security
- United States Drug Enforcement Administration
- Society for Human Resource Management
- CustomVault
- National Weather Service
- Illinois Emergency Management Agency
- Consumer Product Safety Commission
- Better Business Bureau

All dispensary operation agents holding a managerial or directorial level position will be required to attain FOCUS Certification (FOCUS certification is currently seeking ISO 17021 accreditation).

All Dispensary Operating Agents (DOA) will be required to undergo at least 8 total hours of training with at least two of those hours being dedicated to security training and will be required to take and pass a written examination with a score of at least 80-percent.

Security Culture

Security Plan outlines the following goals in line with CRTA's main objectives:

- i. Account for the prevention of theft or diversion of cannabis
- ii. Demonstrate safety procedures for dispensing organization agents and purchasers
- iii. Establish procedures, equipment and designs that provide for the safe delivery and storage of cannabis and currency
- iv. Demonstrate that all security procedures, equipment and designs are and will be kept in compliance with all applicable laws and administrative rules, including and in particular those set forth in Section 15-100

One main purpose of the Security plan is to prepare Applicant and all DOAs for serious adverse events, emergencies, natural disasters and various other occurrences that could lead to suspension of operations. Security Plan also constructs a contingency framework that enables Applicant to restore operational status once emergency has occurred and response has been carried out.

Additional goals of the Security Plan include:

- Creation of a safe, healthful environment for purchasers and DOAs along with a Safety and Health Management System to monitor and evaluate these efforts

- Create a framework for quality assurance that promotes enhanced product safety and swift response to product recalls that works in seamless conjunction with Exhibit G: Recall Quarantine and Destruction Plan
- Allow for Applicant to respond to the establishment of any additional requirements highlighted in 410 ILCS 705/15-100(j)

Roles and Responsibilities

General Manager will be designated Agent-In-Charge as defined by 410 ILCS 705/15-95(b). General Manager/Agent-In-Charge will uphold various, shared high level security, destruction and inventory tracking monitoring responsibilities as defined by 410 ILCS 705/15-75(a)(d), the management tasks outlined in 410 ILCS 705/15-95(b), 410 ILCS 705/15-95(c), 410 ILCS 705/15-95(e) and the destruction responsibilities highlighted in 410 ILCS 705/15-90(c),

Security Manager is responsible for training all Dispensary Operating Agents in the written policies and SOPs contained in the Applicant's Security Plan. Security Manager is also responsible for administering written examinations.

General Manager is responsible for communicating directly with local Police, Fire and emergency service providers in the event of a security breach or incident.

Security Manager is responsible for coordinating and managing all security measures and operations at the facility. Security Manager is also responsible for the maintenance of all security equipment, which will be a shared responsibility with the General Manager.

All DOAs are responsible for understanding the terms, conditions, written policies and SOPs contained in the Applicant's Security Plan.

Sapphire Solutions shall ensure that personnel accessing information systems have the proper and current information assurance certification to perform information assurance functions in accordance with site requirements.

Sapphire Solutions shall meet the applicable information assurance certification requirements and ensure appropriate operating system certification for information assurance of technical positions as required.

Sapphire Solutions shall assist Applicant in providing a safe and healthful work environment for their employees as required in pertinent provisions of CRTA and local regulations, policies, and SOPs. Sapphire Solutions shall work with Applicant to safeguard DOA, purchasers, property, and equipment and avoid interruption of dispensary operations.

Sapphire Solutions will report accidents or losses to the General Manager/Agent-In-Charge as specified in 410 ILCS 705/15-95.

Sapphire Solutions shall be responsible for safeguarding all facility equipment, information and property provided for contractor use. At the close of each work period, dispensary facilities, equipment, and materials shall be secured.

Sapphire Solutions shall not disclose and must safeguard procurement sensitive information, computer systems and data, Privacy Act data, and DOA work products which are obtained or

generated in the performance of regular duties. This includes dissemination of protocols and papers not generally available to the public through the public literature.

Operations: Prevention of Theft and Diversion of Cannabis

Diversion and Theft Prevention 410 ILCS 705/15-100(a)

Applicant has developed Diversion and Theft Prevention Plan (DTPP) as a subsection of Security Plan that accounts for and prevents the theft or diversion of cannabis in accordance with requirements outlined in 410 ILCS 705/15-65, 410 ILCS 705/15-100, 410 ILCS 705/55-10 and 410 ILCS 705/55-21.

DTPP will account for:

- Access Control
- Monitoring and video surveillance with technologically advance Security Systems
- Requiring double-verification protocols in various settings throughout operation
- Establishment of a Zero Tolerance Policy for diversion and theft
- Establishment of ethical and effective investigation protocol
- Management of visitors and third parties throughout the facility
- Cannabis Waste Disposal
- Ensuring knowledge of any updates for continuous compliance with 410 ILCS 705/15-100 and other Sections.

Applicant will prevent diversion and theft by incorporating United States Drug Enforcement Administration (DEA) requirements and standards set forth in Title 21 Code of Federal Regulations Sections 1301.72-1301.76 into all standards for security SOPs to provide effective physical security controls and to guard against theft or diversion of cannabis or currency. Applicant shall consider the following factors when developing SOPs for diversion and theft prevention:

- Types of activities conducted and locations throughout the facility where they may be conducted
- Types of cannabis and cannabis products held in inventory
- Location of premises and overall security needs
- Facility design/construction/general characteristics
- Type of safes/vaults/secure enclosures
- Access controls
- Alarm Systems
- Surveillance systems
- Monitoring systems
- Supervision of employees, contractors and visitors
- Local law enforcement
- Adequacy of internal systems

Applicant will immediately notify the Department of any suspicions related to diversion; conduct an investigation; amend standard operating procedures, if necessary, to prevent future discrepancies or incidents; and submit a written report of the investigation to the Department.

Applicant will use the Weave IQ POS system for inventory management.

Patient Ingress/Egress

Applicant shall implement security measures to protect the premises, purchasers, and dispensing organization agents (DOA). Applicant shall establish a locked door or barrier between the facility's entrance and limited access area (LAA). Applicant shall prevent individuals from remaining on the premises if they are not engaging in activity permitted by Cannabis Regulation and Tax Act (CRTA).

Applicant facility design shall conform to the standards of the Mercantile (M) Occupancy Category of the National Fire Protection Association (NFPA) 101/5000, and shall carry out all Purchaser flow protocol with in accordance with these guidelines for maximum occupancy.

Upon arrival at the dispensary facility, individuals will enter the Check-in Room (Limited Access Area) with a check-in counter where each purchaser is required to present a valid State identification card to DOA stationed in the clerical space behind the counter, verify the documents and determine whether access should be granted to the prospective purchaser. Individuals who do not possess the proper documentation shall be asked to leave the dispensary facility immediately. There will be a security guard located in this room to check ID verification documents, and once approved, will "buzz-in" customers into the retail floor area. The door to the retail floor area will always remain closed until a security guard or DOA presses the buzz-in button (located behind the counter) to open.

If the retail floor is at maximum occupancy, purchasers will be asked to wait in the Waiting Area. Under normal operational conditions, Applicant anticipates that purchasers should not need to wait beyond 10 minutes per visit.

Prospective purchasers who have been granted access will enter into enter the retail floor given that occupancy allows for entry. Applicant shall only allow 10-15 prospective purchasers at any given time onto the retail floor after they have checked-in and been verified.

Once the transaction has been finalized, purchasers shall exit through a dedicated point of egress. This point of egress shall lead purchasers to an exit corridor; and then, finally, to the outside of the facility. Separate points of ingress and egress to the dispensary have been included in the design of the facility to ensure that no diversion occurs between incoming and outgoing purchasers. Maximum capacity and purchaser flow policies shall be strictly adhered to.

Applicant anticipates returning purchasers to spend an average of 5-10 minutes inside the dispensary. First-time purchasers will spend an average of approximately 15-20 minutes in the Applicant's facility dispensary including potential education/consultation time.

Purchasers will not be allowed in the Office Room, Security/IT Room, Vault Room, Fullfilment Area, Delivery Area, Employee Break room, Office, or restricted areas of the dispensary facility. Please refer to included Exhibit J: Proposed Floor Plan for more details.

Visitor Protocols

All vendors, contractors, state or local government representatives, and all others without Applicant-issued ID are considered visitors. Applicant-issued ID will be guest badges issues by the security guard and be required by visitors to be worn at all times, and will include the words "VISITOR". In all cases, when a visitor or official visitor is admitted to the facility, DOAs admitting the visitor will:

- Ensure the visitor signs a visitor log upon entering and leaving
- Verify that the visitor's ID matches the visitor log
- Retain a copy of the government-issued photo ID with the visitor log
- Provide a visitor identification badge with the visitor's name, company (if applicable), and an assigned badge number
- Assign an escort; a single employee shall not escort more than five visitors
- Before being permitted to enter the premises, all visitors shall provide proof of age, identification, and other qualifications as appropriate to their purpose onsite. The receptionist will make a copy of the identification and store it in the visitor log.
- Identification must contain a picture, date of birth, and be valid and not expired.
- Under no circumstances will anyone under the age of 21 be permitted to enter the premises.
- The escorting employee shall log all access by visitors to Limited Access Area at the time of the access, and the time of leaving.
- The escorting employee shall ensure that the visitor does not touch any cannabis or cannabis product located in a limited access area.
- Under no circumstances may a principal, financial backer, operator, or employee receive any type of consideration or compensation for allowing a visitor to enter a limited access area.

All visitor log information shall be retained electronically for 3 years, at a minimum, in accordance with 410 ILCS 705/15-110(a). This log will include the full name of each visitor, a copy of their government-issued ID, the visitor identification badge number, the time of arrival, the time of departure, the purpose of the visit, a list of all areas visited, and the name of each employee visited. The applicant shall make the log available to the Department, Carol Stream Police Department and any other agency as required by the Cannabis Regulation and Tax Act. These logs shall be kept in the office/records room, and have limited access.

Limiting access

Limiting and controlling access shall directly reduce the opportunities for diversion. As demonstrated in Exhibit J: Proposed Floor Plan, Applicant has designed the facility in compliance with 410 ILCS 705/15-100(c)(1) to establish a locked door or barrier between the facility's entrance and Limited Access Areas.

Access to the storage vault room and any currency storage vaults requires input into a biometric access system with specific authorization for internal operations. Applicant shall create different access level tiers and assign DOAs of varying responsibility different access control levels for cannabis and currency access respectively.

Per the written policies of the Security Plan:

- Points of ingress/egress leading to exteriors of the facility shall remain locked at all times
- The main public entrance to the facility shall be regulated by security personnel
- Only members of the public who qualify for cannabis as promulgated by the Act will be permitted into the dispensary as purchasers
- Purchasers will be limited to the check-in and retail areas of the dispensary only. Purchasers will not be allowed in any restricted access areas
- Vendor visits are to be approved 24-hours in advance, and scheduled by the General Manager
- No unsolicited visits from vendors will be tolerated

Zero Tolerance Policy

Any Dispensary Organization Agent (DOA) who is a party to any theft or diversion of cannabis or cannabis products will be immediately terminated from the Applicant's employ. Any DOAs who are aware of such diversion or theft activity and do not report it may be subject to the same penalty unless mitigating circumstances are demonstrated during an investigation. All personnel will sign documents agreeing to this clause before being permitted to enter the facility for the first time and these documents will be stored in each respective DOA file. Applicant shall promptly document and report any loss or theft of cannabis from the dispensary to the Department of State Police and the Department, per 410 ILCS 705/15-65(f).

Investigating Theft and Diversion

Applicant has developed investigative protocols that are based on recommendations from the Society for Human Resource Management (SHRM), the world's largest human resources professional society. These protocols may be used to investigate suspected diversion as well as other workplace concerns.

Applicant shall ensure investigations are conducted in a manner fair to both employer and employee. Investigations will be conducted in a consistent and timely manner, and in a way that adequately informs appropriate personnel on the status of ongoing investigations. In the event of investigations concerning accidents, diversions, losses, or other reportable events, the Applicant will additionally ensure that the Department is notified immediately and kept apprised of the status of the investigation.

Any DOA who is found to be attempting to deceive or actually deceiving Security Manager, General Manager, Operations Consultant, Inventory Manager or any other investigator or impeding an investigation in any way will be subject to discipline up to and including termination. If Security Manager suspects that any DOA is engaged in criminal diversion activities, investigations by Security Manager will be halted and the Department, and the Carol Stream Police Department will be contacted immediately to resume questioning. In the event that evidence should lead to believe a DOA is the suspect of a criminal investigation, the DOA should not be interviewed until law enforcement is contacted and the DOA should be suspended until the matter is investigated and resolved.

Investigations will involve the following protocol:

1. Initiate investigation: General Manager shall record the initial information about the situation, and propose the scope and nature of the investigation, including any information about inventory, accusations or allegations. General Manager will provide this information to Ownership and sets a time within 24 hours to strategize on investigation.
2. Notify the Department as soon as possible within 24 hours of discovery: In the event a reportable event (theft, diversion, losses, or other as required) is discovered, Applicant will immediately report to the Department and local authorities, either through a designated phone line established by the Department or by electronic communication in a manner prescribed by the Department.

3. **Preserve evidence:** General Manager/Agent-In-Charge, Security Manager and Inventory Manager shall take immediate action to secure and protect, from destruction or interference, any relevant accounting, administrative, or security records. If deemed necessary, Security Manager staff may suspend a DOA and their Dispensary Organization Agent Identification Card (DOAIC) if there is evidence of misuse of resources or if the employee's continued presence may interfere with the investigation.

4. **Determine roles/responsibility:** General Manager/Agent-In-Charge will review the initial report from the Security Manager and Inventory Manager to determine who should be involved in the initial meeting mentioned in Step 1. If the Operations Consultant deems it appropriate, this may include an external investigator from Sapphire Solutions. In all cases, the investigator, whether internal or external, will have the following: an ability to investigate objectively; no stake in the outcome; working knowledge of employment laws; strong interpersonal skills and ability to be perceived as neutral and fair; attention to detail; and an appropriate temperament for conducting interviews. This meeting may also include legal counsel to ensure the Applicant has relevant advice regarding the rights of employees, especially when individuals are at risk of self-incrimination.

5. **Investigative Plan:** Prior to taking other actions, the investigator will record an Investigative Plan that includes the outline from Step 1, a proposed witness list, a requested evidence list (including surveillance), planned interview questions, and a process for retention of documentation. The investigator will have the authority to interview employees, contractors, and other witnesses if necessary; to inspect facilities and records; and to request information the investigator deems relevant and necessary to the investigation.

6. **Investigation:** After receiving approval from the Operations Consultant and legal counsel if appropriate, the investigator will implement the Investigative Plan. The investigator will provide updates to the Operations Consultant and other individuals as required at appropriate time intervals.

7. **Draft report:** The investigator will prepare and review a draft report with the other members present during the initial meeting in Step 4. This report will include the scope and nature of the allegations, including dates and times, a record of how and when the incident came to the company's attention, parties involved, key factual and credibility findings (including sources), interviews conducted, evidence reviewed, employer policies/guidelines and applicability to the investigation, conclusion reached, party or parties responsible for final determination, recommendations, and issues that could not be resolved and reasons for lack of resolution. During this meeting, if the report is deemed sufficiently complete, the group will determine actions. This initial report shall be submitted to the Department within 7 days of discovering the discrepancy.

8. **Actions:** The Operations Consultant and/or Security Manager will take the actions determined in Step 7. Actions may include: disciplinary measures up to and including termination, training programs, modifications to the standard operating procedures, modification to the Security Plan or Security System, or other actions as appropriate. Any disciplinary procedures

must be in accordance with any labor agreements, and must be reviewed by legal counsel or Human Resources (HR) professionals prior to the action being taken.

9. Final report: The investigator will update the report as necessary from Step 7. The final report must include actions taken, and must clearly document a good-faith basis for any actions taken during or as a result of the investigation. If this investigation is in response to a reportable event, the final report will be provided to the Department through the appropriate communications channel. This final report shall be submitted to the Department within 30 days of discovering the discrepancy.

10. Follow-up: General Manager/Agent-In-Charge and Security Manager will follow up as appropriate. This may include reviewing surveillance to ensure new standard operating procedures are being implemented correctly, informing other employees of the outcome of the investigation, asking employees for feedback on the investigation or actions taken, or other follow-up as appropriate. Operations Consultant and all Managers will also review the investigation process and review whether or not the investigation process should be revised.

Surveillance

Applicant's facility will be thoroughly covered by technologically advanced surveillance provided by Sapphire Solutions, with monthly maintenance and spot-testing. More technical specifications are highlighted in the Security System Portion of this plan. Best practices in the industry suggest that the first line of defense for deterring employee theft is making it clear not only that there are surveillance cameras, but also that those cameras are being monitored. In accordance with the Cannabis Regulation and Tax Act, Applicant shall have Sapphire Solutions continuously monitoring the security and surveillance systems. All employees shall be made aware of monitoring. Appropriate signage indicated the area is under surveillance will be displayed in accordance with the Cannabis Regulation and Tax Act.

Double Verification

Applicant will incorporate double verification elements to all SOPs that involve access to cannabis, cannabis products and currency. SOPs shall ensure that at least two individuals, along with commercial-grade surveillance equipment, oversee all transactions, inventory access, currency management and cannabis and currency storage activities. This protocol limits opportunities for diversion while also facilitating detection and tracking if diversion occurs.

Inventory Counting Procedures

By closely tracking inventory, the Applicant will quickly catch discrepancies that may indicate diversion. Informing employees about these practices deters diversion. Inventory management and tracking protocols are described further in both Exhibit K: Operating Plan and Exhibit I: Inventory Monitoring and Recordkeeping Plan.

Cannabis Waste Disposal

Inventory that has been marked for disposal or return can be a target for diversion. In order to mitigate this issue, Applicant will implement the following protocols in coordination with 410 ILCS 705/15-90:

- DOA designating cannabis or cannabis products for disposal shall not also be involved in the process of rendering that item unusable.

- At least two employees, including General Manager/Agent-In-Charge, shall be present during all procedures for rendering cannabis and cannabis products unusable to ensure double verification protocols are carried out properly
- All trash bags used on the premises, including for non-cannabis waste, will be transparent to facilitate verification that no cannabis items have accidentally or deliberately been placed there.
- All boxes sent to recycle or for disposal shall be flattened on video surveillance prior to leaving the secure area of the premises, to verify that no cannabis items have accidentally or deliberately been placed there.

More on the Disposal procedures can be found in the provided Waste/Disposal Plan (III).

State Diversion

To discourage and mitigate the threat of diversion from non-Illinois residents intending to transport cannabis across state lines, written policies and standard operating procedures will be included in the Security Plan to limit the amount of cannabis products that can be purchased by non-Illinois residents. By limiting the amount of cannabis product retailed to non-Illinois residents, Applicant intends to reduce potential threats of diversion to neighboring states.

Continuous Reporting and Compliance

Compliance Manager or other DOA will monitor regulatory updates from the Department to ensure continuous compliance and account for diversion and theft. In the event that any relevant regulations change Compliance Manager will immediately notify entire staff and all SOPs will be updated. Any updates to SOPs will lead to a new version number.

Operations Consultant, Compliance Manager and Security Manager shall be responsible for reviewing the implementation of diversion and theft prevention and response plans, procedures, and checklists; and ensuring these succeed in keeping the Applicant compliant with all laws and regulations. These reports will be made available to the Department upon request.

Security Systems 410 ILCS 705/15-100 (c) & (f-i)

Security System equipment will deter and prevent unauthorized entrance into the dispensary, and will include electronic door locks on limited and restricted access areas that include the devices utilized to detect unauthorized intrusion.

Security Systems comprise the technology and equipment-based elements of the Security Plan that meet and/or exceed requirements of 410 ILCS 705/15-100. Along with DOAs and Security personnel, Security Systems form the foundation of surveillance, access control, notification and various other security protocols that may be carried out on a daily basis.

Alarm system shall comply with 410 ILCS 705/15-100(h) by outfitting facility with a perimeter alarm on all entry points and glass break protection on all perimeter windows. Applicant shall outfit all exterior windows with security shatterproof tinted film. Alarm System shall include a failure notification system that provides an audible, text or visual notification of any failure in the surveillance including but not limited to panic buttons, alarms and video monitoring systems. Applicant will work with Sapphire Solutions to ensure failure notification system provides alerts to designated DOAs within five minutes of failure by either telephone or text message.

Security System shall include a duress alarm, panic button, standard alarm and after-hours intrusion alarm that both directly and indirectly notifies the Public Safety Answering Point for law enforcement agency that has primary jurisdiction by the most efficient means possible.

Surveillance System

Applicant shall work with Sapphire Solutions to install a continuous Electronic Video Monitoring system (EVMS) that includes call-up monitors that are greater than 19 inches, unobstructed video surveillance of all enclosed dispensary areas, unobstructed video surveillance of all outside areas, and various other capabilities. Surveillance system shall provide protection against theft and diversion that is facilitated or hidden by tampering with computers and electronic records.

Pursuant to 410 ILCS 705/15-100(h)(3), access to surveillance monitoring recording equipment shall be limited to persons who are essential to surveillance operations, such as the General Manager, Operations Consultant, and Ownership, law enforcement authorities acting within their jurisdiction, security system service personnel and the Department.

Applicant shall install security lighting such that all standards for "enhanced security lighting" promulgated in RF-20-98 published by the Illuminating Engineering Society of North America (IES) are exceeded. All lighting shall maintain a minimum horizontal illuminance of 0.5fc at all times. Broad-spectrum lighting will enhance nighttime visibility.

Applicant shall ensure continued compliance with 410 ILCS 705/15-70(n)(11) and shall not operate the dispensary if surveillance system is inoperative. Applicant shall provide a list of authorized DOA and service personnel that have access to the surveillance equipment to the Department.

Applicant's Facility Management Plan highlighted in Document VI: Operating Plan shall include the maintenance of trees, bushes, and other foliage outside of the dispensary premises to ensure exterior conditions do not allow for a person or persons to conceal themselves from sight.

Applicant will work with Sapphire Solutions to conduct a site survey and risk assessment to determine the most effective design and implementation of surveillance system features. Site Survey and risk assessment shall include the following questions:

1. What areas require coverage by the surveillance system?
2. What are the highest value assets that need to be protected?
 - A. High-value material property
 - B. Critical system infrastructure
 - C. Secure Data
 - D. Passwords/combinations/other access controls
1. What areas of the facility are most vulnerable?
2. Does the IT infrastructure adequately support the surveillance system?
3. Will the surveillance system integrate with existing electronic access control system?
4. Will the surveillance system integrate with an existing physical security system?
5. Do maintenance of, training in, and potential upgrades to surveillance system fit budgetary confines?
6. What are security vendor's training measures in surveillance system operation?

Applicant shall ensure that all interior cameras are angled to allow for facial recognition, the capture of clear and certain identification of any person entering or exiting the dispensary, and in lighting sufficient during all times of night or day.

All exterior cameras shall be angled to allow for the capture of facial recognition, clear and certain identification of any person entering or exiting the dispensary, the immediate surrounding area

and license plates of any vehicles in the parking lot. Applicant shall ensure that all cameras are outfitted with appropriate image sensors, lens, and image processing circuitry given their location and allocated function.

Applicant shall use a mixture of fixed cameras, which are intended to constantly view a single scene, and pan-tilt-zoom (PTZ) cameras, which are motor driven and have multi-directional panning and zooming capabilities. PTZ cameras can also be turned and tilted on two axes to adjust the lens' focal length and field of view.

Applicant will also work with Sapphire Solutions to determine the potential incorporation of network cameras that use IP-based networks, including the Internet, to provide remote viewing and recording. These cameras are available in high definition that provides enhanced image detail.

Applicant shall incorporate **night vision cameras** including near-infrared (NIR) and infrared (IR) cameras with built-in illuminators to detect objects at night with varying capabilities based on lighting allocation where deemed necessary. Some of these built-in illuminators emit light frequencies that are invisible to the human eye to facilitate image detection enhance surveillance capabilities.

Applicant shall work with Sapphire Solutions to ensure that all cameras include as many as possible of the following features:

Auto Scan: PTZ cameras that incorporate constant cycles of "sweeping" throughout designated areas

Preset Capabilities: Programmed orientation and lens settings assigned to PTZ cameras based on the occurrences of certain events

Privacy Masking: The ability to selectively block out certain portions of the video images for privacy protection purposes

Slip-Ring: electrical connections that allow PTZ cameras to turn without twisting signal/control cables.

Motion Detection: built-in motion detection features that can be programed for triggering alarms for recording and/or operator alert when motion occurs in the field of view (FOV).

Backlight Compensation (BLC): Compensation for high contrast of images with a bright background and the ability to enhance image detail accordingly.

Digital Noise Reducing (DNR): Removes noise (grainy or snowy appearance displayed in video images) from digital transmission and provides image clarity

Mobile Compatibility: enables remote viewing of surveillance feeds on mobile devices such as laptops, tablets or smartphones

Camera Housing

Applicant shall use the following criteria to determine proper design and implementation of camera housing and mounts:

1. Environmental conditions: operating temperatures and weather conditions such as humidity, precipitation, and corrosion
2. Architectural Considerations: important to aesthetics of hardware and can affect architectural design or change appearance/value of property
3. Installation: special considerations that match installed materials to system's intended use and planned maintenance
4. Operating Costs: maintenance, upgrade, scalability
5. Training: requirements for operating and maintaining system for DOA

Applicant shall conduct a site assessment and risk analysis to determine the adequate use and placement of the following camera housing options:

Dome Enclosures: Indoor and outdoor domes are used to protect cameras from the elements while concealing the direction the camera is facing to provide discreet surveillance.

Sealed Housings: Special housings are used in hostile environments or areas where electrical components must be sealed to prevent explosion or other adverse events.

Impact-Resistant Housings: Impact-resistant, or anti-vandal housings, use heavy gauge steel, polycarbonate or acrylic plastic, and sometimes wire cages to provide greater protection and encasement of cameras.

Tamper-Resistant Housings: Hardened protective housings similar to impact-resistant housings with additional protections against the use of tools to vandalize the surveillance system.

Bullet-Resistant Housings: housings consisting of at least one layer of polycarbonate material.

Depending on location and intended function, Applicant shall also work with Sapphire Solutions to outfit cameras with the following additional features:

Sun Shields: Protect cameras from harmful radiation from sun and increase durability and operation capacity

Wipers: Can be useful during Illinois' fall and winter months when precipitation occurs frequently but must be paired with regular waxing of camera's optical window and other associated maintenance protocols

Heaters and Ventilators: Used to achieve uniformity between the temperature differences inside and outside of the camera housing to encourage optimal performance

Applicant shall conduct a site assessment and risk analysis to determine the adequate use and placement of the following **indoor/interior camera mount** options to account for discrete surveillance monitoring in all areas of operation:

Wall Mounts: use bracket support similar to a shelf bracket

Pendant Mounts: useful for suspending camera mounts for ceiling in areas such as front-end where transactions, cash-counting and POS operation occurs

Corner Mounts: used where two walls meet to form a corner and are often located near the ceiling to provide optimal FOV

Indoor Dome Mounts: can be partially recessed into ceiling or mounted flush to a surface to increase discretion and must account for the potential vibrations and other effects of nearby equipment such as HVAC.

Applicant shall also work with Sapphire Solutions to conduct a site assessment and risk analysis to determine the adequate use and placement of the following **outdoor/exterior camera mount** options:

Pole Mounts: can be used to elevate cameras and provide an unobstructed field of view

Corner Mounts: useful for providing a large viewing angle for facility exterior

All cameras shall record for 24 hours and all recordings shall be made available for immediate viewing by the Department upon request. Recordings shall not be destroyed or altered and shall be retained for 180 days, doubling the minimum requirements of 90 days. Recordings shall be retained as long as necessary if there is a loss or theft or a pending criminal, civil, or administrative investigation or legal proceeding for which the recording may contain relevant information.

Lighting

Per the Security Plan, outdoor security lighting will be designed to augment other security measures such as physical barriers, intrusion detection systems, video surveillance, and security personnel activities. These lights will be regularly inspected and properly maintained and will not cause light pollution, by adhering to local Carol Stream lighting ordinance requirements. Some lights will have emergency power backup capabilities. The security lighting will provide several advantages such as:

- Employee peace of mind when using the site after dark
- Possible deterrence of adversaries and suspicious activities
- Improved surveillance and security response
- Reduced liability
- Witness potential
- Enhanced observation
- Allow officers to respond visually to alarms at night

All cameras will be supplemented with Infrared lighting, or superior technology, that allows for improved monitoring and recording capabilities. All exterior areas of the Applicant dispensary will be outfitted with motion-detection activated lighting. This will help reduce excess light pollution while allowing the Applicant to maintain a secure dispensary facility.

To ensure the effective prevention of unauthorized entry, theft and diversion, lighting fixtures shall be designed and installed to ensure proper surveillance of both sides of all exterior doors, entrances and portals, all interior doors and passages between rooms, and illuminate work areas for employee safety.

Lighting in the interior will be operated automatically by photo-sensor, ensuring that lighting will at all times be optimal for video capture, resolution and clarity. Applicant intends to use Light Emitting Diode (LED) bulbs that are ENERGY STAR-qualified to keep the interior of the licensed Processor Facility optimally illuminated.

Monitoring System

Applicant shall work with Sapphire Solutions to install front projection monitors, 19 inches or greater, with LED tiles that offer minimal gaps between panels and help manage video images that span several screens with displays that offer fine details. These monitors will be located in the IT/Security room and have restricted access. Integrated LED tile walls allow for greater flexibility by enabling images from a single source to be wrapped across multiple screens or to display separate image sources on each tile. Applicant will incorporate LED tiles of at least 24 inches. Applicant will strive for a minimum of 7-year replacement frequency on all of its monitors.

All cameras shall have the ability to produce a clear, colorized still photo from the surveillance video, either live or recorded. Cameras shall embed all video surveillance recordings with a date and time stamp. Exterior cameras shall feature automatic apertures to compensate for changes in light levels and backlight compensation that allows for security personnel to view details of an individual moving in front of a brightly lit window.

Applicant will work with Sapphire Solutions to ensure that EVMS has the ability to remain operational during a power outage and shall ensure that all access doors are not solely controlled by a singular electronic access panel, to prevent their release during a power outage. EVMS shall be operational during a power outage with a 4-hour minimum battery backup.

EVMS shall allow for the exporting of still images in an industry standard image format including .jpg, .bmp, and .gif, as well as an exported video format that has the ability to be archived in a proprietary format, ensures video authentication, and prevents alteration from occurring. Exported video files shall be in a format that can be viewed on all standard operating systems.

Applicant shall work with Sapphire Solutions to place a security camera or cameras at each POS location allowing for the identification of the DOA responsible for distributing the cannabis and any purchaser. Cameras shall capture sale, individuals and computer monitors used for sale.

Digital Video Recorder (DVR)

Applicant shall work with Sapphire Solutions to ensure that all Digital Video Recorders (DVR) incorporate the following features:

- Onboard software such as video analytics
- Image protection/authentication
- Ports for additional recording capabilities
- Internal hard drive for video storage
- Ability to easily search and locate events
- Ability to record one or more camera inputs while performing video analytics
- Removable hard drive for archiving
- Ability to transfer data to expandable storage systems called Redundant Array of Independent Disks (RAID) to free up recording space

Applicant shall incorporate Triplex DVR systems that allow for simultaneous recording and viewing of previous recordings.

Applicant will customize recording settings for various cameras, including setting higher recording rates for enhanced quality and motion detection for cameras that may be viewed more frequently. EVMS shall record in at least 8 frames per second and be available as recordings to Department and Department of State Police 24 hours a day via a secure web-based portal with reverse functionality.

Failure Notification System

The Security System shall include a failure notification system that provides an audible, text or visual notification of any failure in the surveillance including but not limited to panic buttons, alarms and video monitoring systems. Applicant will work with Sapphire Solutions to ensure failure notification system provides alerts to designated DOAs within five minutes of failure by either telephone or text message.

Window Standards

Applicant shall outfit all exterior windows with security shatterproof tinted film.

Security Systems Equipment and Maintenance

Applicant shall ensure that all security equipment is inspected and tested at regular intervals that do not exceed one month from the previous inspection and shall carry out regular tests to ensure proper functioning. Records of such inspections shall be documented and records retained.

Facility Management and Security

Applicant shall ensure all construction/renovation for this project is completed within 29 Code of Federal Regulation (CFR) 1910, OSHA General Standards and 29 CFR 1926, to include OSHA Construction Standards, Unified Facilities Criteria (UFC) 3-580-01 Telecommunications Building Cabling Systems Planning and Design, UFC 3-600-01 Fire Protection Engineering for Facilities, UFC 4-010-01 Minimum Antiterrorism Standards for Buildings, International Building Code, and Uniform Mechanical Code, and DA Technical Guide for Installation Information Infrastructure Architecture (I3A) July 2008. Furthermore, all electrical work shall comply with NFPA Life Safety Code 101, the latest edition of NFPA 70, (National Electric Code) and NFPA standards for communications.

Securely Dispensing Cannabis 410 ILCS 705/15-85

Applicant shall establish and implement SOPs for inventory control, including tracking purchases and denials of sale and disposal of unusable or damaged cannabis as required by CRTA. Applicant shall comply with 410 ILCS 705/15-70(n)(14) by ensuring that at least four people are working at the dispensary at all times, double the minimum requirement of two people.

Pursuant to 410 ILCS 705/15-85(a), all dispensing organization agents (DOA) shall (1) verify the age of the purchaser and the (2) the validity of their government-issued identification card by using an electronic scanning device and secondary verification by the point-of-sale system. Applicant shall ensure all DOA carry out proper transaction protocol listed in 410 ILCS 705/15-85(c), including confirmation that all identification received is valid, unexpired, and contain date of birth and photograph of the individual.

Pursuant to 410 ILCS 705/15-85(b), Applicant shall always refuse sale of cannabis or cannabis-infused products to any person unless the person produces a valid identification showing that the person is age 21 or older.

For each transaction, all DOA shall enter into WEAVE IQ (i) their own DOA identification number, (ii) the dispensing organization's identification/license number, (iii) the amount, type, and if applicable strain of all cannabis and cannabis-infused products dispensed and (iv) the date and time of dispensing to retain compliance with 410 ILCS 705/15-85(a)(4).

Pursuant to 410 ILCS 705/15-70(n)(12-13), Applicant shall not operate dispensary if POS equipment and WEAVE IQ are inoperative.

Currency Management Plan

Applicant shall look to incorporate the following currency management strategies throughout all dispensing and retail operations:

- Implementation of an internal cash management system that allows Applicant to improve cash flow functions
- Create and describe processes to improve cash flow functions
- Develop heightened consciousness of opportunity cost and time-value-of-money for all DOAs
- Emphasize use of Electronic Funds Transfer (EFT) Systems to collect payment and cohesiveness the point-of-sale system (POS), WEAVE IQ

Receiving Currency From Purchasers

Applicant will maintain Best Management Practices for security standards when handling purchaser currency and carrying out transactions that involve cannabis and cannabis products. All DOAs will take stringent precautions to safeguard purchaser currency in all forms for each transaction.

General Manager/Agent-In-Charge shall be responsible for daily counting and reconciliation at the opening and closing of each day of business. Agent-In-Charge shall be responsible for assigning the total for opening till for each POS location. Agent-In-Charge shall also be responsible for checking each POS location for adequate receipt paper and proper functionality of any tablets, handheld transaction units, chip readers, or any other transactional equipment. All POS equipment and currency handling equipment and tools shall be kept in good working order and proper connectivity shall always be provided for sufficient device function.

There will be a cash balance of \$250 in each cash till at the start of every day, in mixed bills. There will be 3 cash changeouts throughout the day for each till. The Agent-in-Charge will be responsible for removing, replacing and counting each cash till during this changeout period, and will do so in a private area (such as the vault or office). Each changeout cash amount will be deposited in daily slip bags marking the cash amount, employee counting, cash register, time of day, and date.

General Manager/Agent-in-Charge shall work closely with Applicant leadership to ensure financial responsibility and accuracy of financial transactions by:

- Maintaining records of cash collections in sufficient detail to readily identify all transactions from the WEAVE IQ to the time-of-deposit an Applicant's company account(s). WEAVE IQ shall provide for such controls in the form of pre-numbered receipts, tickets, and cash register receipts to assure full accountability.
- Reconciling cash collections on a daily basis including reconciling the general ledger to subsidiary ledgers for cash accounts and reconciling cash balances

- Maintaining records that disclose cash collections received, cash collections that have not been deposited, cash deposits in transit that have not been acknowledged by the depository and deposits that have been acknowledged by the depository.
- Separating the flow of receipts from the flow of related documents at the earliest possible point
- Maximizing the use of electronic systems for all purchaser transactions
- When establishing new banking relationships ensuring that prospective banks do business with cannabis companies

Applicant will uphold extremely high security standards when handling purchaser currency and carrying out transactions that involve cannabis and cannabis products. All DOAs will take stringent precautions to safeguard purchaser currency in all forms for each transaction.

General Manager/Agent-In-Charge shall be responsible for daily counting and reconciliation at the opening and closing of each day of businesses. General Manager/Agent-In-Charge shall be responsible for assigning the total for opening till for each POS location. General Manager/Agent-In-Charge shall also be responsible for checking each POS location for adequate receipt paper and proper functionality of any tablets, handheld transaction units, chip readers, or any other transactional equipment. All POS equipment and currency handling equipment and tools shall be kept in good working order and proper connectivity shall always be provided for sufficient device function.

DOAs shall be permitted to use Electronic Fund Transfer (EFT) when disbursing Applicant's funds only in certain situations and Applicant shall ensure this occurrence whether the payment is recurring or nonrecurring. Small purchases for supplies, services, and construction may be made using a company debit or credit card. In some instances, purchase card account holders may be authorized to hold and use account-related convenience checks for payments to vendors who do not accept credit cards.

Currency Storage

Currency shall be stored in an Underwriters Lab (UL) listed modular burglary-resistant vault room with a Group 1-R lock, or a General Services Administration (GSA) Class V rated security container, or the equivalent, that affords the following security protection:

- 30 man minutes against surreptitious entry,
- 10 man minutes against forced entry,
- 20 man hours against lock manipulation,
- 20 man hours against radiological attack.

Any safes or additional storage containers within the vault room and Office room shall be bolted, strapped, or otherwise securely fastened to the floor or wall in such a way that it cannot be readily removed if it weighs less than 750 pounds. Vault room shall be equipped with alarm system mentioned in Security Systems part of this plan, which upon attempted unauthorized entry transmits a signal directly to Applicant, Sapphire Solutions, the Department, the Department of State Police and the Carol Stream Police Department.

Bank Deposits

Applicant will ensure that bank deposits are made daily. Applicant shall not hold more than two days' worth of cash deposits in the safe, accounting for bank holidays. All deposit slips and balance printouts shall be returned to safe as well as tracked in online banking platform. Pursuant to 410 ILCS 705/15-75(e)(3), Applicant shall maintain records of all deposits and withdrawals for

upwards of 5 years. Applicant is in the process of securing a cannabis bank account, and partnering with a secure armored transporter to pick up cash from the store weekly.

Debit Card Payments

Applicant has designated payment vendors that will supply the store with physical debit payment terminals, to be installed at every point-of-sale station and be available to customers. We expect that 35% of customers will use Debit Card terminals for transactions, furthering our ability to keep less cash in the store daily.

General Manager/Agent-in-Charge shall incorporate the following guidelines to ensure maximum security during bank deposits:

- Double verification of cash counting by two DOAs before each bank deposit
- Double verification of deposit completion by assigning two DOAs to bank deposit task
- Removing all cash from tills at the end of the day's operation and storing all cash not bank-deposited that day in the safe
- Not making any additional stops when traveling to or from the bank with cash

Transactional Security 15-100 (c)

Applicant shall establish and implement SOPs for inventory control, including tracking purchases and denials of sale and disposal of unusable or damaged cannabis as required by CRTA. Applicant shall comply with 410 ILCS 705/15-70(n)(14) by ensuring that at least four people are working at the dispensary at all times, double the minimum requirement of two people.

Pursuant to 410 ILCS 705/15-85(a), all dispensing organization agents (DOA) shall (1) verify the age of the purchaser and the (2) the validity of their government-issued identification card by using an electronic scanning device and secondary verification by the point-of-sale system. Applicant shall ensure all DOA carry out proper transaction protocol listed in 410 ILCS 705/15-85(c), including confirmation that all identification received is valid, unexpired, and contain date of birth and photograph of the individual.

Pursuant to 410 ILCS 705/15-85(b), Applicant shall always refuse sale of cannabis or cannabis-infused products to any person unless the person produces a valid identification showing that the person is age 21 or older.

For each transaction, all DOA shall enter into WEAVE IQ:

(i) their own DOA identification number, (ii) the dispensing organization's identification/license number, (iii) the amount, type, and if applicable strain of all cannabis and cannabis-infused products dispensed and (iv) the date and time of dispensing to retain compliance with 410 ILCS 705/15-85(a)(4).

Pursuant to 410 ILCS 705/15-70(n)(12) and 410 ILCS 705/15-70(n)(13), Applicant shall not operate dispensary if POS equipment and WEAVE IQ are inoperative.

Receiving Deliveries

Pursuant to 410 ILCS 705/15-70(g), Applicant shall only accept deliveries into a restricted access area and shall not be accepted through public or limited access areas. Deliveries will be made on specific days, in the morning Monday-Wednesday between the hours of 9am-2pm which is generally the lower volume times and days of the proposed dispensary. All deliveries will be confirmed ahead of time by the Assistant Manager or General Manager. Deliveries scheduled for

the day will be made available to security so they may properly plan for supervising all delivery offloading.

During a delivery, vendors will be directed to unload/load orders at the rear of the building in front of the delivery area commercial door. The Area will be cleared at all times, and only allowed to receive delivery orders during time of delivery. Security guard will be available to unlock rear doors, identify the vendor and make sure there is no safety issues in the area before allowing the vendor delivery personnel to exit the vehicle. Deliveries typically occur with one individual being sent with the Transportation vehicle. Security will monitor the area, while a General Manager or Assistant Manager of the Applicant will assist the vendor to unload boxes of cannabis product. These boxes will be sealed, or unmarked and not visible as to the contents included. The boxes will quickly be unloaded from vehicle onto a cart and brought into the delivery area.

Once the vehicle is unloaded, the security guard will close the rear doors and the vendor will park the delivery vehicle in an appropriate parking spot while the delivery is being processed by the inventory team. The vendor will be allowed back into the restricted area with the Security guard, to fill out any paperwork and receive payment for deliveries. Once the paperwork and payment has been approved and completed, the security guard will guide the vendor back to their transportation vehicle to leave. During the counting of inventory in the delivery area, or payment and paperwork, all rear doors will be closed. Transportation vehicles, which typically are the size of sprinter vans or transit vans, shall be the most common delivery vehicles present during a delivery. There are several surveillance cameras that will be able to monitor the area during all deliveries and made sure to capture any transportation vehicle license plate on premise during a delivery.

Applicant shall maintain compliance with all State and local building, fire and zoning requirements and regulations. After the delivery and proper transactional protocol is carried out, all products entered into Applicant's inventory shall be obtained from an Illinois-registered adult use cultivation center, craft grower, infuser, or another dispensary.

Point-of-Sale (POS)

Applicant will use WEAVE IQ, an integrative cannabis dispensary POS system that directly interfaces with the state-mandated WEAVE IQ, to facilitate inventory management. WEAVE IQ will enable Applicant to supplement WEAVE IQ protections against unlawful diversion of cannabis product with automated systems for accounting, gross sales (by weight), date and time of sales, tax remittance, auditing, historical transactional data collection, and compliance with changing state regulations.

WEAVE IQ system can easily scan and record customer identification, ensuring that Dispensary Technicians further verify identification and virtually eliminating the risk of sales to minors or other individuals lacking the requisite documentation.

Applicant shall ensure financial responsibility and accuracy of financial transactions by:

- Maintaining records of cash collections in sufficient detail to readily identify all transactions from the point-of-sale to the time-of-deposit an Applicant's company account(s). Applicant shall incorporate POS system WEAVE IQ to provide for such controls as pre-numbered receipts, tickets, and cash register receipts to assure full accountability.
- Reconcile cash collections on a daily basis including reconciling the general ledger to subsidiary ledgers for cash accounts and reconciling cash balances

- Maintaining control records which will disclose cash collections received, cash collections that have not been deposited, cash deposits in transit that have not been acknowledged by the depository and deposits that have been acknowledged by the depository.
- Separate the flow of receipts from the flow of related documents at the earliest possible processing point
- Maximize the use of electronic systems for all purchaser transactions
- When establishing new banking relationships ensuring that prospective banks do business with cannabis companies

Disbursing Currency to Vendors

Applicant shall design payment systems so that payments are made on time and in accordance with the provisions of the agreed upon transaction. Applicant will not make payment on an invoice to any licensee or any third party vendor before receiving cannabis, cannabis products, equipment goods or services and inspecting them for packaging and labeling compliance and order accuracy.

Applicant shall use electronic methods of payment whenever possible to ensure proper documentation and transactional efficiency. Applicant will assure that effective internal control systems are established and maintained to provide reasonable assurance that currency management activities are effectively and efficiently carried out and that internal management controls over receipt of collections and acceptance of goods and services are in place and being observed. Applicant shall establish a quality control program to assess performance of payment systems and provide a reliable way to estimate payment performance. Applicant will then be able to form targeted corrective actions through a systematic performance measurement system throughout the entity and assure quality control data is accurate within established tolerances and is used to fulfill annual reporting requirements. Applicant shall gather data as frequently as needed by managers to identify and correct errors.

DOAs shall be permitted to use Electronic Fund Transfer (EFT) when disbursing Applicant's funds only in certain situations and Applicant shall ensure this occurrence whether the payment is recurring or nonrecurring. Small purchases for supplies, services, and construction may be made using a company debit or credit card. In some instances, purchase card account holders may be authorized to hold and use account-related convenience checks for payments to vendors who do not accept credit cards.

Cyber Security and Data Privacy

Applicant will strive to develop a high level of trust and confidence with purchasers by treating their financial and personal identifying information (PII) with care and by applying excellent cyber security and data privacy practices throughout all operations. Applicant recognizes the opportunities that technology presents but shall also be mindful of the additional layers of security that it will have to account for to maintain maximum operational and data security.

Applicant shall prominently post signs that communicate intended data collection and privacy policies in the front end. Applicant will also make a copy of its privacy policy available to each purchaser upon completing a transaction.

Applicant will instruct DOAs on carrying out the following cyber security practices to avoid any potential data breaches:

- Consistent verification of licensed adult-use cultivation centers, craft growers, infusers, transporters, security vendors, IT vendors, or any other third party vendors
- Using a browser that is cohesive with all security patches installed
- Implemented anti-virus and anti-spyware software on each computer and keeping all software up to date
- Maintaining suspicion of any emails or other forms of correspondence that include urgent requests to validate or verify business or personal information
- Avoid downloading anything that comes from unknown sources
- Not filling out forms that come to email inboxes that request business or personal information

Applicant will instruct DOAs on carrying out the following information security practices:

- Setting up strict record management and disposition policies that ensure compliance with applicable regulations
- Shredding and/or cross-shredding papers with personally-identifiable purchaser or business data before disposing of them or using specific document disposal company
- Sending and receiving business mail from a secured mailbox or post office box
- Conducting all software audits of all devices including computers, tablets, company-linked mobile cell phones and other devices.
- Watching for and detecting suspicious activity among other DOAs, purchasers, security personnel, or other individuals

Cannabis Management and Storage 410 ILCS 705/15-100(c); 705/15-110(a)

Security and Diversion Prevention

Pursuant to 410 ILCS 705/15-80(c), Applicant shall maintain a storage room with adequate lighting, ventilation, temperature, humidity control and equipment. Applicant has chosen an integrated environmental control system to ensure compliance with 410 ILCS 705/15-80(h) along with maximum quality control and prevention of adverse effects to purity.

Applicant will outfit facility with a security cage which also allows for economic efficiency as outfitting into previously existing building will accrue a far less cost than addition of the system to new construction.

The vault cage system exceeds requirements of 410 ILCS 705/15-80 and 15-100 and maintains compliance with Federal Specification AA-V-2737 and DEA 21 CFR 1301.72. This vault cage system meets both insurance requirements and security guidelines across various other industries.

Applicant shall coordinate with the architects and construction team to ensure that the facility meets the requirement of suitable size and construction to facilitate cleaning, maintenance and proper operations highlighted in 410 ILCS 705/15-80(b). All pre-sale, inventory-integrated cannabis shall be maintained and stored in a restricted access area (RAA) during construction.

Cannabis Safety and Quality Control

Pursuant to 410 ILCS 705/15-80(c), Applicant shall maintain a vault room with adequate lighting, ventilation, temperature, humidity control and equipment. Applicant has chosen to implement an integrated environmental control system that maintains compliance with 410 ILCS 705/15-80(h) along with maximum quality control and prevention of adverse effects to purity.

Applicant shall ensure that HVAC and automated environmental control system (ECS) is able to control temperature and humidity within a certain range to protect cannabis and provide comfortable conditions for any dispensing organization agents (DOA) working in the storage room. When the cleanroom environment is under control, the air supplied to cleanroom is enough to dilute or remove contaminants created inside with adequate temperature and humidity control. Air is then cleaned to ensure that it does not add contamination and follows a correct pattern from clean to less clean areas. The central control system maintains continuity of all required temperature and humidity levels. Applicant will ensure that all technological platforms and/or software that accompany ECS installation and operation are robust and capable of managing the system.

Automated ECS has the potential to collect data for continuous improvement, maintains high level system reliability for fast detection capabilities and facilitates the recording of any potential problems throughout operations.

Part of Facility Maintenance Plan in Document VI: Operating Plan includes consistent maintenance to ensure HVAC remain within validated limits conduct regular particle counting testing, the most important parameter to measure to demonstrate consistent compliance with ISO 14644-1.

Applicant shall ensure that cross-contamination is prevented for all products by appropriately designing storage/vault room to account for air patterns with differential room pressures.

Applicant shall ensure compliance with 410 ILCS 705/15-80(d) by separating containers storing cannabis that have been tampered with damaged or opened shall be labelled with the date opened and quarantined from other cannabis products in a separate area of the vault until they are disposed.

Applicant will also comply with any forthcoming rules or regulations relating to the refrigeration, hot-holding, and handling of cannabis-infused products highlighted by 410 ILCS 705/55-5(a).

Access Control 15-100 (g)

Applicant will incorporate the following elements of focus into the rollout of its logical and physical access control, smart card technology, identity management, and associated security systems:

Planning, budgeting and funding

Applicant shall establish facility-wide planning and budgeting processes in accordance with guidance from Sapphire Solutions, Applicant shall plan and budget to upgrade, replace, or retire any access control systems for which protections commensurate with risk cannot be effectively implemented. As part of the budgeting process, Applicant will commit to identifying gaps between planned and actual cost, schedule, and performance goals and develop a corrective action plan to close such gaps.

Governance

In support of missions and business needs and in coordination with program managers, Applicant shall define, implement, and maintain processes, standards, and policies applied to all cannabis and data to which access control standards and delineations are being assigned.

Leadership and Workforce

Applicant shall designate a DOA who has facility-wide responsibility and accountability for ensuring compliance with applicable security requirements and managing security risks from an internal standpoint alongside personnel and leadership from Sapphire Solutions.

Applicant shall implement a robust Physical Access Control System (PACS) that uses electronic security counter-measures to control access of certain individuals, whether they be DOAs, visitors or third party contractors, into designated areas of the facility. PACS shall be broken into three component categories:

1. **Infrastructure:** a series of compatible and interoperable software and hardware components that work with Intrusion Detection System, Video Management System and Visitor Management System to track and monitor access. Components may include servers, software applications, database panels, door controllers and workstations.
2. **Certificate Validation System:** provides necessary functions to perform authentication and identification of individuals using interoperable software and hardware components to form an interface between card readers and door controllers.
3. **Personal Identity Verification Card Readers:** accepting devices that interact with access control implements such as cards to allow for and monitor access to certain locations.

Access Control Protocols

Pursuant to 410 ILCS 705/15-100(g)(1), Applicant shall identify restricted access areas by posting a sign that is a minimum of 12" x 12" that reads "DO NOT ENTER-RESTRICTED ACCESS AREA-AUTHORIZED PERSONNEL ONLY" in lettering no smaller than one inch in height.

Applicant shall clearly describe all restricted access areas in the floor plan of the premises, reflecting walls, partitions, counters and all areas of entry and exit. Floor plan attached as part of this application also displays storage/vault room, waste storage and disposal and retail floor and POS areas. Exhibit K, attached, shows the access control areas of the floor plan.

Access Control Protocols shall apply to the following facility areas:

1. General Access Requirements
2. Waiting Room
3. Dispensary Department/Retail Floor
4. Limited Access Areas
5. Secure Access
6. Emergency Access
7. Contingency Access

Access Control Equipment

Pursuant to 410 ILCS 705/15-100(h)(1)(v), Applicant shall work with Sapphire Solutions, to install access control equipment that deters and prevents unauthorized entrance into the dispensary including electronic door locks on limited and restricted access areas that include devices or a

series of devices to detect unauthorized intrusions. These devices may include a signal system interconnected with radio frequency method, cellular, private radio signals, or other mechanical or electronic devices.

Applicant shall prohibit keys from being left in locks or being stored or placed in locations accessible to persons other than specifically authorized personnel. Applicant shall also take additional measures to prohibit accessibility of security measures including combination numbers passwords or electronic or biometric security systems to persons other than specifically authorized DOA.

Electric Mortise locks shall be in fail secure mode, normally locked. Cylinder lock may be used for key entry override. Lever on Exit side will be able to open door with or without lock release and Request-to-exit switch in door lever to masks door alarm. Request-to-exit switch in push bar can also bypass door alarm. Hinge with electric power transfer for electric mortise lock and other Request-to-exit functions shall be outfitted where deemed necessary. The dispensary shall ensure all access doors are not solely controlled by an electronic access panel to ensure that locks are not released during a power outage.

Magnetic locks shall have magnetic bond sensor and push bar shall provide free exit at all times with or without lock release. Emergency door exits will include audible buzzers.

Security Operations 410 ILCS 705/15-100(c); 705/15-100(f); 705/15-100(h); 705/15-100(g); 705/15-100(i)

Pursuant to 410 ILCS 705/15-70(j), Applicant shall only operate between the hours of 6 a.m. and 10p.m.

All signage shall be compliant with 410 ILCS 705/15-65. This includes the display of a placard that states:

"Cannabis consumption can impair cognition and driving, is for adult use only, may be habit forming and should not be used by pregnant or breastfeeding women."

As Applicant plans to sell edible cannabis-infused products, Applicant shall display placards that state:

"Edible cannabis-infused products were produced in a kitchen that may also process common food allergens"

And, in addition to the aforementioned:

"The effects of cannabis products can vary from person to person and it can take as long as two hours to feel the effects of some cannabis-infused products. Carefully review the portion size information and warnings contained on the product's packaging before consuming."

All signage shall be larger than 24" by 36" wide and typed with letters no smaller than 2". Signage shall be clearly visible and readable by all customers and shall be placed in areas where cannabis and cannabis-infused products are sold and may be translated into additional languages as needed.

Applicant shall comply with 410 ILCS 705/15-65(i) by posting notices inside the dispensary that prohibit minors from the premises and prohibits transportation of cannabis or cannabis products across state lines.

Inventory Security

Pursuant to 410 ILCS 705/15-75(b)(1) Applicant shall establish an account with State's verification system, BioTrackTHC, that documents each sales transaction at the time of sale and each days beginning inventory, acquisitions, sales, disposal, and ending inventory. Applicant's General Manager shall serve as its Agent-In-Charge who will have primary oversight of BioTrackTHC and its point-of-sale system. Applicant shall ensure that the point-of-sale system shall be in real-time, web-based, and accessible by the Department at any time. Applicant shall ensure the date of sale, amount, price, and currency is tracked by point-of-sale system for each transaction.

Pursuant to 410 ILCS 705/15-75(b)(2) all inputs into the inventory tracking system shall include the following:

- a description of the products including the quantity, strain, variety, and batch number of each product received
- The name and registry identification number of the licensed adult use cultivation center, craft grower, or infuser providing the cannabis and cannabis-infused products.
- The name and registry identification number of the licensed adult use cultivation center, craft grower, or infuser delivering the cannabis and cannabis-infused products.
- The name and registry identification number of the licensed adult use cultivation center, craft grower, or infuser receiving the cannabis and cannabis-infused products.

In the event that the Applicant identifies an imbalance in the amount of cannabis after the daily inventory reconciliation, or through other means due to theft, criminal activity, or suspected criminal activity, the Applicant shall immediately determine the reasoning for and circumstances of the reduction and enact a Corrective Action Preventive Action (CAPA) Plan, and notify the Department as appropriate.

Screening and Monitoring

Applicant will use dispensing organization agent identification cards (DOAID) with radio frequency identification capabilities and access controls with biometric monitoring capabilities to properly monitor DOAs throughout the facility during all operations. Pursuant to 410 ILCS 705/15-40(b), Applicant shall ensure that all agents their agent identification cards visible at all times.

Pursuant to 410 ILCS 705/15-40(c), Applicant shall ensure that all agent identification cards contain the following information:

1. Name of cardholder
2. Date of issuance and expiration of agent identification cards
3. Random 10-digit alphanumeric identification number containing at least 4 numbers and at least 4 letters that is unique to cardholder
4. A photograph of the cardholder

Applicant shall ensure that all DOAID shall be immediately returned to the dispensing organization upon termination of employment. Applicant shall ensure that all receipt of DOAIDs occurs in an area of the dispensary that is under at least four different angles of surveillance. Security Manager

and additional security agents shall be present at time of forfeiture of DOAID to confirm third-party witness and properly maintain chain of custody for destruction/disposal of defunct DOAID from terminated employee.

Pursuant to 410 ILCS 705/15-40(f) Applicant shall immediately report any lost DOAIDs to the Department of State Police and the Department immediately upon discovery of the loss.

Operations: Safety Procedures for DOA and Purchasers

Safety and Health Management System

Applicant shall work to establish a written SHMS to address the scope and complexity of potential hazards at the facility. Applicant shall ensure SHMS incorporates the following elements of Occupational Health and Safety Administration (OSHA) Voluntary Protection Program (VPP):

- Management Leadership and Employee Involvement
- Worksite Analysis, Hazard Prevention and Control
- Safety and Health Training

SHMS shall account for specific variables such as size and complexity of the site and its hazards, staffing projections, potential expansion and scalability over time. Applicant shall ensure that communication between all Leaders, General Manager/Agent-In-Charge, Managers and dispensing Organization Agents (DOA) increases as purchaser flow and worksite capacity also increases.

SHMS shall be consolidated into one document rather than several program documents to simplify content for DOA and promote accuracy of recordkeeping and data collection.

Management Commitment and Leadership

SHMS shall include a mission statement that clearly defines core safety and health values for the organization and a policy statement that outlines what the dispensary facility commits to doing to accomplish its mission statement.

SHMS shall ensure that all leaders set examples by practicing proactive visible leadership behaviors that demonstrate commitment to SHMS including:

- Establishing clear lines of communication
- Setting examples of healthful and safe behavior
- Creating an environment that allows for reasonable DOA access to top dispensary management
- Clearly defining roles and responsibilities in writing with no unassigned areas to ensure all DOA are able to describe their responsibilities for safety and health.
- Assigning commensurate authority to those who have responsibility
- Affording adequate resources to those who have authority including budget, equipment, training, etc.
- Holding all staff accountable for meeting safety and health responsibilities

SHMS shall include written annual goals that are clear, attainable, measurable, and relevant to bringing about a safe and healthy work environment at the dispensary. Applicant shall use trending issues that dispensaries may experience over time as a baseline to drive goals and objectives.

Applicant shall develop a process to annually review and revise SHMS goals and objectives and communicate with all relevant personnel regarding review, performance and potential changes. Review process will include specific ties between annual results of SHMS and goals and objectives that help guide further system development.

Planning

Applicant shall ensure that SHMS allows for resources including designated staff, equipment, training, and safety awareness promotions to be integrated in the planning process to ensure adequate budget development.

Authority Line and Accountability

Applicant shall outline clearly documented and communicated information (e.g. organization charts, job descriptions) regarding the assignment of line and staff for authority in the SHMS and responsibility for achieving SHMS goals and objectives and distribute to all personnel and contractors.

Applicant will incorporate guidance from OSHA regarding SHMS authority delegation. Potential attempts to delegate too much authority in safety and health efforts will likely result in failure, as there will be insufficient management leadership, which is necessary for successful injury and illness prevention.

Applicant will develop a disciplinary process (policy, procedures, and consequences) for SHMS infractions as well as a system of rewards, positive reinforcement and recognition for all SHMS performance.

Hazard analysis, tracking and reporting

Applicant shall conduct a baseline safety and health hazard analysis to identify all hazards throughout the facility including a review of comprehensive surveys of DOA, self-inspection results, previous events or mishaps in dispensaries, injuries, and complaints of workplace hazards, etc. A baseline survey and analysis is a first attempt at understanding the hazards at a worksite and it establishes initial levels of exposure (baselines) for comparison to future levels, so that changes can be recognized. The main functions of a baseline hazard analysis are to:

- Identify and document common safety hazards associated with the site (such as those found in OSHA regulations or building standards, for which existing controls are well known), and how they are controlled.
- Identify and document common health hazards (usually by initial screening using direct reading instruments) and determine if further sampling is needed.
- Identify and document safety and health hazards that need further study.
- Cover the entire worksite; indicate who conducted the survey, and when it was completed.

Applicant shall also conduct a baseline Industrial Hygiene Study, including chemical inventory, review of previously reported hazards in the cannabis dispensary environment, trends, and illnesses, to identify and quantify personnel exposures to typical health hazards such as noise, chemical exposure, dust, etc. Applicant will also develop a process to record, track, and report industrial hygiene data including all information (i.e. sampling time, date, personnel, job title, concentrated measures, and calculations) to assist the facility in future industrial hygiene sampling efforts.

Hazard Analysis of Significant Changes

Applicant shall conduct a pre-use analysis when considering new equipment such as scales.

Hazard Analysis of Routine Activities

By the time operations commence, Applicant shall ensure effective hazard analysis program has been developed that identifies and documents health and safety hazards of routine jobs, tasks, and procedures, ensuring non-supervisory personnel are involved in the process. Hazard analysis of routine activities shall include task-based or system-based processes that are performed to identify hazards of routine jobs, tasks, and processes in order to recommend adequate hazard controls. Acceptable techniques include, but are not limited to: Job Hazard Analysis (JHA) and Process Hazard Analysis (PrHA).

Hazard analysis of routine tasks shall describe where hazards can occur (environment), who or what hazards may impact (exposure), what precipitates hazards (trigger), the outcome should hazards occur (consequence), and other contributing factors.

Routine Inspections

Applicant shall develop a system for tracking and monitoring results of routine self-inspections of the workplace.

Hazard Reporting

Applicant will put an effective Hazard-Reporting System (HRS) in place. HRS allows personnel to use specific tools to notify management in writing (or via alternate methods), without fear of reprisal about possible hazardous conditions. It provides timely and adequate response and ensures hazards are tracked until abated or controlled. A minimally effective system will identify hazards associated with normal operations at the site.

Applicant shall conduct regular hazard reporting inspection that verifies that existing controls are still in place and effective. Applicant understands that a dynamic dispensary work environment where conditions change frequently may need more frequent inspections.

Hazard Tracking

Applicant shall ensure that SHMS includes effective hazard tracking system to correct the hazards identified through previously mentioned baseline safety and industrial hygiene surveys, hazard analyses of routine jobs, self-inspections, near miss reports, personnel reports of hazards, trend analysis, and mishap investigations.

Applicant shall institute a documented system to ensure that hazards identified by any means (self-inspections, accident investigations, employee hazard reports, preventive maintenance, injury/illness trends, etc.) are assigned to a responsible party and corrected as part of a Corrective Action Preventative Action (CAPA) Plan in a timely fashion.

Accident/Incident Investigation

Applicant shall establish a written process for mishap and near miss investigations and confirm that results of mishap and near miss investigations are reviewed to identify any previously addressed hazards that contributed to the mishap or near miss. Any and all appropriate reporting requirements for employers shall be observed.

Hazard Prevention

Applicant shall develop hazard controls based on specific hazards that DOA could be exposed to during daily operation, the severity of the hazards and the risks that the hazards pose to personnel. Applicant shall use a risk matrix to help decide which hazards would be appropriately mitigated with elimination, engineering controls, administrative defense. Applicant has defined the following hazard control categories for dispensary operations:

- Electrical Hazards
- Exposures to Airborne Contaminants
- Hazardous Energy – Lockout/Tagout
- Heat Illness Prevention
- Injury and Illness Prevention Program
- Machine Hazards
- Point of Operation Hazards
- Pressure Vessels
- Repetitive Motion Injuries
- Sanitation and Pest Control
- Slips, Trips, Falls and Use of Ladders

Applicant will ensure the use of engineering controls and SOPs to reduce exposure to hazards. This shall include:

- HVAC
- Regular facility maintenance
- Personal Protective Equipment
- Prohibition of Smoking and Vaping in the Workplace

SHMS Evaluation and Recordkeeping

Applicant shall establish written procedures enabling the facility's personnel, managers, or trained outsiders to evaluate the entire SHMS annually addressing the four key elements and all the sub-elements of OSHA VPP that Applicant strives to uphold.

Emergency Response

Pursuant to 410 ILCS 705/15-65(a)(2), Applicant shall develop an Emergency Response Plan for response to local, state and national emergencies including natural disasters. Applicant will incorporate guidance from the State of Illinois Emergency Management Agency (IEMA) and the Illinois Emergency Operations Plan (IEOP) to develop Emergency Response Plan to manage response and recovery to emergencies and disasters Applicant may experience throughout operations. Incorporating these guidelines into Emergency Response Plan will allow for safe, efficient and timely actions to assist DOAs, purchasers and the community in preparation for and during response and recovery procedures and maintaining continuity of operations throughout.

Applicant shall establish and communicate standard operating procedures (SOPs) for responding, during all shifts, to all types of emergencies including fire, chemical spill, mishap, terrorist threat, natural disaster and active shooter situations. SOPs shall include emergency evacuation plans, emergency telephone numbers, how personnel are notified of emergency situations, and who is responsible for handling each type of emergency and their respective title(s). Applicant shall ensure all contractors, visitors, and vendors are made aware of emergency procedures including alarms, evacuation routes, muster locations and other relevant information. Applicant will verify and incorporate feedback on Emergency Response Plan from Department of State Police and local law enforcement officials.

Applicant shall carry out at least one drill per year for each high risk process, task and activity that is included in the facility's Emergency Response Plan to ensure that DOAs are well-trained for maintenance of plan effectiveness. Applicant shall carry out consistent preventative and predictive maintenance for all equipment at the facility including all access controls, alarms, cameras, floor and floor surfaces, entrances, exits, parking lot features and associated exterior features throughout the property.

Applicant will work with local officials and Department of State Police to ensure proper function of maintenance of traffic lights, crosswalk/walkway notification signs, streetlights and other local fixtures that may facilitate effective community-wide emergency response.

Fire Detection and Response

Applicant shall include fire as an emergency that requires a response plan highlighted in 410 ILCS 705/15-65(a)(2) and shall develop a Fire Detection and Response module as part of Emergency Response Plan.

National Fire Protection Association (NFPA) 72 National Fire Alarm Code
NFPA 72 National Fire Alarm Code covers the application, inspection, testing, location, performance and maintenance of fire alarm systems. This code establishes the minimum level of performance but does not establish the only methods by which these requirements are to be achieved.

Applicant will follow fire safety management protocols typical of a retail environment including implementing the following SOPs:

- Designating and training persons who will be on-site and in charge of fire safety management (primarily the General Manager/Agent-In-Charge (and on-site managers);
- Performing and documenting an annual fire risk assessment by qualified fire prevention and suppression consultant, Department of State Police and/or local law enforcement
- Generating and updating a Fire Safety module within the Emergency Response Plan (ERP)
- Maintaining a fire safety checklist and logbook
- Performing annual maintenance of fire extinguishers
- Incorporating fire safety procedures into initial and annual training
- Additional measures as deemed necessary or recommended by inspectors.

Alarms

For fire detection services and equipment, General Manager/Agent-In-Charge will work with Security Manager and Sapphire Solutions to install an alarm system capable of detecting smoke, fire and carbon monoxide.

In compliance with NFPA recommendations, General Manager/Agent-In-Charge will test all fire alarm and notification systems every 30-day period at minimum. Applicant's security vendor Sapphire Solutions will install security alarms that work cohesively with panic button alarms and other alarm systems for adequate fire detection.

General Manager/Agent-In-Charge and Training Director will also be responsible for training all employees on all aspects of the Fire Safety and Evacuation Plan. Fire inspectors may devise or

advise on all such training, which will be tailored to the proposed location. During training, staff will be appointed as lead fire safety captains and equipped with conspicuous caps to wear in the event of a fire emergency. Training will include, at minimum:

- The location of all points of emergency egress, and/or escape routes
- Primary and secondary rally points
- The location of all fire extinguishers
- Procedures to assist individuals that are unable to use the general means of egress and/or escape route(s)
- Potential fire hazards and fire prevention techniques
- Proper accounting of personnel following evacuation
- The identification of individuals in need of immediate rescue or medical attention.

General Manager/Agent-In-Charge will ensure the safety of the facility and personnel by establishing the proper protocol for Emergency Evacuation Drills. All Fire Safety and Evacuation Plans will be made available to the neighboring buildings, businesses and establishments.

In accordance with Occupational Safety and Health Administration (OSHA) standards, General Manager/Agent-In-Charge will verbally communicate the fire prevention and suppression plan and provide employees with a written document for their individual review. The plan will also be included in the employee manual and aspects of the plan, such as evacuation routes and rally points, will be posted at required locations on the dispensary's premises.

Dispensary managers will also be trained to check the pressure gauge on all fire extinguishers monthly to ensure that the devices are still functional and to replace fire extinguishers that have been used or damaged, such that the extinguishers are available should the need for fire suppression arise. In their training materials, all employees will be given the name and phone number of the local fire department and the number will be posted at key locations in the dispensary.

General Manager/Agent-In-Charge will review fire evacuation plans with Sapphire Solutions and/or the Carol Stream Fire Department. During the training, staff will be appointed as lead fire safety captains and equipped with conspicuous caps to wear in the event of a fire emergency.

Fire Detection

Applicant shall contract with Sapphire Solutions to inspect, test, and certify the facility's fire alarm system according to NFPA Standards, as well as detect and mitigate potential deficient areas of Applicant's fire protection system. This includes the inspection and testing of all manual pull stations, alert/alarm methods (strobes and horns), smoke and heat detectors, duct detectors, annunciator panels, the main alarm panel and any communications sub-panels and battery backup supplies.

Sapphire Solutions shall provide Applicant with inspection and testing reports of detection and alarm systems, accessible online for one year following the inspection and available to the Carol Stream Fire Department upon request.

Sapphire Solutions shall utilize their robust knowledge of NFPA and other industry standards in their installation process of the fire alarm and guarantee use of quality materials and products.

Repairs to Applicant's alarm systems shall be regularly scheduled, and in the event of an emergency, Sapphire Solutions qualified technicians shall repair the fire protection system, ensuring that it will return to working order within two hours of request for repair.

Fire Suppression Systems

To ensure the suppression of a possible facility fire, Sapphire Solutions shall install, service, and repair every component of Applicant's fire sprinkler system. Applicant shall also contract with Sapphire Solutions to complete inspections, testing and certification, according to NFPA standards, as well as detect and mitigate deficient areas of the company's fire sprinkler system.

Sapphire Solutions shall provide inspection and testing reports for suppression systems, accessible online for one year following the inspection and available to Carol Stream Fire Department upon request.

In accordance with NFPA 25 National Fire Alarm Code, Applicant shall contract with Sapphire Solutions to conduct the following inspections and tests for its water-based fire protection system:

- Inspection of Wet, Dry, Pre-action and Deluge systems
- Repair of all systems
- Complete testing of Fire Pumps
- Full flow tests
- Repair and maintenance of Electric and Diesel Fire Pumps
- Full Wet Trip Tests of Dry Pipe Valves as required
- Exercise and Lube of all OS and Y Valves
- Testing of all Flow, Tamper and Pressure Switches
- Visual inspection of Sprinkler Systems
- Static and Residual Main Drain Readings Recorded

In addition to a fire sprinkler system and to effectively suppress the onset of fires at the facility, Applicant shall contract with Sapphire Solutions to provide a fire extinguisher, extinguisher inspection, services and training.

Sapphire Solutions shall provide Applicant inspection and testing reports on water-based suppression systems, accessible online for one year following the inspection and available to the Carol Stream Police Department and Carol Stream Fire Department upon request.

Sapphire Solutions shall provide comprehensive onsite training for all company employees to properly and safely use portable fire extinguishers. All Sapphire Solutions portable extinguisher technicians are trained, tested and licensed to service and recharge portable fire extinguishers.

In accordance NFPA 10, Applicant shall ensure annual fire extinguisher inspections are conducted by Sapphire Solutions. Every six years, Sapphire Solutions shall disassemble all facility fire extinguishers and thoroughly inspected for damage. The "O" ring and valve stems shall be replaced, and the extinguisher shall be recharged. Every 12 years Sapphire Solutions shall break down and empty facility fire extinguishers and test the cylinder for defects. If the cylinder passes it shall be recharged with new chemical and put back in service.

Onsite Medical Response

All management-level staff and security personnel will be trained in Red Cross-certified adult and pediatric first aid, CPR, and the use of automatic electronic defibrillators (AEDs). All personnel will be trained in onsite AED usage, will be apprised of the locations of said devices, and the

protocol to be followed with respect to notifying the onsite medical professional, security, Management, and the local emergency response authorities of a medical emergency on site.

Cold Weather/Winter Storm Preparedness and Response

Applicant will incorporate guidance from IEMA and National Weather Service (NWS) to help prepare for and keep DOAs, purchasers and the community safe during harsh winters and winter storms. According to IEMA, there were eight severe winter storms between the winter of 2017 and the spring of 2018, one storm occurring as late in the year as April 1st. Applicant acknowledges the grave potential for winter storms to create harsh conditions and damage various elements of the community and will act accordingly with preparation and response measures.

Facility Management

Part of Applicant's facility management duties will include effective winter storm preparation and response. General Manager/Agent-In-Charge shall be responsible for checking weather forecasts regularly and coordinating with Facility Manager to ensure proper levels of sidewalk salt, sand, shovels, personal protective gear including gloves, hats, jackets and boots, and other cold weather equipment and tools are kept on hand before the storm is projected to occur.

General Manager/Agent-In-Charge will work with Facility Manager to develop a rotating schedule of Facility personnel who are responsible for shoveling snow throughout accumulation, salting and sanding sidewalks once accumulation has ceased, continually carrying out salt and sand application after accumulation has stopped to avoid further freezing in dropping temperatures and visual and physical inspection to ensure sidewalks, entrances, loading docks, ramps, and other areas of the facility are kept free of snow and ice. Applicant acknowledges the physical and legal liability of injuries to purchasers, DOAs, and passing pedestrians and shall commit to providing pedestrians with the ability for safe foot traffic and maintaining a safe property free of snow, ice and associated hazards.

Applicant will ensure General Manager/Agent-In-Charge takes the following steps to winterize the facility:

- Outfitting walls, ceilings, attics and any other areas with proper insulation
- Caulking and weatherizing doors and windows
- Installing storm windows and/or covering windows with plastic when applicable

Applicant will ensure the following steps to prevent frozen water pipes:

- Locating and insulating pipes most susceptible to freezing, including those near outer walls
- Using heat tape or thermostatically controlled heat cables to wrap pipes
- Sealing any leaks that allow cold air inside spaces where pipes are located
- Disconnect hoses and shut off and drain water from pipes leading to outside faucets
- Ensure all DOA have proper knowledge of shutting water off in the event of a pipe burst

Applicant will carry out the following preparedness measures for possible isolation in the workplace in the event of a severe winter storm:

- Ensuring possession of sufficient heating fuel
- Having emergency heating equipment and fuel sources on site to keep at least one area of the facility warm
- Ensuring proper ventilation during heat equipment use to avoid carbon monoxide poisoning

- Hanging blankets over the windows at night and taking them down to let sun shine through windows during the day

Applicant will make available IEMA Winter Storm Preparedness Guide to every DOA as part of onboarding and training materials as well as at front-end at each POS location for purchaser education materials.

Applicant shall make it the responsibility of General Manager/Agent-In-Charge to gather emergency supplies and create Emergency Supply Kits for the facility. Applicant shall include the following items in Emergency Supply Kit:

- Battery-powered commercial radio with extra batteries
- Battery-powered National Oceanic and Atmospheric Administration (NOAA) Weather Radio
- Cellular phone and charger
- Blankets and/or sleeping bags
- Flashlight with extra batteries
- High-calorie nonperishable foods that do not require refrigeration or cooking such as granola bars, cereal, canned food and dried fruit
- Water
- Smaller can and water proof matches to melt snow for drinking water
- Sack of sand and/or cat litter
- Shovel
- Extra clothing
- A first aid kit
- Non-prescription drugs
- Personal Sanitary items
- Extra medications and special items for babies, the disabled and/ or the elderly
- Windshield scraper and brush
- Tool kit
- Tow rope with loops
- Jumper cables

Active Shooter Response

Applicant shall incorporate guidelines from the Department of Homeland Security into ERP to ensure that all purchasers, DOAs and the community are protected in the event of an active shooter situation in or around the facility.

Applicant shall define an Active Shooter as an individual actively engaged in the killing or attempted killing of other people in a confined and populated area. Active Shooters generally have no selected pattern or method to victim selection and adequate response requires quick and efficient communication with law enforcement, comprehensive knowledge of evacuation routes and response protocol training to ensure effectiveness of response.

While Active Shooter situations do not usually last very long, there is still a gap or delay in the time that it takes for law enforcement to travel to the site of the Active Shooter situation, thus requiring internal standard operating procedures (SOPs) for effective response. Applicant will incorporate the following components into its ERP:

- Highlighting a preferred method for reporting emergencies
- Evacuation routes and timing during Active Shooter situation
- Contact information for Department of State Police and local law enforcement

- Information concerning local hospitals including name, telephone number and distance from facility
- Emergency Notification System to alert various parties of emergency

Applicant shall encourage all DOAs to maintain awareness of environment and any possible dangers at all times. Security-related training modules shall include locations of all exits and evacuation routes of all facilities, how to navigate them and when to stay in their current location. Security-related training modules shall also include a series of mock Active Shooter exercises as well as knowledge translation regarding recognition of the sound of gunshots, reacting when gunshots are heard, evacuating certain rooms, hiding out, acting against an Active Shooter as a last resort, calling 911, reacting when law enforcement arrives and adopting the survival mindset during times of crisis.

Applicant will ensure that facility has at least two evacuation routes and post-evacuation route notices in conspicuous locations throughout the facility. There will be two panic buttons located: one in the waiting room, and another located in the POS area in the event of any major emergencies.

Applicant will include local law enforcement, the Department of State Police and first responders in training exercises when possible. Applicant shall also encourage these entities to train for active shooter scenarios at its facility to facilitate a stronger relationship and a more secure community.

Operations: Procedures and Standards for Security Equipment and Design

Surveillance Equipment Standards

Applicant will uphold rigorous standards for Surveillance System design, implementation, inspection and maintenance in coordination with organizations such as the United States Department of Homeland Security and the United States Drug Enforcement Agency. Surveillance System shall be designed to incorporate scalability for surveillance technology as purchaser flow increases and to account forms of operational expansion.

Industry Standards for Resolution

All cameras shall have the ability to produce a clear, color, still photo from the surveillance video, either live or recorded. Cameras shall embed all video surveillance recordings with a date and time stamp. All cameras shall record for 24 hours, and all recordings shall be made available to the Department for immediate viewing upon request. Recordings shall not be destroyed or altered and shall be retained for 180 days, doubling the minimum requirements of 90 days.

Applicant shall incorporate the following Surveillance categories for all components of Surveillance System in the design and implementation phase of rollout:

General Surveillance

- Resolution: 20 to 30 pixels per horizontal foot of coverage
- Provides for viewing or recording general information such as activity or movement within a certain area, such as traffic flow or activities, or unauthorized entry.
- Mostly used in areas that record minimum security Limited Access Areas throughout the facility

Identification

- Resolution: 40 to 50 pixels per horizontal foot of coverage
- Specifically providing resolution for the ability to recognize a person's face or read license plates.
- Mostly used in exterior cameras in places such as in the parking lot, on the front street and above all main entrances and exits

High-Detail

- Resolution: 70 to 90 pixels per horizontal foot of coverage
- Provides the ability to identify every detail within the FOV
- Mostly used in areas where propensity for diversion, theft or loss is highest such as in Storage Room, Vault Room and associated corridors,

Applicant views 4k resolution (4096 x 2160 pixels) as beyond sufficient for all three of these categories and will look to outfit cameras and monitors with 4k resolution where applicable and cost-effective.

Placement

Applicant shall conduct a site risk assessment to determine specific camera placement needs and strategies for all interior and exterior monitored areas. Applicant shall ensure that cameras are not located in places where they may be subject to tampering or accidental adjustments and shall incorporate equipment featuring concealed wiring and protection of the lens assembly from weather and/or physical damage.

Cameras shall be placed so that fields-of-view (FOV) are not obstructed and shall not be pointed directly at bright light sources, such as picture windows and spot lights if stationary. PTZ cameras with backlight compensation adjustment shall account for brightness changes on exterior cameras and cameras on sun side of facility (if any) shall have enhanced capabilities.

Applicant shall outfit facility at least one camera for every exit that are aimed toward the interior of the facility. Each camera shall be located where it can obtain an unobstructed frontal view of the head and shoulders of everyone exiting the facility. Exit camera lenses shall be configured to have a depth-of-field that extends from 3'-10' in order to provide focused images of individuals exiting the facility and providing overviews of the interior and head-to-foot views of all points of ingress and egress.

Applicant shall outfit Retail Floor with cameras that record images with unobstructed views at each point of customer transactions with no fewer than two cameras per POS terminal. Cameras shall be specifically focused in any areas where purchasers can be expected to stand. If a window or other security barrier is present, care must be taken to position any cameras that point at or are located near windows shall be adjusted to settings that minimize glare, reflection and other obstructions that may interfere with surveillance.

Exterior cameras shall be placed to provide direct views of the vehicle and record images of vehicles and their respective license plates with clarity and legibility. Additional exterior cameras with wider FOV shall be implemented as needed to record additional vehicle information.

All cameras above doors shall be outfitted with motion detection and/or door contact alarms that automatically initiate settings that display a high-resolution view of the alarmed scene, providing automated, additional layers surveillance.

Sapphire Solutions shall outfit all personnel with iPads that give all Security guards remote access camera footage monitoring for the entire facility while on patrol. Each iPad will allow for connection to each camera feed throughout the facility, allowing guards to monitor all areas of the facility even though they may physically be patrolling the complete opposite side of the facility. The camera feeds on each iPad will have variable speed control and automatic focus capabilities to facilitate smooth target tracking.

Monitors/Monitor tiles/LED Tile Wall will be located in Security/ IT room along with DVR system, backup hardware, connectivity implements and other associated security equipment and implements that require maximum security. Access to Security Office shall be controlled biometrically.

Handheld Cameras

Handheld cameras will be maintained at the Applicant's dispensary operating facility at all times. Hand held cameras will be used to record all fire, security and safety drills. Hand held cameras, additionally, will be used to record evidence in the event of robbery or theft. All video footage recorded from hand held cameras will be maintained in compliance with the Cannabis Regulation and Tax Act.

Power Supply/Wiring

On hot days when air conditioning units overload power grids, or on cold days when electric space heaters or other heating systems are in frequent use, it is likely that there are considerable power availability fluctuations. During the height of summer and winter months, Applicant shall plan accordingly and apply various power conditioning and backup mechanisms for all security equipment.

Inadequate power systems can have various negative implications for video quality throughout the entire system. Applicant will use intelligent design and implementation of power systems to ensure close proximity of power systems to surveillance equipment. In situations where transmission across long distances is required, Applicant shall ensure the design and implementation phase incorporates a focus on wiring and infrastructure. Applicant will also look to use uninterruptible power supplies (UPSs) when possible.

Applicant will work with Sapphire Solutions to ensure that all security equipment is failsafe against voltage spikes caused by lightning and other natural occurrences.

Applicant will work with Sapphire Solutions to ensure that hardware components and video signal transmission components align in compatibility and quality to avoid compromising video quality and operational efficiency.

Exhibit L: Camera Layout will show the placement of all cameras used at the facility.

Inspection Schedule

Surveillance System inspection shall be carried out no less than twice per month and all inspection protocols carried out shall be documented in coordination with the Recordkeeping Plan outlined in Exhibit I: Inventory Monitoring and Recordkeeping. For exterior cameras with partially exposed housing, Facility Manager/Security Personnel shall inspect camera housings and ensure that there has been no buildup of leaf matter or other natural debris that could inhibit the camera's ability to record images. All wall mounts shall be inspected to ensure the structural integrity for

proper function, especially on all PTZ cameras as these mounts carry out the most frequent motion for surveillance. All power supply equipment, wiring and connectivity equipment shall be visually inspected to look for frays, shorts, or any other degradation that may trigger repair or replacement. Monitors shall be inspected to ensure all pixels are currently functional. Any monitors that do not adequately display clear images shall be replaced immediately.

Maintenance

As part of Facility Maintenance Plan outlined in Document VI: Operating Plan, Applicant will work with Sapphire Solutions to develop and implement a rigid maintenance schedule for all security cameras. Security Camera maintenance shall be carried out no less than once per month and all maintenance protocols carried out shall be documented in coordination with the Recordkeeping Procedures found in the Operating Plan.

For exterior cameras, maintenance protocols shall include:

- Lubrication of all joints and other mount fixtures to ensure proper PTZ capabilities.
- Replacing any wiring housing that has been deteriorated or damaged
- Replacing any lens as needed
- Restarting as needed for restoration of software connectivity

For interior cameras, maintenance shall include:

- Sanitizing and waxing both the inside and outside of any dome enclosures that hold cameras.
- Replace any washers or other components that assist in camera rotation
- Replacing any lens as needed
- Restarting as needed for restoration of software connectivity

Door and Lock Equipment Standards

Applicant shall adopt standards and guidelines from NFPA 80 Standard for Fire Doors and Other Opening Protectives into Security Plan to ensure safe and secure flow for purchasers and DOA alike, emergency preparedness and ongoing efforts of compliance with 410 ILCS 705/15-100. Doors and lock equipment shall be well-maintained to ensure proper function and to enhance the function of Security Systems that deter diversion, theft and loss.

Placement

Applicant shall outfit a combination of locking mechanisms throughout the facility including traditional key locks, electronic RFID locks and biometric control locks depending on the level of access control and room significance. The placement of these access control points is highlighted in the Access Control Floorplan (Exhibit K)

Traditional Key Locks

Traditional Key Locks will be incorporated in common access areas for both Purchasers including:

- Purchaser Restrooms
- Any offices that do not hold hard copies of important documents

Applicant shall prohibit keys from being left in locks or being stored or placed in locations accessible to persons other than specifically authorized personnel. Applicant shall also take additional measures to prohibit accessibility of security measures including combination numbers passwords or electronic or biometric security systems to persons other than specifically authorized DOA.

RFID Locks

RFID Locks will be outfitted in Limited Access Areas that require Medium-level Security. Locations of RFID Locks include:

- Break Room Door
- Storage Locker-room
- Employee Entrance and Exit to facility

Biometric Access Locks

The following areas will contain cannabis and currency throughout any given portion of day-to-day operations and will be outfitted with biometric access controls:

- Storage room door
- Vault Door
- Currency Safe
- Access to display cases
- Employee entrance/exit

Inspection Schedule

Applicant shall ensure that Facility Manager/General Manager/Security Vendor maintains responsibility of yearly inspection and testing of all doors and lock equipment, correction of any non-conforming occurrences, corrective action be implemented and monitored and records be maintained in accordance with NFPA 80.

Maintenance

Maintenance of all doors shall include a visual inspection is to identify any damaged or missing components that may result in hazards or serious adverse events, including:

- Ensuring no holes or breaks are present on door surfaces
- Proper fire protectant glazing is in tact
- Door structure, frame and hardware are secured and properly functioning
- All parts are in place and nothing is missing
- All self-closing devices are functional
- Door clearances are compliant with NFPA 80
- No field modifications have been carried out
- Any additional security equipment or implements do not interfere with door function

Maintenance of all locking equipment shall include a visual inspection is to identify any damaged or missing components that may result in hazards or serious adverse events, including:

- Any deadbolts or other slide mechanisms are dusted and blown out
- All lock housings are blown out and dusted
- All hardware including screws nuts and washers that hold mechanisms in place are tightened and replaced if stripped
- Biometric pads are wiped down
- Biometric controls are reset as needed to restore software connectivity
- RFID sensors are sanitized and wiped down to ensure proper magnetic function

Vault and Storage Room Standards

Applicant will work with TL30 Vaults to incorporate guidelines from the United States Drug Enforcement Agency into Vault Room design implementation, inspection and maintenance. Applicant shall keep the reinforced vault room and any other equipment or cannabis storage areas securely locked and protected from unauthorized entry. A combination of electronic access controls shall maintain an electronic daily log of DOA with access to the reinforced vault

rooms and knowledge of access code or combination along with entry and exit logs with associated time stamps.

Vault Room shall be designed to incorporate scalability for surveillance technology as purchaser flow increases and to account forms of operational expansion.

Industry Standards for Vault Design

All pre-sale bulk cannabis and cannabis products shall be stored in the vault installed by TL30 Vaults. The vault system meets the following specifications from the DEA Controlled Substances Security Manual-Minimum Standards: Handlers of CI&II Controlled Substances:

- Walls, floor and ceiling constructed of at least 8" of reinforced concrete or other substantial masonry reinforced vertically and horizontally with #4 (½") steel rods tied 6" on center, or UL listed modular vault panels.
- Door and door frame unit are UL listed burglary-resistant, GSA Class V rated or equivalent, i.e. multiple position Group 1-R combination lock, relocking device, special metal alloy that resists carbide drilling, and in general affords the overall security protection set forth above for safes and security containers.
- Interior and exterior shall be equipped with an alarm system which upon attempted unauthorized entry transmits a signal directly to Applicant, Sapphire Solutions, the Department, and the Carol Stream Police Department
- Door is equipped with a contact switches to ensure optimal electrical lacing of walls, floors and ceiling, sensitive ultrasonic or infrared sensors, sensitive sound accumulator system, or other equipment designed to detect unauthorized entry

Vault Room's exterior will be composed of a material that has a Class 125 2-Hour rating for up to 2000 degrees Fahrenheit and that has a Class A Flame Spread Rating. Vault Room interior and associated floors, walls, and ceilings will be composed of a surface and material that is easily cleaned to ensure maximum quality control.

Vault Placement

Applicant has secured the services of TL30 Vaults to provide consulting and design services to ensure maximum security of the vault and secure storage areas of the dispensary operating facility. All walls will be fire/resistance rated for at least 2-hours. Vault doors will be fire/resistance rated for at least 2-hours. These best management practices for security enhance the facility's ability to provide a safe stronghold for cannabis and currency and minimize risk in various capacities.

The vault installed by TL30 Vaults will be in a restricted access area of the dispensary operations facility, located in the Office Room. More detail is provided in Exhibit J: Proposed Floor Plan and Document VI: Operating Plan.

DOA Access from Retail Counter

Once Purchaser has decided on final order, DOA shall use RFID card/RFID-outfitted DOAIC kept in clear visible place to access two-way RFID access door behind retail counter, which leads to storage corridor. DOA then inputs biometric data into control on Vault Room door to access stored inventory. DOA brings along tablet/smartphone containing order manifest to ensure accuracy and prevent diversion. DOA closes door behind them to limit access by any potential intruders and limit potential for theft, diversion or loss.

Once order is retrieved, DOA then exits Vault Room door and closes it behind them and continues through two-way RFID access door behind retail counter. DOA only places order on the counter once two-way RFID access door behind retail counter is closed behind them.

DOA Access from Shipping/Receiving

Once proper product intake protocol has been carried out and incoming product has been integrated into WEAVE IQ, Receiver and Inventory Manager sign off on storage entry and Inventory Manager brings order on wheel-outfitted carts through Shipping/Receiving two-way RFID access door and into rear shipping corridor.

Inventory Manager inputs biometric data into access control equipment on rear Vault Room Door and opens door to enter. Inventory Manager places new order in the designated section of the Vault Room based on specific order components including the categories of Raw Flower, Concentrates, Infused Products, or Other in a layout that facilitates a first-in first-out distribution method in compliance with 410 ILCS 705/15-65(a)(4) to ensure oldest stock is distributed first. Once in the vault, all products will be sorted into appropriate containers that will. Applicant will comply with any forthcoming rules or regulations relating to the refrigeration, hot-holding, and handling of cannabis-infused products highlighted by 410 ILCS 705/55-5(a). Pursuant to 410 ILCS 705/15-65(a)(3), Applicant will develop separate storage SOPs for the segregation and destruction of outdated, damaged, deteriorated, misbranded, or adulterated cannabis and associated mechanisms for written documentation and recordkeeping of the cannabis disposition.

Inventory Manager then proceeds out of either the rear or front biometrically controlled door of the Vault Room to either the Shipping/Receiving or to the Retail Counter based on workflow throughout day-to-day operations. Biometric access control equipment shall log every single entry and exit into Vault Room to ensure recordkeeping compliance with 410 ILCS 705/15-110.

Operations: Preparation and Training

Applicant has provided a summary of Security-related training protocols below.

Security Training Module will be one portion of Agent Training and Education Plan that is heavily focused on Security Operations as defined by 410 ILCS 705/15-100 and that maintains compliance with all other Sections of Articles 15 and 55. Each subsection of Security Training Module accounts for internal Security goals as defined by various sections and subsections of Security Plan. Security Training Module shall reinforce all knowledge and abilities that are required of DOA to carry out safe, secure operations for themselves and for purchasers. Security Training Module will enhance DOA abilities to rise through the internal ranks of Applicants dispensary with comprehensive knowledge of Security protocols and achieve certain staffing goals highlighted in the Operating Plan.

All DOAs will undertake initial training in Security Plan and associated subsections including Security Systems, Security Operations, Safety Plan and Enhanced Product Safety Plan prior to beginning work at the facility. These training modules will include a heavy emphasis on how to prevent and detect the diversion and theft of cannabis through various system operations and protocols. To further enhance Applicants ability to implement and improve Diversion and Theft Prevention Plan component of Security Plan, Security Training Module will include comprehensive component in Diversion, Theft and Loss Prevention. DOAs will have onsite access to a physical copy of the Applicant's SOPs for diversion and theft prevention and response.

All DOAs will receive annual refresher training courses, as well as ad hoc training when regulations, research, or procedures are updated or change.

To further enhance Applicants ability to implement and improve Safety Plan component of Security Plan, Security Training Module will include comprehensive component in emergency response protocols for the following situations:

- Electrical Hazards
- Exposures to Airborne Contaminants
- Hazardous Energy: Lockout/Tagout
- Heat Illness Prevention
- Injury and Illness Prevention Program
- Machine Hazards
- Point of Operation Hazards
- Pressure Vessels
- Repetitive Motion Injuries
- Sanitation and Pest Control
- Slips, Trips, Falls and Use of Ladders

Security Training Module shall include extensive drills for fire detection and response, extreme weather even response, and Active Shooter response one per month. Security Training Module shall also include extensive training in contingency planning and shall inform all DOAs on SOPs to restore full operational status once an emergency or serious adverse event has occurred. Familiarizing DOAs with emergency response protocols and contingency planning to restore operations will be crucial in creating a safe, stable workplace for all DOAs and reinforcing and strengthening all of Applicant's emergency response tactics.

DOAs will have onsite access to a physical copy of the Applicant's SOPs for emergency response and workplace safety. All DOAs will receive annual refresher training courses, as well as ad hoc training when regulations, research, or procedures are updated or change.

To further enhance Applicants ability to implement and improve Enhanced Product Safety Plan component of Security Plan, all DOAs will be expected to undertake Americans for Safe Access' (ASA) Patient-Focused Certification training within one calendar year of employment and continue associated ASA training modules as needed. All training will be documented in the employee file for the facility employee, including the name of the trainer, and the date, duration, and content of the training. Training is covered in more detail in Exhibit D: Dispensing Organization Agent Training and Education of this application.

Reinforcement with Compliance Training

In order to understand compliant Security Operations, DOAs must understand the bigger picture compliance requirements that the organization faces. Security Training Module shall be reinforced by ongoing compliance training throughout Compliance Training Module.

Compliance Training Module will teach all DOAs how to conduct operations in a compliant dispensing organization and will serve as a foundation to build on top of as Security Training Module is carried out. All DOAs will receive detailed Applicant-specific training on compliance, applicable laws, policies, and procedures. Compliance Training Module training includes the following training focuses:

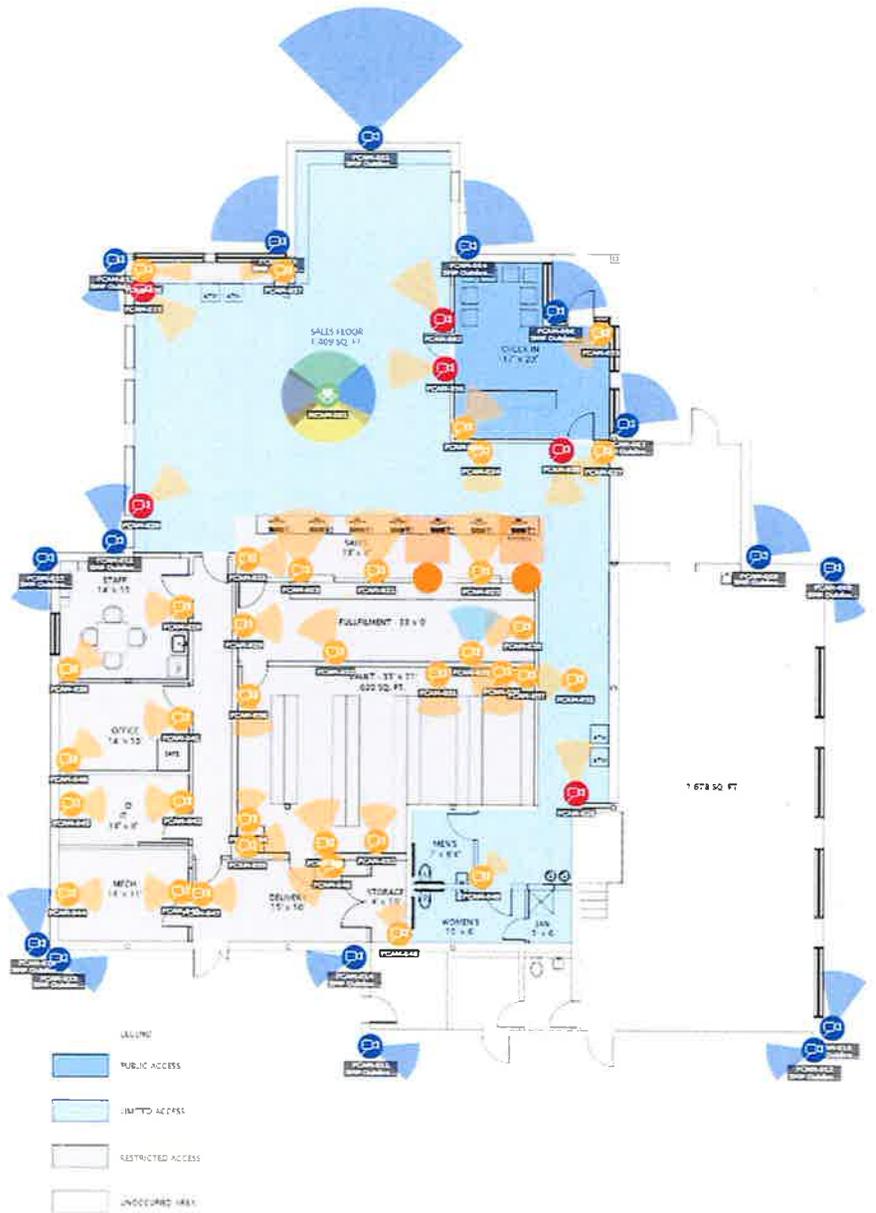
- (i) Health and safety concerns of cannabis use, including the responsible use of cannabis, its physical effects, onset of physiological effects, recognizing signs of impairment, and appropriate responses in the event of overconsumption.

- (ii) Training on laws and regulations on driving while under the influence.
- (iii) Sales to minors prohibition. Training shall cover all relevant Illinois laws and rules.
- (iv) Quantity limitations on sales to purchasers. Training shall cover all relevant Illinois laws and rules.
- (v) Acceptable forms of identification. Training shall include:
 - (I) How to check identification; and
 - (II) Common mistakes made in verification;
- (vi) Safe storage of cannabis;
- (vii) Compliance with all inventory tracking system regulations
- (viii) Waste handling, management, and disposal;
- (ix) Health and safety standards;
- (x) Maintenance of records;
- (xi) Security and surveillance requirements;
- (xii) Permitting inspections by State and local licensing and enforcement authorities;
- (xiii) Privacy issues;
- (xiv) Packaging and labeling requirement for sales to purchasers; and
- (xv) Other areas as determined by CRTA.

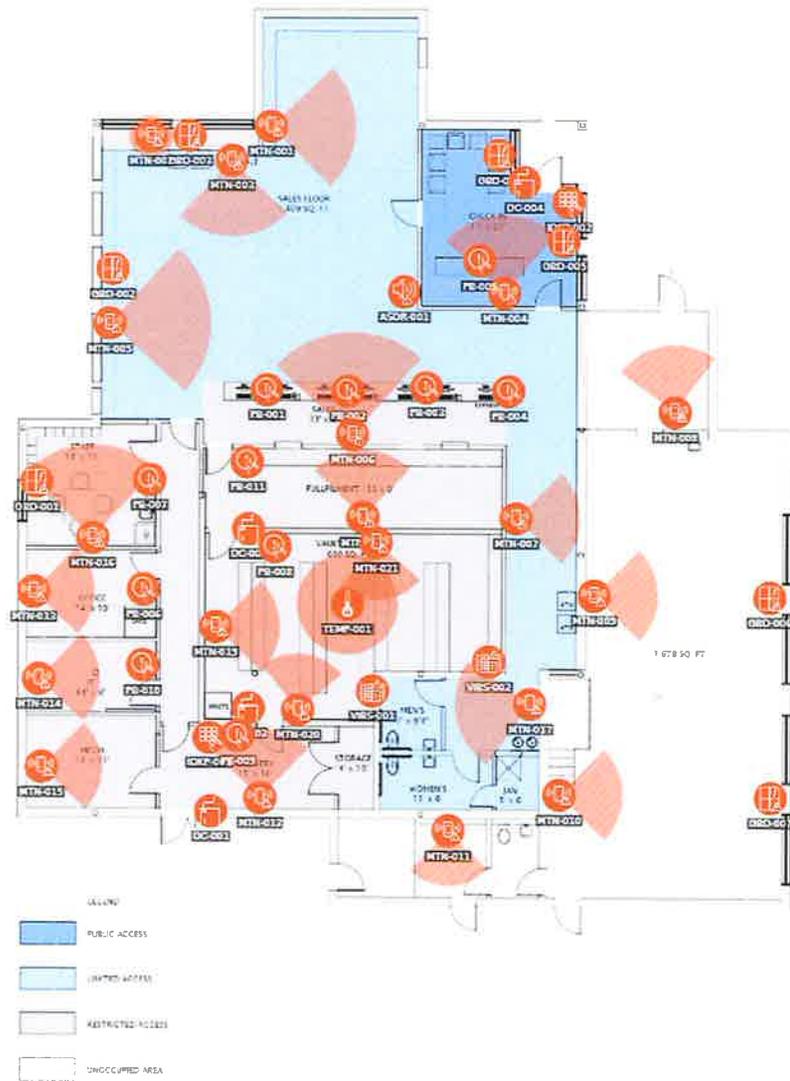
Throughout Compliance Training Module a particularly high focus will be placed on Sections vi, xi, and x. This cross-sectional training approach will provide DOAs with a full, detailed scope of how their responsibilities factor into implementation, reinforcement, and strengthening of the Security Plan and subsections Diversion and Theft Prevention Plan, Safety Plan and Enhanced Product Safety Plan.

Exhibits can be found in the following pages

Video Surveillance	
	Fixed Camera 57
	Multi-Lens Camera 1



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Intrusion Detection		
	Glass Break Detector	7
	Motion Detector	21
	IDS Keypad	2
	Alarm Sounder	1
	Panic Button	11
	Temperature Sensor	1
	Vibration sensor	2
	Door Contact	4

Date: March 7, 2023

To: Mr. Dev Patel
CEO – Veltiste Wellness

From: Lynn M. Means, P.E., PTOE, RSP1
Senior Transportation Engineer - BLA, Inc

Re: ***Cannabis Dispensary Development***
720 E. North Avenue
Carol Stream, Illinois

Exhibit E

BLA-Inc. has conducted an evaluation of traffic and parking conditions in connection with the proposed redevelopment of the property located at 720 E. North Avenue (IL Route 64), west of President Street, in Carol Stream, Illinois. The approximately 0.76-acre site is currently vacant, formerly containing a restaurant, Playoffs Bar and Grill, served by 44 parking spaces, including 2 accessible spaces. Access to the site is provided via a right-in/right-out (median restricted) access on North Avenue, which is shared with the furniture store (former Frank's Nursery) located south and east of the site.

As proposed, the project includes redeveloping the site to provide a cannabis dispensary. It will continue to be served by the existing 44 parking spaces, as well as access to the site will be maintained via the existing, shared access driveway on North Avenue. North Avenue is under the jurisdiction of the Illinois Department of Transportation (IDOT) and is designated as a Strategic Regional Arterial (SRA) route.

The following summarizes the analysis conducted, our findings and recommendations for your consideration.

EXISTING TRAFFIC

Traffic count data was obtained from IDOT's Traffic Count Database System along North Avenue in the site vicinity from the year 2021. Based on these counts, the weekday morning peak hour occurred from 7:00 to 8:00 AM and the weekday evening peak hour occurred from 4:00 to 5:00 PM. The average annual daily traffic (AADT) in the vicinity of the site is 52,800 on North Avenue (year 2018), as published by IDOT on their website www.gettingaroundillinois.com.

The existing peak hour and AADT IDOT volumes are summarized in *Table 1*.

Table 1: Summary of IDOT Volumes

Location / Direction	AADT	AM Peak Hour	PM Peak Hour
<i>North Avenue (IL Route 64), Between Schmale Road and Bloomingdale Road</i>			
Eastbound	26,500	2,391	2,151
Westbound	26,300	1,930	2,101
Total	52,800	4,321	4,252

Summaries of the IDOT traffic count data are contained in *Appendix A*. It should be noted, the IDOT traffic volumes presented in *Appendix A* represent "raw," unadjusted data. These volumes are adjusted based on day of week and month of year factors, resulting in an AADT which is lower than the raw total.

SITE TRAFFIC CHARACTERISTICS

Proposed Development Plan

As proposed, the project consists of redeveloping the site to provide a cannabis dispensary. The gross floor area (GFA) of the dispensary is 5,000 square-feet, with a net floor area (NFA) of 2,310 square-feet (check-in, sales floor, sales and fulfillment areas). The development will be served by a total of 44 off-street parking spaces, including 2 accessible spaces. Access to the site will be maintained via the existing (median restricted) access on North Avenue.

Proposed Operational Characteristics

- The anticipated hours of operation are Monday through Saturday 9:00 AM to 9:00 PM and 9:00 AM to 8:00 PM on Sunday.
- The development is anticipated to be served by a total of 15 employees (full and part time), with a maximum of 9 employees present during peak operations.
- Customers are anticipated to spend, on average, approximately 5 minutes in the cannabis dispensary.
- On average, approximately 40 percent of all purchases are pre-ordered on-line or via a mobile phone app. This helps to save time spent inside the store when the order is picked-up. It is anticipated that this percentage will increase over time.
- On average, the proposed use is anticipated to serve 400 customers on a typical weekday and 500 customers on a weekend day. Peak hours are anticipated to experience, on average, 35 to 55 customers per hour, with less during non-peak hours, averaging 15 to 20 customers per hour.
- The proposed use is not open during the morning peak hour of adjacent street traffic; it opens at 9:00 AM.
- If needed, security and staff will assist with exterior customer flow during peak hours of operation.
- Consumption is prohibited on-site.

Trip Generation

The amount of traffic generated by a development depends on the type and density of the land use. Trip generation estimates for the development were calculated based on information published in the Institute of Transportation Engineers (ITE) Manual *Trip Generation*, 11th Edition (see *Appendix B*). The ITE manual is a compilation of national traffic data surveys used to estimate traffic volumes for various land uses.

Not all vehicle trips expected to be generated by the proposed project represent new trips on the study area roadway system. Studies have shown that for retail developments, a substantial portion of the site-generated vehicle trips are already present in the adjacent passing stream of traffic or are diverted from another route to the proposed site. Based on data presented in the ITE *Trip Generation Handbook*, the average pass-by trip percentage for retail use is between 31 and 40 percent (see *Appendix B*). However, to provide a conservative analysis, a 20 percent reduction for pass-by traffic was applied to the development site-generated trips, consistent with traffic studies along SRA routes, such as North Avenue. It should be noted that the volume of pass-by traffic does not reduce the total trips generated and those trip volumes will still be realized as turning movements at the site driveways.

For multi-use developments or developments with cross-access and shared access driveways, internal trips between the land uses within the development are expected to occur. These are multi-purpose trips from one land use within the development to another land use within the same development. *However, to provide a conservative analysis scenario, a reduction for internal capture was not applied.*

Table 2 provides a summary of the total trips (employees, customers, deliveries, etc.) to be generated by the proposed development.

Table 2: Estimated Trip Generation

Land Use / Size	ITE Land Use Code	Weekday									Saturday					
		AM Peak Hour ¹			PM Peak Hour			Daily			Peak Hour			Daily		
		In	Out	Total	In	Out	Total	In	Out	Total	In	Out	Total	In	Out	Total
Cannabis Dispensary / 5,000 SF	882	27	26	53	47	48	95	528	528	1,056	72	72	144	649	649	1,298
<i>less pass-by trips (20%)</i>		-5	-5	-10	-10	-10	-20	-106	-106	-212	-14	-14	-28	-130	-130	-260
New Trips		22	21	43	37	38	75	422	422	844	58	58	116	519	519	1,038

¹ The proposed cannabis dispensary is not anticipated to be open during the weekday am peak hour of adjacent street traffic; however, weekday am trips were assumed to be conservative, to account for any potential customers or employees that arrive/depart during this time.

Note: The existing site formerly contained a restaurant, Playoffs Bar and Grill. Thus, the trips as presented above in Table 2 provide a conservative analysis scenario (do not discount for the former site use).

TRAFFIC EVALUATION

The total (including both entering and exiting) weekday AM, weekday PM and Saturday midday peak hour *vehicular* trips of 43 to 116, are expected on the streets leading beyond the study area, or approximately 1 to 2 additional vehicles every minute. Furthermore, based on the existing signal cycle lengths of 140, 125 and 140 seconds during the weekday morning, weekday evening and Saturday midday peak periods, respectively, for the existing nearby traffic signals along North Avenue, these increases represent approximately 1 to 3 vehicles per cycle length. Daily, volume increase of 844 total vehicles (422 entering and 422 exiting) are expected on the study area roadways, which represent an approximately 1.6 percent increase on North Avenue based on the IDOT daily traffic volumes. *Note: The above increases do not discount for the former use (Playoffs Bar and Grill) on-site.*

Accordingly, the amount of site-generated traffic is expected to have minimal effects on the operations of the external street network.

PARKING EVALUATION

Parking Demand Requirements

Based on the parking requirements outlined in the Village of Carol Stream Code of Ordinance, nine (9) parking spaces are required for the proposed site. The Village's parking requirements are summarized in *Table 3*.

Table 3: Village Parking Requirements

Use	Size	Parking Requirement	Parking Spaces	
			Required	Provided
Adult Use Cannabis Dispensary	2,310 SF	1 space per 250 SF NFA	9	44

Parking Demand Projections

To project the peak parking demand for the proposed cannabis dispensary development, BLA referenced the following sources:

- Anticipated peak staff and customer demand.
- ITE Parking Generation, 5th Edition.

Peak Staff and Customer Demand

Based on the ITE estimated traffic during the highest timeframe (72 vehicles during the Saturday midday peak, see *Table 2*), the assumed maximum number of employee (9), the typical turnover rate per customer per parking space (6 customers / space / hour, based on an average timeframe of 5 minutes in the dispensary plus 5 minutes load/unload time), a peak demand of 21 spaces is needed (9 employee and 12 customer spaces).

Note: As previously described, with the average time spent in the store anticipated to decrease over time with the anticipated increased use in pre-ordered purchases (via mobile app or online), the turnover rate per parking space is anticipated to increase (more customers per space); therefore, the peak parking demand is anticipated to be lower over time.

ITE Parking Generation

The ITE Parking Generation publication provides a compilation of parking demand surveys from across the country for a wide variety of land uses. ITE LUC 882, Marijuana Dispensary was referenced for the proposed development (see *Appendix C*). Using the ITE data, *Table 4* presents a summary of the projected peak parking demand for the proposed development.

Table 4: Projected Peak Parking Demand: ITE – Parking Generation

Land Use	ITE LUC	Size	Average Peak Parking Demand	
			Rate/Unit	Spaces
Cannabis Dispensary	882	5,000 SF GFA	7.19	36

As shown in *Table 4*, the projected peak parking demand for the proposed development is anticipated to be 36 spaces.

Summary

Based on the peak and customer demand projections and ITE Parking Generation estimates, the anticipated peak parking demand for the proposed cannabis dispensary is anticipated to be 21 to 36 spaces.

Accordingly, the proposed parking supply of 44 spaces is anticipated to be adequate to accommodate the project parking demand for the proposed development.

Note: There may be occasions, such as opening day and special holidays when additional parking may be needed. Accordingly, it is anticipated during these timeframes that overflow parking can be adequately accommodated within the surplus of parking available within the adjacent furniture store (former Frank's Nursery) parking facilities.

CONCLUSIONS AND RECOMMENDATIONS

A traffic and parking summary was performed for the proposed cannabis dispensary located at 720 E. North Avenue, west of President Street, in Carol Stream, Illinois. Overall, the development is anticipated to have negligible effect on the operations of the area roadway network. And, based on the parking analysis, it can be concluded the proposed parking supply is adequate to accommodate the anticipated parking demand for the proposed use.

In addition, the following recommendations should be considered to facilitate traffic and parking operations:

- Deliveries, to the extent feasible, should occur during off-peak hours.
- Employees should be encouraged to park in remote spaces (south side of building) to provide convenient parking for customers.
- In addition, arrangements (i.e., coordination with the adjacent furniture store ownership/tenants), should be made on special occasions, such as opening day, when additional parking may be needed.

Appendices

Appendix A
IDOT Traffic Count Summaries



Volume Count Report

LOCATION INFO	
Location ID	022 0021
Type	LINK
Funct'l Class	3
Located On	North Ave
From Road	SCHMALE RD
To Road	Bloomingtondale Rd
Direction	2-WAY
County	Dupage
Community	CAROL STREAM
MPO ID	
HPMS ID	
Agency	Illinois DOT

COUNT DATA INFO	
Count Status	Accepted
Holiday	No
Start Date	Mon 9/27/2021
End Date	Tue 9/28/2021
Start Time	9:00:00 AM
End Time	9:00:00 AM
Direction	2-WAY
Notes	
Station	IL 64
Study	
Speed Limit	
Description	
Sensor Type	
Source	CombineVolumeCountsIncremental
Latitude,Longitude	

INTERVAL:60-MIN	
Time	Hourly Count
0:00-1:00	390
1:00-2:00	339
2:00-3:00	322
3:00-4:00	513
4:00-5:00	946
5:00-6:00	2,161
6:00-7:00	3,571
7:00-8:00	4,321
8:00-9:00	3,741
9:00-10:00	3,095
10:00-11:00	2,984
11:00-12:00	3,088
12:00-13:00	3,329
13:00-14:00	3,312
14:00-15:00	3,807
15:00-16:00	4,247
16:00-17:00	4,252
17:00-18:00	4,233
18:00-19:00	3,276
19:00-20:00	2,442
20:00-21:00	1,764
21:00-22:00	1,287
22:00-23:00	986
23:00-24:00	690
Total	59,096
AM Peak	07:00-08:00 4,321
PM Peak	16:00-17:00 4,252



Volume Count Report

LOCATION INFO	
Location ID	022 0021_EB
Type	LINK
Funct'l Class	3
Located On	North Ave
From Road	SCHMALE RD
To Road	Bloomingtondale Rd
Direction	EB
County	Dupage
Community	CAROL STREAM
MPO ID	
HPMS ID	
Agency	Illinois DOT

COUNT DATA INFO	
Count Status	Accepted
Holiday	No
Start Date	Mon 9/27/2021
End Date	Tue 9/28/2021
Start Time	9:00:00 AM
End Time	9:00:00 AM
Direction	EB
Notes	
Station	IL 64
Study	
Speed Limit	
Description	
Sensor Type	
Source	CombineVolumeCountsIncremental
Latitude,Longitude	

INTERVAL:60-MIN	
Time	Hourly Count
0:00-1:00	213
1:00-2:00	187
2:00-3:00	189
3:00-4:00	221
4:00-5:00	427
5:00-6:00	1,010
6:00-7:00	1,808
7:00-8:00	2,391
8:00-9:00	1,976
9:00-10:00	1,572
10:00-11:00	1,548
11:00-12:00	1,615
12:00-13:00	1,615
13:00-14:00	1,604
14:00-15:00	1,918
15:00-16:00	2,043
16:00-17:00	2,151
17:00-18:00	2,023
18:00-19:00	1,588
19:00-20:00	1,190
20:00-21:00	877
21:00-22:00	624
22:00-23:00	478
23:00-24:00	362
Total	29,630
AM Peak	07:00-08:00 2,391
PM Peak	16:00-17:00 2,151



Volume Count Report

LOCATION INFO	
Location ID	022 0021_WB
Type	LINK
Funct'l Class	3
Located On	North Ave
From Road	SCHMALE RD
To Road	Bloomingtondale Rd
Direction	WB
County	Dupage
Community	CAROL STREAM
MPO ID	
HPMS ID	
Agency	Illinois DOT

COUNT DATA INFO	
Count Status	Accepted
Holiday	No
Start Date	Mon 9/27/2021
End Date	Tue 9/28/2021
Start Time	9:00:00 AM
End Time	9:00:00 AM
Direction	WB
Notes	
Station	IL 64
Study	
Speed Limit	
Description	
Sensor Type	
Source	CombineVolumeCountsIncremental
Latitude,Longitude	

INTERVAL: 60-MIN	
Time	Hourly Count
0:00-1:00	177
1:00-2:00	152
2:00-3:00	133
3:00-4:00	292
4:00-5:00	519
5:00-6:00	1,151
6:00-7:00	1,763
7:00-8:00	1,930
8:00-9:00	1,765
9:00-10:00	1,523
10:00-11:00	1,436
11:00-12:00	1,473
12:00-13:00	1,714
13:00-14:00	1,708
14:00-15:00	1,889
15:00-16:00	2,204
16:00-17:00	2,101
17:00-18:00	2,210
18:00-19:00	1,688
19:00-20:00	1,252
20:00-21:00	887
21:00-22:00	663
22:00-23:00	508
23:00-24:00	328
Total	29,466
AM Peak	07:00-08:00 1,930
PM Peak	17:00-18:00 2,210

Appendix B
ITE Trip Generation Excerpts

Land Use: 882

Marijuana Dispensary

Description

A marijuana dispensary is a stand-alone facility where cannabis is sold to patients or retail consumers in a legal manner. Marijuana cultivation and processing facility (Land Use 190) is a related land use.

Additional Data

The technical appendices provide supporting information on time-of-day distributions for this land use. The appendices can be accessed through either the ITETripGen web app or the trip generation resource page on the ITE website (<https://www.ite.org/technical-resources/topics/trip-and-parking-generation/>).

The sites were surveyed in the 2010s in California, Colorado, Massachusetts, and Oregon.

Source Numbers

867, 893, 919, 1041, 1059

Marijuana Dispensary (882)

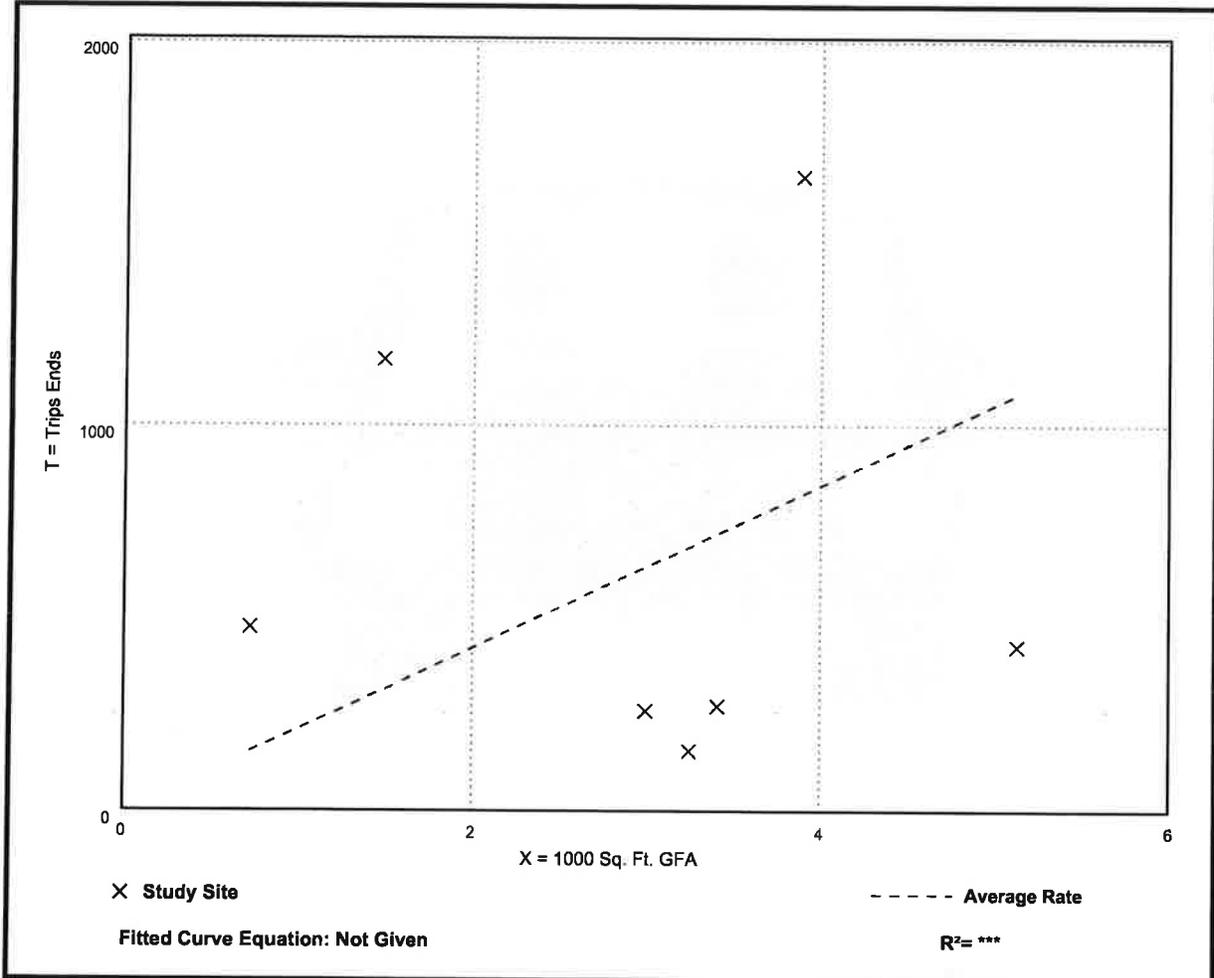
Vehicle Trip Ends vs: 1000 Sq. Ft. GFA
On a: Weekday

Setting/Location: General Urban/Suburban
Number of Studies: 7
Avg. 1000 Sq. Ft. GFA: 3
Directional Distribution: 50% entering, 50% exiting

Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
211.12	48.00 - 791.22	246.90

Data Plot and Equation



Marijuana Dispensary (882)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA

On a: Weekday,

Peak Hour of Adjacent Street Traffic,

One Hour Between 7 and 9 a.m.

Setting/Location: General Urban/Suburban

Number of Studies: 6

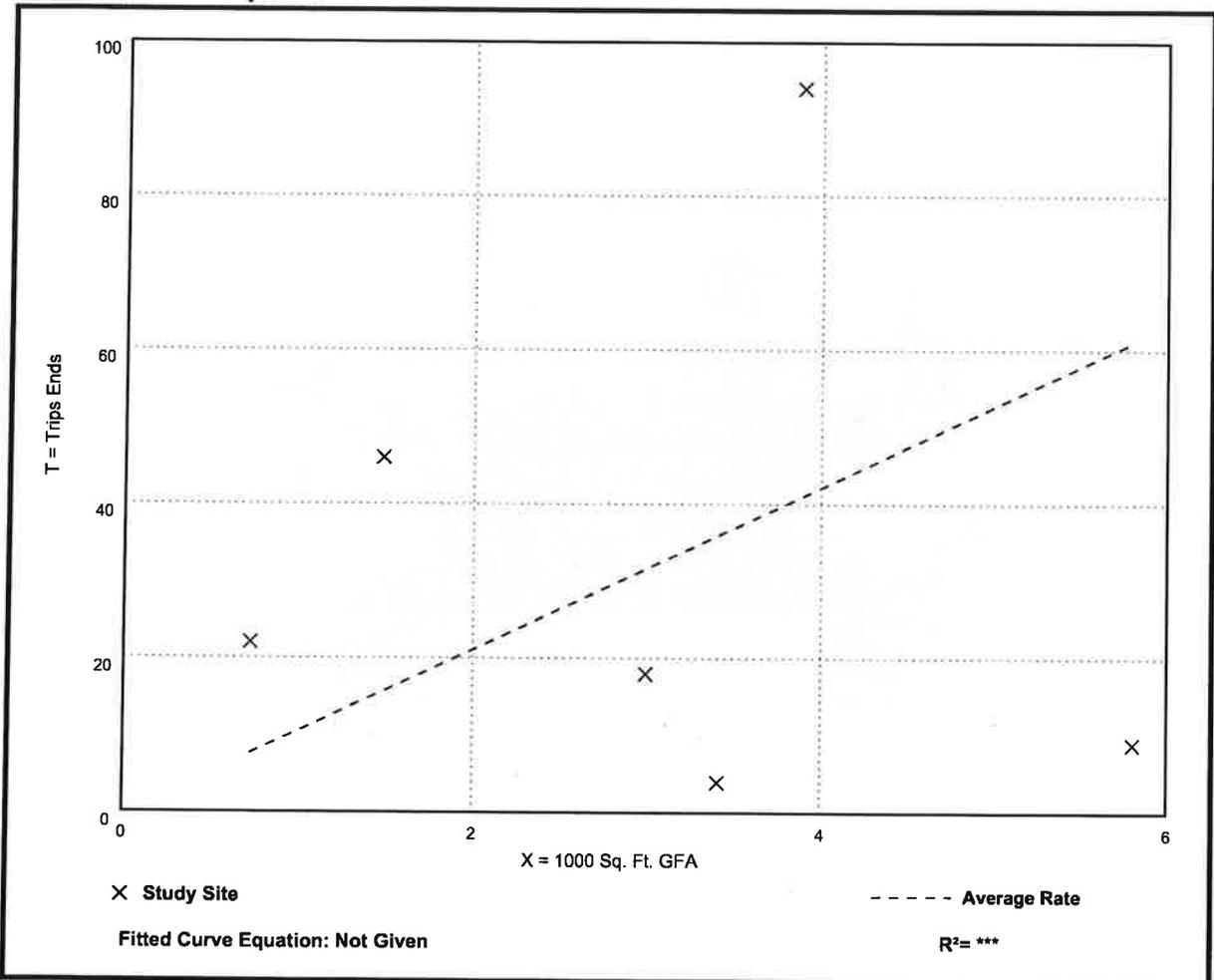
Avg. 1000 Sq. Ft. GFA: 3

Directional Distribution: 52% entering, 48% exiting

Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
10.54	1.17 - 31.08	12.69

Data Plot and Equation



Marijuana Dispensary (882)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA

On a: Weekday,

Peak Hour of Adjacent Street Traffic,

One Hour Between 4 and 6 p.m.

Setting/Location: General Urban/Suburban

Number of Studies: 16

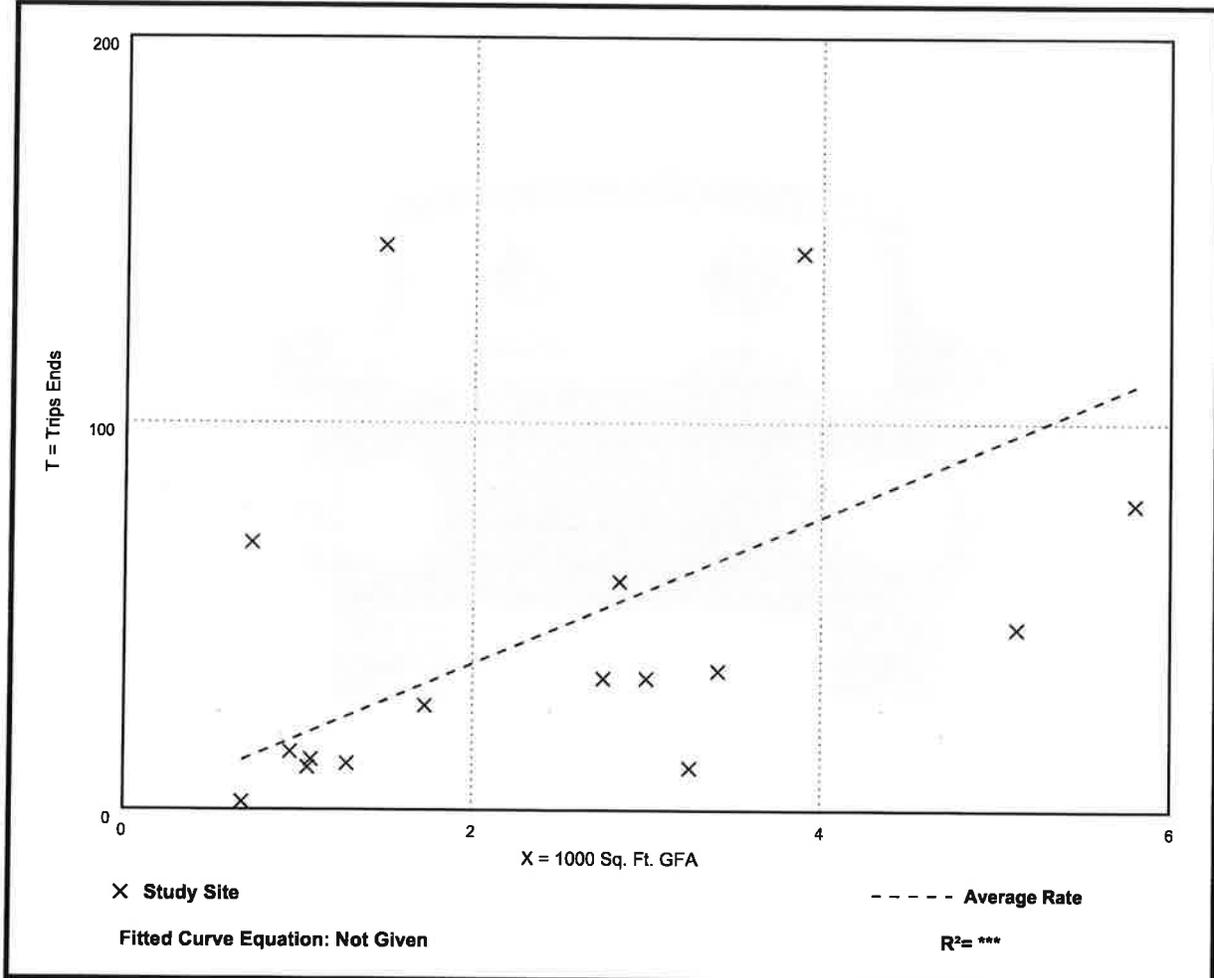
Avg. 1000 Sq. Ft. GFA: 2

Directional Distribution: 50% entering, 50% exiting

Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
18.92	2.94 - 98.65	21.73

Data Plot and Equation



Marijuana Dispensary (882)

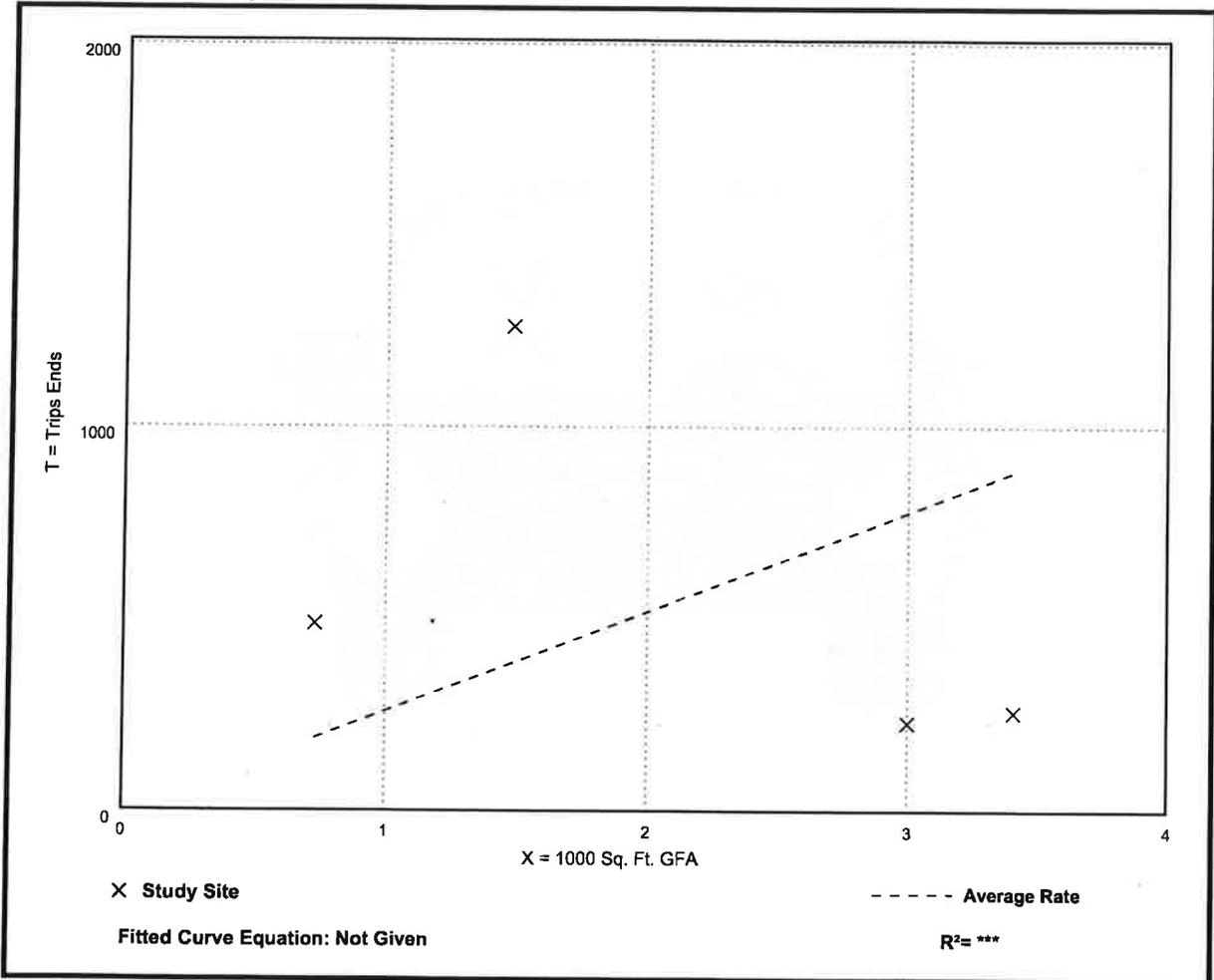
Vehicle Trip Ends vs: 1000 Sq. Ft. GFA
On a: Saturday

Setting/Location: General Urban/Suburban
Number of Studies: 4
Avg. 1000 Sq. Ft. GFA: 2
Directional Distribution: 50% entering, 50% exiting

Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
259.31	75.34 - 852.03	364.24

Data Plot and Equation



Marijuana Dispensary (882)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA

On a: Saturday, Peak Hour of Generator

Setting/Location: General Urban/Suburban

Number of Studies: 5

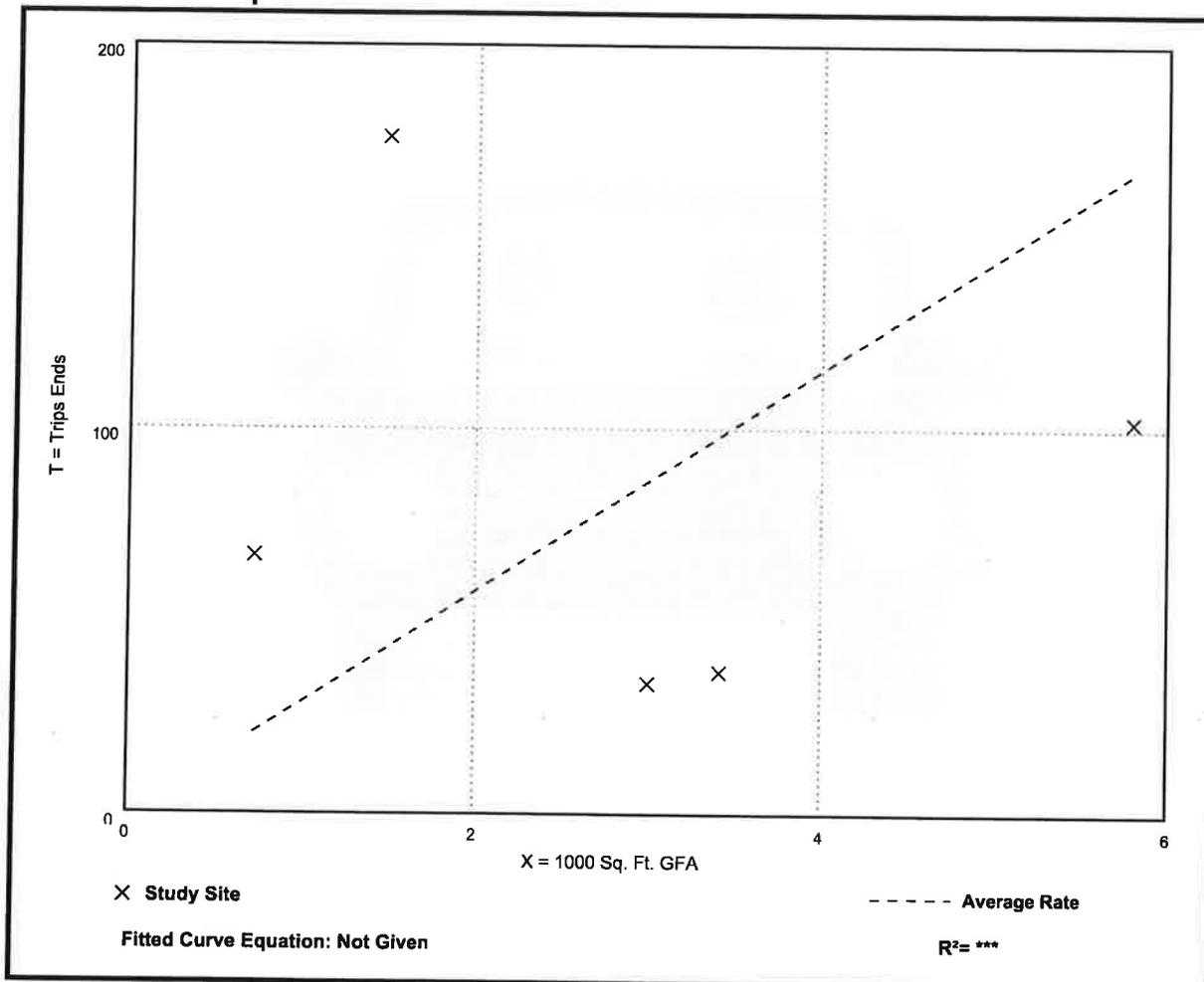
Avg. 1000 Sq. Ft. GFA: 3

Directional Distribution: 50% entering, 50% exiting

Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
28.85	10.85 - 118.92	39.14

Data Plot and Equation



Vehicle Pass-By Rates by Land Use

Source: ITE Trip Generation Manual , 11th Edition

Land Use Code	821								
Land Use	Shopping Plaza (40 - 150k)								
Setting	General Urban/Suburban								
Time Period	Weekday PM Peak Period								
# Data Sites	15								
Average Pass-By Rate	40%								
	Pass-By Characteristics for Individual Sites								
GLA (000)	State or Province	Survey Year	# Interviews	Pass-By Trip (%)	Non-Pass-By Trips			Adj Street Peak Hour Volume	Source
					Primary (%)	Diverted (%)	Total (%)		
45	Florida	1992	844	56	24	20	44	—	30
50	Florida	1992	555	41	41	18	59	—	30
52	Florida	1995	665	42	33	25	58	—	30
53	Florida	1993	162	59	—	—	41	—	30
57.23	Kentucky	1993	247	31	53	16	69	2659	34
60	Florida	1995	1583	40	38	22	60	—	30
69.4	Kentucky	1993	109	25	42	33	75	1559	34
77	Florida	1992	365	46	—	—	54	—	30
78	Florida	1991	702	55	23	22	45	—	30
82	Florida	1992	336	34	—	—	66	—	30
92.857	Kentucky	1993	133	22	50	28	78	3555	34
100.888	Kentucky	1993	281	28	50	22	72	2111	34
121.54	Kentucky	1993	210	53	30	17	47	2636	34
144	New Jersey	1990	176	32	44	24	68	—	24
146.8	Kentucky	1993	—	36	39	25	64	—	34

Vehicle Pass-By Rates by Land Use

Source: ITE Trip Generation Manual, 11th Edition

Land Use Code	821								
Land Use	Shopping Plaza (40 - 150k)								
Setting	General Urban/Suburban								
Time Period	Saturday Midday								
# Data Sites	1								
Average Pass-By Rate	31%								
	Pass-By Characteristics for Individual Sites								
	State or Province	Survey Year	# Interviews	Pass-By Trip (%)	Non-Pass-By Trips			Adjacent Street Daily Volume	Source
	GLA (000)				Primary (%)	Diverted (%)	Total (%)		
144	New Jersey	1990	264	31	47	22	69	63362	24

Appendix C
ITE Parking Generation Excerpts

Marijuana Dispensary (882)

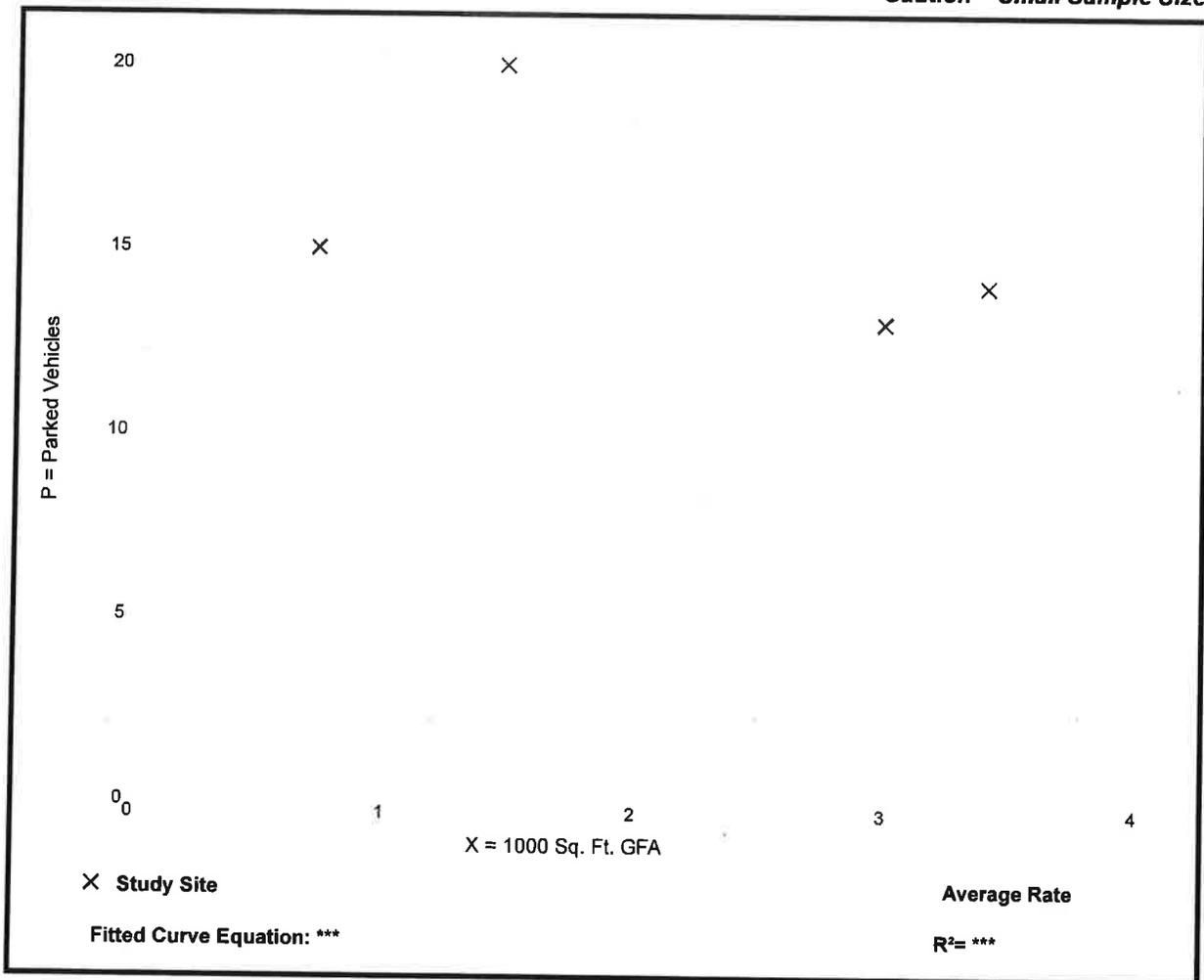
Peak Period Parking Demand vs: 1000 Sq. Ft. GFA
On a: Weekday (Monday - Friday)
Setting/Location: General Urban/Suburban
Peak Period of Parking Demand: 12:00 - 6:00 p.m.
 Number of Studies: 4
 Avg. 1000 Sq. Ft. GFA: 2.1

Peak Period Parking Demand per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	33rd / 85th Percentile	95% Confidence Interval	Standard Deviation (Coeff. of Variation)
7.19	4.10 - 20.60	4.25 / 20.60	***	6.18 (86%)

Data Plot and Equation

Caution – Small Sample Size



CONSULTING
ENGINEERS



BLA, Inc.

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MAR 31 2023

COMMUNITY DEVELOPMENT
DEPT

Office Locations

Corporate Office

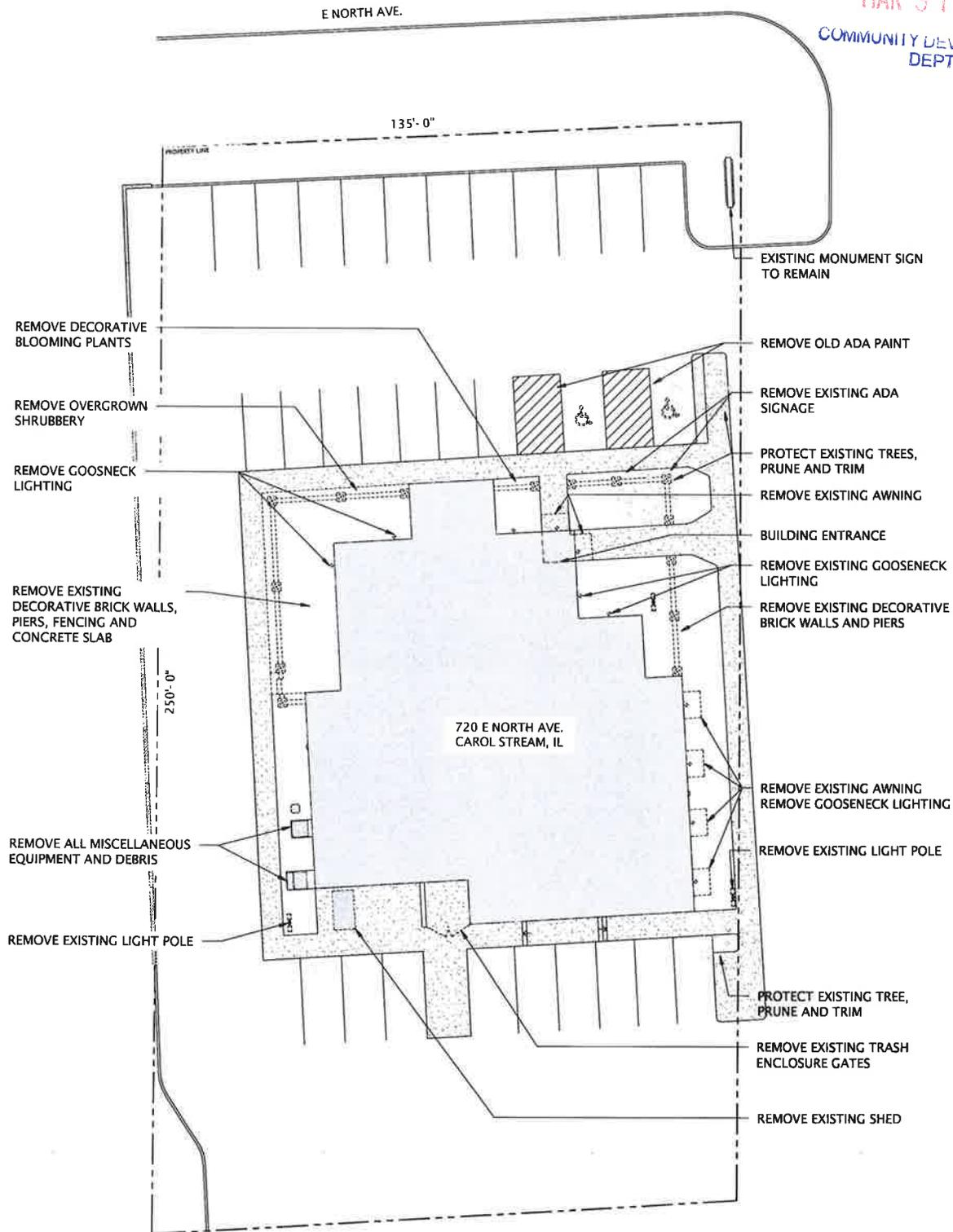
333 Pierce Road
Suite 200
Itasca, IL 60143
630-438-6400
Fax 630-438-6444

Indianapolis Office

8720 Castle Creek Parkway
Suite 329
Indianapolis, IN 46250
317-842-4500
Fax 317-842-4506

SPECIAL USE PERMIT ITEM 1: DEMO SITE PLAN

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 MAR 31 2023
 COMMUNITY DEVELOPMENT
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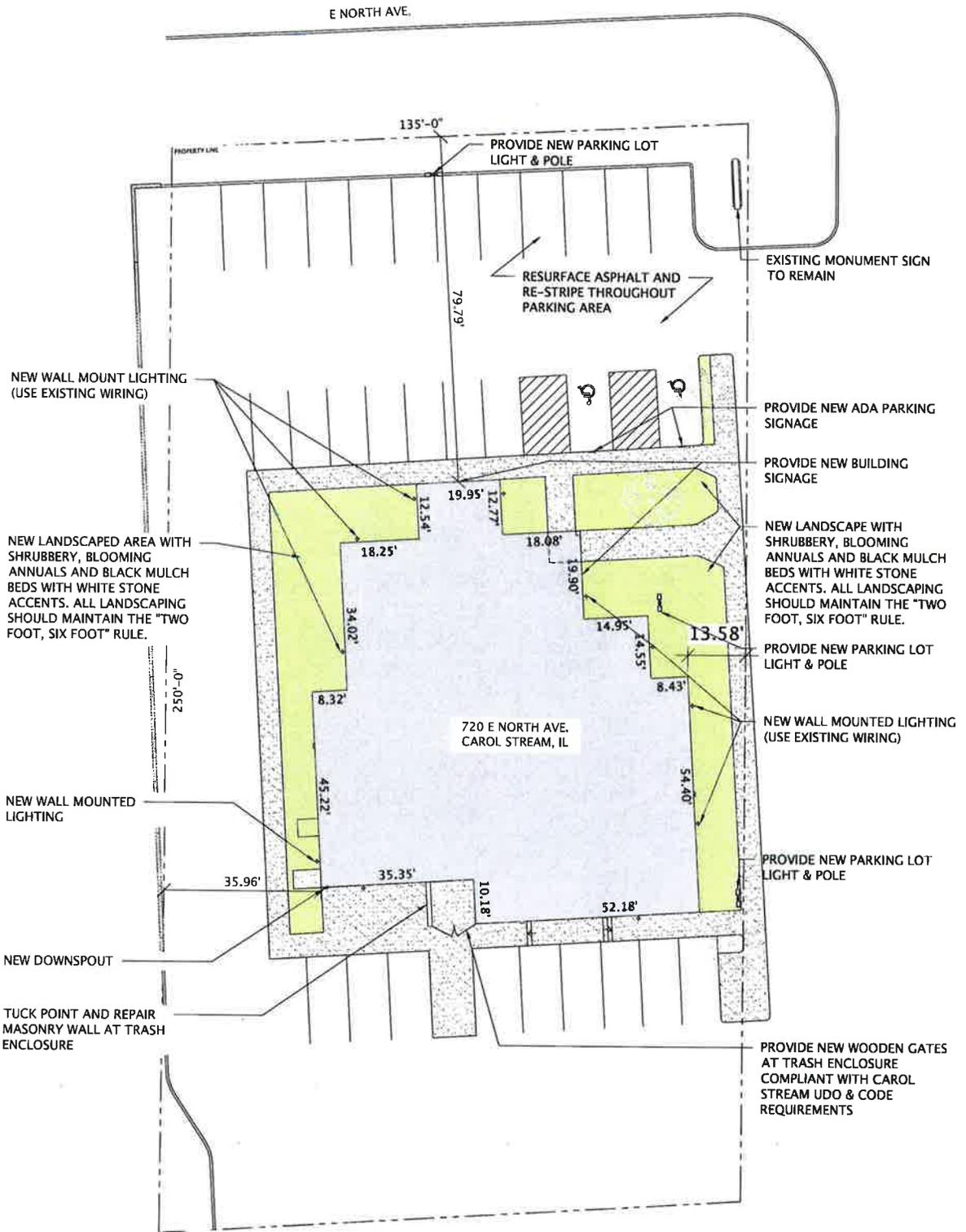
720 E NORTH AVE
 LOT ZONED: B-3
 TOTAL LOT SQ. FOOTAGE: 33585 SQ. FT.
 TOTAL PARKING: 44 SPACES

*NOTE: THE PROPOSED LOCATION OF CANNABIS DISPENSING ORGANIZATION SHOWN IN THIS SITE PLAN, 720 E NORTH AVE. IS NOT IN VIOLATION OF DISTANCE REQUIREMENT SET FORTH IN CAROL STREAM'S REGULATIONS. SEE ITEM 11 OF THIS SUBMITTAL.

FUEGO CANNABIS
 720 E NORTH AVE. CAROL STREAM, IL



SPECIAL USE PERMIT ITEM 1: SITE PLAN



720 E NORTH AVE
 LOT ZONED: B-3
 TOTAL LOT SQ. FOOTAGE: 33585 SQ. FT.
 TOTAL PARKING: 44 SPACES

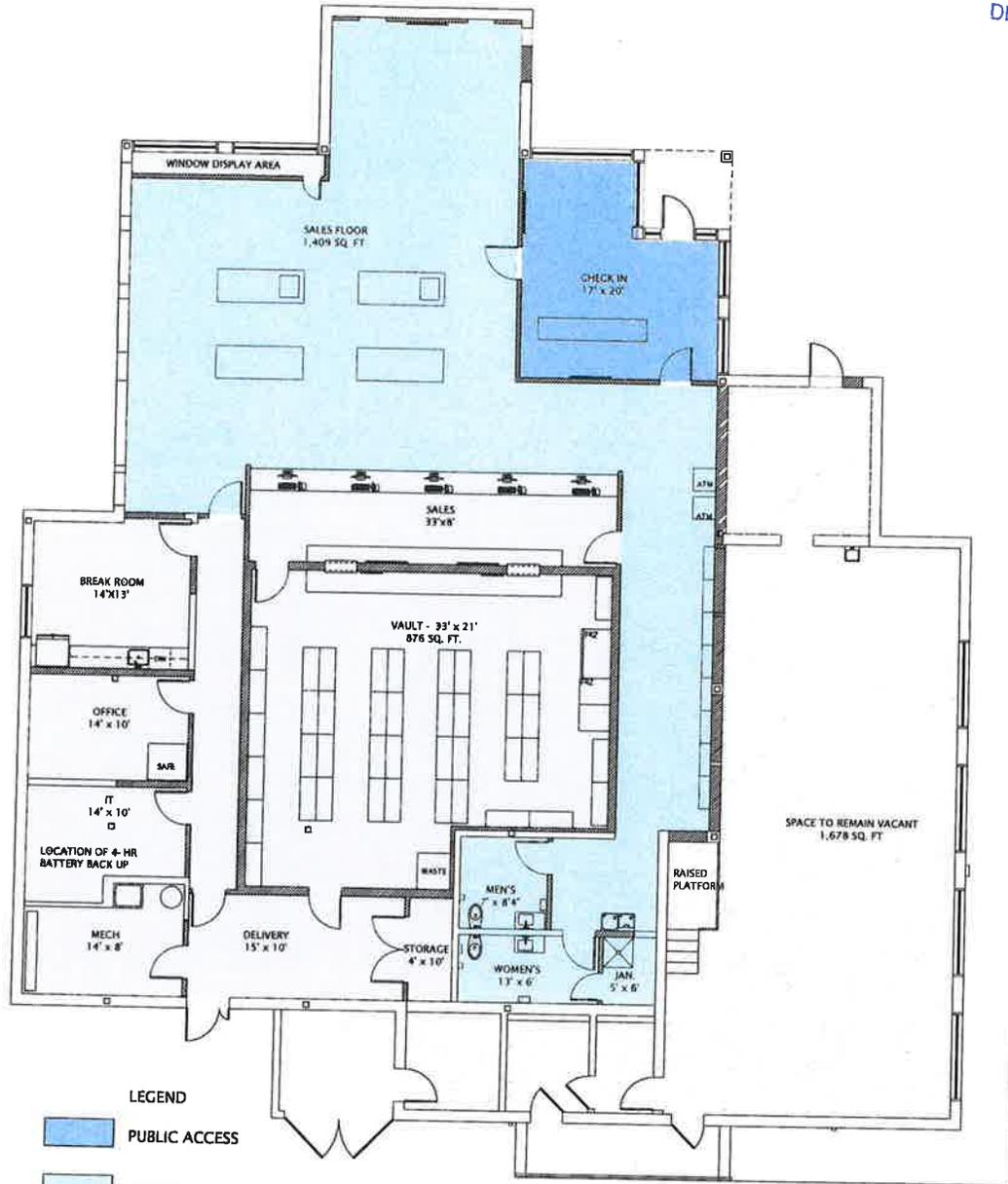
*NOTE: THE PROPOSED LOCATION OF CANNABIS DISPENSING ORGANIZATION SHOWN IN THIS SITE PLAN, 720 E NORTH AVE. IS NOT IN VIOLATION OF DISTANCE REQUIREMENT SET FORTH IN CAROL STREAM'S REGULATIONS. SEE ITEM 11 OF THIS SUBMITTAL.

FUEGO CANNABIS
 720 E NORTH AVE. CAROL STREAM, IL



SPECIAL USE PERMIT ITEM 2: INTERIOR FLOOR PLAN

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 COMMUNITY DEVELOPMENT
 DEPT



- LEGEND**
- PUBLIC ACCESS
 - LIMITED ACCESS
 - RESTRICTED ACCESS
 - UNOCCUPIED AREA



C:\Users\CDM\Documents\2023\11304_Prop_720 E North Ave\DWG\INTERIOR.dwg

Exhibit F

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COMMUNITY DEVELOPMENT
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7 Signage Plan

Signage

Applicant shall post its license and hours of operation in a conspicuous location in an area of the dispensary accessible to consumers.

Pursuant to 410 ILCS 705/15-100(g)(1) Applicant shall identify restricted access areas (RAA) by posting a sign that is a minimum of 12" x 12" that reads "DO NOT ENTER-RESTRICTED ACCESS AREA-AUTHORIZED PERSONNEL ONLY" in lettering no smaller than one inch in height. Applicant shall clearly describe all RAA in the floor plan of the premises, reflecting walls, partitions, counters and all areas of entry and exit. Floor plan attached as part of this application also displays storage/vault room, waste storage and disposal and retail floor and POS areas.

All signage shall be compliant with 410 ILCS 705/15-65(h). This includes the displaying of a placard that states:

"Cannabis consumption can impair cognition and driving, is for adult use only, may be habit forming and should not be used by pregnant or breastfeeding women."

As Applicant plans to sell edible cannabis-infused products, Applicant shall display placards that state:

"Edible cannabis-infused products were produced in a kitchen that may also process common food allergens"

"The effects of cannabis products can vary from person to person and it can take as long as two hours to feel the effects of some cannabis-infused products. Carefully review the portion size information and warnings contained on the product's packaging before consuming."

Our signage on the building, no sign shall contain any logo, name, wording, statement or illustration that is:

- (a) False or misleading;
- (b) Promotes the overconsumption of cannabis;
- (c) Displays cannabis;
- (d) Shows someone under 21 consuming cannabis;
- (e) Includes the image of the cannabis leaf or bud;

- (f) Includes any image that is likely to appeal to minors; or
- (g) Contains any slang or colloquial term for cannabis or cannabis paraphernalia.

All signage shall be larger than 24 inches by 36 inches wide and typed with letters no smaller than 2 inches. Signage shall be clearly visible and readable by all customers and shall be placed in areas where cannabis and cannabis-infused products are sold and may be translated into additional languages as needed.

Any signage shall be in compliance with 410 ILCS 705/55-20(a) by not containing any statement or illustration that is false, misleading, promotes overconsumption of cannabis, depicts actual consumption of cannabis, depicts minors consuming cannabis, makes health, therapeutic, or medicinal claims about cannabis, includes the image of a cannabis leaf or flower, or includes any images, characters or phrases that are designed in any manner to be appealing to or encourage consumption by minors.

Applicant shall comply with 410 ILCS 705/15-65(i) by posting notices inside the dispensary that prohibit minors from the premises unless the minor is a patient under CUMCPPA, prohibits distribution to individuals under age 21 and prohibits transportation of cannabis or cannabis products across state lines.

Digital Signage Board

Applicant will only display hours of operation on signage board or any pertinent business information, but will not advertise sales and will comply with all rules set forth in state regulations for cannabis.

Next Page shows Signage Plan Drawings



Exhibit G

March 3, 2023

Tom Farace
Planning and Economic Development Manager
Community Development
Economic Development Divisions
(630) 871-6230

RE: Special Use Permit Submission Item 10 – Performance Standards

Dear Mr. Farace,

I am submitting this letter to serve as evidence required by item 10, performance standards, in the special use permit submission requirements. I have reviewed the performance requirements in the Village of Carol Stream Unified Development Ordinance, specifically article 16-5-1. To the best of my knowledge the special use seeking approval, Adult Use Cannabis Dispensing Organization, will be in conformance with the performance standards for noise, vibration, dust and air pollution, hazardous, radioactive and toxic materials, odor and fire and explosion hazards.

Please feel free to contact me if you require any additional or specific evidence.

Sincerely,

FITZGERALD ARCHITECTURE PLANNING DESIGN

A handwritten signature in blue ink, appearing to read "Daniela S.A. Fitzgerald".

Daniela S.A. Fitzgerald, AIA, LEED AP, NCARB

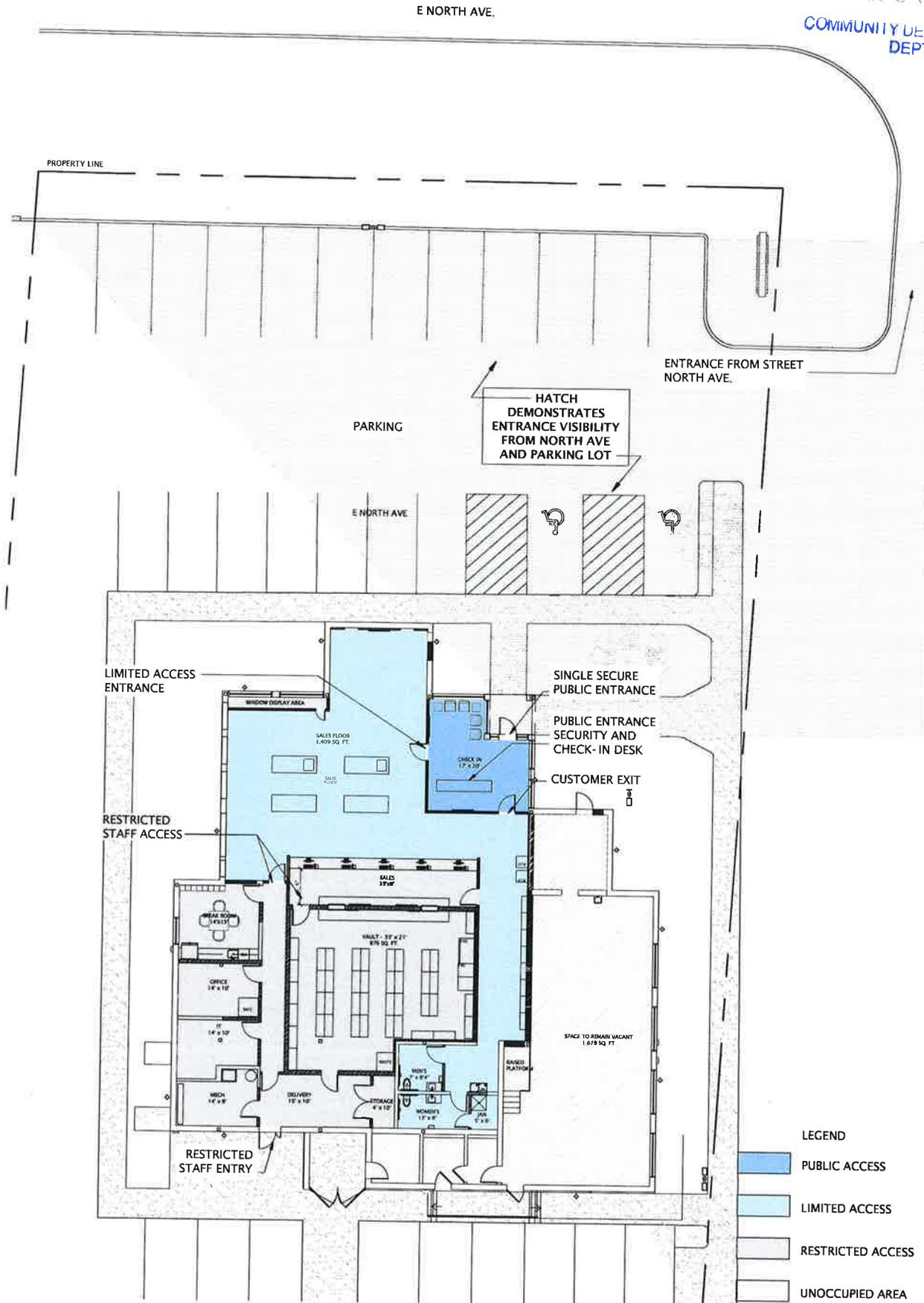
Exhibit H

SPECIAL USE PERMIT ITEM 13: ENTRANCE PLAN

RECEIVED

MAR 31 2023

COMMUNITY DEVELOPMENT
DEPT

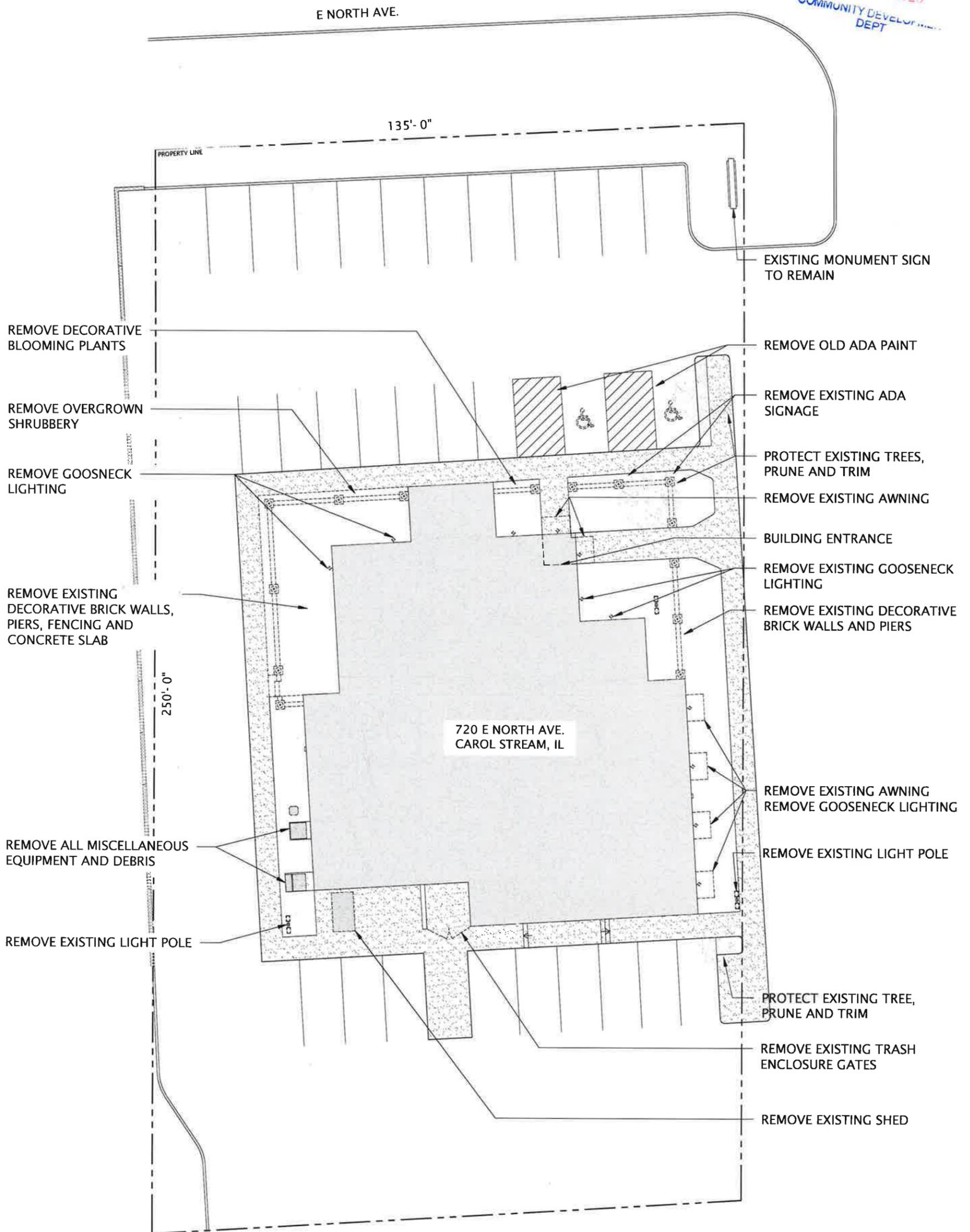


FUEGO CANNABIS
720 E NORTH AVE. CAROL STREAM, IL

Exhibit I

SPECIAL USE PERMIT ITEM 1: DEMO SITE PLAN

RECEIVED
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 COMMUNITY DEVELOPMENT
 DEPT



720 E NORTH AVE
 LOT ZONED: B-3
 TOTAL LOT SQ. FOOTAGE: 33585 SQ. FT.
 TOTAL PARKING: 44 SPACES

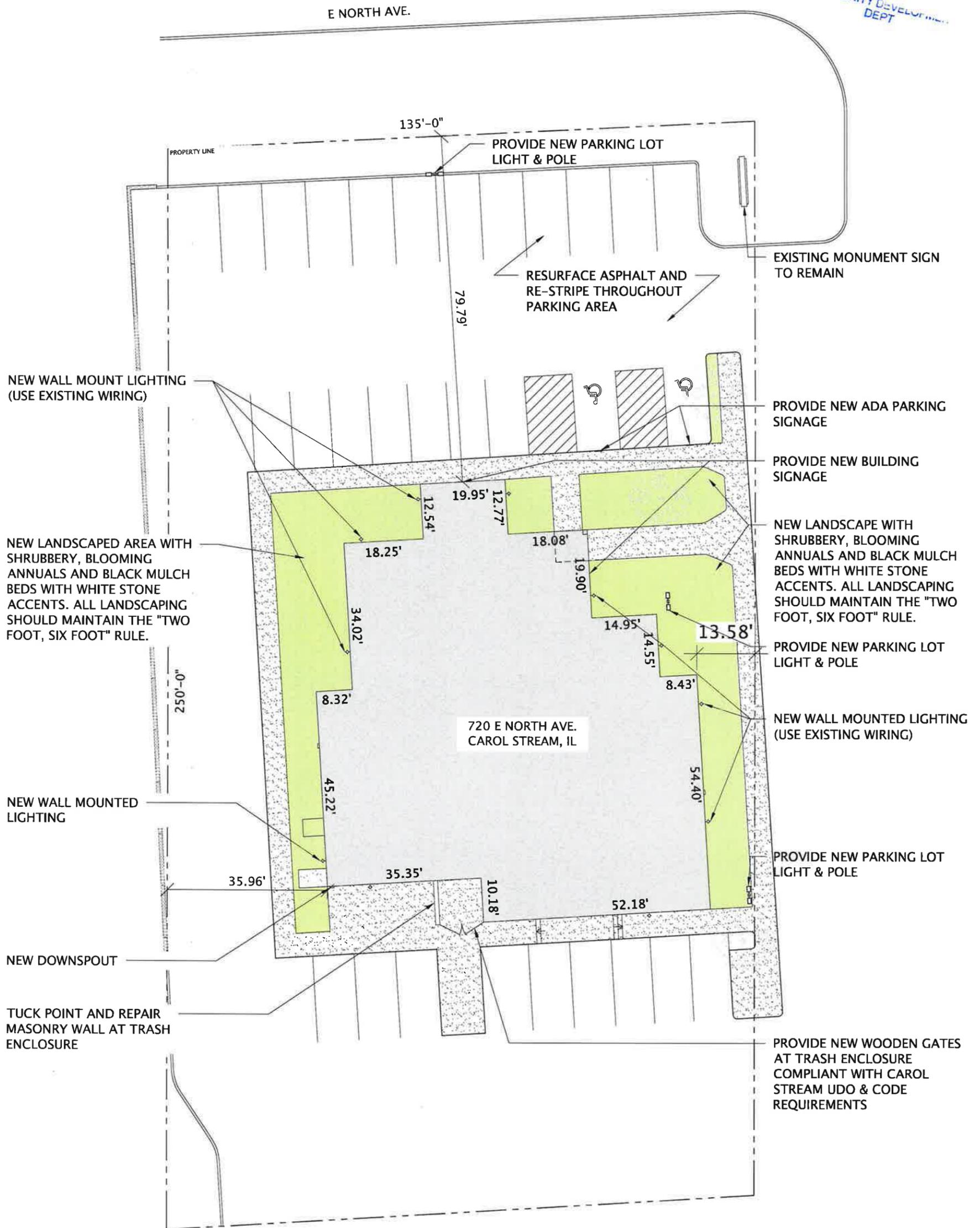
*NOTE: THE PROPOSED LOCATION OF CANNABIS DISPENSING ORGANIZATION SHOWN IN THIS SITE PLAN, 720 E NORTH AVE. IS NOT IN VIOLATION OF DISTANCE REQUIREMENT SET FORTH IN CAROL STREAM'S REGULATIONS. SEE ITEM 11 OF THIS SUBMITTAL.

FUEGO CANNABIS
 720 E NORTH AVE. CAROL STREAM, IL

Exhibit J

SPECIAL USE PERMIT ITEM 1: SITE PLAN

RECEIVED
 MAR 31 2023
 COMMUNITY DEVELOPMENT
 DEPT

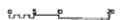


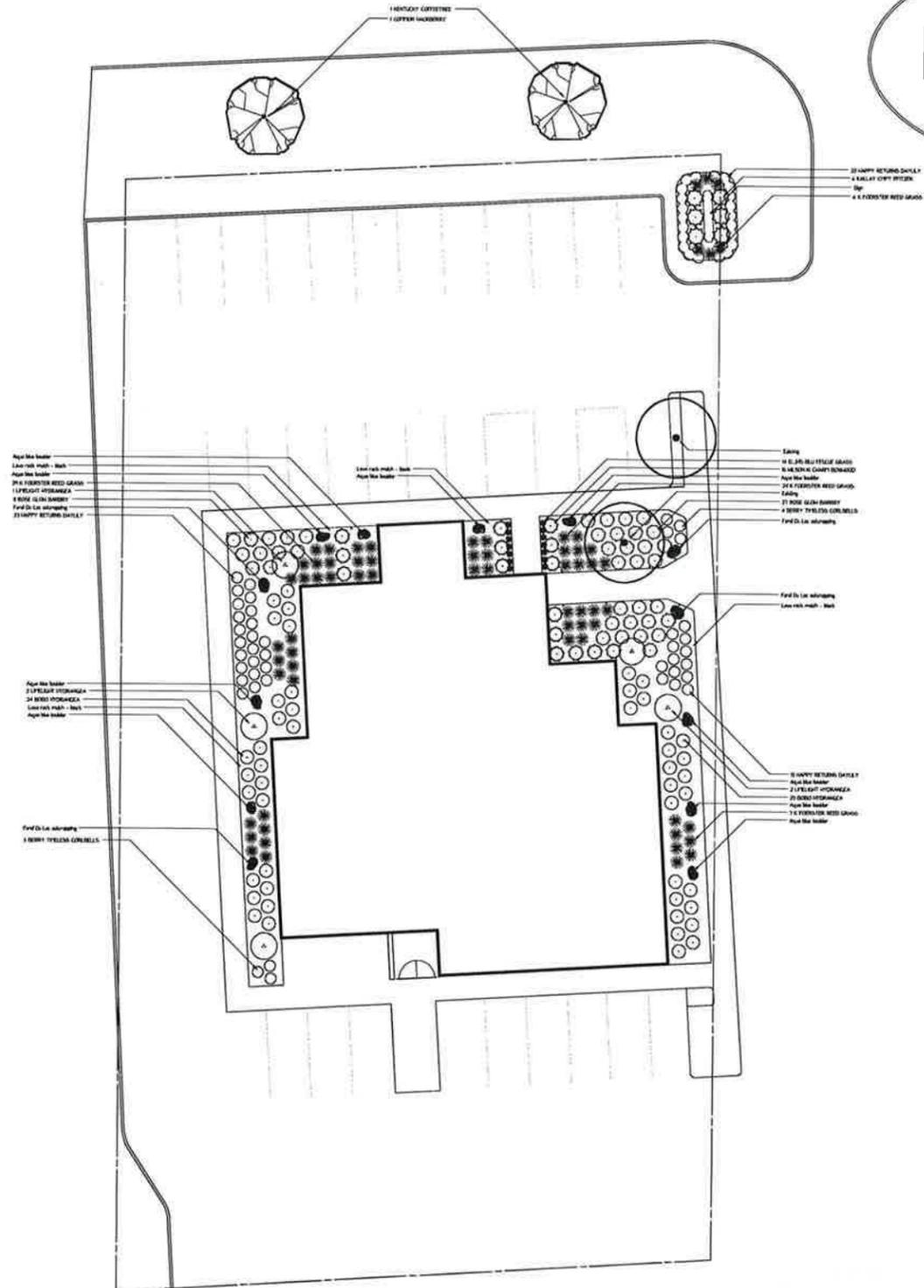
720 E NORTH AVE
 LOT ZONED: B-3
 TOTAL LOT SQ. FOOTAGE: 33585 SQ. FT.
 TOTAL PARKING: 44 SPACES

*NOTE: THE PROPOSED LOCATION OF CANNABIS DISPENSING ORGANIZATION SHOWN IN THIS SITE PLAN, 720 E NORTH AVE. IS NOT IN VIOLATION OF DISTANCE REQUIREMENT SET FORTH IN CAROL STREAM'S REGULATIONS. SEE ITEM 11 OF THIS SUBMITTAL.

FUEGO CANNABIS
 720 E NORTH AVE. CAROL STREAM, IL

Qty	Botanical Name	Common Name	Size/Condition
Trees			
1	<i>Celtis occidentalis</i>	COMMON HACKBERRY	250"
1	<i>Gymnocladia dioica</i>	KENTUCKY COFFEE TREE	250"
5	<i>Hydrangea paniculata</i> 'Limelight'	LIMELIGHT HYDRANGEA	# 10 STD
Shrubs			
36	<i>Berberis thunbergii</i> 'Rose Glow'	ROSE GLOW BARBERRY	# 03
5	<i>Buxus microphylla</i> B. sempervirens 'Wilson N Charm'	WILSON N CHARM BOXWOOD	# 03
47	<i>Hydrangea paniculata</i> 'L.VORON'	BOBO HYDRANGEA	# 05
6	<i>Juniperus chinensis</i> 'Kobold's Compact'	KALLAY CRYPT PFTZER	# 03
Ornamental Grasses			
66	<i>Calamagrostis ovaliflora</i> 'Karl Foerster'	K FOERSTER REED GRASS	# 01
14	<i>Festuca ovina glauca</i> 'Elijah Blue'	ELIJAH BLUE FESCUE GRASS	# 01
Perennials			
58	<i>Hemerocallis</i> x 'Happy Returns'	HAPPY RETURNS DAYLILY	# 01
7	<i>Haxhena villosa</i> 'Caramel'	BERRY TIMELESS CORNBELLS	# 01


Landscape Plan View




NOTES

RECEIVED
APR 18 2023
COMMUNITY DEVELOPMENT
DEPT

No.	Date	Description


GREG FRICK
 LANDSCAPE DESIGN
 Phone: 847-951-9888 | Fax: 888-505-6600
 Email: Greg@Gregfricklandscape.com

Landscape Plan View

Fuego Cannabis
 720 E. North Ave.
 Carol Stream, IL

Exhibit K-1

SCALE: 1/4" = 1'-0"	PROJECT NO.
DRAWN BY: GF	DIST NO.
CHECKED BY:	1 of 1
DATE: 4/2023	
DATE OF PRINT:	



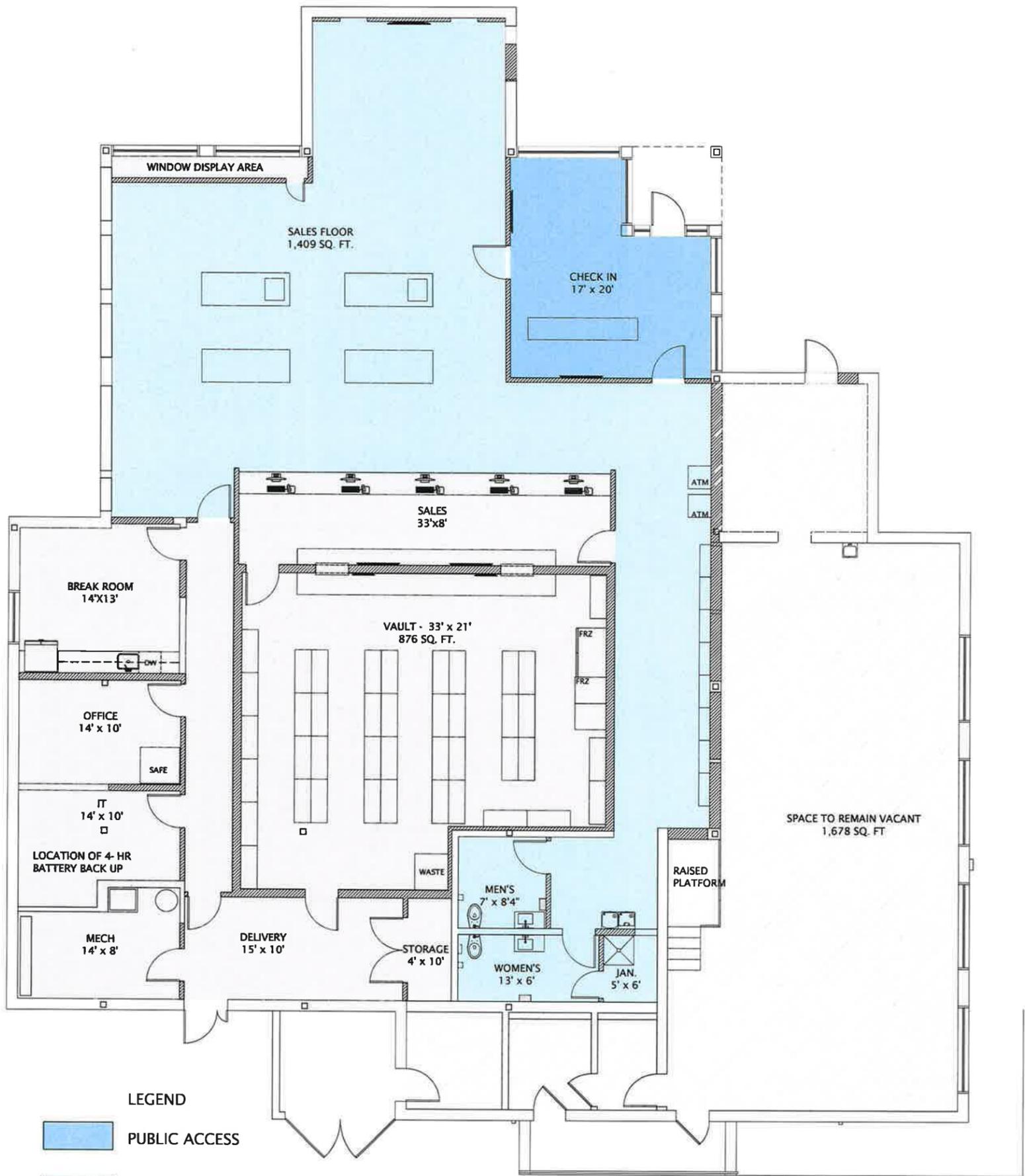
RECEIVED
 APR 18 2023
 COMMUNITY DEVELOPMENT
 DEPT

Exhibit K-2

SPECIAL USE PERMIT ITEM 2: INTERIOR FLOOR PLAN

RECEIVED
 MAR 31 2023
 COMMUNITY DEVELOPMENT
 DEPT

Exhibit L



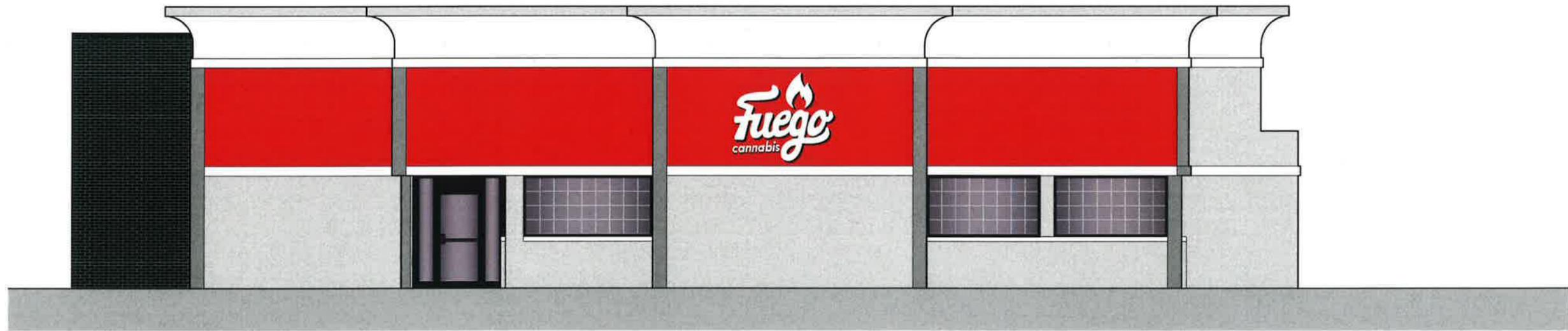
- LEGEND
- PUBLIC ACCESS
 - LIMITED ACCESS
 - RESTRICTED ACCESS
 - UNOCCUPIED AREA



FUEGO CANNABIS
 720 E NORTH AVE. CAROL STREAM, IL

C:\AutoCAD\2023\23113_00_Fuego_720 E North Ave\DWG\REF\ARCH.dwg

SPECIAL USE PERMIT ITEM 9: EXTERIOR APPEARANCE



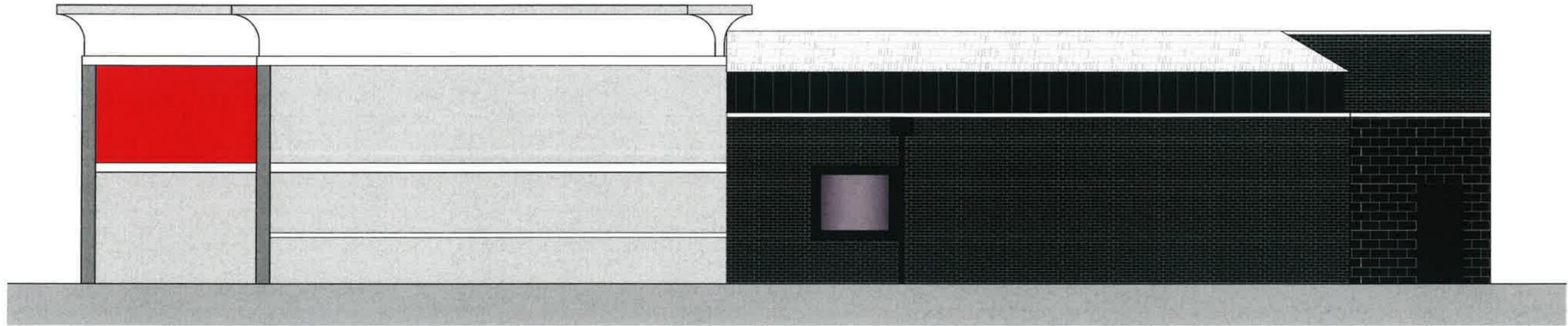
FRONT (NORTH) ELEVATION

Exhibit M-1

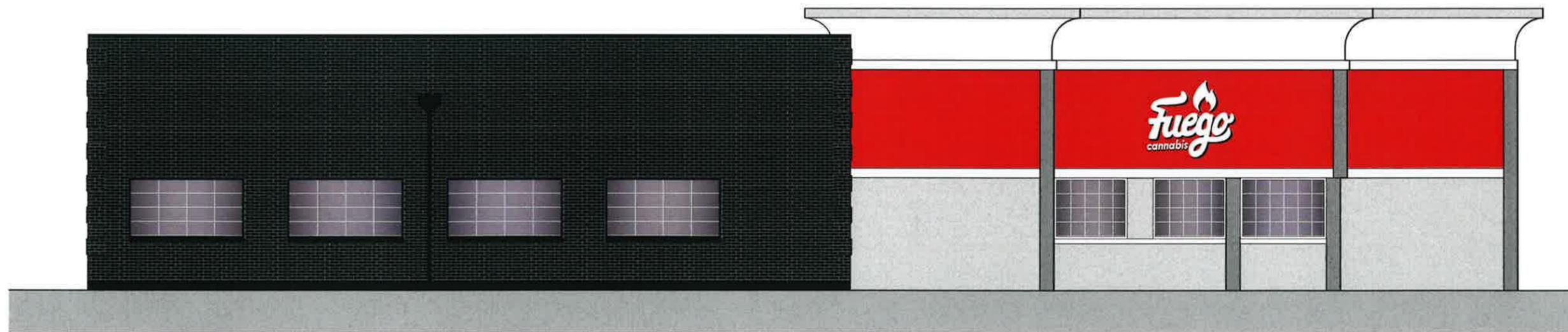
RECEIVED
MAR 31 2023
COMMUNITY DEVELOPMENT
DEPT

720 E NORTH AVE. CAROL STREAM, IL

SPECIAL USE PERMIT ITEM 9: EXTERIOR APPEARANCE



WEST ELEVATION



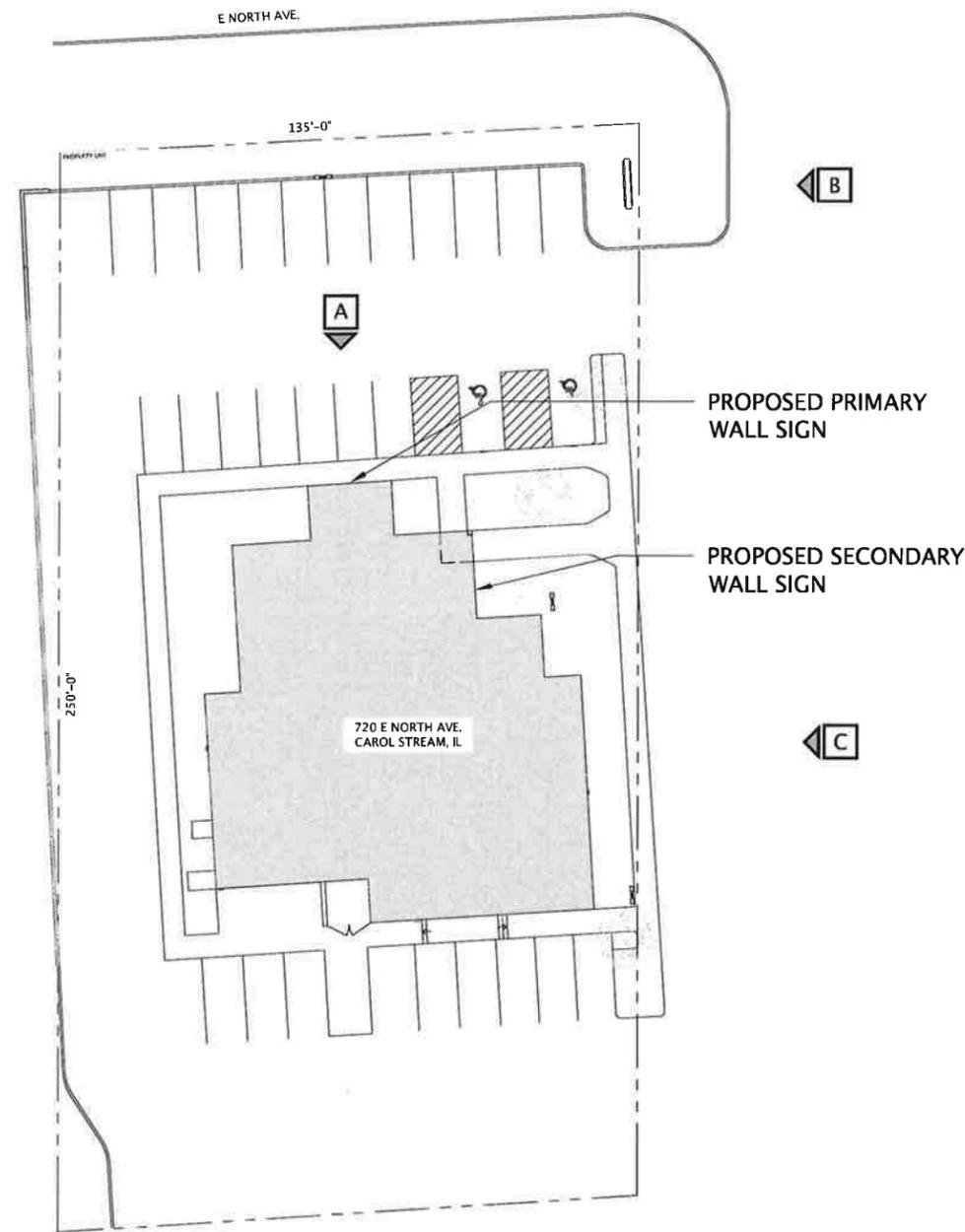
EAST ELEVATION

FUEGO CANNABIS
720 E NORTH AVE. CAROL STREAM, IL

Exhibit M-2

RECEIVED
MAR 31 2023
COMMUNITY DEVELOPMENT
DEPT

SPECIAL USE PERMIT ITEM 7: SIGNAGE



SIGNAGE LOCATION
NOT TO SCALE

SIGNAGE GENERAL NOTES

PER TABLE 16-6-4:

FOR ZONING DISTRICT B3 THE FOLLOWING SIGN TYPES ARE PERMITTED AND SHALL BE AUTHORIZED WITH A PERMIT:

- WALL SIGN(S) - THE MAXIMUM PERMITTED SIGN AREA SHALL NOT EXCEED 10% OF THE TOTAL AREA OF THE WALL FACE ON WHICH THE SIGN IS TO BE LOCATED OR 500 SF WHICHEVER IS LESS.
- A MAX. OF FOUR SECONDARY WALL SIGNS MAY BE AUTHORIZED, MIN. OF 20 FT FROM THE PRIMARY SIGN AND A MAX. OF 50% OF THE SIZE OF THE PRIMARY WALL SIGN.
- MONUMENTS - THE MAXIMUM PERMITTED SIGN AREA SHALL NOT EXCEED 72 SF. AND THE MAXIMUM HEIGHT IS 10 FT. IT APPEARS THAT THE EXISTING MONUMENT SIGN IS CONFORMING.
- AWNING/CANOPY - THE MAXIMUM PERMITTED AREA IS 50% OF THE FACE OF THE AWNINGS OR CANOPY.

PER 16-6-4:

BUILDINGS LOCATED ON OUTLOTS OF SHOPPING CENTERS MAY DISPLAY ONE ADDITIONAL WALL SIGN TOWARDS A MAIN PARKING AREA OF THE DEVELOPMENT AND NOT ORIENTED TOWARDS A STREET.

PROPOSED SIGNAGE:

TOTAL AREA OF FRONT ELEVATION: 1715 SF
ALLOWED AREA OF SIGNAGE = 1715 x 10% = 171.5 SF

PROPOSED FRONT ELEVATION PRIMARY SIGN: 40 SF
PROPOSED EAST ELEVATION SECONDARY SIGN: APPROX. 25 SF

LEGEND

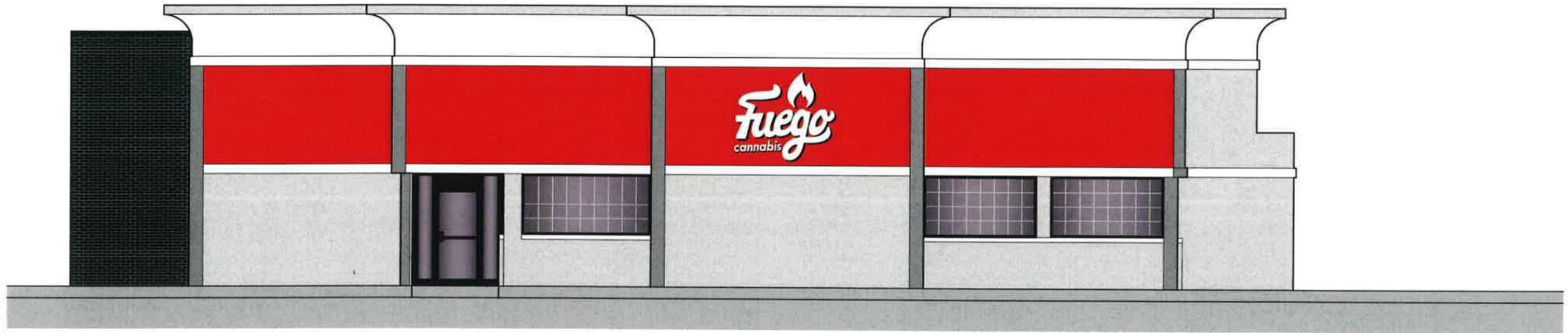
A DENOTES ELEVATION

Exhibit N-1

FUEGO CANNABIS
720 E NORTH AVE. CAROL STREAM, IL

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COMMUNITY DEVELOPMENT
DEPT

SPECIAL USE PERMIT ITEM 7: SIGNAGE

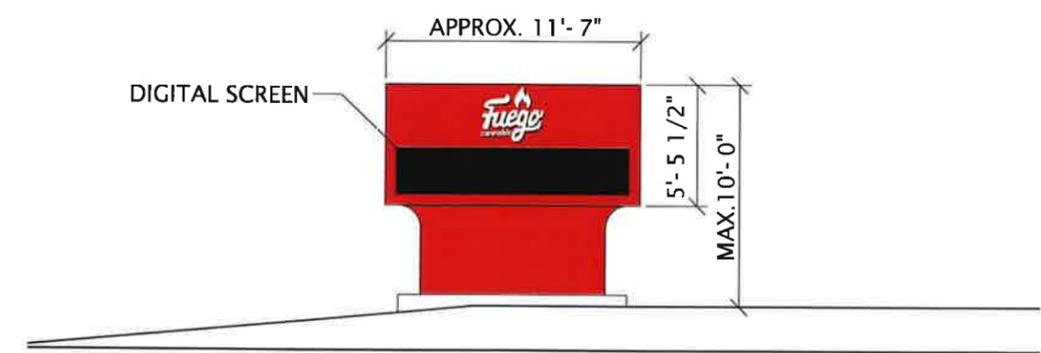


A FRONT ELEVATION FACING NORTH
1/8" = 1'-0"

PRIMARY FRONT ELEVATION WALL SIGN - APPROX. 40 SQ. FT.



B1 EXISTING ENLARGED MONUMENT SIGN
1/2" = 1'-0"



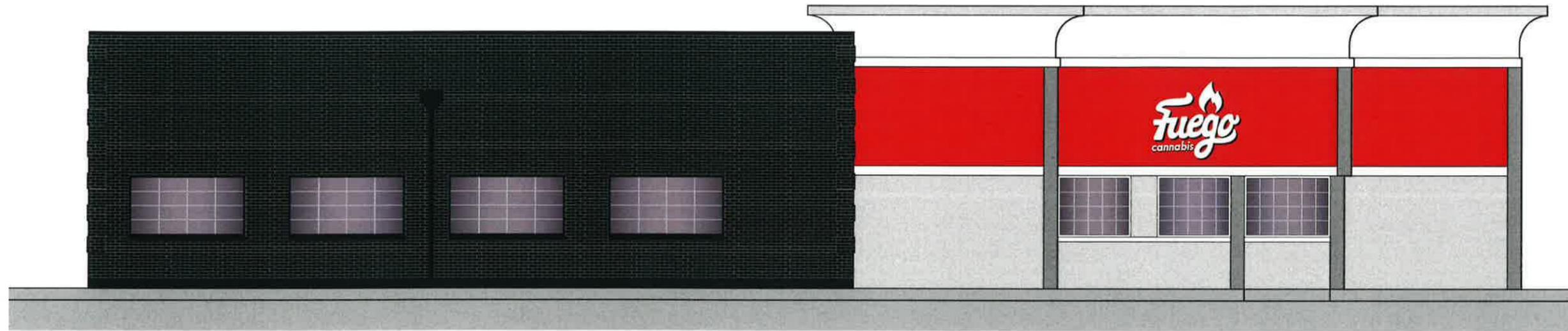
B2 EXISTING MONUMENT SIGN
1/8" = 1'-0"

FUEGO CANNABIS
720 E NORTH AVE. CAROL STREAM, IL

Exhibit N-2

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MAR 31 2023
COMMUNITY DEVELOPMENT
DEPT

SPECIAL USE PERMIT ITEM 7: SIGNAGE



C SIDE ELEVATION FACING EAST
1/8" = 1'-0"

SECONDARY SIDE ELEVATION WALL SIGN - APPROX. 25 SQ. FT.

FUEGO CANNABIS
720 E NORTH AVE. CAROL STREAM, IL

Exhibit N-3

RECEIVED
MAR 31 2023
COMMUNITY DEVELOPMENT
DEPT

Luminaire Schedule				
Symbol	Tag	Qty	Description	Luminaire Lumens
EX	EX	4	FD-8550	14165
F2	F2	6	WP-2740FC	3941
F3	F3	8	WP-4540FC	6431

Calculation Summary					
Label	CalcType	Avg	Max	Min	Max/Min
OVERALL SITE_Planar	Illuminance	3.10	34.9	0.0	N.A.
PARKING	Illuminance	1.99	22.6	0.0	N.A.
PERIMETER	Illuminance	0.68	6.8	0.0	N.A.

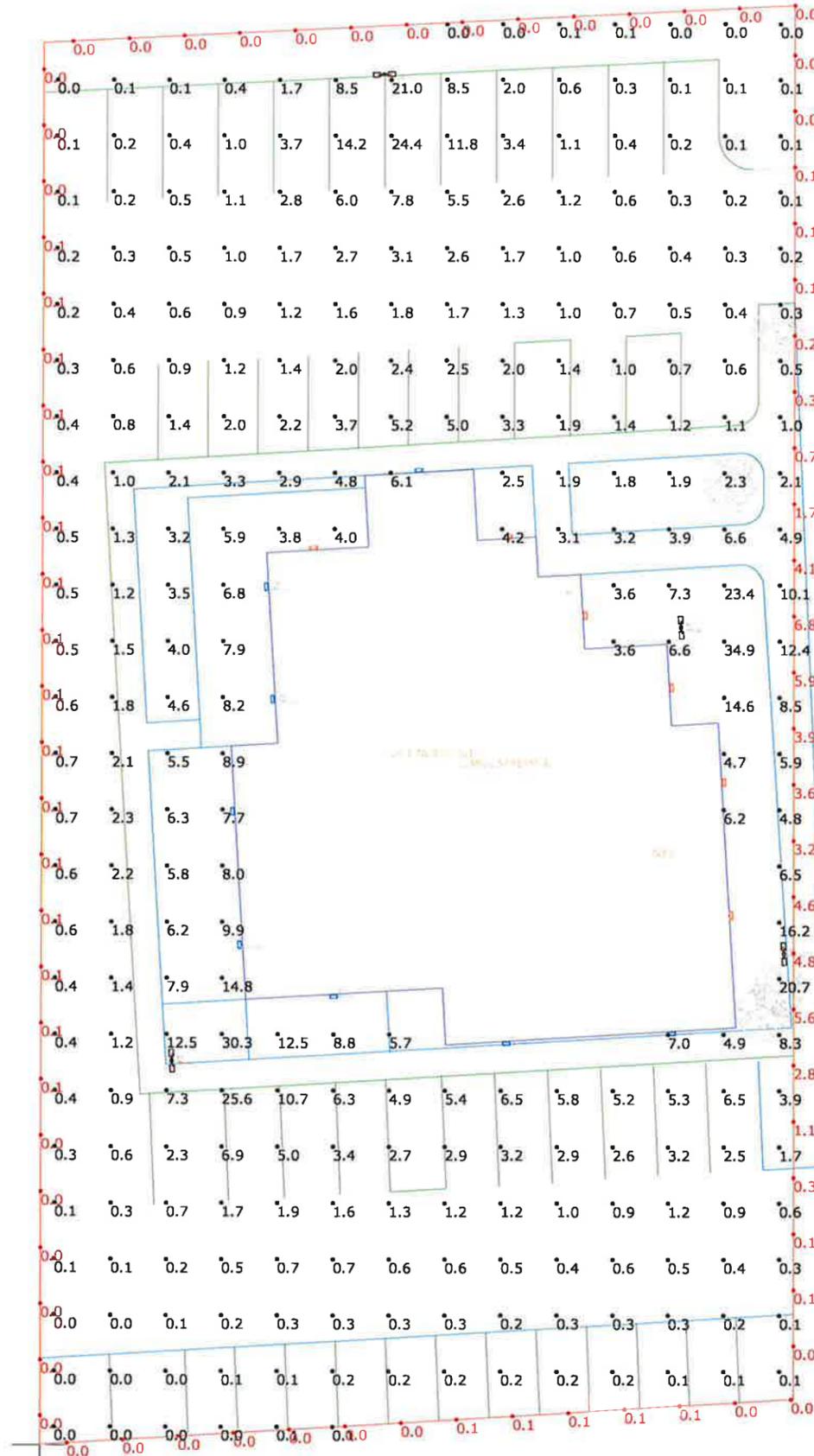


Exhibit O

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 MAR 31 2023
 COMMUNITY DEVELOPMENT
 DEPT



#	Date	Comments

Revisions		

Drawn By:	Checked By:
Date: 3/8/2023	Scale:

NOVA DISPENSARY

SPECIAL USE PERMIT ITEM 11: SITE LOCATION PLAN



NO OTHER DISPENSING ORGANIZATION IS LOCATED WITHIN A 1,500 FOOT RADIUS OF THE PROPOSED LOCATION.

NO PLACE OF WORSHIP, SCHOOL, HOSPITAL, HOME FOR AGED OR INDIGENT PERSONS OR FOR VETERANS, THEIR SPOUSES OR CHILDREN, OR ANY MILITARY OR NAVAL STATION IS LOCATED WITHIN 100 FEET OF PROPOSED LOCATION.

Exhibit P

FUEGO CANNABIS
720 E NORTH AVE. CAROL STREAM, IL

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MAR 31 2023
COMMUNITY DEVELOPMENT
DEPT

Village of Carol Stream Plan Commission/Zoning Board of Appeals

STAFF REPORT

April 24, 2023

TO:
Chairman and Plan
Commissioners

FROM:
Community Development
Department

CASE MANAGER:
Bravo Berisha, Assistant Planner

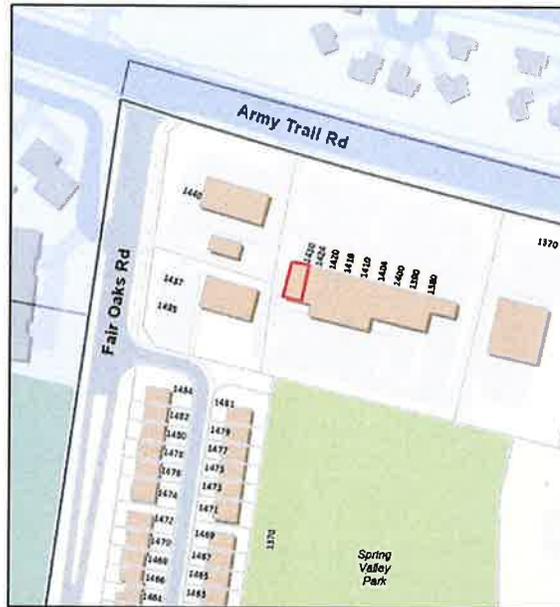
ACTION REQUESTED:
The applicant is requesting
approval of the following:

- A Special Use Permit for a
Massage Establishment, in
accordance with Section 16-
3-11 of the UDO

APPLICANT/ CONTACT:
Mr. James M. Jackson
107 W. Hillside Avenue
Barrington IL, 60010



CASE #: 23-0013
LOCATION: 1430 W. Army Trail
PROJECT NAME: JJ Therapeutic Massage



LOCATION	ZONING DISTRICT	LAND USE	COMPREHENSIVE PLAN DESIGNATION
Subject Property	B-3 General Business District	Commercial (Fair Oaks Plaza)	Corridor Commercial
North	Village of Bartlett	Planned Development District	Residential
South	R-1 Estate Residence and Community Facilities District, R-4 Multiunit Residence District	Residential and Open Space (Spring Valley Park), (Spring Valley Townhomes)	Residential and Open Space
East	B-3 General Business District	Commercial (Carol Stream Lawn & Power)	Corridor Commercial
West	B-3 General Business District	Commercial (Citgo Gas Station, Epic Salon)	Corridor Commercial

The property highlighted above is located on the south side of Army Trail Road and the east side of Fair Oaks Road.

Site Assessment

COMPREHENSIVE PLAN DESIGNATION:

The subject property is designated for commercial uses according to the Village's 2016 Comprehensive Plan. The proposed massage establishment is compatible with this designation.

AERIAL PHOTOGRAPH:



Project Summary

ATTACHMENTS:

Attached for review is the General Application, Special Use Application, Cover Letter from James M. Jackson received March 8, 2023, Public Notice, and Floor Plan (Exhibit A).

BACKGROUND:

The applicant, James M. Jackson, seeks approval of a Special Use Permit for a massage establishment at 1430 W. Army Trail Road in Carol Stream. At the PC/ZBA meeting on September 13, 2021 an amendment to the UDO requiring massage establishments to obtain special use approval was reviewed and subsequently approved by the Village Board on September 20, 2021. In 2018, the Village created a massage establishment licensing program to develop more effective regulations for massage businesses due to recurring issues with illegal activities. The program included the adoption of Section 10-13 (Massage Establishments) of the Code of Ordinances, which created licensing procedures and operational regulations for massage establishments. The Village has previously revoked massage establishment licenses, including the one for Willow Spa, which was located at 1430 W. Army Trail Road, and in order to curb future revocations and encourage legitimate massage establishment owners to operate in town, Village Board approval of a special use permit is now required for any new massage business establishment. It should be noted that the one year time period since the revocation of the Willow Spa license has recently ended.

Staff Analysis

SPECIAL USE PERMIT

As illustrated in the submitted cover letter and floor plan, the proposal consists of the following:

- The applicant proposes to use the same layout as the previous massage establishment. The floor plan includes a waiting area and five massage rooms. No interior remodeling is proposed.
- The applicant detailed in their cover letter that there will be two employees working at the establishment, with one working the front desk and both working as therapists. Additional staff will then be hired based on business needs. The hours of operation will be 10 am to 9 pm, seven days a week.
- The applicant understands and acknowledges all of the conditions present in the Massage Business Establishment regulations (10-13-11).
- Parking requirements for the strip mall that JJ Therapeutic Massage will be located in are as follows:

Business	Area of Use	Code Requirement	Spaces Required
Proposed JJ Therapeutic Massage 1,400 S.F. GFA 1,000 S.F. NFA	Massage Establishment	4 spaces / 1,000 S.F. NFA	4 spaces
Sir Nick's Pizza 1,400 S.F. GFA	Sit-Down Restaurant	4 spaces / 250 S.F. NFA	16 spaces

1,000 S.F. NFA			
Retail and Office Uses 7,000 S.F. GFA 5,000 S.F. NFA	Retail and Service	4 spaces / 1,000 S.F. NFA	20 spaces
Parking Spaces Required:			40 spaces
Parking Spaces Provided:			128 spaces
Parking Surplus:			88 spaces

There are currently 128 on-site parking spaces, and parking requirements were calculated for the restaurant, retail, and service uses using net floor area and removing spaces occupied by bathrooms, storage, hallway, equipment, and vestibule areas. There will be a surplus of 88 parking spaces with the inclusion of the parking requirements for the proposed massage establishment. Staff has visited the property on several occasions and has never observed a parking issue. Staff believes that the property can accommodate the parking demand for JJ Therapeutic Massage.

For the Plan Commission’s information, Community Development and Police have established a program through which all massage business establishments are inspected several times per year. These inspections are intended to ensure that such establishments are operating in accordance with all massage business establishment requirements. Establishment operators are provided written notification of any violations and re-inspections are performed. Establishments with unresolved violations are subject to ticketing and ultimately face revocation of their massage business establishment license if violations persist.

Staff has reviewed the applicant’s cover letter and preliminary floor plan, and supports the proposed use.

SPECIAL USE FINDINGS OF FACT

The Plan Commission’s recommendation regarding the requested Special Use request must be based on the evaluation criteria set forth in the UDO. As stated in §16-8-4 (L) of the UDO, no Special Use shall be recommended by the Plan Commission nor approved by the Village Board unless the Special Use:

1. Is deemed necessary for the public convenience at the location.

The proposed massage establishment will provide a therapeutic service to members of the community.

2. Will not be unreasonably detrimental to or endanger the public health, safety, morals, comfort or general welfare.

The applicant has affirmed that the massage establishment will be managed and maintained in an orderly fashion, and should not be detrimental or endanger the public health, safety, morals, comfort or general welfare of the community.

3. Will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.

The massage establishment should operate in an orderly fashion, and not have negative effects on surrounding businesses and properties from a parking, sanitation, or operations perspective.

4. Will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

Surrounding properties are already developed. As such, there should be no impact on the normal and orderly development and improvement of surrounding properties.

5. Will provide adequate utilities, access roads, drainage and other important and necessary community facilities.

Adequate utilities, access roads, drainage and other public improvements are in place.

6. Will conform to the applicable regulations of the district in which it is located, except as the Village Board may in each instance modify such regulations.

The business is expected to conform to all applicable codes and requirements.

Recommendation

Staff has reviewed the applicant's submittal and supports the Special Use request, therefore, staff recommends approval of a Special Use Permit for a Massage Establishment for JJ Therapeutic Massage, at 1430 W. Army Trail Road, subject to the following conditions:

1. Prices for all services shall be prominently posted in the reception area in a location available to all prospective customers on a placard of at least eight inches by ten inches;
2. All employees, including massage therapists, shall wear nontransparent outer garments.
3. The sexual or genital areas of patrons must be covered with nontransparent towels, cloths, or undergarments when in the presence of an employee or massage therapist.
4. No massage therapist, employee, or licensee shall perform, offer, or agree to perform any act, which shall require the touching of a patron's sexual or genital area.

5. Any reception or waiting area shall be open to the public and visible from outside of the immediate entrance of the establishment, e.g., storefront windows and any entrance door shall be transparent and unobstructed. Any exterior windows or doors with a view to the waiting area or reception area must be free of any posting or material that would obstruct the view of the waiting area or reception area from the outside of the establishment. The massage establishment shall not be equipped with tinted or one-way glass in any room or office. No doors to corridors or individual massage rooms shall be equipped with a lock or shall be obstructed.
6. Should the massage establishment be granted a license under the provisions of the Carol Stream Code of Ordinances it shall not place, publish or distribute or cause to be placed, published or distributed any advertisement, picture, or statement which is known or through the exercise of reasonable care should be known to be false, deceptive or misleading in order to induce any person to purchase or utilize any professional massage services.
7. Should the massage establishment be granted a license under the provisions of the Carol Stream Code of Ordinances it shall not depict, place, publish, distribute, or cause to be depicted, placed, published, or distributed any advertising matter that suggests to prospective patrons that any services are available other than those services permitted by the Carol Stream Code of Ordinances, or which would suggest that employees or massage therapists are dressed in any manner other than that permitted by the Carol Stream Code of Ordinances.
8. No advertising will suggest or describe the physical characteristics of employees or massage therapists.
9. No person shall be denied a massage or access to the massage establishment because of gender.
10. The massage establishment or employee of the massage establishment may not display or offer to others any novelties, instruments, devices, or paraphernalia that are designed primarily for use in connection with specified sexual activities or that give the appearance of or simulate any of the specified anatomical areas;
11. An owner or manager of the massage establishment must be present during all operating hours; and
12. That the site and business must be maintained and operated in accordance with all State, County and Village codes and regulations.



Do Not Write in This Space
 Date Submitted: 3-8-23
 Fee Submitted: \$800.00
 File Number: 23-0013
 Meeting Date: 4/24/23
 Public Hearing Required: Y

Village of Carol Stream

500 N. Gary Avenue ▪ Carol Stream, IL 60188
 PHONE 630.871.6230 ▪ FAX 630.665.1064

www.carolstream.org

FORM A

**GENERAL APPLICATION
 PUBLIC HEARINGS AND DEVELOPMENT APPROVAL REQUESTS**

1. Name of Applicant JAMES M JACKSON Phone 847-707-
107 W Hillside Avenue, Barrington, IL 60010 Fax 7540
 E-Mail Address MARKHAMENTERPRISESINC@GMAIL.COM
 (required)
 Name of Attorney N/A Phone _____
 (if represented)
 Address _____ Fax _____
 Name of Owner SAME Phone _____
 (required if other than applicant)
 Address _____ Fax _____
 Name of Architect N/A Phone _____
 (if applicable)
 Address _____ Fax _____

2. *Common Address/Location of Property 1430 W ARMY TRAIL ROAD

3. Requested Action: (check all that apply)
- | | |
|------------------------------------------------------------|---------------------------------------------------------------------------|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Subdivision – Minor/Major |
| <input type="checkbox"/> Courtesy Review | <input type="checkbox"/> Temporary Waiver/Code of Ordinances |
| <input type="checkbox"/> Development Staff Review | <input type="checkbox"/> Variation – Zoning (requires Form B-1) |
| <input type="checkbox"/> Gary/North Avenue Corridor Review | <input type="checkbox"/> Variation – Sign (requires Form B-2) |
| <input type="checkbox"/> Planned Development – Final | <input checked="" type="checkbox"/> Variation – Fence (requires Form B-3) |
| <input type="checkbox"/> Planned Development – Preliminary | <input checked="" type="checkbox"/> Special Use Permit (requires Form C) |
| <input type="checkbox"/> Shared Parking Facility | <input type="checkbox"/> Map Amendment (requires Form D-1) |
| <input type="checkbox"/> Site Plan Review | <input type="checkbox"/> Text Amendment (requires Form D2) |
| | <input type="checkbox"/> Staff Adjustment (requires Form E) |

Describe requested action OPEN BUSINESS IN FORMER BUSINESS LOCATION

4. Fee Schedule: (Check all that apply)

Total Application Fee: \$ 800

Annexation approvals:		
New development		\$2,000
Other		\$800
Annexation Agreement Amendment		\$800
Appearance fee for approvals required by the UDO but not listed herein		\$500
Courtesy Review		\$240
Development Staff Review		\$640
Easement Encroachment		\$300
Gary/North Avenue Corridor Review:		
New or replacement monument sign		\$500
One discipline (site design, architecture or landscaping)		\$500
Two disciplines		\$1,000
Three disciplines		\$1,500
New development		\$1,500
Outdoor Dining Permit		\$120
Planned Development:		
Existing Planned Development, minor change		\$500
Existing Planned Development, major change		\$1,000
New Planned Development		\$1,500
Rezoning (Zoning Map Amendment)		\$640
Shared Parking Facility Permit		\$500
Site Plan Review		\$640
Special Use:		
<input checked="" type="checkbox"/> First		\$800
Each additional		\$200
Special Use Amendment		\$800
Staff Adjustment		\$240
Subdivision:		
Major		\$700
Minor		\$400
Temporary Building, Structure or Use		\$120
Temporary Waiver to the Code of Ordinances		\$120
Text Amendment:		
Building Codes		\$240
Unified Development Ordinance		\$640
Variation:		
First		\$640
Each additional		\$200
Zoning verification letter		\$80

5. Applicant Certification

*I authorize the Village of Carol Stream to install a temporary sign or signs on the property having the common address indicated in Item 2 on this form, for notifying the public of the upcoming public hearing, once the hearing has been scheduled.

I have reviewed a copy of the informational handout(s) for the zoning process(es) for which I am making an application. I am familiar with the code requirements that relate to this application and I certify that this submittal is in conformance with such code(s).

I understand that incomplete or substandard submittals may increase the staff review time and delay scheduling of the public hearing. I also understand that, per § 6-13-6 of the Municipal Code, the Village's costs of legal reviews, structural engineering review, and other special reviews determined to be necessary by the Community Development Director, performed by means of consultant services, shall be paid at the billed rate to the Village by the applicant.

JAMES M JACKSON

Print Name
James M Jackson

Signature
02/01/2023

Date

Revised 11/22



FORM C

Village of Carol Stream

500 N. Gary Avenue • Carol Stream, IL 60188
630.871.6230 • FAX 630.665.1064

e-mail: communitydevelopment@carolstream.org ■ website: www.carolstream.org

SPECIAL USE APPLICATION

Uses designated under the various zoning districts herein as special uses are so classified because they may have site-specific impacts that require the discretionary review of the Plan Commission and Village Board. Each special use request must be reviewed based on its unique character, with consideration being given to the proposals impact upon neighboring properties. (Please address each of the following standards as it relates to your request.)

No special use shall be recommended by the Plan Commission nor approved by the Village Board, unless the special use:

1. Is deemed necessary for public convenience at the location.

OUR BUSINESS MODEL IS TO HELP PEOPLE RELAX AND HEAL AS WELL AS RECOVER FROM MUSCLE STRAINS

2. Will not be unreasonably detrimental to or endanger the public health, safety, morals, comfort or general welfare.

BUSINESS IS LEGITIMATE WITH PURPOSE OF HEALING

3. Will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.

THE BUSINESS WILL BRING CLIENTS TO THE CENTER, POSSIBLY WILLING TO SPEND MONEY IN OTHER BUSINESSES.

4. Will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

THE BUSINESS WILL ADD VALUE

5. Will provide adequate utilities, access roads, drainage and other important and necessary community facilities.

N/A

6. Will conform to the applicable regulations of the district in which it is located, except as such regulations may in each instance be modified by the Village Board.

WE BELIEVE IN RULES & REGULATIONS IN
ORDER TO GOVERN & GROW AS A WHOLE.

7. Other pertinent information or reason for request.

FURTHER OUR BUSINESSES AND EXPAND IN
ORDER TO KEEP GROWING.

**The Healing Ginseng, LLC dba JJ Therapeutic Massage
BUSINESS PLAN**

Prepared by:

James M Jackson

1430 W Army Trail Rd
Carol Stream, Illinois 60188
773-718-0100
markhamentprisesinc@gmail.com

I. EXECUTIVE SUMMARY

The Healing Ginseng, LLC dba JJ Therapeutic Massage (referred to from hereon in as the "Company") is intended to be established as a Limited Liability Company at 1430 W Army Trail Rd, Carol Stream, Illinois 60188 with the expectation of rapid expansion in the therapeutic massage to heal industry.

Business Description

The Company shall be formed as Limited Liability Company under Illinois state laws and headed by James M Jackson.

Multiple retail service locations as well as a degree in business management.

The Company will employ 1 full-time employees and 1 part-time employees.

Business Mission

To serve and help heal people and to be an asset to the community.

New Service

The Company is prepared to introduce the following service to the market:

Therapeutic Massage: Therapeutic massage to help heal injured muscles and the use of a massage gun to pin point problem areas to bring fresh blood cells to the injured muscle.

II. BUSINESS SUMMARY

Industry Overview

In the United States, the therapeutic massage to heal industry presently makes 1,500 dollars in sales.

Research shows that consumers in this industry primarily focus on the following factors when making purchasing decisions:

Business Goals and Objectives

Short Term:

Average cost per service will be \$70. We project 6 customers per day which will be \$1960 per week, \$7840 per month with a goal of \$140,000 gross sales per year.

Long Term:

Increase gross sales at 6% per year for years 2 thru 5.

Legal Issues

The Company affirms that its promoters have acquired all legally required trademarks and patents.

III. MARKETING SUMMARY

Target Markets

The Company's major target markets are as follows:

We feel our target market will be males from the age of 40 to 60 with a history of previous massage work. We also feel males with injuries and recovery therapeutic massage.

The estimated number of potential clients within the Company's geographic scope is 39,333.

Pricing Strategy

The Company has completed a thorough analysis of its competitors' pricing. Keeping in mind our competition's pricing and the costs of customer acquisition, we have decided on the following pricing strategy:

Our pricing strategy will be as follows:

30 minutes massage \$40

30 minute deep tissue \$50

30 minute sports / pinpoint massage \$55

60 minute massage \$70

60 minute deep tissue \$80

60 minute sports / pinpoint massage \$90

Promotional Strategy

The Company will promote sales using the following methods:

Marketing will consist of online advertising, word of mouth and Google on line with ad words.

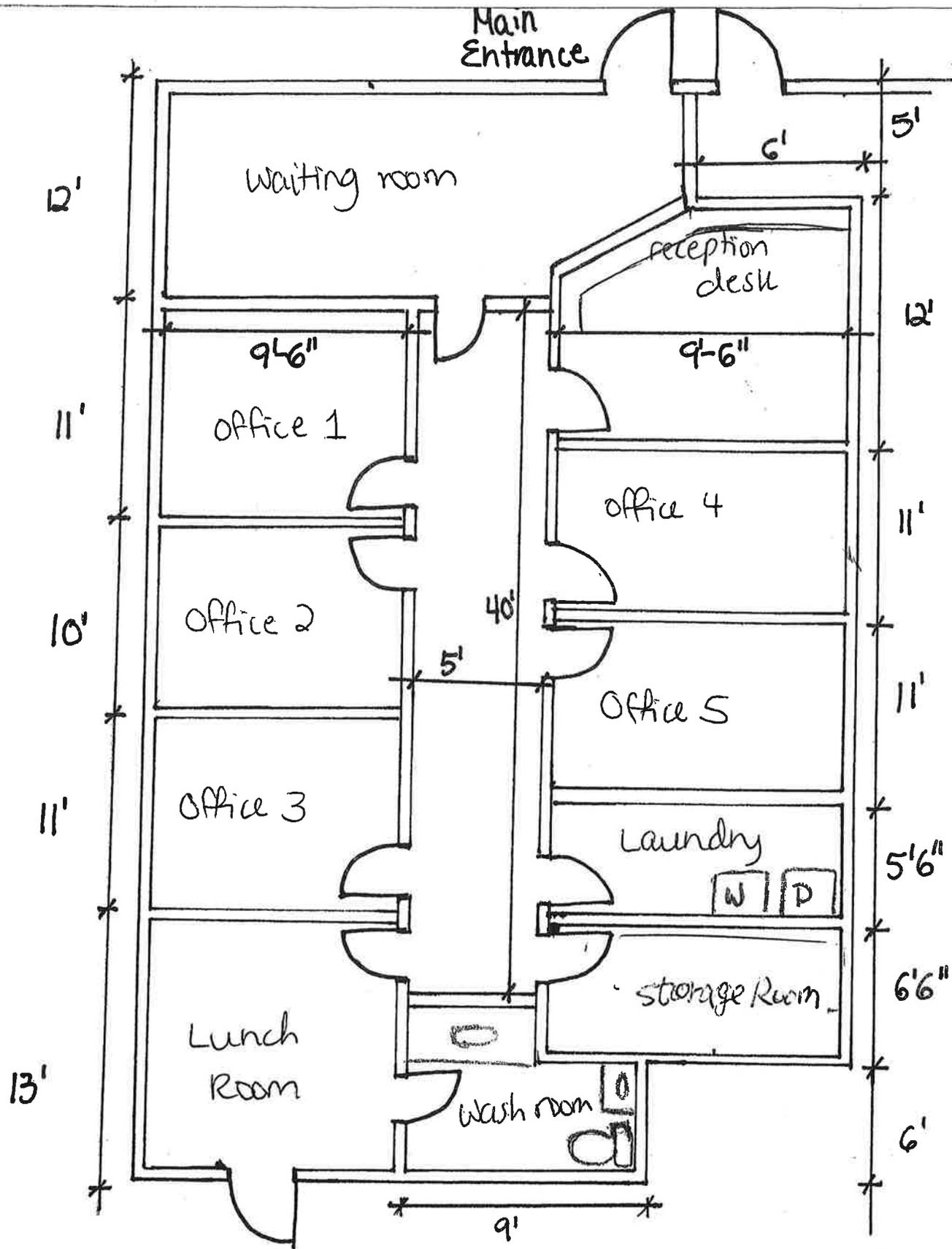
Services

First-rate service is intended to be the focus of the Company and a cornerstone of the brand's success. All clients will receive conscientious, one-on-one, timely service in all capacities, be they transactions, conflicts or complaints. This is expected to create a loyal brand following and return business.

IV. FINANCIAL PLAN

12-Month Profit and Loss Projection

Monthly expense for salaries and overhead (projected):	\$5,200.00
Revenue and sales for first year of business (projected):	\$140,000.00
Gross profit for first year of business (projected):	\$70,000.00



Fair Oaks Plaza
Floor Plan

EXHIBIT A

Note: NOT TO SCALE

Certificate of the Publisher

Examiner Publications, Inc. certifies that it is the publisher of The Examiner of Carol Stream. The Examiner of Carol Stream is a secular newspaper, has been continuously published weekly for more than fifty (50) weeks prior to the first publication of the attached notice, is published in the Village of Carol Stream, township of Bloomingdale, County of DuPage, State of Illinois, is of general circulation throughout that county and surrounding area, and is a newspaper as defined by 715 ILCS 5/5.

A notice, a true copy of which is attached, was published 1 times in The Examiner of Carol Stream, namely one time per week for 1 successive weeks. The first publication of the notice was made in the newspaper, dated and published on April 5, 2023 and the last publication of the notice was made in the newspaper dated and published on April 5, 2023. This notice was also placed on a statewide public notice website as required by 5 ILCS 5/2.1.

In witness, Examiner Publications, Inc. has signed this certificate by Randall Petrik, its publisher, at The Village of Carol Stream, Illinois, on April 5, 2023.

Examiner Publications, Inc.

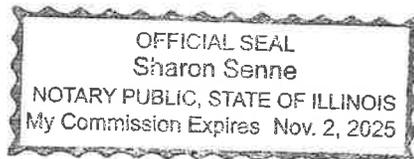
By: Publisher



Randall E. Petrik, Publisher, Examiner Publications, Inc.

Subscribed and sworn to before me this 5 day of April, A.D. 2023.

Notary Public



LEGAL NOTICE PUBLIC NOTICE FILE #23-0013

Notice is hereby given that the Carol Stream Plan Commission/Zoning Board of Appeals will hold a Public Hearing at the Carol Stream Gregory J. Bielawski Municipal Center, 500 N. Gary Avenue, Carol Stream, Illinois, on Monday, April 24, 2023 at 6:00 p.m. to consider an application from JJ Therapeutic Massage for the following actions:

A Special Use Permit for a Massage Establishment, in accordance with Section 16-3-11 (E) of the Carol Stream Unified Development Ordinance

For the property located at 1430 W. Army Trail Road (PIN 01-23-203-008).

The hearing will be held in-person and via a web conference meeting. The web conference will allow the public to view the meeting online or listen to the meeting.

Join from a PC, Mac, iPad, iPhone or Android device by using the following URL:
https://us02web.zoom.us/join?pwd=WN_FsFsXPxbQlK0bR7zB8TEA

Or join by phone: Dial (for higher quality, dial a number based on your current location):

+1 312 626 6799 or +1 301 715 8592 or
+1 646 558 8656

Webinar ID: 879 8709 7522

International numbers available:
<https://zoom.us/j/adsnXEZQfK>

Those members of the public wishing to be heard with respect to this matter must attend in-person, or complete the public comment form at <http://carolstre.am/pc> by 4:00 p.m. the day of the public hearing. The public may also provide written comments prior to the public hearing by submitting them to Bravo Berisha, Assistant Planner, 500 N. Gary Ave., Carol Stream, IL 60188, or may provide email comments by sending them to bberisha@carolstream.org. Comments must be provided by 4:00 p.m. the day of the public hearing. The application is available for public inspection on the Village's website at www.carolstream.org, and under the "Development Projects" button. Individuals with disabilities who plan to attend the hearing and who require certain accommodations in order to allow them to observe and participate, or who have questions regarding the accessibility of the meeting, are requested to contact the ADA Coordinator at 630- 871-6250.

As published in *The Examiner* April 5, 2023 0405

Village of Carol Stream Plan Commission/Zoning Board of Appeals

STAFF REPORT

April 24, 2023

TO:
Chairperson and Plan Commissioners

FROM:
Community Development
Department

CASE MANAGER:
Tom Farace, Planning & Economic
Development Manager

ACTION REQUESTED:
The applicant is requesting approval
of the following:

- An Amendment to a Special Use Permit for a Governmental Use, in accordance with Section 16-3-11 of the UDO

APPLICANT/ CONTACT:
Mr. Ronald Roehn
Superintendent of
Operations
Village of Carol Stream –
Public Works Department
124 Gerzevske Lane
Carol Stream, IL 60188



CASE #: 23-0015

LOCATION: 124 Gerzevske Lane

PROJECT NAME: Village of Carol Stream Public Works Center



LOCATION	ZONING DISTRICT	LAND USE	COMPREHENSIVE PLAN DESIGNATION
Subject Property	I Industrial District	Industrial (Public Works Facility)	Industrial
North	I Industrial District	Industrial (Accurate Office Supply)	Industrial
South	I Industrial District	Industrial (R.S. Hughes)	Industrial
East	I Industrial District	Industrial (Multi-tenant building)	Industrial
West	I Industrial District	Industrial (Frain Industries).	Industrial

The property highlighted above is located on the west side of Gerzevske Lane.

Site Assessment

COMPREHENSIVE PLAN DESIGNATION:

The subject property is designated for industrial uses according to the Village's 2016 Comprehensive Plan. The screened outdoor storage expansion fits within this designation.

AERIAL PHOTOGRAPH:



Project Summary

ATTACHMENTS:

Attached for review is the General Application, Special Use Application, Cover Letter from Public Works March 15, 2023, Public Notice, Existing Conditions and Removal Plans (Exhibits A-1 and A-2), and Geometric Plans (Exhibits B-1 and B-2).

BACKGROUND:

The Village of Carol Stream's Public Works Department requests approval of an Amendment to a Special Use Permit for a Governmental Use at the Public Works Center (PWC) at 124 Gerzevske

Lane. Multiple zoning approvals have been granted for the property over the years, including approvals for outdoor storage and construction of a salt dome in 1995, construction of a 1,400 square-foot building addition in 1997, and installation of an aboveground fuel storage tank in 2008. The current proposal includes the reconfiguration and expansion of outdoor storage areas on the property, among other improvements.

Staff Analysis

SPECIAL USE AMENDMENT

The following improvements are proposed on the PWC:

- The existing Police impound lot will be relocated from the PWC to the Water Reclamation Center on Kuhn Road (to be reviewed under Case No. 23-0016). The relocation creates space to expand and better organize outdoor storage on the property.
- New material storage bins will be constructed, and the roof of the existing clean material storage bin will be replaced and said bin will be re-purposed for storage of snowplows.
- Two storage containers are proposed near the northwest corner of the property, and will be used to store seasonal items such as mowers, bagged salt, and sandbags.
- Pavement modifications are proposed, including resurfacing of paved areas and reconstruction of gravel drive aisle shoulders with paved material.
- Additional fencing is proposed along the west side of the property, and will be chain link at an eight-foot height to match other fencing on the property.
- The existing security gate at the entrance to the rear of the property will be replaced with a new electric gate.

The proposed modifications to the property will improve operations for Public Works, and include screening mechanisms and pavement improvements that will overall enhance the property within our Industrial District. As such, staff supports the requested amendment.

SPECIAL USE FINDINGS OF FACT

The Plan Commission's recommendation regarding the requested Special Use Permits must be based on the evaluation criteria set forth in the UDO. As stated in §16-15-8(E) of the UDO, no Special Use shall be recommended by the Plan Commission nor approved by the Village Board unless the Special Use:

1. Is deemed necessary for the public convenience at the location.

The proposed modifications will provide a better storage configuration at the PWC.

2. Will not be unreasonably detrimental to or endanger the public health, safety, morals, comfort or general welfare.

Overall, the proposed modifications have been designed to allow for safe flow in, out and around the PWC, and should not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.

3. Will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.

The proposed modifications will not have negative impacts on surrounding properties, as they have been designed to be screened from view and constructed on hard surfaces.

4. Will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

Staff does not believe the proposed modifications should have an impact on the normal and orderly development and improvement of surrounding properties.

5. Will provide adequate utilities, access roads, drainage and other important and necessary community facilities.

Adequate utilities, access roads, drainage and other public improvements are either in place or will be designed and constructed in accordance with State and Village regulations.

6. Will conform to the applicable regulations of the district in which it is located, except as the Village Board may in each instance modify such regulations.

The project is expected to conform to all applicable codes and requirements.

RECOMMENDATION

Staff has reviewed the proposed requests, and supports the project. Therefore, staff recommends approval of an Amendment of a Special Use Permit for a Governmental Use for the Village of Carol Stream Public Works Center at 124 Gerzevske Lane, Case No. 23-0015, subject to the following conditions:

1. That all improvements, including but limited to the storage bins, pavement work, and fencing, must be built, installed, and maintained in accordance with the attached plans and exhibits; and
2. That the site must be maintained and the business must be operated in accordance with all State, County and Village codes and regulations.



Do Not Write in This Space
 Date Submitted: 3/21/23
 Fee Submitted:
 File Number: 23-0016
 Meeting Date: 4/24/23
 Public Hearing Required: Y

Village of Carol Stream

500 N. Gary Avenue ▪ Carol Stream, IL 60188

PHONE 630.871.6230 ▪ FAX 630.665.1064

www.carolstream.org

FORM A

**GENERAL APPLICATION
 PUBLIC HEARINGS AND DEVELOPMENT APPROVAL REQUESTS**

1. Name of Applicant Village of Carol Stream - Public Works Phone 630-871-6264
 Address 124 Gerzevske Lane Fax 630-462-3650
 E-Mail Address rroehn@carolstream.org
 (required)
 Name of Attorney N/A Phone _____
 (if represented)
 Address _____ Fax _____
 Name of Owner Village of Carol Stream Phone _____
 (required if other than applicant)
 Address _____ Fax _____
 Name of Architect Kluber Architects & Engineers Phone 847-404-4308
 (if applicable)
 Address 41 W. Benton Street Aurora, Il. 60506 Fax _____

2. *Common Address/Location of Property 245 Kuhn Road WRC- Adjacent Property

3. Requested Action: (check all that apply)
- | | |
|------------------------------------------------------------|---------------------------------------------------------------------------|
| <input type="checkbox"/> Annexion | <input type="checkbox"/> Subdivision – Minor/Major |
| <input type="checkbox"/> Courtesy Review | <input type="checkbox"/> Temporary Waiver/Code of Ordinances |
| <input type="checkbox"/> Development Staff Review | <input type="checkbox"/> Variation – Zoning (requires Form B-1) |
| <input type="checkbox"/> Gary/North Avenue Corridor Review | <input type="checkbox"/> Variation – Sign (requires Form B-2) |
| <input type="checkbox"/> Planned Development – Final | <input checked="" type="checkbox"/> Variation – Fence (requires Form B-3) |
| <input type="checkbox"/> Planned Development – Preliminary | <input checked="" type="checkbox"/> Special Use Permit (requires Form C) |
| <input type="checkbox"/> Shared Parking Facility | <input type="checkbox"/> Map Amendment (requires Form D-1) |
| <input type="checkbox"/> Site Plan Review | <input type="checkbox"/> Text Amendment (requires Form D2) |
| | <input type="checkbox"/> Staff Adjustment (requires Form E) |

Describe requested action Special use permit requested due to permanent storage containers being purchased for long term evidence storage for the Carol Stream Police. A fence variance requested for a 10 foot fence with barbed wire around the police impound lot.

4. Fee Schedule: (Check all that apply)

Total Application Fee: \$

Annexation approvals:	
New development	\$2,000
Other	\$800
Annexation Agreement Amendment	\$800
Appearance fee for approvals required by the UDO but not listed herein	\$500
Courtesy Review	\$240
Development Staff Review	\$640
Easement Encroachment	\$300
Gary/North Avenue Corridor Review:	
New or replacement monument sign	\$500
One discipline (site design, architecture or landscaping)	\$500
Two disciplines	\$1,000
Three disciplines	\$1,500
New development	\$1,500
Outdoor Dining Permit	\$120
Planned Development:	
Existing Planned Development, minor change	\$500
Existing Planned Development, major change	\$1,000
New Planned Development	\$1,500
Rezoning (Zoning Map Amendment)	\$640
Shared Parking Facility Permit	\$500
Site Plan Review	\$640
Special Use:	
First	\$800
Each additional	\$200
Special Use Amendment	\$800
Staff Adjustment	\$240
Subdivision:	
Major	\$700
Minor	\$400
Temporary Building, Structure or Use	\$120
Temporary Waiver to the Code of Ordinances	\$120
Text Amendment:	
Building Codes	\$240
Unified Development Ordinance	\$640
Variation:	
First	\$640
Each additional	\$200
Zoning verification letter	\$80

5. Applicant Certification

*I authorize the Village of Carol Stream to install a temporary sign or signs on the property having the common address indicated in Item 2 on this form, for notifying the public of the upcoming public hearing, once the hearing has been scheduled.

I have reviewed a copy of the informational handout(s) for the zoning process(es) for which I am making an application. I am familiar with the code requirements that relate to this application and I certify that this submittal is in conformance with such code(s).

I understand that incomplete or substandard submittals may increase the staff review time and delay scheduling of the public hearing. I also understand that, per § 6-13-6 of the Municipal Code, the Village's costs of legal reviews, structural engineering review, and other special reviews determined to be necessary by the Community Development Director, performed by means of consultant services, shall be paid at the billed rate to the Village by the applicant.

Ronald Roehn

Print Name



Signature

March 15, 2023

Date

Revised 11/22



FORM B-3

Village of Carol Stream

500 N. Gary Avenue • Carol Stream, IL 60188

630.871.6230 • FAX 630.665.1064

e-mail: communitydevelopment@carolstream.org • website: www.carolstream.org

FENCE VARIATION

Please see Section 16-8-4(K) of the Unified Development Ordinance (UDO) to learn more about Fence Variations.

In accordance with the applicable statutes of the State of Illinois, no variation shall be made by the Village Board except after a Public Hearing is held before the Zoning Board of Appeals.

Both the Zoning Board of Appeals and Village Board must decide if the requested variation is in harmony with the general purpose and intent of the UDO and if there is a practical difficulty of hardship in carrying out the strict letter of the regulations of the UDO.

The Zoning Board of Appeals may vary the provisions of the Fence Code after making findings based upon the evidence presented with regards to the following conditions: (Please respond to each of the following as it relates to your request.)

1. An exceptional situation related to topography, surroundings or conditions of a specific piece of property, or by reason of exceptional narrowness or shallowness.

At 245 Kuhn Rd for the police impound lot, a 10 foot high chain link fence with barbed wire is being requested to secure
vehicles impounded by the Carol Stream Police Department.

2. Difficulties or particular hardship in the way of carrying out the strict letter of the Fence Standards.

It is necessary to secure impounded vehicles

3. The fence will not impair an adequate supply of light and air to adjacent property.

It will not

4. The fence will not endanger the public safety.

It will not

5. The fence will not unreasonably diminish or impair established property values within the surrounding area.

It will not

6. The fence will not impair the public health, safety, comfort, morals or welfare of the inhabitants of the village.

It will not

7. Other pertinent information or reason for the request.

The impound lot needs to be secure from possible break in. The 10 foot high chain link fence will help deter this.



FORM C

Village of Carol Stream

500 N. Gary Avenue • Carol Stream, IL 60188
630.871.6230 • FAX 630.665.1064

e-mail: communitydevelopment@carolstream.org • website: www.carolstream.org

SPECIAL USE APPLICATION

Uses designated under the various zoning districts herein as special uses are so classified because they may have site-specific impacts that require the discretionary review of the Plan Commission and Village Board. Each special use request must be reviewed based on its unique character, with consideration being given to the proposals impact upon neighboring properties. (Please address each of the following standards as it relates to your request.)

No special use shall be recommended by the Plan Commission nor approved by the Village Board, unless the special use:

1. Is deemed necessary for public convenience at the location.

No

2. Will not be unreasonably detrimental to or endanger the public health, safety, morals, comfort or general welfare.

It will not

3. Will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.

It will not

4. Will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

It will not

5. Will provide adequate utilities, access roads, drainage and other important and necessary community facilities.

No

6. Will conform to the applicable regulations of the district in which it is located, except as such regulations may in each instance be modified by the Village Board.

Yes

7. Other pertinent information or reason for request.

The Carol Stream Police Department needs (2) 8 foot x 40 foot storage containers for evidence storage for short and long term at the future impound lot located at 245 Kuhn Road.

Village of Carol Stream
Interdepartmental Memo

TO: Tom Farace, Planning & Economic Development Manager

FROM: Phil Modaff, Director of Public Works
Ron Roehn, Superintendent of Operations

DATE: March 15, 2023

RE: Public Works Improvements – Request for Variation and Special Use

This memo is intended to provide a broad overview of improvement plans at a Village-owned property adjacent to the Water Reclamation Center (WRC), as well as an explanation of the Variation and Special Use approvals we are seeking.

The planned project would include the following:

WRC-adjacent Property: The Police Department's vehicle impound lot will be relocated to this property and is designed to hold approximately thirty (30) vehicles in a paved, striped parking lot. To protect these vehicles the plan includes installation of adequate lighting, security cameras, secure entry gate with 10-foot fencing around the east, west and north perimeter. Public Works will occupy approximately two-thirds (2/3) of the site, including: clean material storage bins (stone for backfill, black dirt), spoil storage bins, an area for stacking tree branches and logs and an area to store mulch made from those branches and logs.

Special-use Request: The Police Department intends to house two storage containers outdoors to hold evidence. This space is depicted on the plan set submitted.

Variation: The Police Department portion requests a variation to allow 10-foot fencing with barbed wire to provide needed security.

Please contact us should you have any questions.

MATCHLINE SEE SHEET 2

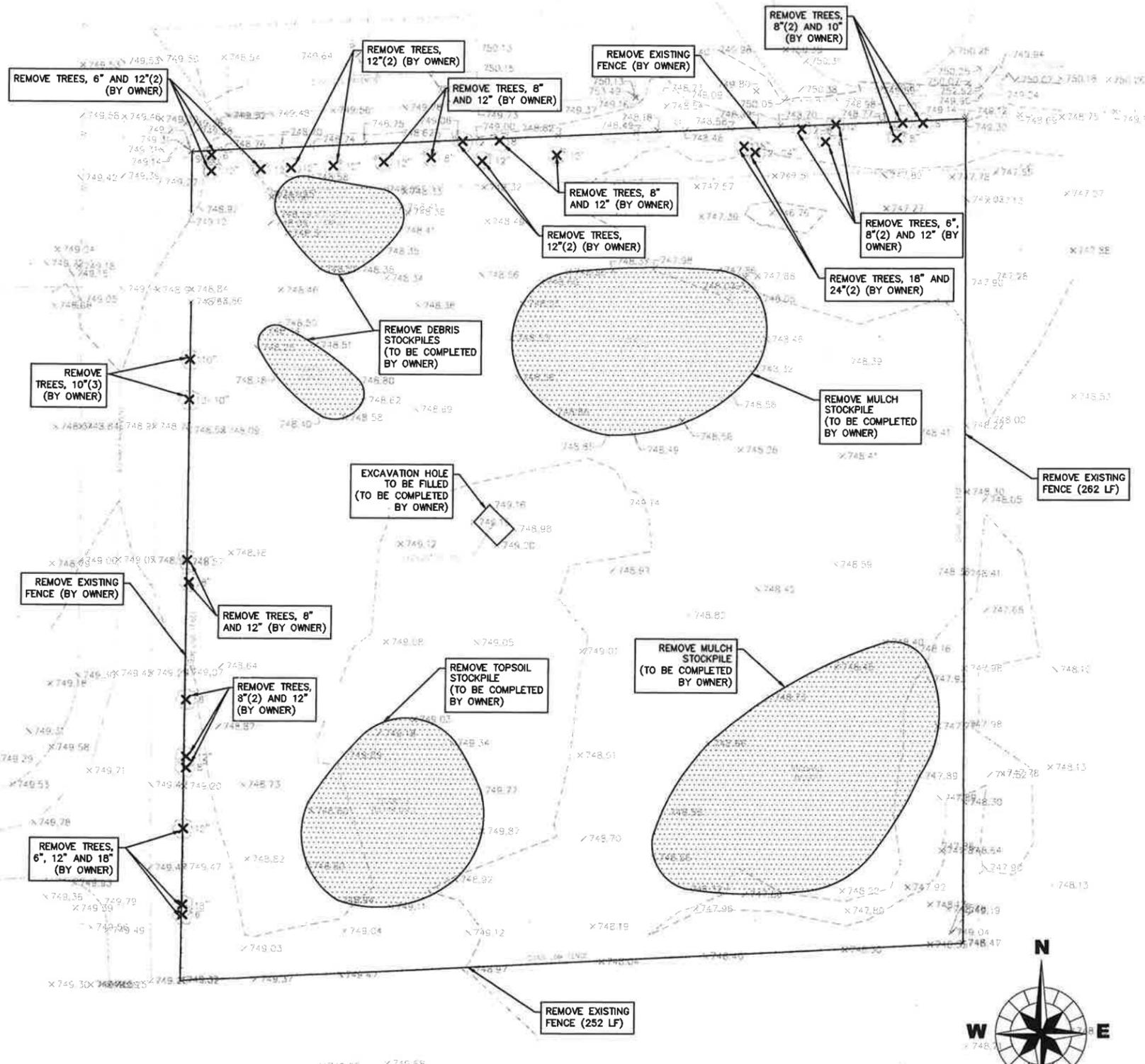
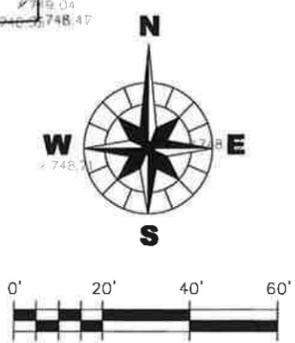


EXHIBIT A-1



TITLE: CAROL STREAM WRC FACILITY	
VRD	RH
DSGN.	CHKD.
SCALE: AS NOTED	
NO. DATE NATURE OF REVISION	
CLIENT: KLUBER, INC. 41 W. BENTON ST. AURORA, IL, 60506 630.406.1213	
WBK ENGINEERING, LLC 116 WEST MAIN STREET, SUITE 201 ST. CHARLES, ILLINOIS 60174 (630) 443-7755	
PROJECT NO. 220182	
DATE: 11-9-2022	
DRAWING NO. R001	
SHEET:	
1 OF 4	

PLAN LEGEND	
PROPOSED CONCRETE PAVEMENT 8" PCC PAVEMENT #4 REBAR ON 12" CENTERS 10" AGGREGATE BASE COURSE	
PROPOSED ASPHALT PAVEMENT 2" SURFACE COURSE 4" BINDER COURSE 12" AGGREGATE BASE COURSE	
EXISTING ASPHALT PAVEMENT	
PROPOSED GRASS RESTORATION	

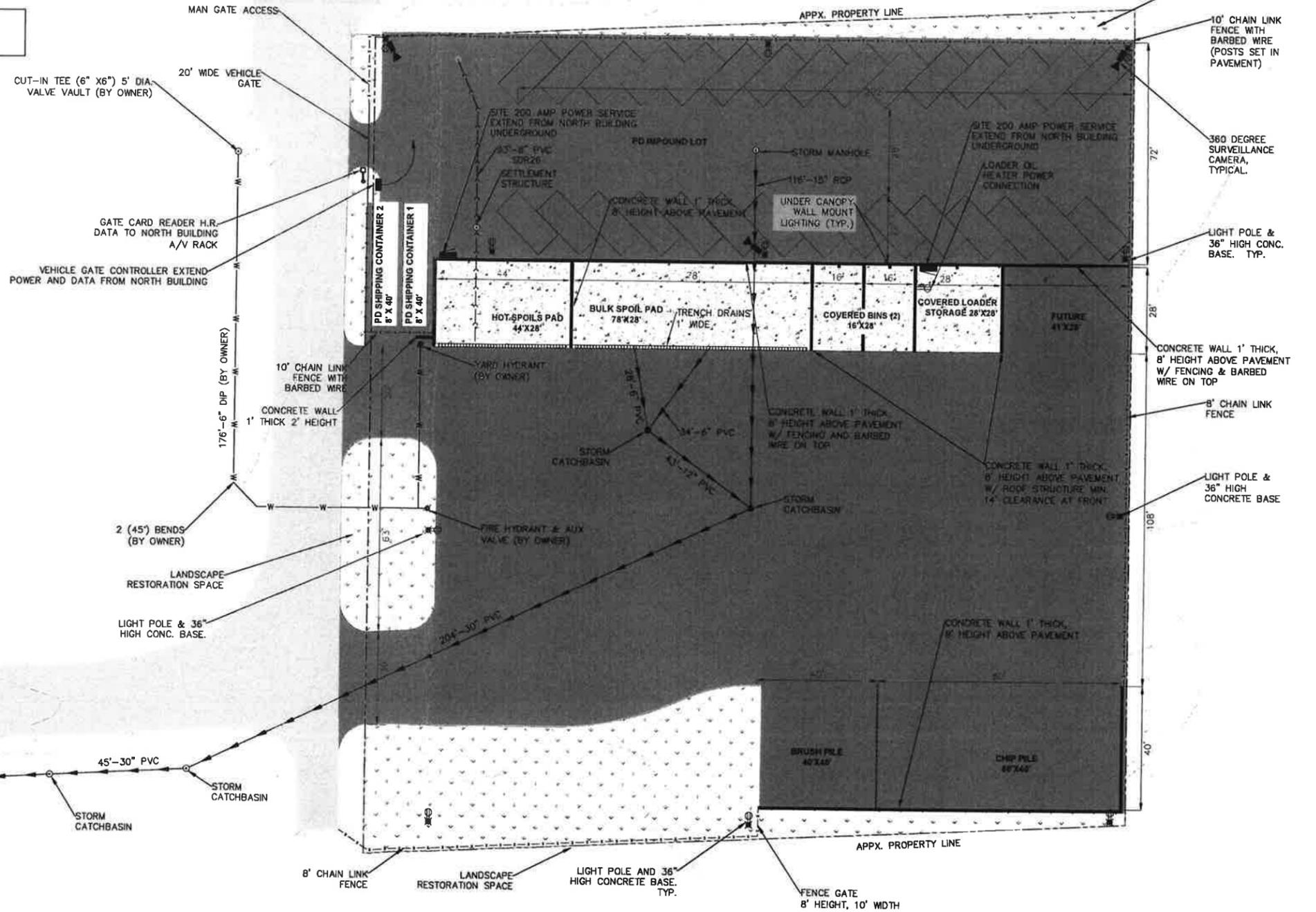
EXHIBIT B-1

NORTH LAYOUT

PD STORAGE AREA	HOT SPOILS 44'X28'	BULK SPOILS 78'X28'	COVERED BINS (2) 16'X28'	COVERED LOADER STORAGE 28'X28'	FUTURE 41'X28'
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MATCHLINE SEE SHEET 2



TITLE: CAROL STREAM WRC FACILITY			
DSGN.	RH	CHKD.	VRD
DWN.	RH	SCALE:	AS NOTED
NATURE OF REVISION			
NO.	DATE		
CLIENT: KLUBER, INC. 41 W. BENTON ST. AURORA, IL 60506 630.406.1213			
PROJECT NO. 220182			
DATE: 11/9/2022			
DRAWING NO. GM1			
SHEET:			
3 OF 4			

WBK engineering
WBK ENGINEERING, LLC
116 WEST MAIN STREET, SUITE 201
ST. CHARLES, ILLINOIS 60174
(630) 443-7755

SHEETED BY: [unreadable]

PLAN LEGEND

PROPOSED CONCRETE PAVEMENT 6" PCC PAVEMENT #4 REBAR ON 12" CENTERS 10" AGGREGATE BASE COURSE	
PROPOSED ASPHALT PAVEMENT 2" SURFACE COURSE 4" BINDER COURSE 12" AGGREGATE BASE COURSE	
EXISTING ASPHALT PAVEMENT	
PROPOSED GRASS RESTORATION	

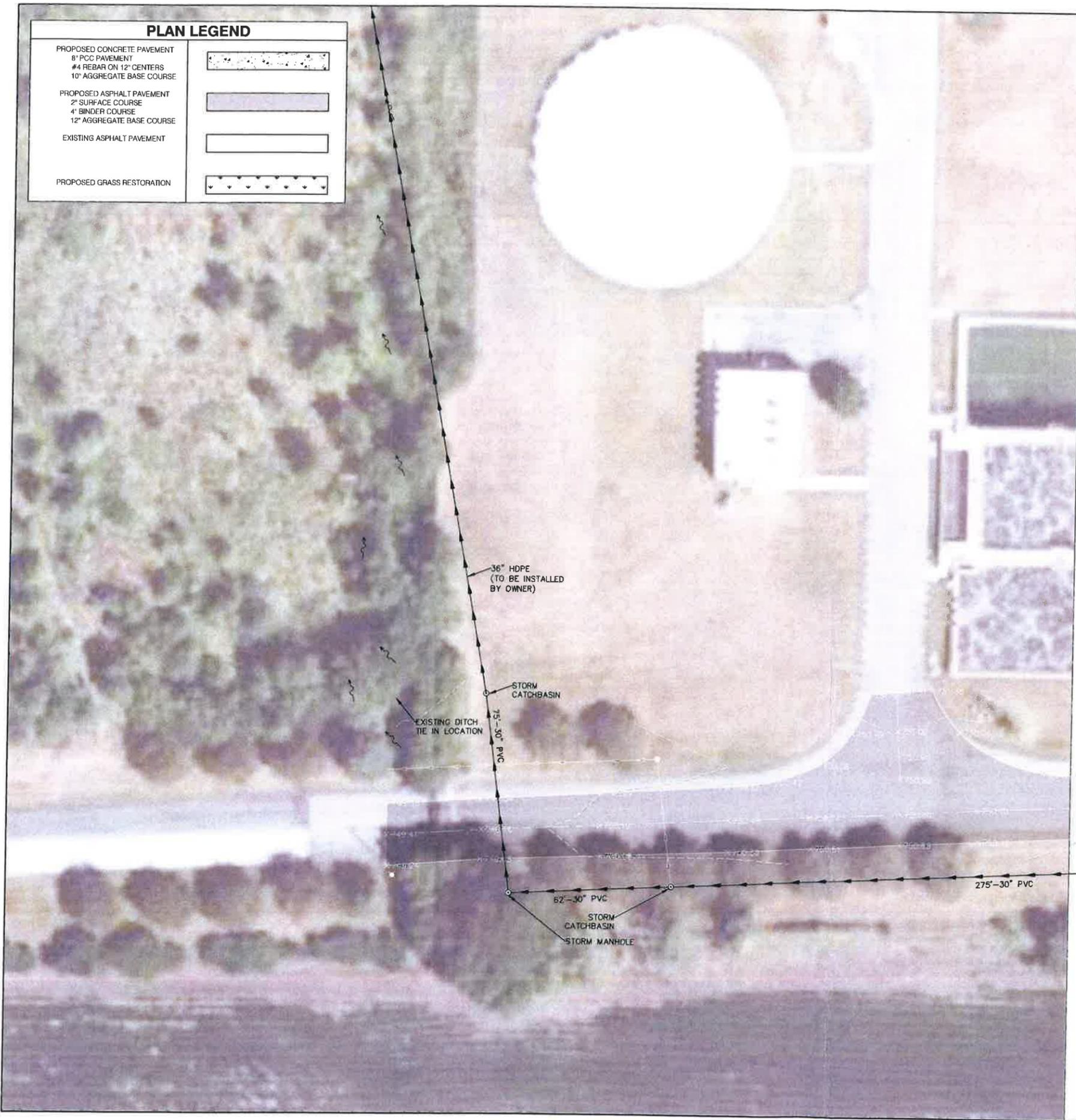
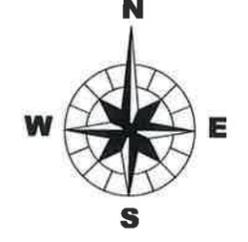


EXHIBIT B-2

MATCHLINE SEE SHEET 1



TITLE: **CAROL STREAM WRC FACILITY**

DSGN.	RH
DWN.	RH
CHKD.	VRD
SCALE: AS NOTED	
GM220182.DWG	

CLIENT: **KLUBER, INC.**
41 W. BENTON ST.
AURORA, IL. 60506
630.406.1213

WBK ENGINEERING, LLC
116 WEST MAIN STREET, SUITE 201
ST. CHARLES, ILLINOIS 60374
(630) 443-7755



PROJECT NO. 220182
DATE: 11/9/2022
DRAWING NO. **GM2**
SHEET:
4 OF 4

Village of Carol Stream Plan Commission/Zoning Board of Appeals

STAFF REPORT

April 24, 2023

TO:
Chairperson and Plan Commissioners

FROM:
Community Development
Department

CASE MANAGER:
Tom Farace, Planning & Economic
Development Manager

ACTION REQUESTED:
The applicant is requesting approval
of the following:

- A Special Use Permit for a Governmental Use, in accordance with Section 16-3-11 of the UDO
- A Variation to increase the height of a fence, in accordance with Section 16-5-8 (F) of the UDO

APPLICANT/ CONTACT:

Mr. Ronald Roehn
Superintendent of
Operations
Village of Carol Stream –
Public Works Department
124 Gerzevske Lane
Carol Stream, IL 60188



CASE #: 23-0016

LOCATION: 245 N. Kuhn Road

PROJECT NAME: Village of Carol Stream Water Reclamation Center



LOCATION	ZONING DISTRICT	LAND USE	COMPREHENSIVE PLAN DESIGNATION
Subject Property	R-1 Estate Residence and Communities Facilities District	Public Works Wood Chip Site	Transportation/Utilities
North	R-1 Estate Residence and Communities Facilities District	Water Reclamation Center	Transportation/Utilities
South	B-3 General Business District	Commercial (Vacant)	Corridor Commercial
East	B-3 General Business District	Commercial (Vacant)	Corridor Commercial
West	R-1 Estate Residence and Communities Facilities District	Water Reclamation Center	Transportation/Utilities

The property highlighted above is located east of Kuhn Road and north of North Avenue.

Site Assessment

COMPREHENSIVE PLAN DESIGNATION:

The subject property is designated for transportation/utility uses according to the Village's 2016 Comprehensive Plan. The storage and impound lot modifications fit within this designation.

AERIAL PHOTOGRAPH:



Project Summary

ATTACHMENTS:

Attached for review is the General Application, Fence Variation Application, Special Use Application, Cover Letter from Public Works March 15, 2023, Public Notice, Existing Conditions and Removal Plans (Exhibits A-1 and A-2), and Geometric Plans (Exhibits B-1 and B-2).

BACKGROUND:

The Village of Carol Stream's Public Works Department requests approval of a Special Use Permit for a Governmental Use at the Water Reclamation Center (WRC) at 245 Kuhn Road. A vacant 1.5-acre lot owned by the Village of Carol Stream, which is located south and east of the existing WRC, will be improved with additional outdoor storage areas. While the WRC received zoning approval in 1989, the subject lot was not part of the original development. Therefore, a Special Use Permit is being requested. In addition, a variation to increase the height of a fence from eight feet to 10 feet is requested.

Staff Analysis

SPECIAL USE FOR A GOVERNMENTAL USE

The following improvements are proposed on the WRC:

- The existing Police impound lot will be relocated from the Public Works Center (PWC) to the WRC (modifications to the PWC are being reviewed under Case No. 23-0015). The new impound lot will occupy approximately one-third of the property, will be paved, and will be striped to hold 30 vehicles.
- Chain link fencing at a 10-foot height is proposed on the north, east, and west sides of the impound lot. Barbed wire is also proposed on top of the fencing for security purposes. Security cameras and a secure entry gate are also proposed.
- Storage areas for Public Works will occupy approximately two-thirds of the property, which will include chip and brush storage bins, both covered and open storage bins, and two containers to secure police evidence.
- Access to the area will be provided from the existing private driveway to the west of the subject property.

The proposed improvements to the property will expand operations for Public Works and Police, with a larger impound lot for Police and additional storage space for Public Works. As such, staff supports the request. It should be noted that the subject property is approximately 300 feet away from the closest residential lot to the north, and will be secured with fencing.

SPECIAL USE FINDINGS OF FACT

The Plan Commission's recommendation regarding the requested Special Use Permit must be based on the evaluation criteria set forth in the UDO. As stated in §16-15-8(E) of the UDO, no Special Use shall be recommended by the Plan Commission nor approved by the Village Board unless the Special Use:

1. Is deemed necessary for the public convenience at the location.

The proposed improvements will provide a larger impound lot for Police and additional storage needs for both Public Works and Police.

2. Will not be unreasonably detrimental to or endanger the public health, safety, morals, comfort or general welfare.

Overall, the proposed improvements have been designed to provide safe access in and out of the storage area, and will be properly secured with fencing and an entry gate.

3. Will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.

The proposed improvements will not have negative impacts on surrounding properties, as they have been designed to be screened from view and constructed on hard surfaces. The proposed improvements can be viewed as an extension of the operations at the existing WRC.

4. Will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

Staff does not believe the proposed improvements will have an impact on the normal and orderly development and improvement of surrounding properties.

5. Will provide adequate utilities, access roads, drainage and other important and necessary community facilities.

Adequate utilities, access roads, drainage and other public improvements are either in place or will be designed and constructed in accordance with State and Village regulations.

6. Will conform to the applicable regulations of the district in which it is located, except as the Village Board may in each instance modify such regulations.

The project is expected to conform to all applicable codes and requirements.

FENCE VARIATION

A 10-foot tall chain link fence, with barbed wire on top, is proposed on the north, east, and west sides of the Police impound lot. The property is unique, because it is zoned R-1 (Estate Residence and Communities Facilities District), which is the zoning designation for most governmental uses in the Village, but it will function in a similar manner to the WRC as more of an industrial use. Staff does not believe the increased fence height is egregious in this instance, given the need to properly secure impounded vehicles. Likewise, the property is several hundred feet away from the nearest residential property to the north, and should not have any adverse visual impacts on surrounding properties. Therefore, staff supports the variation request in this instance.

VARIATION FINDINGS OF FACT

With regard to any variation, the Zoning Board of Appeals shall not recommend a variation unless it shall make findings based upon the evidence presented to it in the following case, as per Section 16-8-4 (K) of the Carol Stream Code of Ordinances:

1. The requested variation arises from an exceptional situation related to topography, surroundings or conditions of a specific piece of property, or by reason of exceptional narrowness or shallowness.

While there is no topographic situation or condition specific to the property to give rise to grant the variation, staff does not believe the fence will produce a negative impact to surrounding properties and will provide enhanced security for the proposed Police impound lot.

2. There are difficulties or a particular hardship in the way of carrying out the strict letter of the fence standards.

The proposed fence will enclose the entire impound lot, giving it added security to protect its assets.

3. The fence will not impair an adequate supply of light and air to adjacent property.

The proposed fence will not impair light or air to adjacent properties.

4. The fence will not endanger the public safety.

The proposed fence will not endanger the public safety.

5. The fence will not unreasonably diminish or impair established property values within the surrounding area.

Staff believes the proposed fence will not diminish or impair established property values within the surrounding area.

6. The fence will not impair the public health, safety, comfort, morals or welfare of the inhabitants of the village.

Staff does not believe the fence will impair the public health, safety, comfort, morals or welfare of the inhabitants of the village.

RECOMMENDATION

Staff has reviewed the proposed requests, and supports the project and variation request. Therefore, staff recommends approval of a Special Use Permit for a Governmental Use and Fence Variation for the Village of Carol Stream Water Reclamation Center at 245 N. Kuhn Road, Case No. 23-0016, subject to the following conditions:

1. That all improvements, including but limited to the storage bins, pavement work, and fencing, must be built, installed, and maintained in accordance with the attached plans and exhibits; and

2. That the site must be maintained and the business must be operated in accordance with all State, County and Village codes and regulations.

T:\Planning New\Planning\Plan Commission\Staff Reports\2023 Staff Reports\23-0016 WRC SUP VAR 245 N Kuhn.docx



Do Not Write in This Space	
Date Submitted:	<u>3/21/23</u>
Fee Submitted:	<u>N/A</u>
File Number:	<u>23-0015</u>
Meeting Date:	<u>4/24/23</u>
Public Hearing Required:	<u>Y</u>

Village of Carol Stream

500 N. Gary Avenue • Carol Stream, IL 60188

PHONE 630.871.6230 • FAX 630.665.1064

www.carolstream.org

FORM A

**GENERAL APPLICATION
PUBLIC HEARINGS AND DEVELOPMENT APPROVAL REQUESTS**

1. Name of Applicant Village of Carol Stream - Public Works Phone 630-871-6264
Address 124 Gerzevske Lane Fax 630-462-3650
E-Mail Address rroehn@carolstream.org
(required)
Name of Attorney N/A Phone _____
(if represented)
Address _____ Fax _____
Name of Owner Village of Carol Stream Phone _____
(required if other than applicant)
Address _____ Fax _____
Name of Architect Kluber Architects & Engineers Phone 847-404-4308
(if applicable)
Address 41 W. Benton Street Aurora, IL 60506 Fax _____
2. *Common Address/Location of Property 124 Gerzevske Lane
3. Requested Action: (check all that apply)
- | | |
|------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Subdivision – Minor/Major |
| <input type="checkbox"/> Courtesy Review | <input type="checkbox"/> Temporary Waiver/Code of Ordinances |
| <input type="checkbox"/> Development Staff Review | <input type="checkbox"/> Variation – Zoning (requires Form B-1) |
| <input type="checkbox"/> Gary/North Avenue Corridor Review | <input type="checkbox"/> Variation – Sign (requires Form B-2) |
| <input type="checkbox"/> Planned Development – Final | <input type="checkbox"/> Variation – Fence (requires Form B-3) |
| <input type="checkbox"/> Planned Development – Preliminary | <input checked="" type="checkbox"/> Special Use Permit (requires Form C) |
| <input type="checkbox"/> Shared Parking Facility | <input type="checkbox"/> Map Amendment (requires Form D-1) |
| <input type="checkbox"/> Site Plan Review | <input type="checkbox"/> Text Amendment (requires Form D2) |
| | <input type="checkbox"/> Staff Adjustment (requires Form E) |

Describe requested action Special use permit requested due to (2) permanent storage containers being purchased for general public works storage.

4. Fee Schedule: (Check all that apply)

Total Application Fee: \$ _____

Annexation approvals:	
New development	\$2,000
Other	\$800
Annexation Agreement Amendment	\$800
Appearance fee for approvals required by the UDO but not listed herein	\$500
Courtesy Review	\$240
Development Staff Review	\$640
Easement Encroachment	\$300
Gary/North Avenue Corridor Review:	
New or replacement monument sign	\$500
One discipline (site design, architecture or landscaping)	\$500
Two disciplines	\$1,000
Three disciplines	\$1,500
New development	\$1,500
Outdoor Dining Permit	\$120
Planned Development:	
Existing Planned Development, minor change	\$500
Existing Planned Development, major change	\$1,000
New Planned Development	\$1,500
Rezoning (Zoning Map Amendment)	\$640
Shared Parking Facility Permit	\$500
Site Plan Review	\$640
Special Use:	
First	\$800
Each additional	\$200
Special Use Amendment	\$800
Staff Adjustment	\$240
Subdivision:	
Major	\$700
Minor	\$400
Temporary Building, Structure or Use	\$120
Temporary Waiver to the Code of Ordinances	\$120
Text Amendment:	
Building Codes	\$240
Unified Development Ordinance	\$640
Variation:	
First	\$640
Each additional	\$200
Zoning verification letter	\$80

5. Applicant Certification

*I authorize the Village of Carol Stream to install a temporary sign or signs on the property having the common address indicated in Item 2 on this form, for notifying the public of the upcoming public hearing, once the hearing has been scheduled.

I have reviewed a copy of the informational handout(s) for the zoning process(es) for which I am making an application. I am familiar with the code requirements that relate to this application and I certify that this submittal is in conformance with such code(s).

I understand that incomplete or substandard submittals may increase the staff review time and delay scheduling of the public hearing. I also understand that, per § 6-13-6 of the Municipal Code, the Village's costs of legal reviews, structural engineering review, and other special reviews determined to be necessary by the Community Development Director, performed by means of consultant services, shall be paid at the billed rate to the Village by the applicant.

Ronald Roehn

Print Name

Signature

March 15, 2023

Date

Revised 11/22



FORM C

Village of Carol Stream

500 N. Gary Avenue • Carol Stream, IL 60188
630.871.6230 • FAX 630.665.1064

e-mail: communitydevelopment@carolstream.org • website: www.carolstream.org

SPECIAL USE APPLICATION

Uses designated under the various zoning districts herein as special uses are so classified because they may have site-specific impacts that require the discretionary review of the Plan Commission and Village Board. Each special use request must be reviewed based on its unique character, with consideration being given to the proposals impact upon neighboring properties. (Please address each of the following standards as it relates to your request.)

No special use shall be recommended by the Plan Commission nor approved by the Village Board, unless the special use:

1. Is deemed necessary for public convenience at the location.

No

2. Will not be unreasonably detrimental to or endanger the public health, safety, morals, comfort or general welfare.

It will not

3. Will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.

It will not

4. Will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

It will not

5. Will provide adequate utilities, access roads, drainage and other important and necessary community facilities.

No

6. Will conform to the applicable regulations of the district in which it is located, except as such regulations may in each instance be modified by the Village Board.

Yes

7. Other pertinent information or reason for request.

The Carol Stream Public Works Department is in need of (2) storage containers for general and seasonal use of equipment and materials.

Village of Carol Stream
Interdepartmental Memo

TO: Tom Farace, Planning & Economic Development Manager

FROM: Phil Modaff, Director of Public Works
Ron Roehn, Superintendent of Operations

DATE: March 15, 2023

RE: Public Works Improvements – Request for Special Use

This memo is intended to provide a broad overview of improvement plans at the Public Works Center as well as an explanation of the Special Use approvals we are seeking.

The planned project would include the following:

Public Works Center (PWC): The overall intent of the project is to create more space on the existing footprint of the PWC and improve the use of the site. Another focus of the project is to improve storm water management in the PWC site and protect against runoff to adjacent properties. The Police impound lot at the PWC is to be relocated to the WRC-adjacent property, thereby creating space at the PWC to expand and better organize outdoor storage. New material and spoil storage bins will be constructed, the existing clean material storage bin roof will be replaced and the structure will be re-purposed for storage of snowplows. Fencing will be replaced in-kind and existing paved surfaces will be repaved.

Special-use Request: The Public Works Department intends to house two storage containers outdoors immediately adjacent to the west side of the north garage. These will hold seasonal items such as mowers, bagged salt and sandbags.

Please contact us should you have any questions.

Certificate of the Publisher

Examiner Publications, Inc. certifies that it is the publisher of The Examiner of Carol Stream. The Examiner of Carol Stream is a secular newspaper, has been continuously published weekly for more than fifty (50) weeks prior to the first publication of the attached notice, is published in the Village of Carol Stream, township of Bloomingdale, County of DuPage, State of Illinois, is of general circulation throughout that county and surrounding area, and is a newspaper as defined by 715 ILCS 5/5.

A notice, a true copy of which is attached, was published 1 times in The Examiner of Carol Stream, namely one time per week for 1 successive weeks. The first publication of the notice was made in the newspaper, dated and published on April 5, 2023 and the last publication of the notice was made in the newspaper dated and published on April 5, 2023. This notice was also placed on a statewide public notice website as required by 5 ILCS 5/2.1.

In witness, Examiner Publications, Inc. has signed this certificate by Randall Petrik, its publisher, at The Village of Carol Stream, Illinois, on April 5, 2023.

Examiner Publications, Inc.

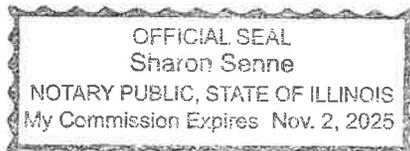
By: Publisher



Randall E. Petrik, Publisher, Examiner Publications, Inc.

Subscribed and sworn to before me this 5 day of April, A.D. 2023.

Notary Public



LEGAL NOTICE PUBLIC NOTICE FILE #23-0015

Notice is hereby given that the Carol Stream Plan Commission/Zoning Board of Appeals will hold a Public Hearing at the Carol Stream Gregory J. Bielawski Municipal Center, 500 N. Gary Avenue, Carol Stream, Illinois, on Monday, April 24, 2023 at 6:00 p.m. to consider an application from the Village of Carol Stream (Public Works Department) for the following actions:

An Amendment to a Special Use Permit for a Governmental Use, in accordance with Section 16-3-11 of the Carol Stream Unified Development Ordinance

For the property located at 124 Gerzevske Lane (PIN 02-32-400-007 and 02-32-400-020)

The hearing will be held in-person and via a web conference meeting. The web conference will allow the public to view the meeting online or listen to the meeting.

Join from a PC, Mac, iPad, iPhone or Android device by using the following URL: https://us02web.zoom.us/join/https://us02web.zoom.us/join/register/WN_FsFsXPxbQIKDIBR7zB8TEA

Or join by phone: Dial (for higher quality, dial a number based on your current location):

+1 312 626 6799 or +1 301 715 8592 or +1 646 558 8656

Webinar ID: 879 8709 7522

International numbers available: <https://zoom.us/j/87987097522>

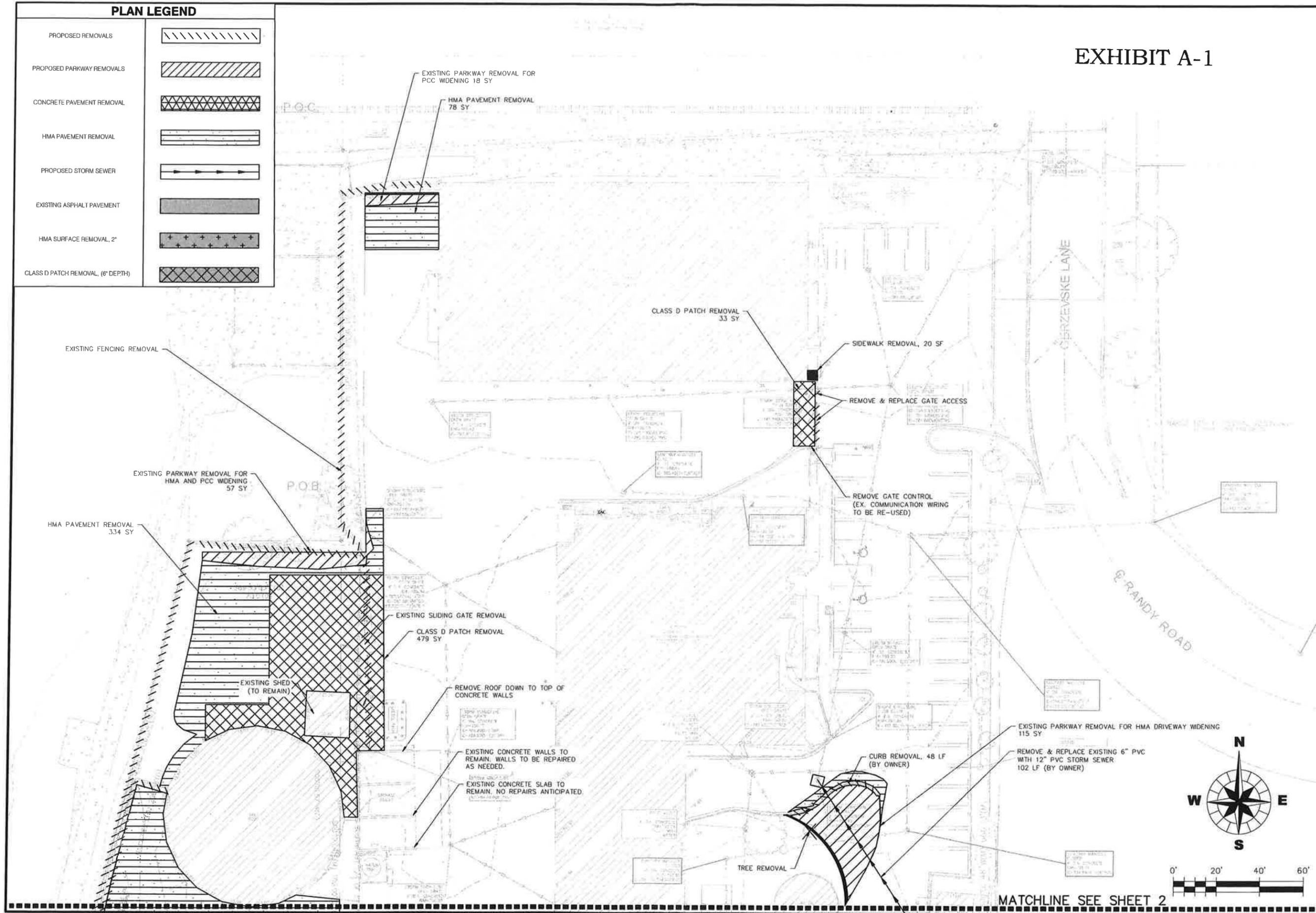
Those members of the public wishing to be heard with respect to this matter must attend in-person, or complete the public comment form at <http://carolstre.am/cp> by 4:00 p.m. the day of the public hearing. The public may also provide written comments prior to the public hearing by submitting them to Tom Farace, AICP, Planning & Economic Development Manager, 500 N. Gary Ave., Carol Stream, IL 60188, or may provide email comments by sending them to tfarace@carolstream.org. Comments must be provided by 4:00 p.m. the day of the public hearing. The application is available for public inspection on the Village's website at www.carolstream.org, and under the "Development Projects" button. Individuals with disabilities who plan to attend the hearing and who require certain accommodations in order to allow them to observe and participate, or who have questions regarding the accessibility of the meeting, are requested to contact the ADA Coordinator at 630-871-6250.

As published in *The Examiner* April 5, 2023 0405

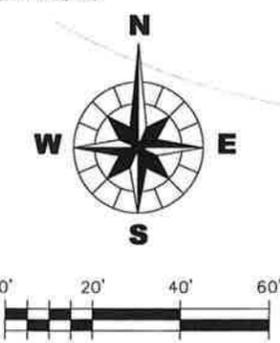
PLAN LEGEND

PROPOSED REMOVALS	
PROPOSED PARKWAY REMOVALS	
CONCRETE PAVEMENT REMOVAL	
HMA PAVEMENT REMOVAL	
PROPOSED STORM SEWER	
EXISTING ASPHALT PAVEMENT	
HMA SURFACE REMOVAL, 2"	
CLASS D PATCH REMOVAL, (6" DEPTH)	

EXHIBIT A-1

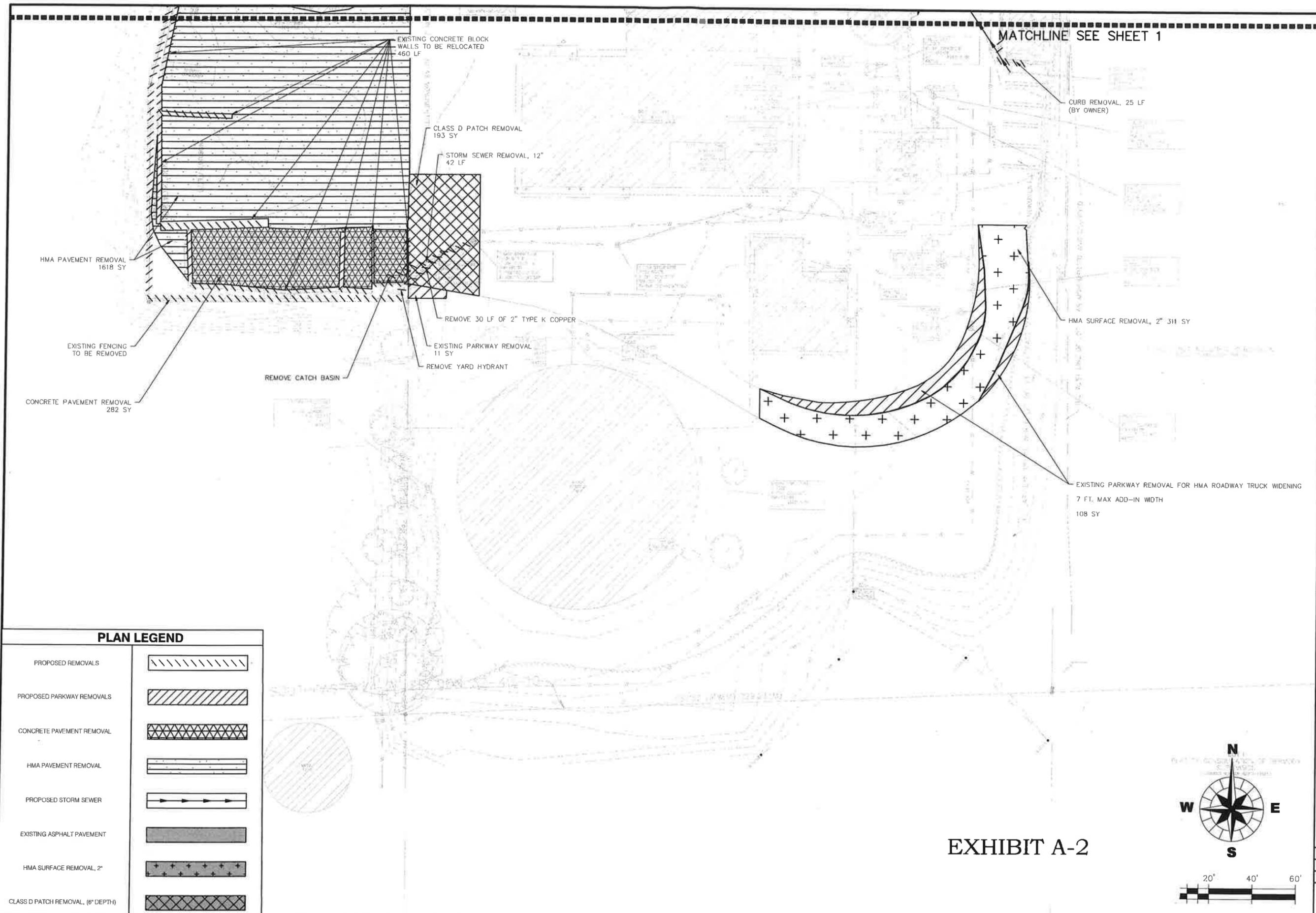


TITLE: CAROL STREAM PW FACILITY			
SSG	SSG	VRD	SCALE: AS NOTED
DSGN.	DMN.	CHKD.	NO. DATE
			NATURE OF REVISION
CLIENT: KLUBER, INC. 41 W. BENTON ST. AURORA, IL, 60506 630.406.1213			
WBK ENGINEERING, LLC 116 WEST MAIN STREET, SUITE 201 ST. CHARLES, ILLINOIS 60174 (630) 449-7755			
WBK ENGINEERING			
PROJECT NO. 22-0182			
DATE: 11/09/2022			
DRAWING NO. RM1			
SHEET:			
1 OF 4			



MATCHLINE SEE SHEET 2

UNPLOTED: 11/09/2022 10:02:28 AM



MATCHLINE SEE SHEET 1

CURB REMOVAL, 25 LF (BY OWNER)

HMA SURFACE REMOVAL, 2" 311 SY

EXISTING PARKWAY REMOVAL FOR HMA ROADWAY TRUCK WIDENING
7 FT. MAX ADD-IN WIDTH
108 SY

PLAN LEGEND

PROPOSED REMOVALS	
PROPOSED PARKWAY REMOVALS	
CONCRETE PAVEMENT REMOVAL	
HMA PAVEMENT REMOVAL	
PROPOSED STORM SEWER	
EXISTING ASPHALT PAVEMENT	
HMA SURFACE REMOVAL, 2"	
CLASS D PATCH REMOVAL, (6" DEPTH)	

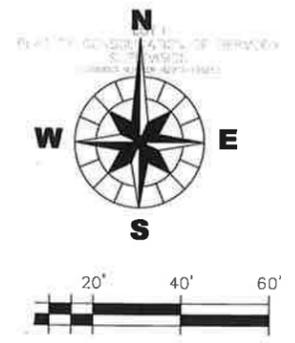


EXHIBIT A-2

TITLE: CAROL STREAM PW FACILITY EXISTING CONDITIONS AND REMOVAL PLAN			
DSGN. SSG	DWN. SSG	CHKD. VRD	SCALE: AS NOTED
IND. DATE NATURE OF REVISION			
CLIENT: KLUBER, INC. 41 W. BENTON ST. AURORA, IL 60506 630.406.1213			
WBK ENGINEERING, LLC 116 WEST MAIN STREET, SUITE 201 ST. CHARLES, ILLINOIS 60174 (630) 449-7755			
PROJECT NO. 22-0182 DATE: 11/09/2022 DRAWING NO. RM2 SHEET:			
2 OF 4			

PLAN LEGEND

PROPOSED CONCRETE PAVEMENT 10" AGGREGATE BASE COURSE 8" PCC W/ #4 REBAR ON 12" CENTERS	
FULL DEPTH HMA PAVEMENT 12" AGGREGATE BASE COURSE 4" HMA BINDER, N50 2" HMA SURFACE COURSE, N50	
HMA PAVEMENT PATCH, 6"	
HMA MILL & OVERLAY, 2"	
EXISTING ASPHALT PAVEMENT	
PROPOSED GRASS RESTORATION	

EXHIBIT B-1

TITLE: **CAROL STREAM PW FACILITY**
GEOMETRIC PLAN

DSGN.	SSG	SSG	VRD
DWN.	SSG	SSG	VRD
CHKD.	SSG	SSG	VRD
SCALE: AS NOTED			
INC.	DATE	NATURE OF REVISION	

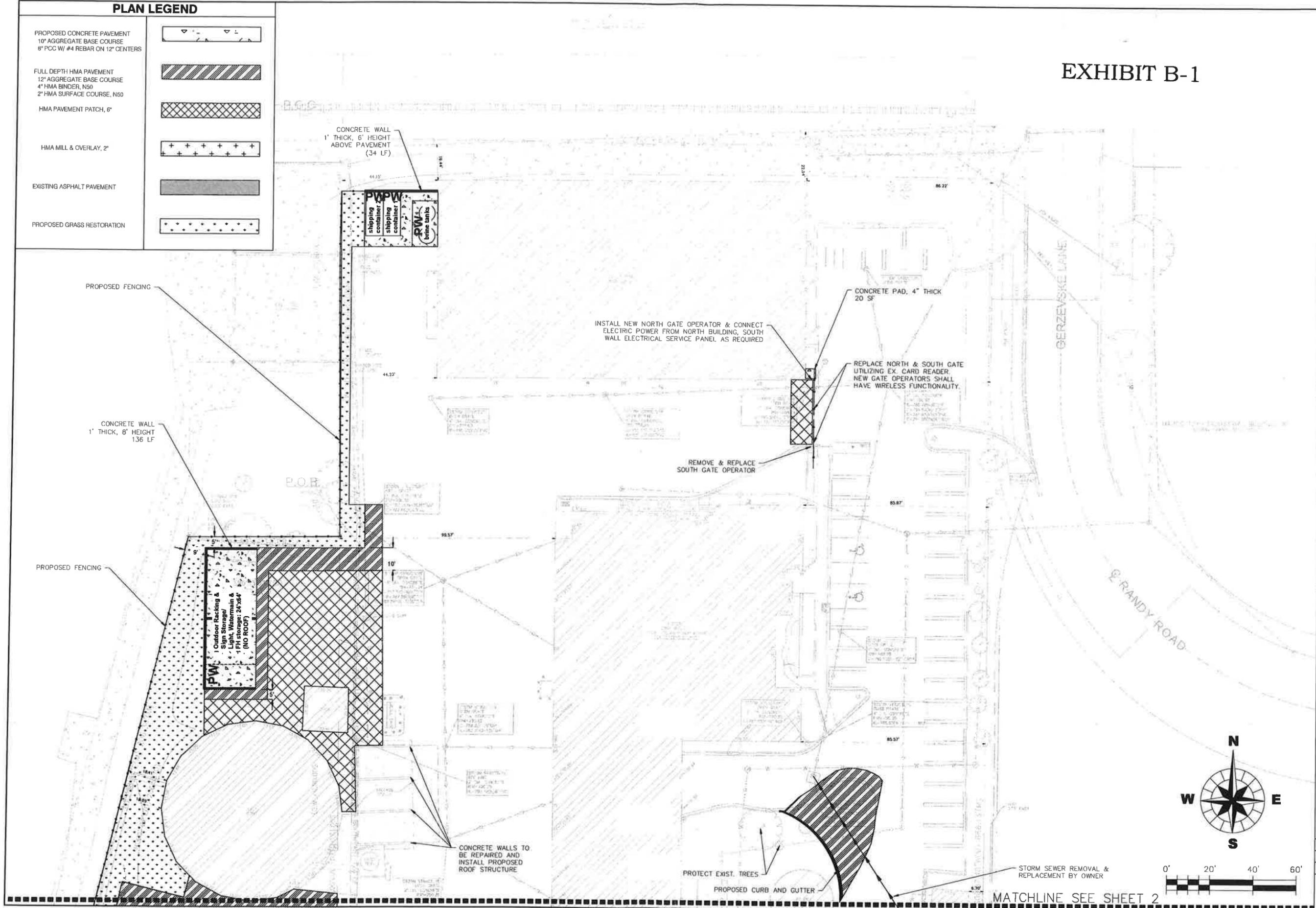
CLIENT: **KLUBER, INC.**
41 W. BENTON ST.
AURORA, IL, 60506
630.406.1213

WBK ENGINEERING, LLC
 116 WEST MAIN STREET, SUITE 201
 ST. CHARLES, ILLINOIS 60174
 (630) 443-7755

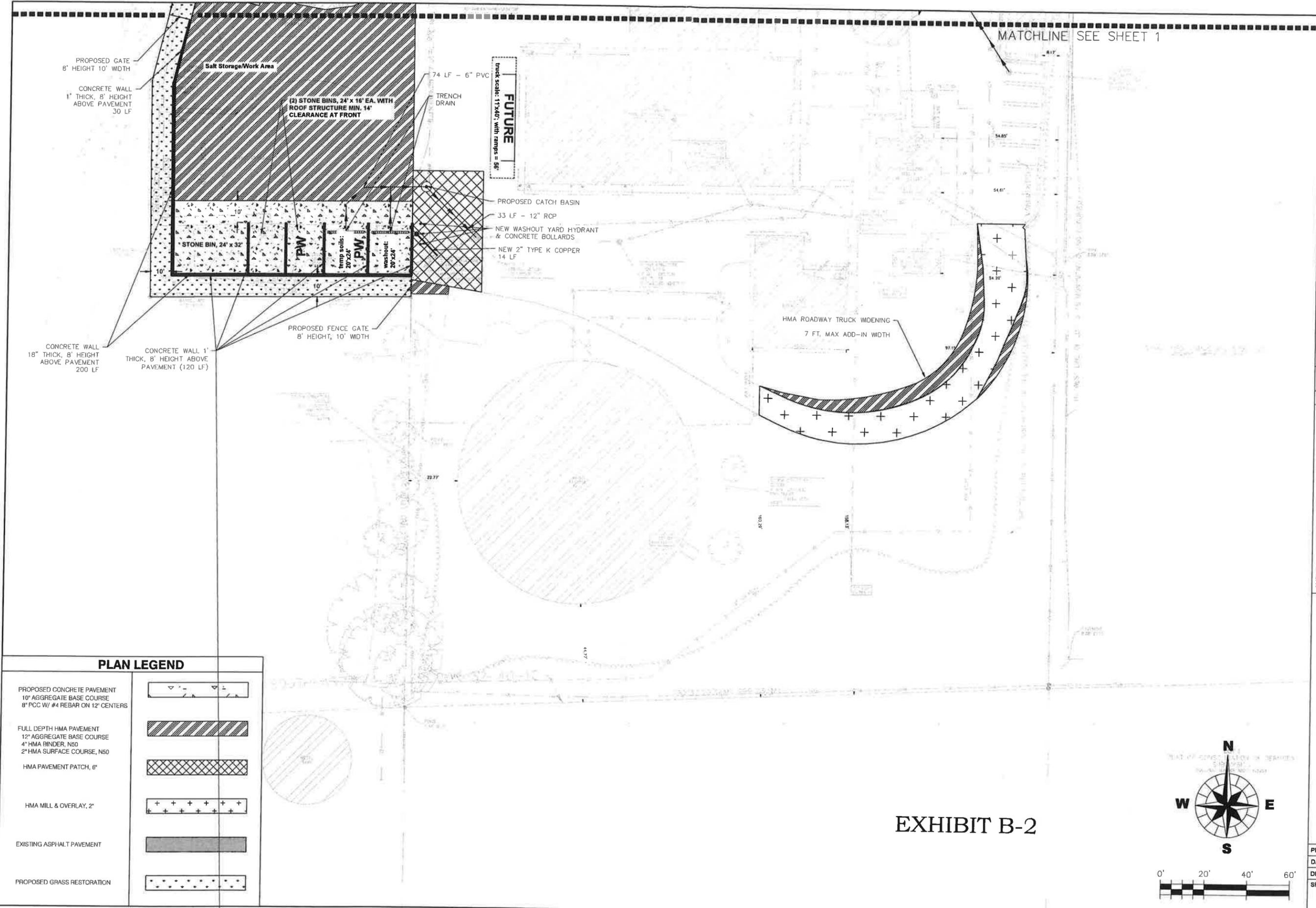


PROJECT NO. 22-0182
 DATE: 11/09/2022
 DRAWING NO. **0M1**
 SHEET:

3 OF 4



PRINTED: 11/09/2022 10:00 AM



MATCHLINE SEE SHEET 1

TITLE:
CAROL STREAM PW FACILITY
GEOMETRIC PLAN

SSG	SSG
DGN.	SSG
DWN.	SSG
CHKD.	VRD
SCALE: AS NOTED	
GM220182.DWG	

CLIENT:
KLUBER, INC.
41 W. BENTON ST.
AURORA, IL 60506
630.406.1213

WBK ENGINEERING, LLC
 116 WEST MAIN STREET, SUITE 201
 ST. CHARLES, ILLINOIS 60174
 (630) 443-7755



PROJECT NO. 22-0182
 DATE: 11/09/2022
 DRAWING NO. 0M2
 SHEET:

4 OF 4

PLAN LEGEND

PROPOSED CONCRETE PAVEMENT 10" AGGREGATE BASE COURSE 8" PCC W/ #4 REBAR ON 12" CENTERS	
FULL DEPTH HMA PAVEMENT 12" AGGREGATE BASE COURSE 4" HMA BINDER, NS0 2" HMA SURFACE COURSE, NS0	
HMA PAVEMENT PATCH, 6"	
HMA MILL & OVERLAY, 2"	
EXISTING ASPHALT PAVEMENT	
PROPOSED GRASS RESTORATION	

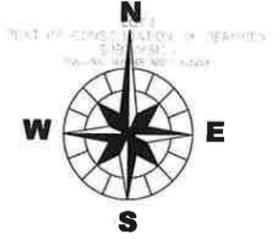


EXHIBIT B-2

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