

Village of Carol Stream

BOARD MEETING

AGENDA

MAY 1, 2023

6:00 P.M.

All matters on the Agenda may be discussed, amended and acted upon

A. ROLL CALL AND PLEDGE OF ALLEGIANCE:

B. MINUTES:

1. Approval of Minutes of the April 17, 2023 Village Board Meeting.

C. LISTENING POST:

1. Swearing In of Frank Saverino, Sr., Julia Schwarze, Mary Frusolone, John Zalak and Joe Anselmo by Judge Robert E. Douglas.
2. Swearing In Austin Marquardt as Police Officer.
3. Proclamation Designating May Building Safety Month.
4. Addresses from Audience (3 Minutes).

D. PUBLIC HEARINGS:

E. SELECTION OF CONSENT AGENDA:

If you are here for an item, which is added to the consent agenda and approved, the Village Board has acted favorably on your request.

F. BOARD AND COMMISSION REPORTS:

1. Plan Commission/Zoning Board of Appeals.
 - a. 23-0011 – Veltiste IL (Fuego Cannabis Dispensary) – 720 E. North Avenue
Special Use Permit for an Adult Use Cannabis Dispensing Organization
Recommended Approval with Conditions 6-0
 - b. 23-0013 – JJ Therapeutic Massage – 1430 W. Army Trail Road
Special Use Permit for a Massage Establishment
Recommended Approval with Conditions 6-0
 - c. 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
Recommended Approval with Conditions 6-0

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- d. 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
Recommended Approval with Conditions 5-1

G. OLD BUSINESS:

H. STAFF REPORTS AND RECOMMENDATIONS:

1. Native Plant Management for FY2023/24. *Staff recommends the FY2023/24 Pond and Stream Maintenance-Native Plant Management Contract be awarded to Bedrock Earthscapes, LLC in the amount of \$28,005.00 pursuant to the provisions of Section 5-8-14(B) of the Carol Stream Code of Ordinances.*
2. Recommendation to Authorize the Purchase of one (1) Kenworth T480 Single-Axle Dump Truck from Henderson Products, Inc. in the amount of \$270,388, pursuant to the provisions of Section 5-8-3(B) and subsection 5-8-14(L) of the Carol Stream Code of Ordinances.

I. ORDINANCES:

1. Ordinance No. 2023-05-____ Approving a Special Use Permit for an Adult Use Cannabis Dispensing Organization (Veltiste IL/Fuego Cannabis – 720 E. North Avenue). *See F.1.a.*
2. Ordinance No. 2023-05-____ Approving a Special Use Permit for a Massage Establishment (JJ Therapeutic Massage – 1430 W. Army Trail Road). *See F.1.b.*
3. Ordinance No. 2023-05-____ Approving an Amendment to a Special Use Permit for a Governmental Use (Village of Carol Stream Public Works Center – 124 Gerzevske Lane). *See F.1.c.*
4. Ordinance No. 2023-05-____ Approving a Special Use Permit for a Governmental Use (Village of Carol Stream Water Reclamation Center – 245 N. Kuhn Road). *See F.1.d.*

Village of Carol Stream

BOARD MEETING

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All matters on the Agenda may be discussed, amended and acted upon

J. RESOLUTIONS:

K. NEW BUSINESS:

1. Raffle License Application – Roy DeShane Elementary School PTA. *Request for approval and waiver of the fee and manager's fidelity bond for their Movie Night on May 17, 2023.*

L. PAYMENT OF BILLS:

1. Regular Bills: April 18, 2023 through May 1, 2023.
2. Addendum Warrants: April 18, 2023 through May 1, 2023.

M. REPORT OF OFFICERS:

1. Mayor:
2. Trustees:
3. Clerk:

N. EXECUTIVE SESSION:

O. ADJOURNMENT:

LAST ORDINANCE	2023-04-20	LAST RESOLUTION	3306
NEXT ORDINANCE	2023-05-21	NEXT RESOLUTION	3307

REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES
Gregory J. Bielawski Municipal Center, 500 N. Gary Avenue,
Carol Stream, DuPage County, IL

April 17, 2023

Mayor Frank Saverino, Sr. called the Regular Meeting of the Board of Trustees to order at 6:00 p.m. and requested that Village Clerk Julia Schwarze call the roll.

Present: Trustees Jeff Berger, Tom Garvey, John Zalak, Rick Gieser, Mary Frusolone and Matt McCarthy, Village Clerk Julia Schwarze and Mayor Frank Saverino, Sr.

Absent: None

Also Present: Village Manager Bob Mellor, Assistant Village Manager Joe Carey, Assistant to the Village Manager Brianna Bacigalupo, Community Development Director Don Bastian, Director of Engineering Services Bill Cleveland, Finance Director Jon Batek, Public Works Director Phil Modaff, Assistant Director of Public Works Brad Fink, Chief of Police Bill Holmer, Human Resources Director Caryl Rebholz, Information Technology Technician Farooq Patel and Village Attorney Jim Rhodes

ROLL CALL AND PLEDGE OF ALLEGIANCE: *All present.*

MINUTES:

Trustee McCarthy moved and Trustee Frusolone made the second to approve the Minutes of the April 3, 2023 Village Board Meeting. The results of the roll call vote were as follows:

Ayes: 6 Trustees Berger, Garvey, Zalak, Gieser, Frusolone and McCarthy

Nays: 0

Abstain: 0

Absent: 0

The motion passed.

Trustee Gieser moved and Trustee Berger made the second to approve but not release the Executive Session Minutes of the April 3, 2023 Village Board meeting. The results of the roll call vote were as follows:

Ayes: 6 Trustees Berger, Garvey, Zalak, Gieser, Frusolone and McCarthy

Nays: 0

Abstain: 0

Absent: 0

The motion passed.

LISTENING POST:

1. Resolution No. 3302 Commending Thomas Garvey for Service as Village Trustee - *read by Mayor Saverino and approved unanimously by voice vote.*

2. Resolution No. 3303 Honoring Kelly Lally Upon his 25th Anniversary of Employment with the Village of Carol Stream Police Department - *read by Trustee Frusolone and approved unanimously by voice vote.*

3. Introduction of Zach Ochromowicz-Public Works, Water/Sewer Division - *new Public Works employee Zach Ochromowicz introduced himself to the Mayor and Village Board.*

4. Proclamation Recognizing April 28, 2023 as Arbor Day - *read by Trustee Gieser.*

5. Addresses from Audience (3 Minutes). *None.*

PUBLIC HEARINGS:

1. Public Hearing: Annual Budget for the 2023-2024 Fiscal Year beginning May 1, 2023.

Trustee McCarthy moved and Trustee Berger made the second to open the Public Hearing. The results of the roll call vote were as follows:

Ayes: 6 Trustees Berger, Garvey, Zalak, Gieser, Frusolone and McCarthy

Nays: 0

Abstain: 0

Absent: 0

The motion passed.

After no public comments were received, Trustee Frusolone moved and Trustee Gieser made the second to close the Public Hearing. The results of the roll call vote were as follows:

Ayes: 6 Trustees Berger, Garvey, Zalak, Gieser, Frusolone and McCarthy
Nays: 0
Abstain: 0
Absent: 0

The motion passed.

CONSENT AGENDA:

Trustee McCarthy moved and Trustee Frusolone made the second to establish a Consent Agenda for this meeting. The results of the roll call vote were as follows:

Ayes: 6 Trustees Berger, Garvey, Zalak, Gieser, Frusolone and McCarthy
Nays: 0
Abstain: 0
Absent: 0

The motion passed.

Trustee McCarthy moved and Trustee Zalak made the second to place the following items on the Consent Agenda established for this meeting. The results of the roll call vote were as follows:

Ayes: 6 Trustees Berger, Garvey, Zalak, Gieser, Frusolone and McCarthy
Nays: 0
Abstain: 0
Absent: 0

The motion passed.

Trustee Gieser moved and Trustee Berger made the second to approve the Consent Agenda for this meeting by Omnibus Vote. The results of the roll call vote were as follows:

<i>Ayes:</i>	<i>6</i>	<i>Trustees Berger, Garvey, Zalak, Gieser, Frusolone and McCarthy</i>
<i>Nays:</i>	<i>0</i>	
<i>Abstain:</i>	<i>0</i>	
<i>Absent:</i>	<i>0</i>	

The motion passed.

The following items were approved on the Consent Agenda for this meeting:

23-0006 – BodyWorks Medical Center – 270-290 W. Army Trail Road
Amendment to a Special Use Permit for a Planned Development, Plat of Consolidation
Recommended Approval Subject to Conditions 6-0
The Village Board concurred with Plan Commission’s recommendation.

2023 Flexible Pavement Project Award of Contract:
The Village Board approved a Contract with Arrow Road Construction Company in the amount of \$2,418,229.12 for the 2023 Flexible Pavement Project.

Klein Creek Streambank Stabilization – Section III Project:
The Village Board approved a contract with V3 Construction Group at the contract unit prices for the base bid plus options for an estimated total price of \$2,455,000.00 with regard to the Klein Creek Streambank Stabilization – Section III Project.

Agreements for Professional Services – B&F Construction Code Services, Inc.:
The Village Board approved the proposals for Professional Services and Independent Contractor’s Agreement with B&F Construction Code Services for consultant services not to exceed \$55,000 in aggregate during FY 23/24.

Recommendation to waive competitive bidding and authorize the purchase of a 2023 Ford Maverick Pick-up Truck from Joe Cotton Ford for \$26,452.26 less the \$500 deposit for an amount not-to-exceed \$25,952.26:
The Village Board approved purchasing a 2023 Ford Maverick Pick-up Truck from Joe Cotton Ford in the amount of \$26,952.26.

Recommendation to approve the purchase of a Sewer Easement Machine from Brown Equipment Company in the amount of \$85,000.00 pursuant to the provisions of Section 5-8-3(B) and subsection 5-8-14(L) of the Carol Stream Code of Ordinances:

The Village Board approved the purchase of a Sewer Easement Machine from Brown Equipment Company in the amount of \$85,000.00.

Ordinance No. 2023-04-15, An Ordinance Adopting the Annual Budget of the Village of Carol Stream in the Amount of \$68,057,500 for the FY24 Fiscal Year Beginning May 1, 2023, and Ending April 30, 2024:

The Village Board approved the Ordinance Adopting the Annual Budget of the Village of Carol Stream in the Amount of \$68,057,500 for the FY24 Fiscal Year Beginning May 1, 2023, and Ending April 30, 2024.

Ordinance No. 2023-04-16, Approving an Amendment to a Special Use Permit for Planned Development (BodyWorks Medical Center, 270-290 W. Army Trail Road):

The Village Board approved an Amendment to a Special Use Permit for Planned Development for BodyWorks Medical Center located at 270-290 W. Army Trail Road.

Ordinance No. 2023-04-17, Amending Chapter 6, Article 13, Sections 6-13-3, 6-13-4, 6-13-7 and 6-13-17 of the Carol Stream Code of Ordinances (Fees and Securities for Construction and New Development), and Amending Chapter 15, Article 4, Section 5 of the Carol Stream Code of Ordinances (Miscellaneous Regulations, Index of Minimum Fines):

The Village Board approved amendments to certain commercial and industrial building permit fees in accordance with an approximate 4.5% fee increase by our building codes consultant, an amendment to the penalty provision for work without a permit to align the penalty with existing penalty provisions of the building codes, and to the index of minimum fines to align the minimum and maximum fines for violations of the Unified Development Ordinance with the existing minimum and maximum fines for violations of the Building and Property Maintenance Codes.

Ordinance No. 2023-04-18 Amending Chapter 11, Article 2 of the Carol Stream Code of Ordinances by decreasing the number of Class C Liquor Licenses from 18 to 17 (Diva Liquor LLC d/b/a Mo Liquor, 1356 Army Trail Rd) and increasing the number of Class C Liquor Licenses from 17 to 18 (J&J Legacy Liquors LLC d/b/a Legacy Liquor Co., 1356 Army Trail Rd):

The Village Board approved a Class C Liquor License to J&J Legacy Liquors LLC reflecting a change in ownership for 1356 Army Trail Road.

Ordinance No. 2023-04-19 Amending Chapter 11, Article 2 of the Carol Stream Code of Ordinances by decreasing the number of Class C Liquor Licenses from 18 to 17 (Noor & Gurjee Inc. d/b/a Liquor & Tobacco Depot, 570 N. Schmale Rd) and increasing the number of Class C Liquor Licenses from 17 to 18 (Kiaan 2021 Inc. d/b/a Liquor & Tobacco Depot, 570 N. Schmale Rd):

The Village Board approved a Class C Liquor License to Kiaan 2021 Inc. reflecting a change in ownership for 570 N. Schmale Road.

Ordinance No. 2023-04-20 Amending Chapter 11, Article 2 of the Carol Stream Code of Ordinances by decreasing the number of Class P Liquor Licenses from 7 to 6 (Army Trail Gas Depot Inc. d/b/a BP Gas, 860 W. Army Trail Rd) and increasing the number of Class PL Liquor Licenses from 1 to 2 (Army Trail Gas Depot Inc. d/b/a BP Gas, 860 W. Army Trail Rd):

The Village Board approved a Class PL Liquor License for Army Trail Gas Depot Inc. reflecting a change from Class P to Class PL allowing the sale of full packaged liquor to BP Gas located at 860 W. Army Trail Road.

Resolution No. 3304 Adopting the 2023-24 Employee Compensation Plan for the Village of Carol Stream:

The Village Board approved the 2023-24 Employee Compensation Plan which consists of a general wage adjustment of 3.25% and funding this year's performance based non-union compensation program at a set 2.5% adjustment.

Resolution No. 3305 Authorizing a Plat of Consolidation (BodyWorks Medical Center, 270-290 W. Army Trail Road):

The Village Board approved a Plat of Consolidation for BodyWorks Medical Center located at 270-290 W. Army Trail Road.

Resolution No. 3306 Declaring Surplus Property owned by the Village of Carol Stream:

The Village Board declared Public Works truck beds, plow, spreader box and tank surplus and authorized disposal of the property as proposed pursuant to the provisions of Section 5-8-15 of the Carol Stream Code of Ordinances.

Board of Fire and Police Commission Reappointment:

The Village Board reappointed Dan Hoffman to the Board of Fire and Police Commission for a 3 year term expiring April 30, 2026.

Raffle License Application - Pleasant Hill Elementary School PTA:

The Village Board approved a raffle license and waived the fee and manager's fidelity bond for Pleasant Hill Elementary School PTA for their Trivia Night on April 29, 2023 at the American Legion.

Regular Bills and Addendum Warrant of Bills:

The Village Board approved processing of payment of Regular Bills dated April 17, 2023 in the amount of \$1,443,142.68. The Village Board approved processing of the payment of Addendum Warrant of Bills from April 4, 2023 thru April 17, 2023 in the amount of \$666,642.10.

Treasurer's Report:

The Village Board received the Revenue/Expenditure Statements and Balance Sheet for the Month ended March 31, 2023.

NON-CONSENT AGENDA ITEMS:

Trustee McCarthy pulled Item K.3. off the Consent Agenda in order for a separate presentation by John Melaniphy of Melaniphy & Associates of the findings and recommendations of his Retail Market Strategy Study, Key Retail Areas, Village of Carol Stream. Community Development Director Bastian introduced Mr. Melaniphy and stated a primary objective of the study was to determine how to fill vacant retail space. Preparation of the Retail Market Strategy Study was an objective of current Strategic Plan.

REPORT OF OFFICERS:

Trustee Berger congratulated Kelly Lally on 25 years of service with the Carol Stream Police Department; welcomed Zach Ochromowicz to Public Works; announced the need for volunteers for the October 7th Carol Stream Chamber Foundation 5k; thanked Trustee Garvey for his service to our community; welcomed new Trustee Joe Anselmo; and recognized Sikh Awareness Month.

Trustee Garvey gave his last remarks, thanking the Village Board, Mayor and staff for their kindness, friendship and assistance during his term as Trustee. He expressed gratitude for the privilege of being able to serve Carol Stream.

Trustee Zalak thanked Trustee Garvey for serving with integrity and good intentions; congratulated Kelly Lally on his 25-year anniversary with the Carol Stream Police Department; welcomed Zach Ochromowicz to Public Works; wished his beautiful wife a happy birthday; recognized April 16-22 as National Volunteer Week; and asked that we keep the military and first responders in our thoughts and prayers.

Trustee Gieser congratulated Kelly Lally on his 25-year anniversary with the Carol Stream Police Department; welcomed Zach Ochromowicz to the Public Works team; thanked Trustee Garvey for his service; announced details of the April 22nd Community Food Drive, explaining that food pantries need donations all year long; announced the next Carol Stream Independence Day Parade fundraiser will be May 9th at Culver's; and shared the history of Carol Stream's connection with Arbor Day and the Morton Arboretum.

Trustee Frusolone congratulated Kelly Lally on his 25-year anniversary with the Carol Stream Police Department; welcomed Zach Ochromowicz to Public Works; thanked Trustee Garvey for his dedicated service to our community; gave details of the upcoming Rotary Club Community Food Drive, stating that volunteers are needed to load and unload vehicles for six different food pantries receiving donations; and recognized the Bags Tournament check distribution as coming at a good time when so many are in need.

Trustee McCarthy welcomed aboard Zach Ochromowicz; commended Kelly Lally on his 25 years of service; thanked Trustee Garvey for serving with integrity; reported the final results of the Bags Tournament which garnered a total of \$67,027 which was distributed among 16 different charities; and thanked everyone who came together as "One Team Carol Stream" to participate in this worthwhile cause.

Assistant to the Village Manager Bacigalupo reported current sponsorship pledges of \$17,500 towards our Summer Concert Series; and confirmed Saturday June 17th will be this year's Geek Fest/Taste of Carol Stream at Town Center.

Village Clerk Schwarze thanked Trustee Garvey for his service; congratulated Sergeant Lally on his 25-year anniversary; congratulated Chief Holmer and the CSPD for defeating the CSFD in the Hero Dodgeball Tournament which raised money for Lurie Children's Hospital and Midwest Veterans Homeless Shelter; congratulated new CSFD Deputy Chief Jason Day; described her tour of the SCARCE facility; invited volunteers to the April 29th Trail cleanup; and reminded everyone to shop, dine and recycle in Carol Stream.

Attorney Rhodes welcomed aboard Zach Ochromowicz; congratulated Sergeant Lally on his 25-year anniversary and Dan Hoffman on his reappointment to the Board of Fire and Police Commission; thanked Trustee Garvey for his service and wished him well.

Village Manager Mellor commended Sergeant Lally, who came to us from military ranks, for his 25 years of service to our Carol Stream Police Department; and thanked Trustee Garvey for his public service, not only as a Village Trustee, but also as a Board of Fire and Police Commissioner for several years previously.

Mayor Saverino welcomed Zach Ochromowicz to the Public Works team; congratulated Sergeant Lally on his 25-year service anniversary; commended the Bags Tournament results which helped so many charities; thanked Bill and Sue Fehling for creating Violet's Kitchen to help feed homeless veterans; reported his family will be giving out several thousand dollars in scholarships at Glenbard North High School this Wednesday in honor of his son Dominic who was a GBN student; thanked Trustee Garvey for staying true to himself throughout his service to our Village; commended our staff for caring so much about our community, even though most live outside Carol Stream; and noted that our Village has a lot to be proud of.

At 7:52 p.m., Trustee McCarthy moved and Trustee Frusolone made the second to adjourn the meeting. The results of the roll call vote were as follows:

<i>Ayes:</i>	<i>6</i>	<i>Trustees Berger, Garvey, Zalak, Gieser, Frusolone and McCarthy</i>
<i>Nays:</i>	<i>0</i>	
<i>Abstain:</i>	<i>0</i>	

Absent: 0

The motion passed.

FOR THE BOARD OF TRUSTEES

Frank Saverino, Sr., Mayor

ATTEST:

Julia Schwarze, Village Clerk

**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 24, 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: Bob Mellor, Village Manager; Don Bastian, Community Development Director; 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 Tucek seconded the motion to approve the minutes of the Regular Meeting held on April 10, 2023.

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 a unanimous vote.

PUBLIC HEARING:

Chairman Parisi asked for a motion to open the Public Hearing. Commissioner Christopher moved and Commissioner Morris 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 #23-0013 – JJ Therapeutic Massage – 1430 W. Army Trail Road
Special Use Permit for a Massage Establishment

Chairman Parisi swore in Mr. James Jackson, business owner.

Mr. Jackson stated the purpose of this business is to offer the community a place where they can relax, heal and recover from injuries and illness. This is not only traditional massage. We also offer CBD oil massage, isolation sports massage to heal a muscle and Himalayan salt and yoga massage.

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

Mr. Berisha began the Staff Report by reading an email from Phil Stevens, a Bartlett resident residing at 1784 Penny Lane. Mr. Steven's email mentioned his concern for many massage establishments being operated as a front for sex work. He asked the Plan Commission to proceed cautiously and consider this establishment being close to homes, a pizza place, a convenience store and other businesses where younger people often go for snacks and drinks. His email also read, "Frankly, I'd rather it be a cannabis dispensary than a massage place."

Chairman Parisi informed Mr. Jackson he did not to respond to the email unless you feel you need to make a statement to that.

Mr. Jackson stated he understands the history of some massage establishments were not used for what they were intended to be, but in order to be a successful business you have to be honest and if you go down that path, it is short term and the business will not last very long. To invest into a business with a short term is a waste of time and money.

Mr. Berisha continued the Staff Report by stating the applicant is not proposing any interior remodeling and the floor plan will remain with 5 massage rooms and a waiting area. One employee will work the front desk and the other employee will be a therapist. Additional staff will be hired based on business needs. The hours of operation are proposed to be 10 a.m. – 9 p.m. seven days week. The applicant has been informed and acknowledges all the conditions for massage establishment regulations. The parking study showed a surplus of 88 parking spaces in total. Staff supports the Special Use request and recommends approval.

Chairman Parisi asked for questions or comments from the Commission.

Commissioners Meneghini, Morris, Christopher, Tucek and Chairman Parisi had no questions.

Commissioner Petella asked Mr. Jackson how long he has been in business and if this was his first attempt at a massage parlor.

Mr. Jackson replied that he has a restaurant background but the massage manager has over 15 years of experience as a licensed therapist and this is his first attempt with a massage business.

Commissioner Meneghini moved and Commissioner Christopher 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, May 1, 2023, at 6:00 PM for review.

Case #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

Chairman Parisi swore in Mr. Brad Fink, Assistant Director of Public Works for the Village of Carol Stream.

Mr. Fink stated the overall intent of the project is to create more space on the existing footprint to improve storm water management, protect against runoff to an adjacent property and the overall efficiency within the site. The current police impound lot is housed at our facility and we are looking to move that off site to allow us more space to construct outdoor storage containers for stone and various materials. The property is not being expanded, but we will be replacing the existing fence and are asking for a Special Use Permit to move forward.

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

Mr. Farace began his Staff Report by stating an amendment to a Special Use Permit is being requested to relocate the police impound lot, new material storage bins and two storage containers in the northwest corner of the property. There are some pavement modifications proposed, new fencing and replacing the existing security gate. Staff has reviewed the proposed modifications and are recommending approval.

Chairman Parisi asked for questions or comments from the Commission.

Commissioner Tucek stated as a resident he would prefer to keep the police impound away from the residence instead of moving it closer to them, but he understands the need for space.

Commissioners Christopher, Meneghini, Morris, Petella and Chairman Parisi had no questions.

Commissioner Morris moved and Commissioner Petella 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, May 1, 2023, at 6:00 PM for review.

Case #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

Since Mr. Fink was previously sworn in he began his presentation by stating this project consists of paving what is currently dirt and we are proposing to pave the entire lot which will house the impound lot that will be located on the entire north, third of the lot, striped and hold approximately 30 vehicles. The Police Department is proposing to house two storage containers for any items needing protection from the elements. The bottom third will be utilized by Public Works to construct more storage bins for material and a washout bay for a street sweeper. The lower third is for material storage. The bottom half is going to be construction debris like organic trees that are cut down which are stored until they are cut grinded in order to offer mulch to the residents. This location is secure needing a card gate access and the impound area will have 24 hour surveillance with a camera and card access.

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

Mr. Farace provided a Staff Report stating this parcel was purchased separately as part of the water reclamation center property, and the majority of the WRC was granted approval of a Special Use Permit. This parcel was on its own and did not ever obtain Special Use approval. They are proposing to relocate the Police impound lot from the Public Works Facility to this location to approximately house 30 vehicles. New fencing will be installed around the impound lot area. As of last week, Public Works and Police changed the fence height request from a 10-foot tall fence with barbed wire on top to 8-foot in height with the barbed wire on top so a variation is not required because the 8 feet is an allowable height. The area will be secured, have an open and a covered storage bin and storage containers. The residential area is 300 feet away with some other improvements in between the residents and the Water Reclamation Center. Staff is supportive of the request and is recommending approval.

Chairman Parisi asked for questions or comments from the Commission.

Commissioners Meneghini, Christopher, Tucek and Chairman Parisi had no questions.

Commissioner Morris asked how long do the 30 cars stay in the impound lot.

Mr. Fink replied it could vary – days or months.

Commissioner Morris asked what they mean by police evidence. Like from crimes or whatever and is that going to be secured. Also, is that one of the reasons for the barbed wire around the fence.

Mr. Fink stated that is his understanding and that needs to be protected from the elements.

Commissioner Petella stated he is okay with all of it except the barbed wire. It's closer to the homeowners. I understand the need to protect the evidence, but isn't there another way to protect it without 2 feet of barbed wire on top of an 8 foot fence. You have a water reclamation plant right there now. Currently you have a 5 feet fence, which seems to get by without the barbed wire, so is that something that is negotiable at all.

Mr. Fink stated it is something they can look at. It was requested by the Police Department due to the sensitive nature.

Chairman Parisi then asked if the 8 foot fence with the barbed wire complies with the UDO.

Mr. Farace stated it would.

Commissioner Petella asked if that is considered an industrial area and what is it zoned.

Mr. Farace stated our fence regulations are based on the use, not the zoning district. Since this is looked at as an Industrial Use, you are allowed to have an 8 foot tall fence and is zoned R-1.

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

The results of the roll call vote were:

Ayes: 5 Commissioners Christopher, Meneghini, Morris, Tucek and Chairman Parisi

Nays: 1 Commissioner Petella

Abstain: 0

Absent: 1 Commissioner Battisto

The motion passed by majority vote.

This case will go before the Village Board on Monday, May 1, 2023, at 6:00 PM for review.

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

Chairman Parisi shared the per view of the Plan Commission. Tom and his team, along with Don Bastian, were in place to actually look at the compliance with the Unified Development Ordinance that the Village has implemented through a series of meetings with the Plan Commission, so we will actually be looking at the Special Use for adult use in compliance with that UDO. I know there might be a difference of opinion whether a cannabis dispensary should be in Carol Stream. I think that ship has sailed and the Village Board has actually approved it within that UDO.

Chairman Parisi swore in Mr. Dev Patel, Chief Executive Officer, and Mr. Christian Nitu, Chief Operations Officer, both from Fuego Cannabis Dispensary.

Mr. Patel thanked the Village of Carol Stream and Tom by stating the Village has been exceptional throughout this process. We have been in the cannabis business since 2015 and were issued our license over a couple years ago. We have been in a lot of municipalities and Carol Stream has really welcomed us with open arms. This will be our first of many retail stores and have focused heavily on the cultivation and processing aspects of the supply chain. We chose this site because egress is strong, traffic is strong, visibility is there and there is adequate parking. We believe in doing right by people and giving back to the community and gave back to at least a dozen charities over the last ten years. Every state has its own mandate on a dispensary and Illinois is one of the top three most regulated states in America from the security plan and not being able to have product on the sales floor. Mr. Nitu will speak about the retail operation.

Mr. Nitu stated there will be a GM, one or two assistant managers and an inventory manager (one of the most critical rolls in a dispensary have in and upwards of 300-400 SKUs), dispensary agents and the contracted vendors like security which will be during all hours of operation.

Mr. Patel stated we plan on brand new asphalt in the parking lot, striping, new landscaping, northwest and east elevations will be completely demolished, and some seating and cement structures will be removed. The southwest partition of the building will have new masonry, new exterior lighting, cameras

around 360 degrees of the property all with license plate recognition. The building will look clean when it is finished. The front façade will have the red on white and will be showcased throughout the interior.

Mr. Nitu stated we are not adding any new signage, just reformatting the existing. The monumental sign in the front will be used for informational purposes only. No cannabis products or sales at all will be advertised. It will provide the operating hours, date and time or weather. We will adhere to all local and state regulations when it comes to advertising.

The traffic and parking study showed we will need at least 36 spaces and currently we have 44 spaces allotted to our building. Mr. Patel had a conversation with the owner of Jubilee Furniture where there is a shared lot and excess parking will be available.

People can preorder their products from our site, we will hold it for reservation and that will minimize the transaction time to less than 3 minutes which will help the traffic. On average, we think it will take about 7 minutes per transaction and 5 minutes when it is a little bit busier. We believe our traffic study showed we have the space to handle all the traffic coming through.

Our hours of operation will be Monday-Saturday from 9 a.m. – 9 p.m. and on Sunday 10 a.m. – 8 p.m. We anticipate 300-400 customers on busy days, and 100-150 customers per day on non-busy days. There will be 15-17 employees on site on busy days, and about 10-12 employees on non-busy days.

Delivery will be done during off peak hours during the morning, usually between 9 a.m. and 12 p.m. and will be confirmed 48 hours ahead of time through the rear. The security guard on site will assist and supervise the whole process. Typically the deliveries will take anywhere from 10-25 minutes.

In terms of waste, we will adhere to all the state regulations. Any cannabis that is expired or has been dropped, will be mixed with an organic material such as cat litter or soil, placed in a safe bin inside the vault (not accessible by the public at all) and then we will contract with a third party to haul.

After a customer parks on site, they will check in with security on staff who will be present in the blue room and their ID's will be checked to confirm they are of age. Then they will be buzzed in to the lighter blue part of the building which is the sales floor that only has vanity packaging since no product is allowed on the sales floor. They can either order on a kiosk or shop with a dispensary agent. After an order has been placed, you proceed to the POS area where there are fulfillment windows (only staff is back behind windows) so the order can be packed and sorted and passed through the fulfillment window. Then they will check out and go straight through the same room they came in. Forms of payment are cash, debit and there will be two ATMs on site. Only 15-18 people are allowed on the sales floor at a time, so the rest of the people will remain in the check-in room until we allow people to go through.

Every product is lab tested, sealed and prepackaged in opaque packaging resulting in very minimal odor coming from a retail establishment especially here in Illinois because no product can be opened or consumed on site. The interior and exterior of the building (including the parking lot) will be monitored to make sure no one is consuming on site.

We have contracted some of the best security vendors in the country. We'll have a 24/7 alarm system, reinforced doors and windows, video surveillance system with a backup battery, reinforced vault doors, security mesh around the building, intrusion protection alarm, a panic button at the check-in area, the POS area, the vault and the delivery area in the back of the building.

Once we receive approval at the local level, the State will perform a compliance check and inspection before we open.

We hope to start construction in May and complete it by July. Hire staff in June and have the first week in August the inspection week with the State. We hope to open on August 7th of this year.

Chairman Parisi asked for questions or comments from the audience.

Mr. Scott Pearson from Spraying Systems Company, 200 North Avenue, Glendale Heights, asked if the security guard on site would be there 24 hours a day or just during times when you are open.

Mr. Nitu replied we will have an unarmed security guard during open hours and then we will have a contracted third party that is remotely watching the exterior 24 hours a day.

Mr. Pearson asked how often does the State do a compliance inspection after the initial one.

Mr. Nitu stated it is periodically. I believe right now they are doing them quarterly.

Mr. Pearson mentioned a concern from the nearby residents walking over and then transferring to his property across North Avenue and asked how far their securities go. Mr. Pearson stated we have security cameras and a person at our building, but they can't watch everything on our 30 acres and we are in Glendale Heights.

Mr. Nitu replied it is our intention to have open dialogue with our neighbors. We will check in with you guys to make sure everything is good.

Ms. Karen Kulczycki, SVN Chicago Commercial, representing the current seller of the property wanted to have her presence known in case there were any questions for her and there were none.

Mr. Farace started the Staff Report by stating in the beginning of 2020 the state enacted the Cannabis Regulation and Tax Act which allowed the legalized sell of cannabis and cannabis products in Illinois. Right before that was enacted, the Village did some amendments to allow cannabis dispensaries as a Special Use which was the B-4 District at that time. Currently, that has been retitled to the Office & Service District (O-S District). Late last year the Village Board started discussing some possible zoning updates in conjunction with the approved updates in DuPage County allowing cannabis dispensaries in unincorporated areas. Village Staff was then directed by the Village Board to propose some amendments, including to allow a dispensary to be a Special Use in the B-3 District (General Business District). This property is zoned B-3 and meets the criteria we established earlier this year including stipulations on distance requirements (cannot be closer than 100 feet) for dispensaries in conjunction with places of worship, senior housing facilities and schools. In addition, one dispensary cannot be allowed to be located within 1500 feet to another dispensary which is also a State of Illinois requirement. The parking lot will be resurfaced, replace existing landscaping with some lower, growing shrubs and plant material that was discussed with the Police Department. The Police Department also reviewed this project very thoroughly including the security plan.

The exterior of the building will be updated from a color scheme perspective proposed on the upper half on the north, west and east sides of the building.

The wall signs are proposed on the north and east sides of the building as well as the existing ground sign. Per Village requirements, signage on the building cannot have any type of symbol for cannabis and cannot include words such as weed or pot or display any information about the products.

Based on the square footage of the building and the net floor area, which is 2,300-2,400 square feet, there is more than enough parking. There is also a shared parking, cross access agreement with Jubilee Furniture that allows parking for each business.

Deliveries will be provided in a safe and secure manner. They will not be during peak times or weekend hours and done primarily in the morning hours. The delivery day and times will vary so if someone is monitoring the property they will not know exactly when a shipment is due to arrive. They will take place in the rear of the building with a security guard present.

Cannabis waste will not be intermixed with the garbage in the dumpster located in the back of the building. It will be stored in a waste area inside the building where only staff is allowed and will be collected by a third party waste collection company.

This will be a highly secured building with all points inside and outside being monitored 24/7, along with a special film on the windows to prevent break-ins.

No products will be consumed on site and parking lot lighting will be upgraded to more modern, LED lights.

Staff has reviewed the request based on the updated regulations that were established earlier this year for cannabis dispensaries and we are recommending approval of the request at this location.

Chairman Parisi thanked Mr. Patel and Mr. Nitu for a thorough presentation and asked for comments or questions from the Commission.

Commissioner Meneghini asked about the security guard and thought they told Mr. Pearson the guard would be armed.

Mr. Nitu replied that he said unarmed.

Commissioner Meneghini asked if they were aware of the eight conditions and if they would comply.

Mr. Patel read each one and answered yes to all of them.

Commissioner Morris asked if they would be doing a background check on their employees and if there are any criminal elements that are allowed to work there after a certain period of time.

Mr. Patel stated they are required to do background checks on everybody. I believe there is a delicate balance, based on some felonies, to give someone a second chance.

Mr. Nitu stated from a state regulatory perspective, when the dispensary agents are hired, we have to submit an application to the State. The State will review the application and issue them an identification card if nothing appears during the background checks.

Commissioner Morris asked since you will be generating a lot of cash, do you have an armored car service coming and picking up this cash on a daily basis or will it be put in the vault at night and will it be going to a bank.

Mr. Nitu replied we will have weekly pickups with an armored truck. The cash we do not use to pay our vendors will be picked up from an armored service and then taken to an approved bank.

Commissioner Morris asked if vendors are also paid in cash.

Mr. Nitu replied they will either be paid in cash or, if they have a bank account, we can wire them the money. We also have a bank or a credit union that works with us.

Commissioner Morris asked what kind of a daily balance of cash do you think you'll have on hand because I just see it right for something to happen.

Mr. Nitu stated we could see \$20,000-\$30,000 cash daily.

Commissioner Morris asked and you only get a pick-up once a week.

Mr. Nitu replied the \$20,000-\$30,000 would be in total sales and 60% of that would be cash. As vendors come in we will be making some payments out and minimizing maybe less than \$50,000-\$70,000 cash that will go through the armored pick-up service. We will be monitoring it very closely so if we need to increase the pick-ups we can.

Commissioner Christopher had no questions.

Commissioner Petella asked about the security on the rooftop. The rooftop units can be removed and are a good way inside.

Mr. Nitu stated everything will be in the vault at night and we have a security mesh on top of the roof as well as video surveillance. The security company will be watching all of those access points.

Commissioner Tucek thanked the petitioners for a thorough submittal and stated hopefully you can hire from some Carol Stream residents.

Chairman Parisi asked about the waiting room and the flow of people. He said there is an establishment in Wrigleyville that at 10 o'clock in the morning is a line that goes down to the stadium. So, how many people can you hold in the vestibule, and, when you start forming a line, how do you handle that operationally.

Mr. Patel replied that establishment in Chicago is 3-4 times busier than our business. Our operation is made and designed for getting in and getting out in a timely manner. I believe, based on the amount of staff, we will be able to move the customers fluidly without long wait times.

Chairman Parisi asked if the vestibule is a check in point to check credentials and you are not actually holding anybody in there.

Mr. Patel stated that is correct and hopefully, they would not have to be in there for more than five minutes.

Chairman Parisi apologized and stated he was under the impression you would only take so many customers and service them at a time within your showroom floor. So you're telling me if you have 18 sales people you can put 25 customers in there and rotate people in and out.

Mr. Nitu stated the check-in room can hold 6-8 people. What we've done in the past, we'll have an employee go out and do line management on the exterior as well. Typically, security will monitor and we also have technology so people can check in with their phone and we will text them when their time is ready.

Chairman Parisi stated so there is an opportunity that someone could be waiting in their car until their order is ready.

Mr. Nitu replied yes.

Chairman Parisi asked if it was correct that they have an overflow agreement with Jubilee Furniture.

Mr. Nitu replied yes.

Commissioner Meneghini moved and Commissioner Petella 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, May 1, 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 Petella 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:

NEW BUSINESS:

OLD BUSINESS:

OTHER BUSINESS:

Mr. Farace stated the May 8, 2023 meeting can be canceled due to no cases for that date.

Chairman Parisi asked for a motion to cancel the meeting. Commissioner Christopher moved and Commissioner Meneghini seconded the motion to cancel the May 8, 2023 meeting.

ADJOURNMENT:

At 7:20 p.m. Commissioner Meneghini moved and Commissioner Christopher 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

PROCLAMATION

DESIGNATING MAY BUILDING SAFETY MONTH

WHEREAS, the Village of Carol Stream recognizes that our growth and strength depend on the safety and economic value of the homes, buildings and infrastructure that serve our citizens, both in everyday life and in times of natural disaster; and

WHEREAS, our confidence is achieved through the dedication of building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers, and others in the construction industry who work year-round to ensure the safe construction of buildings; and

WHEREAS, the International Code Council, a U.S. based organization that brings together local, state and federal officials, works to create and implement the highest-quality codes, to protect us in the buildings where we live, learn, work, play; and

WHEREAS, "It Starts with You" the theme for Building Safety Month 2023, encourages all Americans to raise awareness about the importance of safe and resilient construction; fire prevention; disaster mitigation, energy conservation; water safety; training the next generation; and new technologies in the construction industry; and

WHEREAS, each year, in observance of Building Safety Month, people all over the world are asked to consider the commitment to improve building safety and economic investment at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property.

NOW, THEREFORE, BE IT PROCLAIMED THAT I, FRANK SAVERINO, SR., AND THE CAROL STREAM VILLAGE BOARD OF TRUSTEES do hereby proclaim

May 2023 as Building Safety Month in Carol Stream

and encourage home and commercial property owners to recognize Building Safety Month.

PROCLAIMED THIS 1st DAY OF MAY, 2023.

Frank Saverino, Sr., Mayor

ATTEST:

Julia Schwarze, Village Clerk

Village of Carol Stream
Interdepartmental Memo

TO: Robert Mellor, Village Manager

FROM: Tom Farace, Planning & Economic Development Manager *TF*

THROUGH: Donald T. Bastian, Community Development Director *DB*

DATE: April 25, 2023

RE: **Agenda Item for the Village Board Meeting of May 1, 2023**
PC/ZBA Case 23-0011, Veltiste IL / Fuego Cannabis – 720 E. North Avenue,
Special Use Permit for an Adult Use Cannabis Dispensing Organization

Dev Patel, Chief Operating Officer with Veltiste IL, requests approval of a Special Use Permit for an Adult Use Cannabis Dispensing Organization for Fuego Cannabis 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.

As proposed, significant improvements will be made to the interior and exterior of the building and the site, including the removal of brick walls, low fencing, and overgrown landscaping around the building to be replaced with new low-growing landscaping, resurfacing and restriping of the parking lot, painting of the building's exterior, and installation of new signage. The interior of the building will be renovated to include an improved entrance vestibule to provide a secured customer check-in space, sales space, a secured vault area and storage space, and a rear delivery area. 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.

The applicant has submitted various documents as required by the UDO's use specific regulations for adult-use cannabis dispensaries, including an operating plan, disposal plan, and ventilation plan. In addition, a security plan has been provided, which outlines security measures proposed inside and outside of the building. The submitted security plan has been reviewed by the Police Department, who deem it acceptable. Furthermore, a traffic and parking study was submitted which indicates that parking demand will be met for the proposed dispensary, with both on-site parking and the allowance of off-site parking as stipulated in the cross access and shared parking agreement with the adjacent Jubilee Furniture property. 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 dispensaries. As such, staff supports the special use request.

The staff report presenting the request, with supporting documentation, was transmitted to the Village Board with the PC/ZBA packet on April 21, 2023. At its meeting on April 24, 2023, by a vote of 6-0, the PC/ZBA recommended approval of the Special Use Permit, subject to the conditions in the April 24, 2023 staff report.

If the Village Board concurs with the PC/ZBA recommendation, they should approve the Special Use Permit for an Adult Use Cannabis Dispensing Organization, subject to the conditions contained within the Ordinance, and adopt the necessary Ordinance.

ec: Dev Patel, Veltiste IL

Village of Carol Stream
Interdepartmental Memo

TO: Robert Mellor, Village Manager

FROM: Bravo Berisha, Assistant Planner *BB.*

THROUGH: Donald T. Bastian, Community Development Director *DB*

DATE: April 25, 2023

RE: **Agenda Item for the Village Board Meeting of May 1, 2023**
PC/ZBA Case 23-0013, JJ Therapeutic Massage – 1430 W. Army Trail Road, Special Use Permit for a Massage Establishment

Mr. James M. Jackson, on behalf of JJ Therapeutic Massage, requests approval of a Special Use Permit for a Massage Establishment at 1430 W. Army Trail Road.

As the Board is aware, 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. 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. The tenant space at 1430 W. Army Trail Road was previously occupied by Willow Spa, a massage establishment that closed in April 2022 after the Village revoked its license for failure to operate in accordance with the Massage Business Establishment regulations. JJ Therapeutic Massage proposes to use the location for legitimate therapeutic massage purposes. No interior remodeling is proposed. The floor plan includes a waiting area and five massage rooms. The hours of operation will be 10 am to 9 pm, seven days a week.

The staff report presenting the request, with supporting documentation, was transmitted to the Village Board with the PC/ZBA packet on April 21, 2023. At its meeting on April 24, 2023, by a vote of 6-0, the PC/ZBA recommended approval of the Special Use Permit for a Massage Establishment, subject to the conditions in the April 24, 2023 staff report.

If the Village Board concurs with the PC/ZBA recommendation, they should approve the Special Use Permit for a Massage Establishment for JJ Therapeutic Massage, subject to the conditions contained within the Ordinance, and adopt the necessary Ordinance.

ec: James M. Jackson, JJ Therapeutic Massage (Via Email)

Village of Carol Stream
Interdepartmental Memo

TO: Robert Mellor, Village Manager

FROM: Tom Farace, Planning & Economic Development Manager *TF*

THROUGH: Donald T. Bastian, Community Development Director *DB*

DATE: April 25, 2023

RE: **Agenda Item for the Village Board Meeting of May 1, 2023**
PC/ZBA Case 23-0015, Village of Carol Stream Public Works Center – 124 Gerzevske Lane, Amendment to a Special Use Permit for a Governmental Use

The Village of Carol Stream requests approval of an Amendment to a Special Use Permit for a Governmental Use at the Public Works Center (PWC). Site modifications are proposed to reconfigure and improve operations at the PWC. The existing Police impound lot will be relocated from the PWC to the Water Reclamation Center on Kuhn Road, which will create space to expand and better organize outdoor storage on the property. New storage bins and containers will be included in the reconfigured space, and utilized for storage of snowplows, mowers, bagged salt, and sandbags. Pavement improvements are also proposed, and additional eight-foot tall fencing is proposed along the west side of the property. Finally, a new electric security gate is proposed at the entrance to the rear of the PWC.

The staff report presenting the request, with supporting documentation, was transmitted to the Village Board with the PC/ZBA packet on April 21, 2023. At its meeting on April 24, 2023, by a vote of 6-0, the PC/ZBA recommended approval of the Special Use Amendment, subject to the conditions in the April 24, 2023 staff report.

If the Village Board concurs with the PC/ZBA recommendation, they should approve the Amendment to a Special Use Permit for a Governmental Use at the Public Works Center, subject to the conditions contained within the Ordinance, and adopt the necessary Ordinance.

ec: Phil Modaff, Brad Fink, and Ron Roehn, Public Works Department

Village of Carol Stream
Interdepartmental Memo

TO: Robert Mellor, Village Manager

FROM: Tom Farace, Planning & Economic Development Manager *TF*

THROUGH: Donald T. Bastian, Community Development Director *DB*

DATE: April 25, 2023

RE: **Agenda Item for the Village Board Meeting of May 1, 2023**
PC/ZBA Case 23-0016, Village of Carol Stream Water Reclamation Center – 245
N. Kuhn Road, Special Use Permit for a Governmental Use

The Village of Carol Stream requests approval of a Special Use Permit for a Governmental Use at the Water Reclamation Center (WRC). A Village-owned 1.5-acre lot, 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 requested.

Access to the area will be provided from the existing private driveway to the west of the subject lot. As proposed, the existing Police impound lot will be relocated from the Public Works Center (PWC) to the WRC. The new impound lot will occupy approximately one-third of the property, will be paved, and will be striped to hold 30 vehicles. Storage areas for Public Works and Police will occupy the other 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.

Chain link fencing 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. It should be noted that the initial plans called for the fence to be 10 feet in height, and a variation was requested to increase the permitted height from eight feet to 10 feet for an industrial use. However, Public Works and Police determined that the permitted eight-foot height will be adequate to secure the impound, with the inclusion of barbed wire on top of the fence. Therefore, a fence variation is no longer requested.



The staff report presenting the request, with supporting documentation, was transmitted to the Village Board with the PC/ZBA packet on April 21, 2023. At its meeting on April 24, 2023, by a vote of 5-1, the PC/ZBA recommended approval of the Special Use Permit, subject to the conditions in the April 24, 2023 staff report.

If the Village Board concurs with the PC/ZBA recommendation, they should approve the Special Use Permit for a Governmental Use at the Water Reclamation Center, subject to the conditions contained within the Ordinance, and adopt the necessary Ordinance.

ec: Phil Modaff, Brad Fink, and Ron Roehn, Public Works Department

Village of Carol Stream
Interdepartmental Memo

TO: Robert Mellor, Village Manager

FROM: William N. Cleveland, Engineering Services Director 
Gregory R. Ulreich, Civil/Stormwater Engineer 

DATE: April 24, 2023

RE: Native Plant Management for FY 2023/24,
Award Contract to Bedrock Earthscapes, LLC pursuant to
Municipal Code 5-8-14(B) Contracts without Bid

In 2011, the Village hired Bedrock Earthscapes, LLC (BEDROCK) to maintain the native vegetation along its pond shorelines and wetlands. BEDROCK evaluated the condition of the vegetation, made maintenance recommendations, and has done excellent work in maintaining and improving the ecological health of the project areas for the past eleven years.

The selection, and continued use, of BEDROCK has been largely based on the experience and expertise of its owner, Bill Bedrossian. Bill performs as the Project Foreman for the crews with each visit, while also serving as the onsite qualified ecologist. This helps ensure that the staff doing the work is knowledgeable of the native species desired, and the invasive and substitute species that may present challenges to the project. The extent of participation from management is rare in the industry and instrumental in providing the Village's expected level of service.

Section 5-8-14(B) of the Municipal Code allows for "contracts for services with individuals possessing a high degree of skill where the ability or fitness of the person is an important requirement, such as construction manager". According to the Chicago Wilderness publication "Native Landscape & Ecological Restoration Guide" dated September 2016, "consultant and landscaping firms without experience and expertise in native systems can often mislead organizations seeking to implement native landscaping and restoration projects which can lead to project failure and [sic] loss of investment. Successful installation and care of native landscapes and ecological restoration requires a wholly different skill set, tools and considerations than those used in traditional manicured landscape design, installation, and maintenance."

In addition, Public Works has successfully used BEDROCK for their own projects, including the WRC Pollinator Meadow and to re-establish the floodplain buyout properties that failed under a previous contractor. BEDROCK also did a successful job as the prime contractor for the Village's "Park Unit 1"



Village of Carol Stream

FRANK SAVERINO, SR., MAYOR • ROBERT MELLOR, MANAGER
500 N. Gary Avenue • Carol Stream, Illinois 60188-1899
(630) 665-7050 • FAX (630) 665-1064
www.carolstream.org

I. MAINTENANCE SERVICES AGREEMENT

POND AND STREAM MAINTENANCE (52358) FY2023-2024 NATIVE PLANT MANAGEMENT”

THIS CONTRACT (“Contract”) is made and entered into by and between the **VILLAGE OF CAROL STREAM**, an Illinois municipal corporation and home rule unit of government, (hereinafter referred to as the "Village") and **BEDROCK EARTHSCAPES, LLC** hereinafter to as (the "Contractor") and its successors.

IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in this Contract, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. This contract shall embrace and include all of the Contract Documents listed below and shall be incorporated herein by reference:
 - I MAINTENANCE SERVICES AGREEMENT
 - II GENERAL TERMS & CONDITIONS
 - III SPECIAL PROVISIONS
 - IV EXHIBITS
 - V SCHEDULE OF PRICES
 - VI GOVERNMENTAL CONTRACT COMPLIANCE CERTIFICATIONS
 - VII CERTIFICATE OF INSURANCE
2. In executing this Contract, Contractor agrees that it has examined the site of the work and the conditions existing therein, has examined the Contract Documents and taken and compared field measurements and conditions with those Documents.
3. This Contract and the Contract Documents represent the entire Agreement between the parties and may not be modified without the written approval of both parties.

VILLAGE OF CAROL STREAM

IN WITNESS WHEREOF, the Contractor has hereunto set their hands this 23rd day of March, 2023.

William Bedrossian
(Printed Name)

Owner/Managing Member, Bedrock Earthscapes
(Printed Title)



(Signature)



(Corporate Seal)

NOTARY PUBLIC - STATE OF ILLINOIS

Subscribed and Sworn to before me this 23 day of March, 2023


(Signature)



(Notary Seal)

THE VILLAGE OF CAROL STREAM, ILLINOIS

IN WITNESS WHEREOF, the Village has hereunto set their hands this _____ day of _____, 20____.

_____, Director of Engineering Services
By

II. GENERAL TERMS & CONDITIONS

1. SCOPE OF SERVICES.

1.1 ENGAGEMENT OF CONTRACTOR.

The Village hereby engages the Contractor, and the Contractor hereby agrees to perform and/or provide all Work, labor, materials, equipment and services and do all else required to complete the Project in accordance with and as set forth within this Contract and the Contract Documents identified herein.

1.2 CONTRACT AND CONTRACT DOCUMENTS.

The Contract Documents represent the entire and integrated agreement between the Parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. The Contract Documents shall consist of this Contract between the Village and Contractor and any written modifications issued after execution of the Contract signed by both the Village and Contractor.

1.3 WORK.

The term "Work" means all of the services required by the Contract Documents, and includes all labor, materials, equipment, tools, and other facilities and services provided or to be provided by the Contractor in order to fulfill the Contractor's obligations under the Contract. The Contractor shall provide an adequate number of competently trained and skilled personnel with sufficient supervision to provide the services as set forth in the Contract Documents. The Contractor shall schedule and perform the Work to meet the requirements of the Village. All services shall be provided in compliance with the Contract Documents shall be performed in a good and workmanlike manner. The Contractor shall supervise and direct the Work using Contractor's best skill and judgment. The Contractor shall keep the premises and surrounding area free from accumulation of debris and trash related to the Work.

1.4 MEETING BEFORE WORK COMMENCES.

It is mandatory that the Contractor meet with the Director of Engineering Services or his designee(s) prior to the start of work in order to review the contract specifications, designate the appropriate project contacts, and the manner in which work will be proceeding, among other items.

1.5 CONTROL OF MATERIALS AND INSPECTIONS BY VILLAGE.

1.5.1 MATERIAL QUALITY & INCORPORATION INTO THE WORK

THIS STANDARD CLAUSE HAS BEEN PURPOSEFULLY OMITTED.

1.5.2 DEFECTIVE MATERIALS

THIS STANDARD CLAUSE HAS BEEN PURPOSEFULLY OMITTED.

1.5.3 INSPECTION OF COMPLETED WORK

The Village shall have the right to inspect any services or completed work specified herein. Upon a determination that such work has not been completed in accordance with the Contract, the Village may order that such corrective action be taken as necessary to complete the Work.

1.6 PUBLIC SAFETY AND CONVENIENCE.

The Contractor is solely responsible for ensuring that all work performed under this agreement is conducted in a safe manner and that all employees performing work for the contractor have received safety training on a regular and consistent basis and is in compliance with OSHA and other regulatory provisions.

1.5 DAMAGES TO PUBLIC OR PRIVATE PROPERTY.

Any damage of public or private property caused by the Contractor's operations shall be resolved with the property owner within ten (10) days after damage occurs to the satisfaction of the Village. The Contractor shall inform the Village of any damage caused by the Contractor's operation on the day such damage occurs. Should the damage not be rectified within the time frame agreed upon or to the satisfaction of the Village, the Village reserves the right to repair or replace that which was damaged or assess the Contractor such cost as may be reasonable and related to damaged caused by the Contractor, and deduct these costs from any payment due the Contractor.

1.6 SUBLETTING.

Contractor shall not assign, transfer, convey, sublet, subcontract or otherwise dispose of this contract or any or all of his right, title, or interest therein, or his power to execute such contract, to any other person, firm, or corporation, without the prior written consent of an authorized representative of the Village of Carol Stream. In no case shall consent relieve the Contractor from his obligations under this Contract or change the terms of this Contract.

1.5 ALTERATIONS, CANCELLATIONS, EXTENSIONS AND DEDUCTIONS.

The Village reserves the right to alter the program, add such work as may be necessary, and delete such work that might not be necessary to accomplish such changes that the Village staff feels appropriate in order to develop a program that is within available funding capabilities.

1.10 REPRESENTATION OF THE CONTRACTOR.

The Contractor represents that it is financially solvent, has the necessary resources, is sufficiently experienced and competent to perform and complete the execution of the Work necessary to complete the Project.

1.11 WORK HOURS

Normal work activity shall adhere to the Village's Code addressing noise pollution under §14-2-16(G)(4), which permits work between 6:00 A.M. to 8:00 P.M. Monday through Friday and Saturdays between 8:00 A.M. and 8:00 P.M. No work shall occur on Sundays or federally recognized holidays.

1.12 PERMITS.

The Contractor is responsible for obtaining all local, state and federal permits necessary.

1.13 USE OF FIRE HYDRANTS

Under no circumstances shall water for construction purposes be drawn from any public or private fire hydrant. Water for construction purposes is only available to the Contractor from the Public Works Facility, 124 Gerzevske Lane, Carol Stream, IL 60188. Access to the Facility is

restricted, so the Contractor shall coordinate with the Director of Public Works ahead of time. The water is available at no additional cost when used in conjunction with this Work.

Fire hydrants shall be accessible at all times to the Fire Department. No material or other obstructions shall be placed within ten (10) feet of a fire hydrant.

2. COMPENSATION AND METHOD OF PAYMENT.

2.1 CONTRACT AMOUNT - PAYMENTS.

The Village agrees to pay the Contractor for the performance of the Work of this Contract for the completion of the Project, subject to additions and deductions as provided in the Contract Documents, the Total Contract Price as shown on the SCHEDULE OF PRICES.

Contractor may invoice the Village for Work completed at intervals not to exceed a monthly basis. Such progress payments will be made by the Village for all Work completed in a satisfactory manner and in accordance with the specifications stated herein, in accordance with the Illinois Prompt Payment Act. Ten per cent (10%) of each progress payment will be withheld by the Village until Substantial Completion.

2.2 SUBSTANTIAL COMPLETION.

Substantial Completion shall mean the stage in the progress of the Work when the Work is sufficiently complete so that the Village can utilize the Work for its intended use.

2.3 APPLICATION FOR PAYMENTS AND LIEN WAIVERS.

The Contractor shall submit an application for payment in an approved format ("Application for Payment") to the Village for payments under this Contract. The Village requires for each Application for Payment, a properly completed Contractor's Affidavit setting out, under oath, the name, address and amount due or to become due, of each subcontractor, vendor, or party included in that payment. For every party listed, the Contractor shall also provide a full or partial waiver of lien, as appropriate, before a payment will be made to the Contractor. The Contractor's partial or final waiver of lien must be included. Payment certificates shall not be issued by the Village or its designated representative without such lien waiver and Contractor's sworn statements unless they are conditioned upon such waivers and statements. Upon satisfaction of the terms and conditions of the Contract and final payment, the Contractor agrees to provide the Village with a final release and waiver of all liens covering all Work performed under the Contract relative to the Project including all work performed by all subcontractors. Said final waiver of lien shall identify and state that all contractors and subcontractors have been paid in full and there are no contract balances outstanding and owed to any such contractors or subcontractors. The Village may withhold final payment until all services, reports and/or other deliverables specified herein have been completed in a form satisfactory to the Village. Final payment will be made by the Village only upon inspection of the Work, completion of any punch list items and after receipt of final release and waiver of liens from all Subcontractors and material suppliers for the Work.

2.4 AUTHORITY TO WITHHOLD PAYMENT.

The Village may decline to pay an invoice, in whole or in part, to the extent Village decides it is necessary to protect it from loss due to any of the following:

- (i) Breach by Contractor of any of its obligations under the Contract (including the costs to Village of remedying the breach (whether by replacing or repairing the Work or

- otherwise) and all other costs directly attributable to other services that are required to be performed in connection with remedying such breach);
- (ii) Third-party claims filed or reasonable evidence indicating probable filing of such claims;
 - (iii) Contractor's failure to properly pay Subcontractors or to properly pay for equipment, materials or labor;
 - (iv) Damage to Village's or another's project where such damage arises out of the actual or alleged willful misconduct or negligent acts or omissions of Contractor and Subcontractors or their agents, employees or any other person to whom, directly or indirectly, Contractor or any Subcontractor may be liable;
 - (v) Reasonable evidence that the Work will not be completed within the time requirements specified in the Contract or for the balance of the Contract Sum or Contract Price then unpaid;
 - (vi) Unsatisfactory Work performed; or
 - (vii) Incomplete, inaccurate, or unauthorized billing.

2.5 RECORDS.

The Contractor shall maintain records showing actual time devoted, type of Work performed per classification and costs incurred, and shall permit the Village to inspect and audit all data and records of the Contractor for Work done pursuant to this Contract.

2.6 CHANGE ORDERS.

- (i) Changes in the Work may only be accomplished by a Change Order signed by the Village Manager to change the Work, Contract sum or Contract time.
- (ii) Where a Change Order or a series of Change Orders authorize or necessitate an increase or decrease in either the cost of the Project totaling \$10,000 or more or the time of completion of the Project by 30 days or more, a written determination must be prepared and signed by the Village or its designee stating that the circumstances necessitating the change in performance were not reasonably foreseeable at the time the Contract was signed; or the change is germane to the original Contract as signed; or the Change Order is in the best interest of the and authorized by law in accordance with 720 ILCS 5/33E 9. In addition, any Change Order on the Project that authorizes or necessitates any increase in the total amount of the Contract that is 50% or more of the original Contract Sum or Contract Price or that authorizes or necessitates any increase in the price of a subcontract under the Contract that is 50% or more of the original subcontract price, then the portion of the Contract that is covered by the Change Order must be resubmitted for bidding in accordance with the Public Works Contract Change Order Act (50 ILCS 525/1 et seq.).

2.7 TAXES.

Contractor acknowledges that the Village is a tax exempt entity under the laws of the State of Illinois and that the Village shall, as part of its undertakings under this Contract, provide to the Contractor all certificates of exemptions and tax exempt numbers needed to entitle Contractor to purchase material and other items to be used on the Work or incorporated into the Work on a tax-exempt basis, said exemptions specifically to include but not be limited to the "Illinois Retailer's Occupation Tax" (sales tax). Contractor shall warrant that all material costs and scheduled values have been calculated so as to give the Village its full benefit of its tax-exempt status, and

Contractor shall require that all subcontracts include a requirement that subcontractors purchase materials so as to give the Village the full benefit of its tax exempt status. The Village shall not be liable for, and shall be entitled to a credit against the Contract Sum or Contract Price for any sales tax paid by Contractor or any subcontractor of any tier which is shown to have been charged to the Village as part of the Contract Sum or Contract Price, as a component of the schedule of values, as a unit price, or otherwise.

2.8 ADDITIONAL SERVICES.

The Contractor acknowledges and agrees that the Village shall not be liable for any costs incurred by the Contractor in connection with any services provided by the Contractor that are outside the scope of this Contract (“Additional Services”), regardless of whether such Additional Services are requested or directed by the Village, except upon the prior written approval of the Village.

2.9 PROMPT PAYMENT ACT.

All payments made under this Contract shall be made in conformance with the provisions of the Local Government Prompt Payment Act. 50 ILCS 505/1 et seq.

3. COMMENCEMENT OF CONTRACT.

3.1 COMMENCEMENT; TIME OF PERFORMANCE.

The Work on this Contract shall commence upon the issuance of a written notice to proceed and continue expeditiously from that date until substantial completion on **April 30, 2024** or as otherwise set forth in the notice to proceed.

Time is of the essence with regard to the performance of the Work related to this Contract. Failure to meet the time frame of the Contract shall be considered an occasion of default under the Contract. The Contract time shall not be increased without the express written consent of the Village.

4. INSURANCE, INDEMNIFICATION, BONDS AND WARRANTY.

4.1 INSURANCE.

The Contractor shall carry workers’ compensation and commercial general liability insurance in the amounts set forth below and provide the Village with certificates of insurance and endorsements prior to commencing with Work. All such insurance shall be carried with companies satisfactory to the Village and be rated at least A VI by A.M. Best Company.

4.1.1 WORKERS’ COMPENSATION COVERAGE

STATUTORY coverage for all persons whom the Contractor may employ directly or through subcontractors in carrying out the Work under this Contract.

4.1.2 EMPLOYER’S LIABILITY:

\$1,000,000 minimum liability.

4.1.3 COMMERCIAL GENERAL LIABILITY COVERAGE

Bodily injury and property damage (including Premises-Operations; Independent Contractor’s; Products and Completed Operations: Broad Form Property Damage). The Village

and its officers, agents and employees shall be named as an additional insured.

Limits:	Each Occurrence – Combined Single Limit	\$1,000,000
	Aggregate – Completed Operations	\$1,000,000
	Each Occurrence – Blanket Contractual Liability	\$1,000,000

4.1.4 COMMERCIAL AUTOMOBILE LIABILITY COVERAGE

The Contractor shall maintain, until the completion and acceptance of the Work under this Contract, insurance to protect from claims for bodily injury and property damage which may arise from the use of motor vehicles engaged in various operations under this Contract. The Village shall be named as an additional insured.

Limits:	Bodily Injury and Property	\$1,000,000
	Damage combined single limit	

4.1.5 UMBRELLA EXCESS LIABILITY

The Village and its officers, agents and employees shall be named as an additional insured.

Limits:	Liability Insurance:	\$1,000,000
	Over Primary Commercial General	\$10,000 Retention

4.1.6 PROFESSIONAL LIABILITY COVERAGE

Professional services contract only.

Limits:	Each Occurrence:	\$1,000,000
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The Contractor shall have the following obligations with regard to insurance coverage for the Work under the Contract:

- (i) All certificates of insurance required to be obtained by the Contractor shall provide that coverages under the policies named shall not be canceled, modified, reduced or allowed to expire without at least Thirty (30) Days prior written notice given to the Village. All certificates evidencing coverage extended beyond the date of final payment shall be provided at the time of the final Pay Request. All certificates of insurance shall name the Village, its officers, Agents and employees as additional insureds on a primary non-contributory basis. The actual additional insured endorsement shall be attached to the certificate of insurance.
- (ii) All insurance required of the Contractor shall state that it is Primary and Non-Contributory Insurance as to all additional insureds with respect to all claims arising out of operations by or on their behalf. If additional insureds have other applicable insurance coverages, those coverages shall be regarded as on an excess or contingent basis.
- (iii) The Contractor shall require that every subcontractor of any tier obtain insurance of the same character as that required of Contractor, naming the same additional insureds and subject to the same restrictions and obligations as set forth for the Contractor's insurance in the Contract Documents.
- (iv) Under no circumstances shall the Village be deemed to have waived any of the insurance requirements of this Contract by any act or omission, including, but not limited to:
 - a. Allowing Work by Contractor or any subcontractor of any tier to start before receipt of Certificates of Insurance;
 - b. Failure to examine, or to demand correction of any deficiency, of any certificate of insurance received.
- (v) The Contractor agrees that the obligation to provide insurance is solely the Contractor's

- responsibility and cannot be waived by any act or omission of the Village.
- (vi) The purchase of insurance by the Contractor under this Contract shall not be deemed to limit the liability of the Contractor in any way, for damages suffered by the Village in excess of policy limits or not covered by the policies purchased.
 - (vii) The Contractor shall notify the Village, in writing, of any possible or potential claim for personal injury or property damage arising out of the Work of this Contract promptly whenever the occurrence giving rise to such a potential claim becomes known to the Contractor.
 - (viii) The Contractor further agrees to cause contractual liability endorsements to be issued by the insurance companies and attached to the above-mentioned policies to include under the coverage therein an extended obligation on the part of the insurers to insure against Contractor's contractual liability hereunder and to indemnify the Village and its agents against loss, liability, costs, expenses, attorneys' fees and court costs, and further agrees that said coverage shall be afforded therein against all claims arising out of the operation of any structural work law or law imposing liability arising out of the use of scaffolds, hoists, cranes, stays, ladders, supports or other mechanical contrivances. Endorsements to the certificates of insurance shall include as named additional insured the Village and its officers, agents and employees.

4.2 INDEMNIFICATION.

To the fullest extent permitted by Illinois law, Contractor shall indemnify, defend and hold harmless the Village of Carol Stream and Hey and Associates, Inc., and its officers, employees and agents (collectively "Indemnitee"), from lawsuits, actions, costs (including attorneys' fees), claims or liabilities of any character (collectively "Damages") caused by, resulting from, arising out of or occurring in connection with the Contractor's performance of the Work under this Contract, provided that any such lawsuit, action, cost, claim or liability is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent act or omission, intentional misconduct, or breach of applicable law of the Contractor or anyone or entity directly or indirectly employed by Contractor for whose acts Contractor may be liable. Under no circumstance shall Contractor's indemnification apply to Damages caused by the sole negligence of the Indemnitee. In connection with any such claims, lawsuits, actions or liabilities, the Village, its officers, agents, employees, representatives and their assigns shall have the right to defense counsel of their choice. The Contractor shall be solely liable for all costs of such defense and for all expenses, fees, judgments, settlements and all other costs arising out of such claims, lawsuits, actions or liabilities. Contractor shall protect, indemnify, and hold and save harmless the Village from and against any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Contractor's breach of any obligations under or Contractor's default of any provision of the Contract Documents.

4.3 PERFORMANCE AND LABOR & MATERIAL BONDS.

THIS STANDARD CLAUSE HAS BEEN PURPOSEFULLY OMITTED.

4.4 WARRANTY.

THIS STANDARD CLAUSE HAS BEEN PURPOSEFULLY OMITTED.

5. PREVAILING WAGES

5.1 PREVAILING WAGES.

This Contract **DOES NOT** call for the construction of a “public work” within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/0.01 et seq. (“the Act”).

5.2 RECORDS AND CERTIFIED PAYROLL.

THIS STANDARD CLAUSE HAS BEEN PURPOSEFULLY OMITTED.

6. COMPLIANCE WITH THE LAW AND CERTIFICATIONS.

5.1 COMPLIANCE WITH GOVERNMENTAL REGULATIONS.

Contractor shall comply with and perform all Work required under the Contract Documents in conformance with all applicable federal, state and local laws, regulations and/or ordinances. This provision shall not be limited to those statutes, ordinances and/or regulations referred to herein.

5.2 CERTIFICATION TO ENTER INTO PUBLIC CONTRACTS.

Contractor certifies that it is not barred from contracting with any unit of state or local government as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code or any similar offense of any State of the United States which contains the same elements as the Illinois offenses of bid-rigging or bid rotating. Contractor shall execute the attached Certification at EXHIBIT “2”.

5.3 PAYMENTS TO THE ILLINOIS DEPARTMENT OF REVENUE.

Contractor certifies that it is not delinquent in the payment of any taxes to the Illinois Department of Revenue. Contractor shall execute the attached Certification at EXHIBIT “3”.

5.4 ILLINOIS DRUG FREE WORKPLACE ACT.

In the event the Contractor has twenty-five (25) or more employees at the time of the execution of this Contract, Contractor agrees to provide a drug-free workplace in accordance with the Drug Free Workplace Act, 30 ILCS 580/1 et seq. Contractor shall execute the attached Certification at EXHIBIT “4”.

5.5 SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS PROJECTS.

Contractor certifies that it has in place a written program which meets or exceeds the program requirements of the Substance Abuse Prevention on Public Works Projects Act (820 ILCS 265/1 et seq.), and will provide a copy thereof to the Village. Contractor shall execute the attached Certification at EXHIBIT “5”.

5.6 ILLINOIS PUBLIC WORKS EMPLOYMENT DISCRIMINATION ACT.

Contractor certifies that this contract shall be performed in compliance with all requirements of the Illinois Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq.

6.7 NON-DISCRIMINATION: HUMAN RIGHTS ACT.

Contractor hereby agrees that this Contract shall be performed in compliance with all requirements of the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., and that the Contractor and its subcontractors shall not engage in any prohibited form of discrimination in employment as defined in the Act. The Contractor shall maintain, and require that its subcontractors maintain policies of equal employment opportunity which shall prohibit discrimination against any employee or applicant for employment on the basis of race, religion, color, sex, national origin, ancestry, citizenship status, age, marital status, physical or mental disability unrelated to the individual's ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military service. Pursuant to Section 2-105 (A)(4) of the Illinois Human Rights Act, the Contractor and each Subcontractor shall adopt and maintain a written sexual harassment policy.

6.8 SEXUAL HARASSMENT POLICY.

Contractor certifies that pursuant to Section 2-105 (A)(4) of the Illinois Human Rights Act, the Contractor and each authorized subcontractor has adopted and maintains a written sexual harassment policy that shall include at a minimum, the following:

- (i) The illegality of sexual harassment;
- (ii) The definition of sexual harassment under State law;
- (iii) A description of sexual harassment, utilizing examples;
- (iv) The Contractor's/subcontractor's internal complaint process, including penalties;
- (v) The legal recourse, investigative and complaint process available through the Department and Commission;
- (vi) Directions on how to contact the Department and the Commission; and
- (vii) Protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act.

A copy of these policies shall be provided to the Village on request.

7. GENERAL PROVISIONS.

7.1 AMENDMENT.

No amendment or modification to this Contract shall be effective until it is reduced to writing and approved and executed by the Village and Contractor in accordance with all applicable statutory procedures.

7.2 ASSIGNMENT.

This Contract may not be assigned by the Village or the Contractor without the prior written consent of the other party.

7.3 TIME IS OF THE ESSENCE.

Time is of the essence for the performance of the Work and the completion of the Project.

7.4 VENUE AND GOVERNING LAW.

This Contract shall be governed by the laws of the State of Illinois and venue shall be fixed in the Eighteenth Judicial Circuit of DuPage County, Illinois.

7.5 ARBITRATION AND MEDIATION.

Notwithstanding any inconsistent or contrary provision in any other provision of the Contract Documents, no claim or dispute arising under this Contract shall be subject to arbitration unless the Parties mutually agree on a submission to arbitration, which submission shall be in writing and signed by the Parties and shall set forth a specific statement of the nature of the dispute and shall contain an express statement on the limitations of the powers of the arbitrator. The Parties mutually agree that in the absence of such submission, arbitration cannot be demanded or compelled by either party.

7.6 NO DAMAGES FOR DELAY.

The Contractor agrees that in the event of delay for any reason caused by any party or person, it will be fully compensated for the delay by an extension of time to complete the Contract and will not seek additional compensation.

7.7 NO WAIVER BY PAYMENT.

Notwithstanding any language in the Contract Documents to the contrary, Village shall not be deemed to waive any claim or right to assert a claim by making any progress payment or final payment.

7.8 NO WAIVER OF SUBROGATION.

Notwithstanding any inconsistent or contrary provision in the Contract Documents to the contrary or inconsistent with this provision, the Village shall not be deemed to have waived any right of subrogation which it, its insurance carrier, any self-insurance risk pool or risk management association, (or any combination of these entities) may have against the Contractor, the Engineer, the Architect or any Subcontractor of any tier for any damage caused by Contractor, the Engineer, the Architect or any Subcontractor of any tier, to the Village or Village's property.

7.9 FREEDOM OF INFORMATION ACT.

The Illinois Freedom of Information Act (FOIA) has been amended and effective January 1, 2010, adds a new provision to Section 7 of the Act which applies to public records in the possession of a party with whom the Village has contracted. The Village will have only a very short period of time from receipt of a FOIA request to comply with the request, and there is a significant amount of work required to process a request including collating and reviewing the information. The Contractor acknowledges the requirements of FOIA and agrees to comply with all requests made by the Village for public records (as that term is defined by Section 2(c) of FOIA) in the undersigned's possession and to provide the requested public records to the Village within two (2) business days of the request being made by the Village. The undersigned agrees to indemnify and hold harmless the Village from all claims, costs, penalty, losses and injuries (including but not limited to, attorneys' fees, other professional fees, court costs and/or arbitration or other dispute resolution costs) arising out of or relating to its failure to provide the public records to the Village under this Contract.

7.10 LIMITATION OF LIABILITY PROVISIONS.

Notwithstanding any inconsistent or contrary provision in the Contract Documents, the Village shall not be deemed to have agreed to or consented to any limitation of liability provision applicable to the Contractor.

7.11 AUTHORITY TO EXECUTE.

7.11.1 THE VILLAGE.

The Village hereby warrants and represents to the Contractor that the persons executing this Contract on its behalf have been properly authorized to do so by its corporate authorities.

7.11.2 THE CONTRACTOR.

The Contractor hereby warrants and represents to the Village that the persons executing this Contract on its behalf have the full and complete right, power, and authority to enter into this Contract and to agree to the terms, provisions, and conditions set forth in this Contract and that all legal actions needed to authorize the execution, delivery, and performance of this Contract have been taken.

7.12 ENTIRE AGREEMENT.

This Contract constitutes the entire agreement between the Parties to this Contract and supersedes all prior agreements and negotiations between the Parties, whether written or oral, relating to the subject matter of this Contract.

7.13 COUNTERPART EXECUTION.

This Contract may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

7.14 PATENT AND COPYRIGHT.

The Contractor and its Surety shall pay for all royalties and/or license fees and assume all costs incident to the use in performance of the Work or the incorporation in the Work of any invention, design, process, product or device which is subject to patent or copyrights held by others, and, additionally, shall defend all suits or claims for infringements of any patent or invention right or copyrights involved in the items furnished hereunder. The Contractor and its Surety shall hold and save the Village and its officers, agents, servants and employees harmless from liability of any nature or kind, including cost and expenses, for, or on account of, any patented or unpatented invention, process, article or appliance furnished in the performance of the Contract including its use by the Village, unless otherwise specifically stipulated and agreed to in this Contract.

7.15 ADVERTISEMENT.

The Contractor and subcontractor shall not display any signs, posters, or other advertising matter in or on the Work or on or around the Village property without the specified approval in writing by the Village. In addition, no advertising copy mentioning the Village or quoting the opinions of any of its employees may be released unless such copy is approved in writing by the Village before release.

8. NOTICE.

8.1 NOTICES REQUIRED OR PERMITTED

All notices required or permitted to be given under this Contract shall be in writing and shall be delivered (1) personally, (2) by a reputable overnight courier, or by (3) by certified mail, return-receipt requested, and deposited in the U.S. Mail, postage prepaid. Unless otherwise

expressly provided in this Contract, notices shall be deemed received upon the earlier of: (a) actual receipt; (b) one business day after deposit with an overnight courier, as evidenced by a receipt of deposit; or (c) four business days following deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Section 8, each party shall have the right to change the address or the addressee, or both, for all future notices and communications to the other party, but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications to the Village shall be addressed to, and delivered at, the following addresses:

Village of Carol Stream
500 N. Gary Avenue
Carol Stream, Illinois 60188
Attn: Director of Engineering Services

Notices and communications to the Contractor shall be addressed and delivered to the person and address for the Contractor identified in II.1.4 MEETING BEFORE WORK COMMENCES.. To the extent the Contractor desires notices to be sent to a different person and/or address than set forth therein, any such alternative contact person and/or address shall be provided to the Village in writing.

9. TERMINATION.

9.1 TERMINATION FOR DEFAULT.

The Village may cancel the Contract for breach, as determined by the Village, for items such as, but not limited to: failure to meet insurance requirements, failure to meet required performance or progress standards as described herein, or if the quality or level of service is unsatisfactory to the Village. This cause for breach may include any cessation or diminution of service which, in the opinion of the Village, is not in its best interest or any failure to comply with the terms of the Contract.

The Village shall notify the Contractor in writing of any Contract breach. The Contractor shall remedy the breach within ten (10) calendar days. If the breach is not remedied in ten (10) calendar days, the Village may cancel the Contract by giving thirty (30) days' notice in writing of its intention to cancel this Contract.

In the event of cancellation for breach, the Contractor shall be paid only for Work satisfactorily performed up to the date of cancellation.

In the event of early termination or cancellation for any cause, no payment for services performed will be made until and unless any necessary reports and/or deliverables have been provided.

9.2 TERMINATION FOR CONVENIENCE.

The Village shall have the ability to terminate the Contract with thirty (30) days advance notice in its sole and absolute discretion. In the event of termination, Contractor shall be entitled to compensation for Work satisfactorily completed up until the point of termination.

***** END OF GENERAL TERMS AND CONDITIONS *****

III. SPECIAL PROVISIONS

The following Special Provisions shall govern the Work.

1. WOODY CUTTING

1.1 DESCRIPTION

The Contractor shall cut and remove all herbaceous and non-desirable woody plants up to 1-inch in diameter. This Work shall be done at all locations and during the fourth quarter of FY23/24 (i.e. spring 2024).

1.1 METHOD OF MEASUREMENT

This Work will not be measured for payment.

2. SELECTIVE HERBICIDING

2.1 DESCRIPTION

The Contractor shall apply selective herbicide treatments and selective cutting of non-desirable species during the growing season (i.e. April – September). All herbicide treatments will be made by a licensed pesticide applicator using non-restricted herbicides in accordance with prescribed material labeling.

2.2 SCHEDULE OF HERBIDICE APPLICATIONS

POND/WETLAND NAME	NO. OF APPLICATIONS	MONTHS
Cambridge Walk Pond	4	May/June/Sept/April
Carol Point Northwest Wetland	3	May/June/Sept
Carol Stream Venture West Pond	3	May/June/Sept
Carol Stream Venture East Wetland	4	May/June/Sept/April
Community Park Ponds	3	May/June/Sept
Country Glen Unit 2	2	June/Sept
Day Lily Park Pond	3	May/June/Sept
Fair Oaks Road - BMP Swale	2	May/Sept
Jay Steam Pond	3	May/June/Sept
Maple Ridge Pond	3	May/June/Sept
Mill Valley Pond	4	May/June/Sept/April
NW Gary & Lies Pond	4	May/June/Sept/April
Shenandoah Valley South Pond	3	May/June/Sept
Shenandoah Valley North Pond	3	May/June/Sept
Shenandoah Valley – Water Lilies	3	June/July/Sept
Town Center North Pond	3	May/June/Sept
Town Center Basin	3	May/June/Sept
Tubeway Drive Basin	3	May/June/Sept

2.3 METHOD OF MEASUREMENT

This Work will not be measured for payment.

***** END OF SPECIAL PROVISIONS *****

IV. EXHIBITS

1. LOCATIONS OF PONDS AND WETLANDS

CAMBRIDGE WALK POND (95,200 ft²)



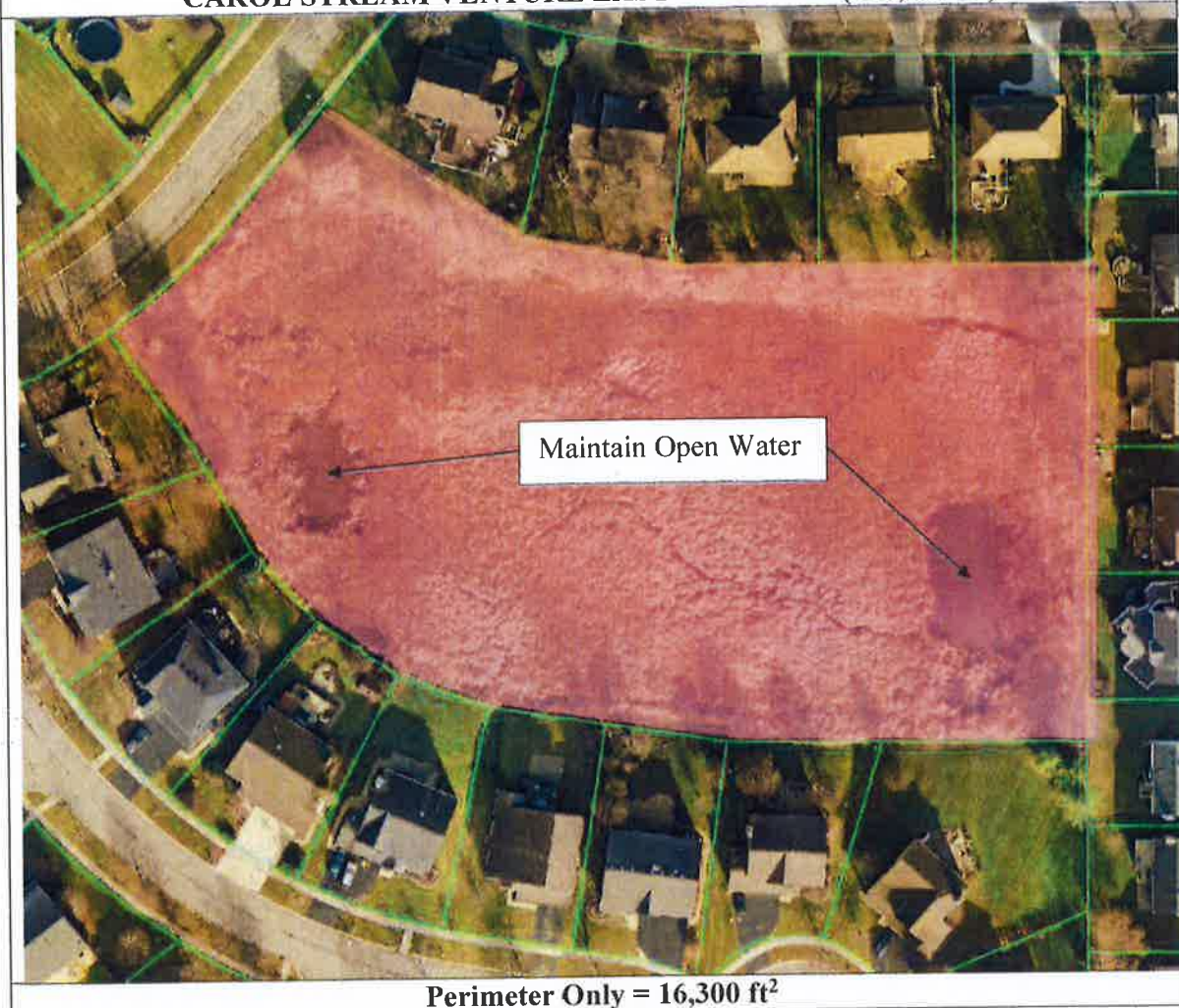
CAROL POINT NORTHWEST WETLAND (60,100 ft²)



CAROL STREAM VENTURE WEST POND (38,500 ft²)

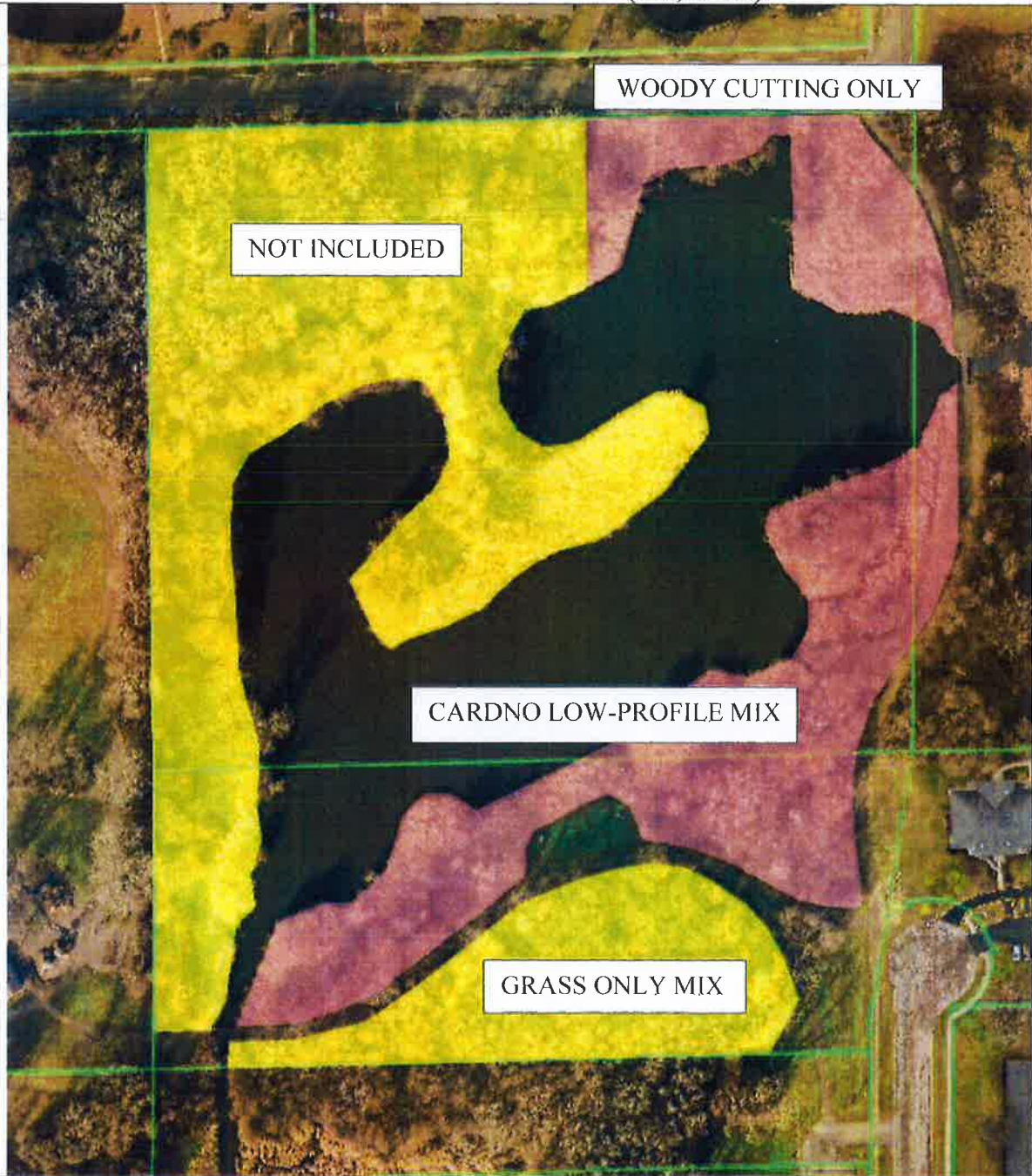


CAROL STREAM VENTURE EAST WETLAND (149,000 ft²)



VILLAGE OF CAROL STREAM

COMMUNITY PARK PONDS (224,400 ft²)



Woody Cutting Only = 40,300 ft²

Cardno Low-Profile Mix = 117,400 ft²

Grass Only Mix = 66,700 ft²

COUNTRY GLEN UNIT 2 (106,500 ft²)



DAY LILY PARK POND (13,200 ft²)



FAIR OAKS ROAD – PCBMP SWALE (45,500 ft²)



(16,600 ft²)



(28,900 ft²)

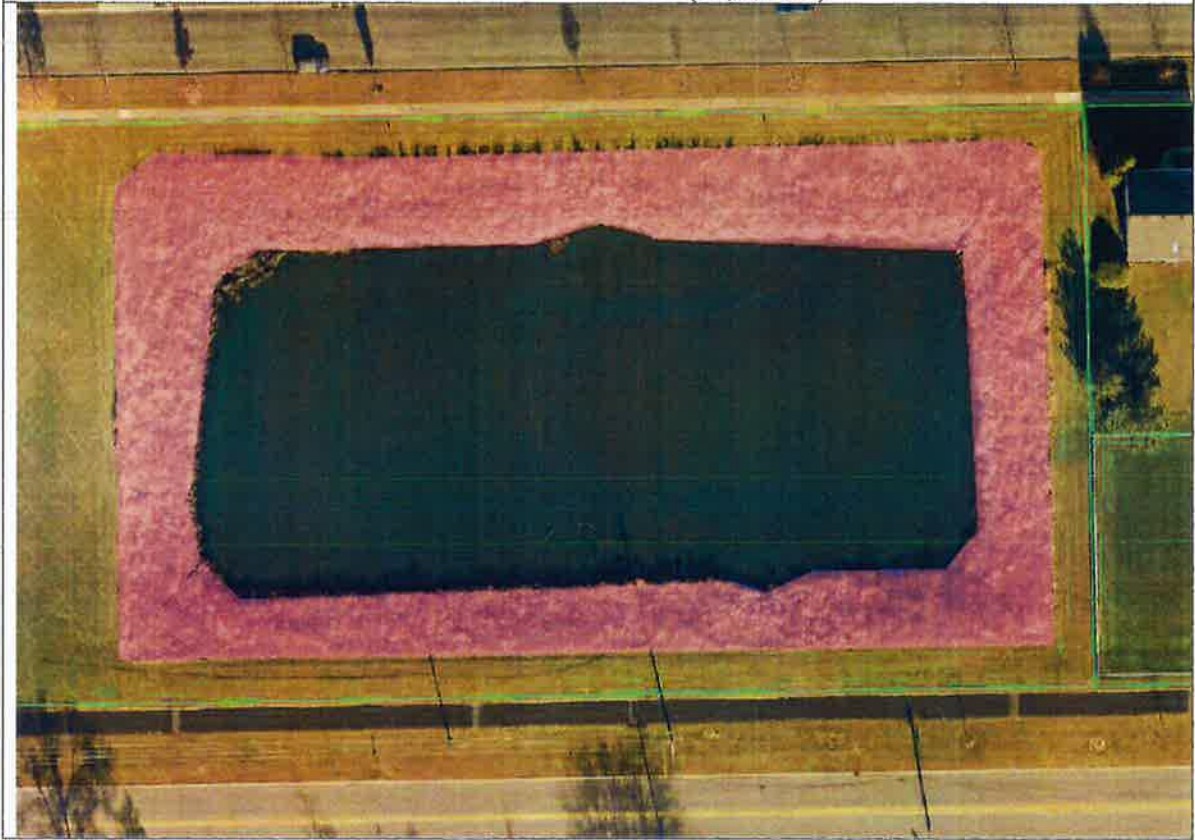
JAY STREAM POND (81,900 ft²)



MAPLE RIDGE POND (51,300 ft²)



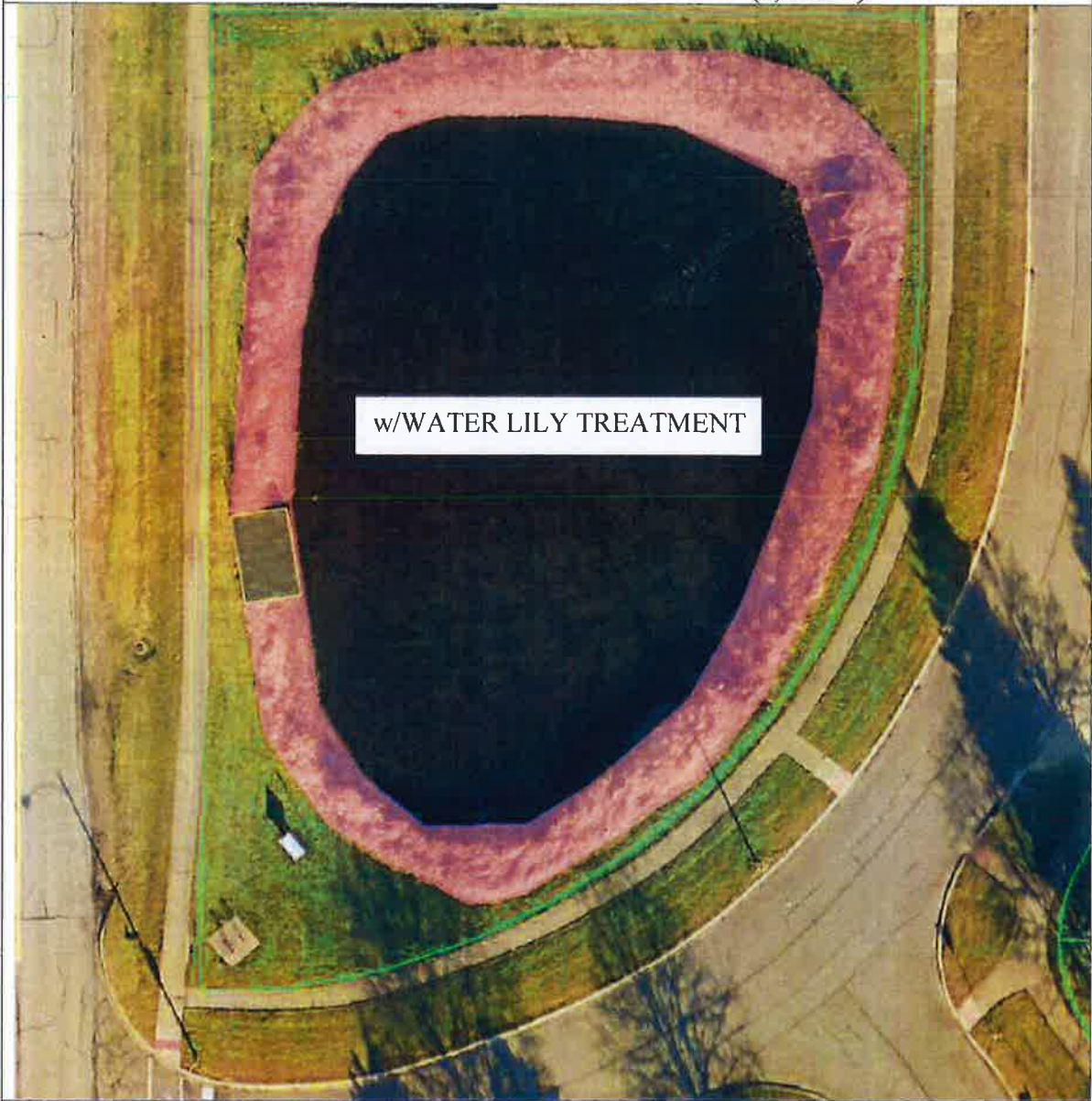
MILL VALLEY POND (34,800 ft²)



NW GARY & LIES POND (150,100 ft²)



SHENANDOAH VALLEY SOUTH POND (5,900 ft²)

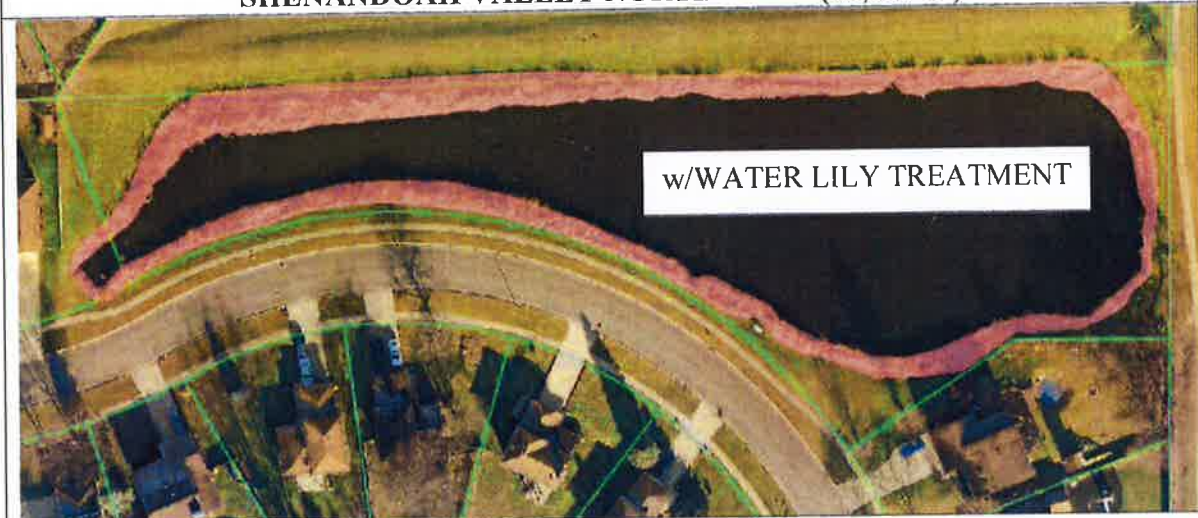


w/WATER LILY TREATMENT

Water Lily Treatment = 400 Lineal Feet of Shoreline

VILLAGE OF CAROL STREAM

SHENANDOAH VALLEY NORTH POND (20,500 ft²)



Water Lily Treatment = 1,400 Lineal Feet of Shoreline

TOWN CENTER NORTH POND (23,700 ft²) - [LEFT SIDE]

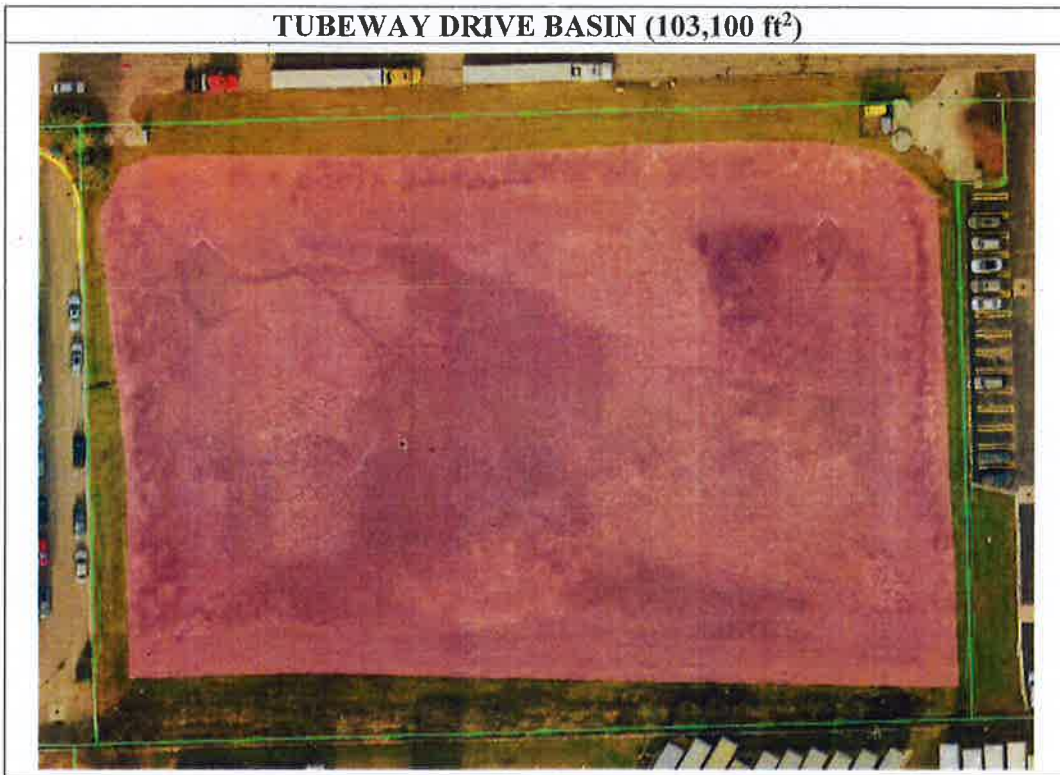


TOWN CENTER BASIN (11,600 ft²) - [RIGHT SIDE]

THE PARK UNIT ONE BASIN (25,700 ft²)



TUBEWAY DRIVE BASIN (103,100 ft²)



KEHOE BLVD – SECTION I (30,000 ft²)



VILLAGE OF CAROL STREAM

V. SCHEDULE OF PRICES

No.	Items	Unit	Qty	Unit Price	Extended Price
001	WOODY CUTTING				
A	Cambridge Walk Pond	EA	1	\$780.00	\$780.00
B	Carol Point Northwest Wetland	EA	1	\$680.00	\$680.00
C	Carol Stream Venture West Pond	EA	1	\$140.00	\$140.00
D	Carol Stream Venture East Wetland	EA	1	\$200.00	\$200.00
E	Community Park Ponds	EA	1	\$450.00	\$450.00
F	Country Glen Unit 2	EA	1	\$100.00	\$100.00
G	Day Lily Park Pond	EA	1	\$80.00	\$80.00
H	Fair Oaks Road - BMP Swale	EA	1	\$870.00	\$870.00
J	Jay Steam Pond	EA	1	\$250.00	\$250.00
K	Maple Ridge Pond	EA	1	\$250.00	\$250.00
L	Mill Valley Pond	EA	1	\$150.00	\$150.00
M	NW Gary & Lies Pond	EA	1	\$725.00	\$725.00
N	Shenandoah Valley South Pond	EA	1	\$50.00	\$50.00
P	Shenandoah Valley North Pond	EA	1	\$170.00	\$170.00
Q	The Park Unit 1 Basin	EA	1	\$150.00	\$150.00
R	Town Center North Pond	EA	1	\$130.00	\$130.00
S	Town Center Basin	EA	1	\$50.00	\$50.00
T	Tubeway Drive Basin	EA	1	\$480.00	\$480.00
U	Kehoe Blvd - Section I	EA	1	\$100.00	\$100.00
				SUBTOTAL	\$5,805.00
002	SELECTIVE HERBICIDING				
A	Cambridge Walk Pond	EA	4	\$800.00	\$3,200.00
B	Carol Point Northwest Wetland	EA	3	\$555.00	\$1,665.00
C	Carol Stream Venture West Pond	EA	3	\$250.00	\$750.00
D	Carol Stream Venture East Wetland	EA	4	\$400.00	\$1,600.00
E	Community Park Ponds	EA	3	\$470.00	\$1,410.00
F	Country Glen Unit 2	EA	2	\$900.00	\$1,800.00
G	Day Lily Park Pond	EA	3	\$130.00	\$390.00
H	Fair Oaks Road - BMP Swale	EA	2	\$690.00	\$1,380.00
J	Jay Steam Pond	EA	3	\$260.00	\$780.00
K	Maple Ridge Pond	EA	3	\$330.00	\$990.00
L	Mill Valley Pond	EA	4	\$230.00	\$920.00
M	NW Gary & Lies Pond	EA	4	\$625.00	\$2,500.00
N	Shenandoah Valley South Pond	EA	3	\$110.00	\$330.00
P	Shenandoah Valley North Pond	EA	3	\$140.00	\$420.00
Q	The Park Unit 1 Basin	EA	3	\$280.00	\$840.00
R	Town Center North Pond	EA	3	\$230.00	\$690.00
S	Town Center Basin	EA	3	\$110.00	\$330.00
T	Tubeway Drive Basin	EA	3	\$735.00	\$2,205.00
				SUBTOTAL	\$22,200.00
				TOTAL PRICE	\$28,005.00

VI. GOVERNMENTAL CONTRACT COMPLIANCE CERTIFICATIONS

I, William A. Bedrossian (name), certify that I am employed as the

Owner/Managing Member (title) of

Bedrock Earthscapes, LLC (company),

a contractor/subcontractor for the work described in the Agreement to which this certificate is attached, and I hereby certify that I am authorized to make this certificate and that I have personal knowledge of the matters certified to herein, and that following certifications are true and correct:

1. Certification under 720 ILCS 5/33E-11

The Company is not barred from contracting with any unit of state or local government as a result of a violation of either Section 33E-3 or 33E-4 of Article 33E of the Illinois Criminal Code of 1961 or any similar offense of any State of the United States which contains the same elements as the Illinois offenses of bid-rigging or bid rotating.

2. Payments to Illinois Department of Revenue

The Company is not delinquent in payment of any taxes to Illinois Department of Revenue – 65 ILCS 5/11-42.1

3. Substance Abuse Prevention on Public Works

The Company has in place a written program which meets or exceeds the program requirements of the Substance Abuse Prevention on Public Works Projects Act (Public Act 95-0635), and will provide a copy thereof to the Village of Carol Stream prior to commencement of the work on the Project.

4. Illinois Public Works Employment Discrimination Act

The Contract shall be performed in compliance with all requirements of the Illinois Public Works Employment Discrimination Act, 775 ILCS 10/0.01

5. Certified Payroll – Prevailing Wage Act - 820 ILCS 130/5

The Company shall pay not less than the prevailing hourly rate of wages, and the generally prevailing rate of hourly wages for legal holiday and overtime work, as determined by the Illinois Department of Labor and the Village of Carol Stream to all laborers, workers, and mechanics performing work under this Contract. All bonds provided by the Company under the terms of this contract shall include such provisions as will guarantee the faithful performance of the Company's obligations under this clause and under the Prevailing Wage Act, 820 ILCS 130/1 et. seq. Should the Department of Labor revise any prevailing rate of hourly wages, such revised rate shall be applicable to this Contract; however, in no event shall the increase in any prevailing rate of hourly wages be a basis for a change order or other claim for an increase in the Contract Sum. The Company and each of its subcontractors participating on the Project shall make and keep those records required under Section 5 of the Prevailing Wage Act. The Company and any of its subcontractors shall submit a monthly certified payroll statement to verify the payment of prevailing wages as required under the Prevailing Wage Act.

6. Non-Discrimination: EEOC

The Company is an "equal opportunity employer" as defined by Section 2002(e) of Chapter 21, Title 42, U.S. Code Annotated and Executive Orders #11246 and #11375 (42 U.S.C., Section 2002(e)); Executive Order No. 11246, 30 F.R. 12319 (1965); Executive Order No. 11375, 32 F.R. 14303 (1967) which are incorporated herein by reference. The Equal Opportunity Clause, Section 6.1 of the Rules and Regulations of the Department of Human Rights of the State of Illinois is a material part of any contract awarded on the basis of this proposal. The Company shall not discriminate on the basis of race, color, sex, national origin, religion, ancestry, age, marital status, physical or mental handicap or unfavorable discharge for military service.

7. Human Rights Act

The Company shall perform the Contract in compliance with all requirements of the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., and that the Company and its subcontractors shall not engage in any prohibited form of discrimination in employment as defined in the Act. The Company shall maintain, and require that its subcontractors maintain, policies of equal employment opportunity which shall prohibit discrimination against any employee or applicant for employment on the basis of race, religion, color, sex, national origin, ancestry, citizenship status, age, marital status, physical or mental disability unrelated to the individual's ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military service. The Company and all subcontractors shall place appropriate statements identifying their companies as equal opportunity employers in all advertisements for workers to be employed in work to be performed under this contract.

8. Sexual Harassment Policy

Pursuant to Section 2-105 (A)(4) of the Illinois Human Rights Act, the Company and each subcontractor has adopted and maintains written sexual harassment policies that shall include, at a minimum, the following information:

- a. the illegality of sexual harassment;
- b. the definition of sexual harassment under State law;
- c. a description of sexual harassment, utilizing examples;
- d. the Company's/subcontractor's internal complaint process, including penalties;
- e. the legal recourse, investigative and complaint process available through the Department and Commission;
- f. directions on how to contact the Department and the Commission; and
- g. protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act.

A copy of these policies shall be provided to the Owner or Consultant on request

VILLAGE OF CAROL STREAM

9. Drug Free Workplace Act

The Company shall comply with all provisions of the Drug Free Workplace Act, 30 ILCS 580/1 et seq.

10. Compliance with Governmental Regulations

The Company and any subcontractors shall comply with and perform all Work required under the Contract Documents in conformance with all applicable federal, state and local laws, regulations and/or ordinances.

William Bedrossian
(Printed Name)

Owner/Managing Member, Bedrock Earthscapes
(Printed Title)


(Signature)

Corporate Seal

Subscribed and Sworn to before me this 23 day of March, 2023


(Notary Public)

2/4/26
(Commission Expiration Date)



VII. CERTIFICATE OF INSURANCE

COVER SHEET ONLY



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/9/2023

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

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

PRODUCER
Connor & Gallagher Insurance Services, Inc.
750 Warrenville Rd.
Suite 400
Lisle IL 60532

CONTACT NAME: CGO Small Business Unit
PHONE (A/C, No, Ext): 630-810-9100 **FAX (A/C, No):** 630-810-0100
E-MAIL ADDRESS: sbu@gocgo.com

License#: 100300162
BEDREAR-01

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Selective Ins Co of America	12572
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Bedrock Earthscapes, LLC.
1501 E. Harrison Avenue
Wheaton IL 60187

COVERAGES **CERTIFICATE NUMBER:** 326332894 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		S 2550553	1/1/2023	1/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			S 2550553	1/1/2023	1/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			S 2550553	1/1/2023	1/1/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC 9135165	1/1/2023	1/1/2024	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Village of Carol Stream, Illinois; its agents, officers and employees are included as Additional Insureds with respects to General Liability when required in written contract.

CERTIFICATE HOLDER **CANCELLATION**

Village of Carol Stream
500 North Gary Avenue
Carol Stream IL 60188

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

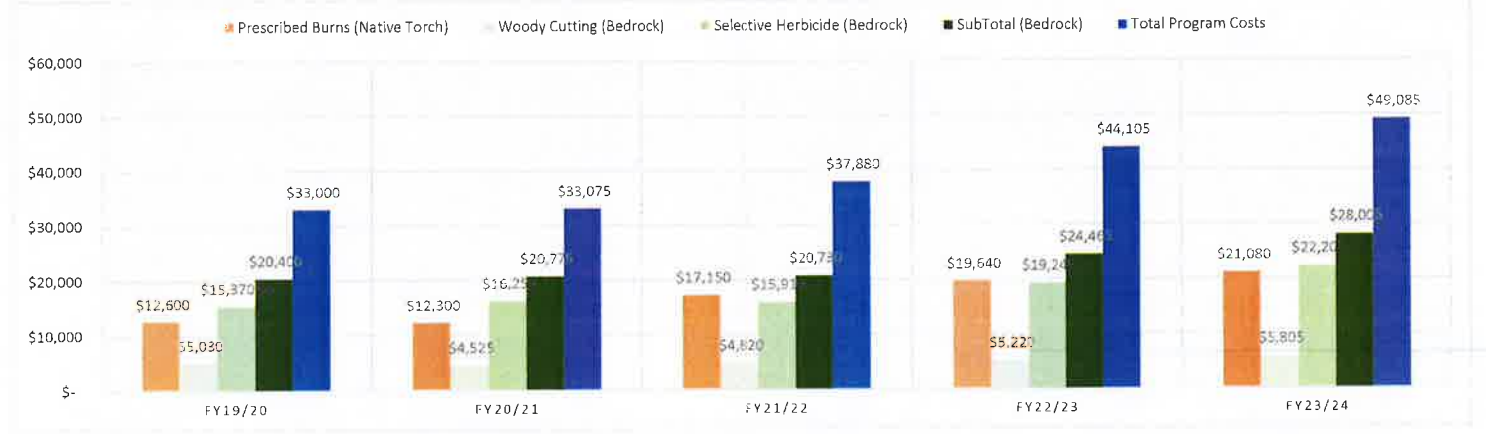
AUTHORIZED REPRESENTATIVE
Thomas W. Conrad

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Stewardship Recommendations
 FY20 thru FY24


Village of Carol Stream Naturalized Areas Management Program	Native Torch, LLC Prescribed Burns					Bedrock Earthscapes, LLC											
						Woody Cutting Post-Burn OR Post-No Burn					Selective Herbiciding (2, 3, or 4 Applications)						
	LOCATIONS	FY19/20 Spring 2020	FY20/21 Spring 2021	FY21/22 Spring 2022	FY22/23 Spring 2023	FY23/24 Spring 2024	FY19/20 Spring 2020	FY20/21 Spring 2021	FY21/22 Spring 2022	FY22/23 Spring 2023	FY23/24 Spring 2024	May / Sept. FY19/20 CY 2019	May / June / Sept. FY20/21 CY 2020	May / June / Sept. / April FY21/22 CY 2021	FY22/23 CY 2022	FY23/24 CY 2023	
Cambridge Walk Pond	Annual	\$ 3,800	\$ 3,900	\$ (4,000)	\$ (4,240)	\$ (4,450)	\$ 650	\$ 650	\$ (700)	\$ (740)	\$ (780)	\$ 2,900.00	\$ 2,800	\$ (2,880)	\$ (3,000)	\$ (3,200)	
Carol Point Northwest	N/A - No Prescribed Burns.					\$ 800	\$ 600	\$ (620)	\$ (650)	\$ (680)	\$ 2,250.00	\$ 1,440	\$ (1,500)	\$ (1,590)	\$ (1,665)		
Carol Stream Venture West Pond	Annual	\$ 1,200	\$ 1,200	\$ (1,250)	\$ (1,350)	\$ (1,400)	\$ 220	\$ 120	\$ (120)	\$ (130)	\$ (140)	\$ 660.00	\$ 660	\$ (675)	\$ (720)	\$ (750)	
Carol Stream Venture East Wetland	Annual	\$ -	\$ 1,600	\$ (2,000)	\$ (2,100)	\$ (2,200)	\$ 300	\$ 150	\$ (150)	\$ (200)	\$ (200)	\$ 750.00	\$ 1,500	\$ (630)	\$ (1,560)	\$ (1,600)	
Community Park	1 Burn / 2 Rest	\$ -	\$ -	\$ (1,200)	\$ -	\$ -	\$ 250	\$ 360	\$ (360)	\$ (400)	\$ (450)	\$ -	\$ 1,200	\$ (1,260)	\$ (1,335)	\$ (1,410)	
Day Lily Park Pond	Annual	\$ 700	\$ -	\$ (700)	\$ (750)	\$ (800)	\$ 50	\$ 50	\$ (60)	\$ (70)	\$ (80)	\$ 450.00	\$ 300	\$ (330)	\$ (360)	\$ (390)	
Fair Oaks Road - BMP Swale	N/A - No Prescribed Burns due to proximity to traffic.					\$ 750	\$ 750	\$ (780)	\$ (830)	\$ (870)	\$ 1,300.00	\$ 1,200	\$ (1,240)	\$ (1,314)	\$ (1,380)		
Jay Steam Pond	2 Burn / 1 Rest	\$ -	\$ 1,400	\$ (1,500)	\$ -	\$ (1,600)	\$ 250	\$ 200	\$ (220)	\$ (250)	\$ (250)	\$ 720.00	\$ 660	\$ (690)	\$ (735)	\$ (780)	
Maple Ridge Pond	Annual	\$ 1,400	\$ -	\$ (1,600)	\$ (1,700)	\$ (1,780)	\$ 250	\$ 200	\$ (220)	\$ (240)	\$ (250)	\$ 825.00	\$ 840	\$ (900)	\$ (960)	\$ (990)	
Mill Valley Pond	Annual	\$ 1,000	\$ -	\$ (1,000)	\$ (1,000)	\$ (1,000)	\$ 140	\$ 100	\$ (110)	\$ (150)	\$ (150)	\$ 645.00	\$ 630	\$ (660)	\$ (690)	\$ (920)	
NW Gary & Lies Pond	Annual	\$ 2,500	\$ 2,600	\$ (2,700)	\$ (2,800)	\$ (3,000)	\$ 600	\$ 625	\$ (650)	\$ (680)	\$ (725)	\$ 2,100.00	\$ 2,220	\$ (2,240)	\$ (2,380)	\$ (2,500)	
Shenandoah Valley South Pond	Annual	\$ 1,100	\$ -	\$ (1,200)	\$ (1,300)	\$ (1,350)	\$ 100	\$ 50	\$ (50)	\$ (50)	\$ (50)	\$ 270.00	\$ 270	\$ (300)	\$ (318)	\$ (330)	
Shenandoah Valley North Pond							\$ 120	\$ 120	\$ (150)	\$ (160)	\$ (170)	\$ 330.00	\$ 330	\$ (375)	\$ (405)	\$ (420)	
The Park Unit 1 Basin ²	2 Burn / 1 Rest	N/A - Under Separate Contract			\$ (1,000)	\$ -	N/A - Under Separate Contract			\$ (50)	\$ (50)	\$ (150)	N/A - Under Separate Contract			\$ (800)	\$ (840)
Town Center North Pond ¹	2 Burn / 1 Rest	\$ 900	\$ 1,000	\$ -	\$ (1,050)	\$ (1,100)	\$ 120	\$ 100	\$ (110)	\$ (120)	\$ (130)	\$ 600.00	\$ 600	\$ (630)	\$ (660)	\$ (690)	
Town Center Basin ¹	2 Burn / 1 Rest	\$ -	\$ 600	\$ -	\$ (650)	\$ (650)	\$ 50	\$ 50	\$ (50)	\$ (50)	\$ (50)	\$ 270.00	\$ 300	\$ (300)	\$ (318)	\$ (330)	
Tubeway Drive Basin	Annual	\$ -	\$ -	\$ -	\$ (1,700)	\$ (1,750)	\$ 380	\$ 400	\$ (420)	\$ (450)	\$ (480)	\$ 1,300.00	\$ 1,300	\$ (1,300)	\$ (2,100)	\$ (2,205)	
Floodplain Buyout Properties ³	N/A - No Prescribed Burns due to proximity to homes.					N/A - Under Separate Contract					\$ (100)	N/A - Under Separate Contract					\$ -
Kehoe Blvd. Streambank ⁴	N/A - No Prescribed Burns due to proximity to traffic.					N/A - Under Separate Contract					N/A - Under Separate Contract						
Country Glen Unit 2	N/A - Recently converted from turf grass.					N/A - Recently converted from turf grass.					\$ (100)	N/A - Recently converted from turf grass.					\$ (1,800.00)
SUBTOTALS		\$ 12,600	\$ 12,300	\$ (17,150)	\$ (19,640)	\$ (21,080)	\$ 5,030	\$ 4,525	\$ (4,820)	\$ (5,220)	\$ (5,805)	\$ 15,370.00	\$ 16,250	\$ (15,910)	\$ (19,245)	\$ (22,200)	

- NOTES**
- ¹ Show Town Center and Town Center Basin work separately on invoices, as these costs are shared with the Carol Stream Park District.
 - ² Spring 2022 prescribed burn is to be performed under a separate contract with Engineering Services.
 - ³ Establishment is under separate contract thru FY22/23.
 - ⁴ Establishment is under separate contract thru FY23/24.



Village of Carol Stream
Interdepartmental Memo

TO: Bob Mellor, Village Manager

FROM: Philip J. Modaff, Director of Public Works 

DATE: April 27, 2023

RE: Recommendation to Authorize the Purchase of One (1) Kenworth T480 single-Axle Dump Truck from Henderson Products, Inc. in the Amount of \$270,388

The Vehicle Replacement Fund includes funds for the purchase of a large dump truck fully outfitted with snow and ice equipment. Staff has located a truck via a joint-bid opportunity through Sourcewell contract #080818-HPI (copy attached). The cab and chassis and the outfitting are available through Henderson Products, Inc., located in Huntley, IL.

The total purchase price for the truck and outfitting, from Henderson Products, Inc., is \$270,388 (specifications and quote are attached). The total amount budgeted for the vehicle (including up-fitting), is \$300,000. Once the truck is received, in-house up-fitting costs for miscellaneous items, will not exceed \$5,000.

Staff recommends that the Village Board approve a Motion authorizing the purchase of one (1), Kenworth T480 single-Axle Dump Truck from Henderson Products, Inc., in the amount of \$270,388, pursuant to the provisions of Section 5-8-3(B) and subsection 5-8-14(L) of the Carol Stream Code of Ordinances.

Attachments

FORM E
CONTRACT ACCEPTANCE AND AWARD



(Top portion of this form will be completed by Sourcewell if the vendor is awarded a contract. The vendor should complete the vendor authorized signatures as part of the RFP response.)

Sourcewell Contract #: 080818-HPI

Proposer's full legal name: Henderson Products Inc.

Based on Sourcewell's evaluation of your proposal, you have been awarded a contract. As an awarded vendor, you agree to provide the products and services contained in your proposal and to meet all of the terms and conditions set forth in this RFP, in any amendments to this RFP, and in any exceptions that are accepted by Sourcewell.

The effective date of the Contract will be October 29, 2018 and will expire on October 29, 2022 (no later than the later of four years from the expiration date of the currently awarded contract or four years from the date that the Sourcewell Chief Procurement Officer awards the Contract). This Contract may be extended for a fifth year at Sourcewell's discretion.

Sourcewell Authorized Signatures:

Jeremy Schwartz

701440620E604E3...
SOURCEWELL DIRECTOR OF OPERATIONS AND
PROCUREMENT/CPO SIGNATURE

Jeremy Schwartz
(NAME PRINTED OR TYPED)

Chad Coquette

3F76E02BA54744B...
SOURCEWELL EXECUTIVE DIRECTOR/CEO SIGNATURE

Chad Coquette
(NAME PRINTED OR TYPED)

Awarded on October 22, 2018

Sourcewell Contract # 080818-HPI

Vendor Authorized Signatures:

The Vendor hereby accepts this Contract award, including all accepted exceptions and amendments.

Vendor Name HENDERSON PRODUCTS INC.

Authorized Signatory's Title DIRECTOR OF FINANCE

David Westergaard
VENDOR AUTHORIZED SIGNATURE

DAVID WESTERGAARD
(NAME PRINTED OR TYPED)

Executed on OCT. 29, 2018

Sourcewell Contract # 080818-HPI



HENDERSON

PRODUCTS, INC.

11921 SMITH DRIVE
HUNTLEY, IL 60142
PHONE: 847-836-4996
FAX: 563-927-7108

CUSTOMER QUOTE

Page 1
Quote #172343
Rev #78

To: VILLAGE OF CAROL STREAM, IL
Attn: ANDREW OLSEN (630) 501-4544
Quote Date: 4/27/2023
Valid Until: 5/27/2023

Quoted By: Chris Fack
Phone: 847-836-4996
Cell: 847-754-5035
Fax: 563-927-7108
Email: cfack@hendersonproducts.com

Quoted:

Carol Stream Single Axle Wedge Tanks Spray Bar Kenworth T480 PRICE
INCLUDES CHASSIS

Henderson Products is pleased to present the following quote. Please contact us if you have any questions.

Snow Plow Hitch

Reversing Cylinder Style: **None or Top mount reversing cylinders**
Plow Portion Hitch: **Plow portion picked under plow**
Hitch, Truck Portion: **Quick Link hitch, Low Profile**
Bumper to Frame Mounting Kit: **No, upfitter supplied mounting**
Hydraulic Lift Cylinder: **3" x 2" x 10" Double Acting Nitrided Lift Cylinder, std**
High Pressure QD System: **No High Pressure QD System**
Holding Valve for Lift Cylinder: **No Holding Valve For Lift Cylinder**
Custom Options: **No Custom Options Required**

Reversible snow plow

Plow Length: **11' length**
Moldboard Trip: **Adjustable cutting edge trip - torsion spring**
Pushframe Type: **Standard Circle Frame with Top Mount Cylinders**
Moldboard Height: **42" height**
Moldboard Shield: **Integral shield**
Moldboard Sheet Material: **10 GA GR50 steel (standard)**
Mailbox Cut/Mouse Ear: **Mailbox cutout on right side of moldboard**
Adjustable Trip Spring: **Adjustable cutting edge trip springs**
Hydraulic Cylinders: **3" x 1 1/2" x 10" reversing nitrided cylinders**
Paint: **Henderson Orange**
12" Rubber Deflector: **Yes, w/ SS Backer**
Install Rubber Deflector: **Yes**
36" Plastic Side Markers, Pair: **Yes**
Parking Jack, Screw Adjustable: **Yes**
Install Parking Jack: **Yes**
Cutting Edge: **Std 5/8" x 8" One Piece AASHTO punch**
Curb Guard, Installed: **Double Wrap around curb guards**
Hitch, Plow Portion: **Quick Link hitch**
Plow Portion Installed on Plow: **Yes**
Hitch, Truck Portion: **See HPH or HCH for Truck portion hitch**
Custom Option Fields: **No Custom Options Required**



National
Purchasing
Partners
Government
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HENDERSON

PRODUCTS, INC.

11921 SMITH DRIVE
HUNTLEY, IL 60142
PHONE: 847-836-4996
FAX: 563-927-7108

CUSTOMER QUOTE

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HPI MarkE

COUNTRY/LANGUAGE: USA/ENGLISH
FAMILY: MARK E, CLASSIC
FLOOR LENGTH: 10' FLOOR LENGTH
SIDE HEIGHT: 30" SIDE HEIGHT
BODY MATERIAL (SIDES/HEADSHEET): 7GA 201SS SIDES/HEADSHEET
SIDE BRACES: NO SIDE BRACES
TOP RAIL/RUB RAIL MATERIAL: 10GA 201SS TOP & RUB RAILS
REAR BOLSTER HEIGHT: 8" BOLSTER, 2-1/8" POCKETS
REAR BOLSTER MATERIAL: 10GA 201SS REAR BOLSTERS
FRONT BOLSTER: NO FRONT BOLSTERS
FLOOR MATERIAL: 1/4" AR400 FLOOR
HOIST TYPE: 8/21 UNDERBODY HOIST W/SF, 52" HS
CYLINDER MODEL: 8/21 UB, 1YR WTY
HOOKLIFT A-FRAME: NON-HOOKLIFT
HOIST MOUNT TYPE: STANDARD SUBFRAME
INSTALL HOIST & CRADLE: UPFITTER INSTALLED H&C
LONGSILLS: 10" I-BEAM LONGSILLS, FULL WELD
UB HOIST MAINTENANCE: GREASEABLE PINS, NO BUSHINGS
BODY HINGE MAINTENANCE: GREASEABLE PINS, WITH BUSHINGS
TAILGATE STYLE: CONFIGURABLE STANDARD TAILGATE
TAILGATE SHEET MATERIAL: 7GA 201SS TAILGATE SHEET
TAILGATE LINER: NO TAILGATE LINER
COAL CHUTE: SINGLE 18" CENTERED COAL CHUTE
EXTENDED COAL CHUTE HANDLE: EXTENDED COAL CHUTE HANDLE
TAILGATE BRACE: 1 HORIZONTAL TAILGATE BRACE
TAILGATE LIFT STYLE/LOCATION: FORMED LIFT LOOP, TOP BRACE
TAILGATE RELEASE & CONTROL: DOUBLE ACTING, SS BUSHING, TG RELEASE
TAILGATE HINGE: STD, 1-1/4" PIN, 1" PLT
TAILGATE CHAINS: ZINC TAILGATE CHAINS
BOLSTER CHAIN HOOKS: NO CHAIN HOOKS
HORIZONTAL J-HOOKS: NO HORIZONTAL J-HOOKS
TAILGATE PIN LANYARDS: NO TAILGATE PIN LANYARDS
TAILGATE AIR VALVE: UPFITTER SUPPLIED TAILGATE AIR VALVE
LUBRICATION: GREASEABLE PINS, JAWS, & SHAFT
CABSHIELD STYLE/WIDTH/OVERHANG: WELD-ON, 22"x86", NO TARP SHROUD
CABSHIELD MATERIAL: 201SS, 10GA PANEL, 7GA ENDS
CABSHIELD INSTALLATION: CABSHIELD SHIPS LOOSE
CABSHIELD OFFSET: OFFSET NOT APPLICABLE
CABSHIELD LIGHTING: CS LIGHTS, 4 REAR RECTANGLE, ILDOT SPEC
ASPHALT LIP: NO ASPHALT LIP
SIDE BOARDS: UPFITTER SUPPLIED SIDEBOARDS
SIDE LADDER LOCATION: LADDER/GRBHND, DS FRNT, SL
SIDE LADDER TYPE: LADDER, PULLOUT 201SS, FIXED UPR
BODY STEPS: NO INTERIOR STEPS
RUB RAIL LIGHTING: NO RUB RAIL LIGHTING
REAR BOLSTER MARKER LIGHTING: 2.5" RED REAR BLSTR LIGHT
REAR FACING REAR BOLSTER LIGHT: 2 OBOURND LIGHT



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LIGHTING ADD ONS: NO BOLT-ON LIGHT BOX
LIGHTING PACKAGE: UPFITTER SUPPLIED LIGHT PACK
PWS TANKS: NO PREWET TANKS
PREWET PREP: NO PREWET BOX BRACKET
WALK RAILS: 2" DRVR & CURB WALK RAIL
TARP RAILS: NO TARP RAILS
VIBRATOR LOCATION: VIBRATOR PAD BETWEEN LONGSILLS
TGS INSTALLATION: NO FACTORY INSTALLED TGS
TGS INTEGRATION: NO TGS SPILL SHIELDS
TGS/ASPHALT LIP MOUNT HOLES: NO MOUNT HOLES IN BOLSTER
FINISH PREP: WASH & PRIME MILD PARTS ONLY
PAINT/FINISH: NO FINISH
NOTE 1:: NO ADDITIONAL CUSTOM OPTIONS
NOTE 2:: NO ADDITIONAL CUSTOM OPTIONS
NOTE 3:: NO ADDITIONAL CUSTOM OPTIONS
NOTE 4: NO ADDITIONAL CUSTOM OPTIONS
NOTE 5: NO ADDITIONAL CUSTOM OPTIONS
NOTE 6: NO ADDITIONAL CUSTOM OPTIONS
NOTE 7: NO ADDITIONAL CUSTOM OPTIONS
NOTE 8: NO ADDITIONAL CUSTOM OPTIONS

PWS liquid pre-wetting system

Power Source: Hydraulic Powered Pump
Application: Munibody
Product Size: Munibody 9ft RDO
Control Box: No Valve, Hydraulic Powered Pump and Flow Meter
Pump: Upgraded Pump Rated at 8.2 GPM
Console: None-Deduct PWSH-I Console
Tank Size: No Tank(s)-Deduct MUNI 75 gal tank
Spray Assembly: Std Variable Displacement Nozzle Assembly for Rear Chute
Mounting Hardware: No Mounting Hardware or N/A
Flush Kit: System flush kit
Option 1 Description: WEDGE TANK KIT WITH 3 LANE ANTI ICE BOOM
Option 2 Description: INTEGRATE 8.2 GPM PREWET WITH WEDGE TANK KIT
Option 3 Description: Electric Selector Valve

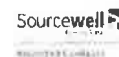
TGS salt / sand spreader

TROUGH MATERIAL: 201SS
AUGER SIZE AND TYPE: 6" dia. auger, 5:1 gearcase drive
MOUNTING BRACKETS: Standard Mount Kit 96" Width
AUGER SPEED SENSOR: Auger speed sensor

Installation Workup



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Facility: IDC-IL

Chassis Delivery To Henderson: Truck Dealer/Customer Delivers
Completed Truck Delivery Method: Henderson Delivers (100 miles or less)
Chassis Make: Kenworth
Chassis Model Yr: 2023
Useable CA/CT: 96.5

Hitch Type: Low Profile or Manual Tilt Type Hitch
Mount Type: Cheek Plate Mount Kit (Select type below)
Mount Kit Model (Req'd): Low Pro/MT Ck Plt Kit (No Wng, 34"w Full Frame)
Front Bumper: OEM Bumper Cut and Split

Front Plow Type: Standard Henderson Plow
Plow Markers (Front Plow): IDC Install of fact supplied markers, sales to order w/ unit
Rubber Deflector Install: Supplied/Installed @ Factory, sales to order w/ unit
Front Plow Curb Guards: Supplied/Installed @ Factory (Sales to order with unit)
Plow Jack Install: Supl'd/Instl'd on plow @ Factory, Sales order with unit

Dump Body Type: Mark E Single Axle
Floor Length: (10') Floor length
Hoist Type: Underbody Hoist with Subframe
Cylinder Type: Double Acting
Body Material (Sides/ends): Stainless Steel Type Body Material
Tailgate Release Type: IDC supplied Electric over air valve
Pressure Protection Valve: Direct to air tank valve (Int, Mack & Volvo)
Cabshield Install: Supl'd by fact, welded to body @ IDC, sales to order w/ unit
Grab Handle(s): (1) Factory supl'd, install @ IDC (Sales to order with unit)
Ladder(s): Supplied by factory, Install @ IDC (sales to order w/ unit)
Ladder Install QTY (Dump): (1) LADDER INSTALLED @ IDC (LABOR ONLY)
Ladder Install Style (Dump) 1: 3 Step Pull Out
Ladder Install Loc 1 (Dump): Driver Side Front
Shovel Holder: (1) IDC Supl'd Spring Loaded SS Shovel Holder w/ SS brckt
Shovel Holder Loc (1): Driver side body
Vibrator: Cougar Vib, DC2700 kit, 50' cable, SA (order vib pad w unit)
Sideboards: Wood (Un-Painted), supplied/installed by IDC
Sideboard Spec: 162233 SIDEBOARD, HARDWOOD, 2in.X10in. X10ft.

Sideboard Notes:

Body Spec Notes:

Spreader Type: TGS
TGS Drive Type: Hydraulic Drive
TGS Spinner Configuration: Single Spinner Install
TGS Body Type: Standard straight gate body install
TGS mounting type: STD TGS brackets (supplied with unit)



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HYD QD Mount Brackets: **Stainless Steel QD Mount in front of dump body bolster**

Prewet/Liquid System: **Wedge Tank Prewet System**

Drive Configuration: **Hydraulic Drive, Vendor Supplied (sales to quote w/ hyd)**

Controls: **Supplied by IDC (sales to order w/ hyd cntrls)**

Feedback Sensor: **Yes (Sales to order w/unit)**

Selector Valve Req'd: **Factory Supplied, IDC Installed (sales to order w/unit)**

Liquid Options 1: **240 Gallon BOC Liquid Tanks 118175**

Liquid Options 2: **Spray Boom Installation**

Liquid Details:

Chassis Accessories: **Yes (SELECT RELATED OPTIONS BELOW)**

Mudflaps (Rear): **Swinging w/Logo**

Mudflap Type (Rear): **36" Swinging, SS (with LOGO)**

Mudflaps (Front): **Body Mounted w/Logo**

Mudflap Type (Front): **Body Mounted Rubber, SS, w/ anti-sail brackets W/ LOGO**

Pintle Plate: **Yes (select from options below)**

Pintle Plate Configuration: **3/4" Plate, Blank, SA w/SubFrm (w/3LTC)**

Pintle Plate D-Rings: **Qty (2) 1" D-rings, 50 deg bend**

Pintle Hook: **20 Ton**

Trailer Plug (1): **7 Pin Trailer Plug, Truck end 7-Way RV, new style (municipal)**

Truck Wash: **Complete Truck Wash/Clean/Vac 1**

Warranty: **Standard 1 Year Warranty**

Inspection: **Walk-around meeting only**

Reflective Tape: **Reflective Tape, Henderson Logo (60' Linear)**

Install Touch-up: **Basic Installation Touch-Up**

Electrical: **Yes (SELECT RELATED OPTIONS BELOW)**

Power Distribution Panel: **Power Distribution Panel**

Misc Electrical Supplies: **Req'd Misc Elect Supplies**

Plow Lights: **Plow Lts, ABL, Heated**

Plow Light Brackets: **Plow Lt Brckts, SS, PETERBILT 348, Pair**

Worklight(s) QTY: **(QTY 2) Work Lights (Select type below)**

Worklight (1) Type: **LED, Worklight, 4in Round (Optilux)**

Worklight (1) Gen Location: **Rear Spinner**

Worklight (2) Type: **LED, Worklight, 4in Round (Optilux)**

Worklight (2) Gen Location: **On rear of body**

Rear Dump Bolster (S/T/T): **LED S/T/T, kit (West) (order holes)**

Rear Dump Bolster (Back-up): **B/U Lights, LED, Clear, Oval, pair (Order holes with body)**

Back up alarm: **Backup Alarm, Adj 82-107db**

Body up switch/light: **Supplied with Hydraulics, IDC install**

Backbone & Wire Standoffs: **10' Backbone (For SA)**

Camera: **MS Foster**

Camera Kit: **Camera Sys, 7" Monitor, 2 Cameras w/wash & Exten Cble**

IDC Light Package: **72" Justice (ILDOT) w/2 wk lites, Std Risers**

Electrical Spec Notes:



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Hydraulics: **Full Hydraulic Package**
Hyd Supplier: **Force America (Select Pkg Below)**
Hyd Supplier (Spec): **QT001-1305670-1**
Controls Type: **Cable Controls**
Cable Qty: **3 Functions**
PTO Type: **Included in Hydraulics Package**
Reservoir Type: **Supplied With Hydraulics**
Reservoir Spec:
Valve Enclosure Type: **Supplied With Hydraulics**
Low Oil Indicator: **Yes, included in Hyd Pkg**
Return Filter: **Provided with Hydraulics**
SS Tubing Upgrade: **SA, F&R lines, 6' Frnt, 9'Rr**
Quick Coupler Upgrade: **Standard Quick Couplers**

Hydraulics Notes:

Specialty Equipment

Quotation Type: **Henderson Supplied Chassis**
Chassis Make: **KENWORTH T480 Single Axle**
Chassis Quote #: **QUO-860301-Y3V5G0**

Single package: \$270,388.00
Package(s) : 1
Total: \$270,388.00

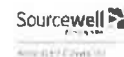
Due to the volatility in material costs and chassis delays, pricing is subject to change at time of manufacturing and/or upfit.

Signed: _____ Date: _____

Quote notes:
SOURCEWELL ID# 25788
Contract# 080818-HPI



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AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR AN ADULT USE CANNABIS DISPENSING ORGANIZATION (VELTISTE IL / FUEGO CANNABIS - 720 E. NORTH AVENUE)

WHEREAS, Dev Patel, Chief Executive Officer with Veltiste IL, hereinafter referred to as the Petitioner, has petitioned the Village of Carol Stream for a Special Use Permit for an Adult Use Cannabis Dispensing Organization, in accordance with Section 16-3-11 of the Unified Development Ordinance, on the property legally described in Section 2 herein and commonly known as 720 E. North Avenue, Carol Stream, Illinois; and

WHEREAS, pursuant to Section 16-8-4 (L) of the Unified Development Ordinance, the Combined Plan Commission/Zoning Board of Appeals held a public hearing on the above petition on April 24, 2023, following proper legal notice of said public hearing, after which the Commission recommended to the Mayor and Board of Trustees of the Village that the Special Use Permit be approved; and

WHEREAS, the Combined Plan Commission/Zoning Board of Appeals has filed its Findings and Recommendations regarding the Special Use Permit with the Mayor and Board of Trustees, and the Mayor and Board of Trustees have duly considered said Findings and Recommendations.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF CAROL STREAM, DU PAGE COUNTY, ILLINOIS, IN THE EXERCISE OF ITS HOME RULE POWERS, AS FOLLOWS:

SECTION 1:

The Mayor and Board of Trustees of the Village of Carol Stream, after examining the Petition for the Special Use Permit, and the Findings and Recommendations of the Combined Plan Commission/Zoning Board of Appeals, have determined and find that the requested Special Use Permit:

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. *It is not believed that 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.*

SECTION 2:

The Special Use Permit, as set forth in the above recitals, is hereby approved and granted to the Village of Carol Stream Water Reclamation Center, subject to the conditions set forth in Section 3, upon the real estate commonly known as 245 N. Kuhn Road, Carol Stream, Illinois, and legally described as follows:

PARCEL 1:

THE WEST 135.0 FEET (AS MEASURED ALONG THE NORTH LINE THEREOF) OF THE NORTH 250.0 FEET (AS MEASURED ALONG THE WEST LINE THEREOF) AND (EXCEPTING THE NORTH 10 FEET THEREFROM) OF THAT PART OF GOVERNMENT LOT 2 OF THE NORTHEAST 1/4 OF SECTION 4, TOWNSHIP 39 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING SOUTH OF THE SOUTH RIGHT OF WAY LINE OF NORTH AVENUE (ROUTE 64) AND EAST OF THE WEST 40.0 ACRES OF SAID LOT 2, IN DUPAGE COUNTY, ILLINOIS.

PARCEL 2:

PERPETUAL EASEMENTS FOR THE BENEFIT OF PARCEL 1 CREATED BY DECLARATION OF EASEMENT FILED AUGUST 9, 1974 AS DOCUMENT R74-41043 AND RE-RECORDED ON NOVEMBER 22, 1974 AS DOCUMENT R74-59360.

PARCEL 3:

PERPETUAL EASEMENT CREATED BY DECLARATION OF EASEMENT FILED AUGUST 19, 1974 AS DOCUMENT R74-42844 AND CORRECTION OF SAID DECLARATION FILED FOR RECORD ON APRIL 14, 1978 AS DOCUMENT R78-30946.

Hereinafter referred to as the Subject Property.

SECTION 3:

The approval of the Special Use Permit granted herein is 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.

SECTION 4:

The Special Use Permit is hereby approved and granted as set forth in the following plans and exhibits:

1. Operating Plan (Exhibit A, received by the Community Development Department March 31, 2023).

2. Operating Plan (Exhibit B, received by the Community Development Department March 31, 2023), prepared by Veltiste IL, 414 Parkview Place, Burr Ridge, IL 60527.
3. Ventilation Plan (Exhibit C, received by the Community Development Department April 3, 2023), prepared by Veltiste IL, 414 Parkview Place, Burr Ridge, IL 60527.
4. Security Plan (Exhibit A, received by the Community Development Department April 3, 2023), prepared by Veltiste IL, 414 Parkview Place, Burr Ridge, IL 60527.
5. Traffic and Parking Study (Exhibit E, received by the Community Development Department March 31, 2023), prepared by BLA, Inc., 333 Pierce Road, Suite 200, Itasca, IL, 60143.
6. Signage Document (Exhibit F, received by the Community Development Department March 31, 2023), prepared by Veltiste IL, 414 Parkview Place, Burr Ridge, IL 60527.
7. Performance Standards Letter (Exhibit G, received by the Community Development Department March 31, 2023), prepared by Fitzgerald Architecture, 125 N. Halsted, Suite 400, Chicago, IL, 60661.
8. Entrance Plan (Exhibit H, received by the Community Development Department March 31, 2023), prepared by Fitzgerald Architecture, 125 N. Halsted, Suite 400, Chicago, IL, 60661.
9. Demo Site Plan (Exhibit I, received by the Community Development Department March 31, 2023), prepared by Fitzgerald Architecture, 125 N. Halsted, Suite 400, Chicago, IL, 60661.
10. Site Plan (Exhibit J, received by the Community Development Department March 31, 2023), prepared by Fitzgerald Architecture, 125 N. Halsted, Suite 400, Chicago, IL, 60661.
11. Landscape Plans (Exhibits K-1 and K-2, received by the Community Development Department April 18, 2023), prepared by Greg Frick Landscape Design, 681 Paige Avenue, Elgin, IL 60120.
12. Floor Plan (Exhibit L, received by the Community Development Department March 31, 2023), prepared by Fitzgerald Architecture, 125 N. Halsted, Suite 400, Chicago, IL, 60661.
13. Exterior Elevations (Exhibits M-1 and M-2, received by the Community Development Department March 31, 2023), prepared by Fitzgerald Architecture, 125 N. Halsted, Suite 400, Chicago, IL, 60661.
14. Signage Plan (Exhibits N-1, N-2, and N-3, received by the Community Development Department March 31, 2023), prepared by Fitzgerald Architecture, 125 N. Halsted, Suite 400, Chicago, IL, 60661.

15. Lighting Plan (Exhibit O, received by the Community Development Department March 31, 2023), prepared by Force Partners, 760 Pasquinelli Drive, Suite, 314, Westmont, IL 60559.

16. Site Location Plan (Exhibit P, received by the Community Development Department March 31, 2023), prepared by Fitzgerald Architecture, 125 N. Halsted, Suite 400, Chicago, IL, 60661.

SECTION 5:

This Ordinance shall be in full force and effect from and after passage, approval and publication in pamphlet form, provided, however, that this Ordinance is executed by the owners or such other party in interest, consenting to and agreeing to be bound by all of the terms and conditions contained within this Ordinance. Such execution and delivery to the Village shall take place within sixty (60) days after the passage and approval of this Ordinance or within such extension of time as may be granted in the discretion of the corporate authorities, by motion.

SECTION 6:

The failure of the owner or other party in interest, or a subsequent owner or other party in interest, to strictly comply with the terms and conditions of this Ordinance, after execution of this Ordinance, shall subject the owner or party in interest to the penalties set forth in Section 16-8-5 of the Carol Stream Code of Ordinances, and/or termination of the special use permit after notice and public hearing in accordance with the procedures required by the Carol Stream Code of Ordinances.

PASSED AND APPROVED THIS 1st DAY OF MAY, 2023.

AYES:

NAYS:

ABSENT:

Frank Saverino, Sr. Mayor

ATTEST:

Julia Schwarze, Village Clerk

I, Dev Patel, being the owner and/or party in interest of the Subject Property legally described in this ordinance, do hereby accept, concur, and agree to develop and use the Subject Property in accordance with the terms and conditions of this Ordinance, and I understand that if I do not do so, I am subject to the penalties set forth in Section 16-8-5 of the Carol Stream Code of Ordinances, and/or termination of the special use permit. Veltiste IL further agrees to indemnify, hold harmless and defend the Village, and its officers, agents and employees from any and all claims, lawsuits, liabilities damages and costs incurred as a result of the approvals as granted herein.

Date

Owner/Party In Interest

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 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.

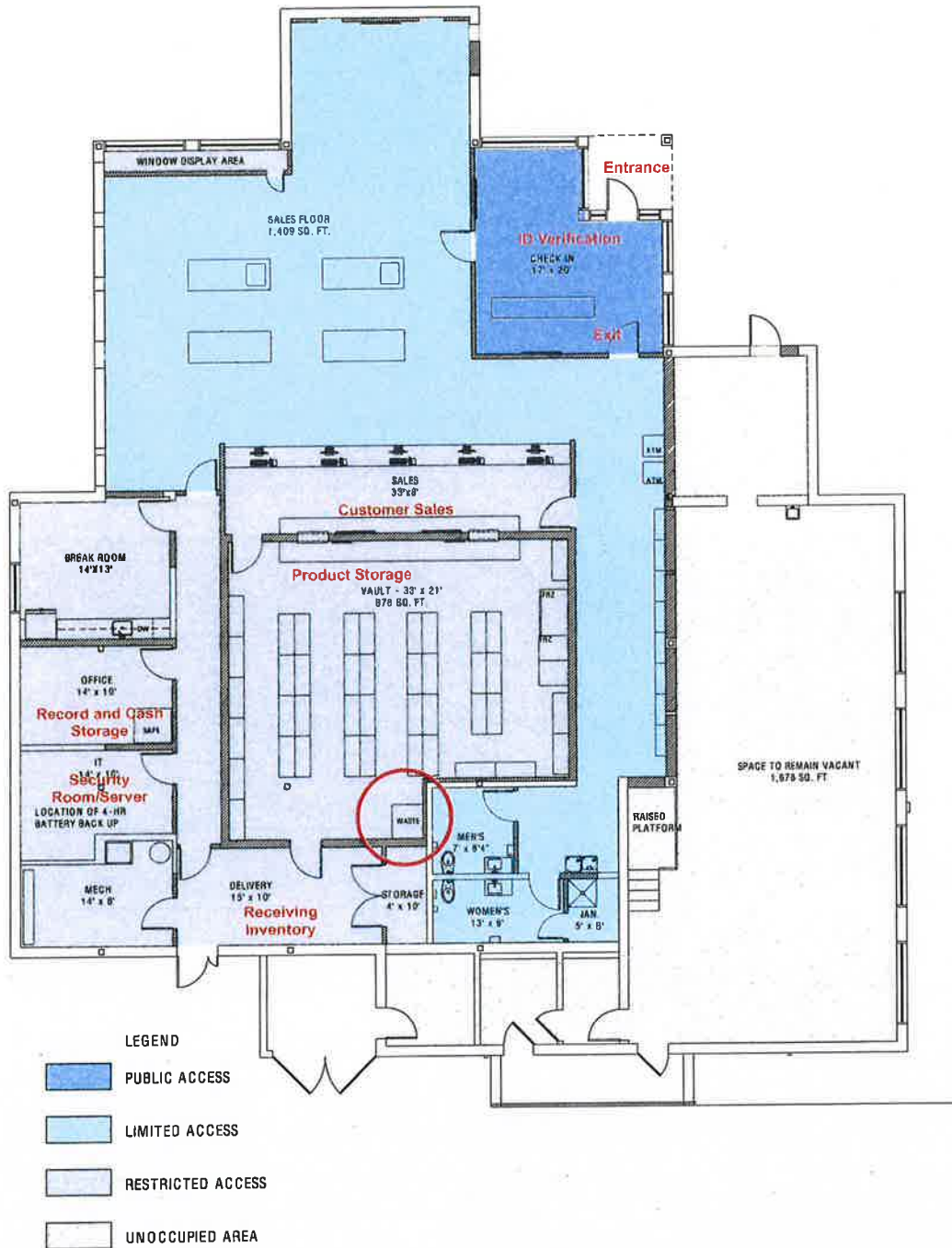
(iii) State Inspection Plan

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

© 2023 FITZGERALD ARCHITECTURE PLANNING DESIGN

Exhibit B

RECEIVED

MAR 31 2023

COMMUNITY DEVELOPMENT
DEPT

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 of 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 (1/2") 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.

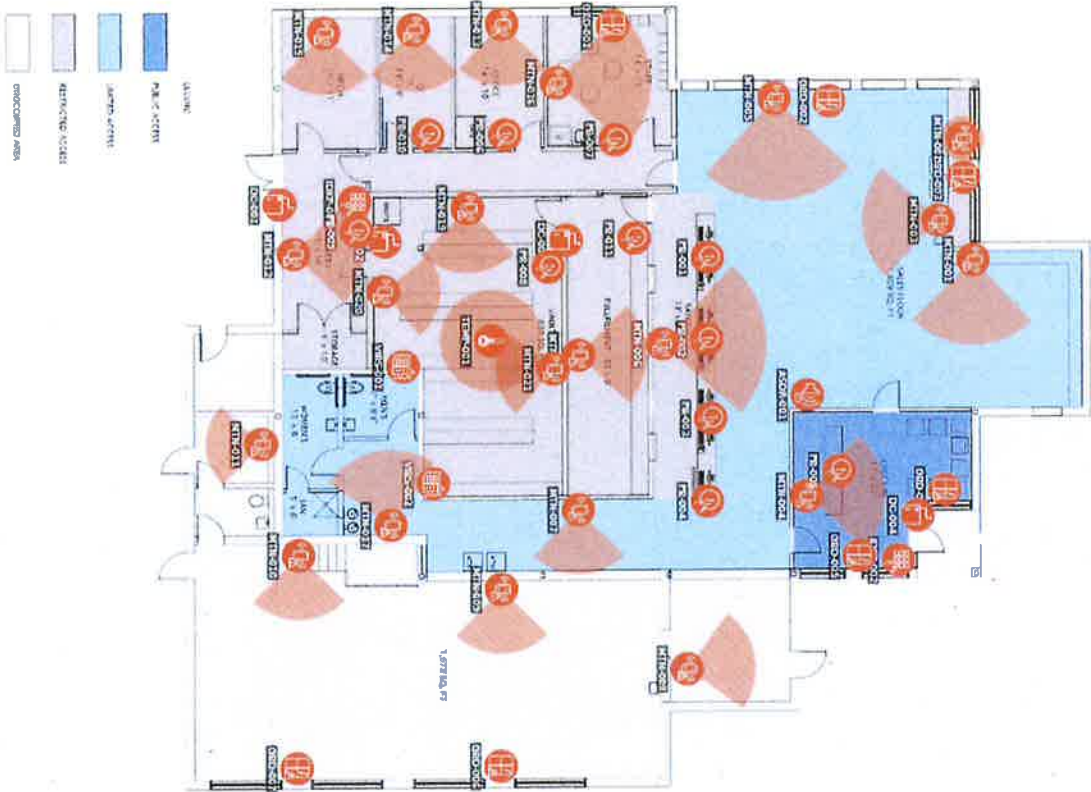
Exhibits can be found in the following pages

Video Surveillance	
Fixed Camera	57
Multi-Lens Camera	1



Source: DeLid Ltd. Drawn: V&A Architects Ltd. 10/11/2022

Website: www.ford.com | Phone: 1-800-333-3333 | Email: support@ford.com



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

Exhibit E

From: Lynn M. Means, P.E., PTOE, RSP1
Senior Transportation Engineer - BLA, Inc

Re: *Cannabis Dispensary Development*
720 E. North Avenue
Carol Stream, Illinois

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	Bloomington 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	Bloomington 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

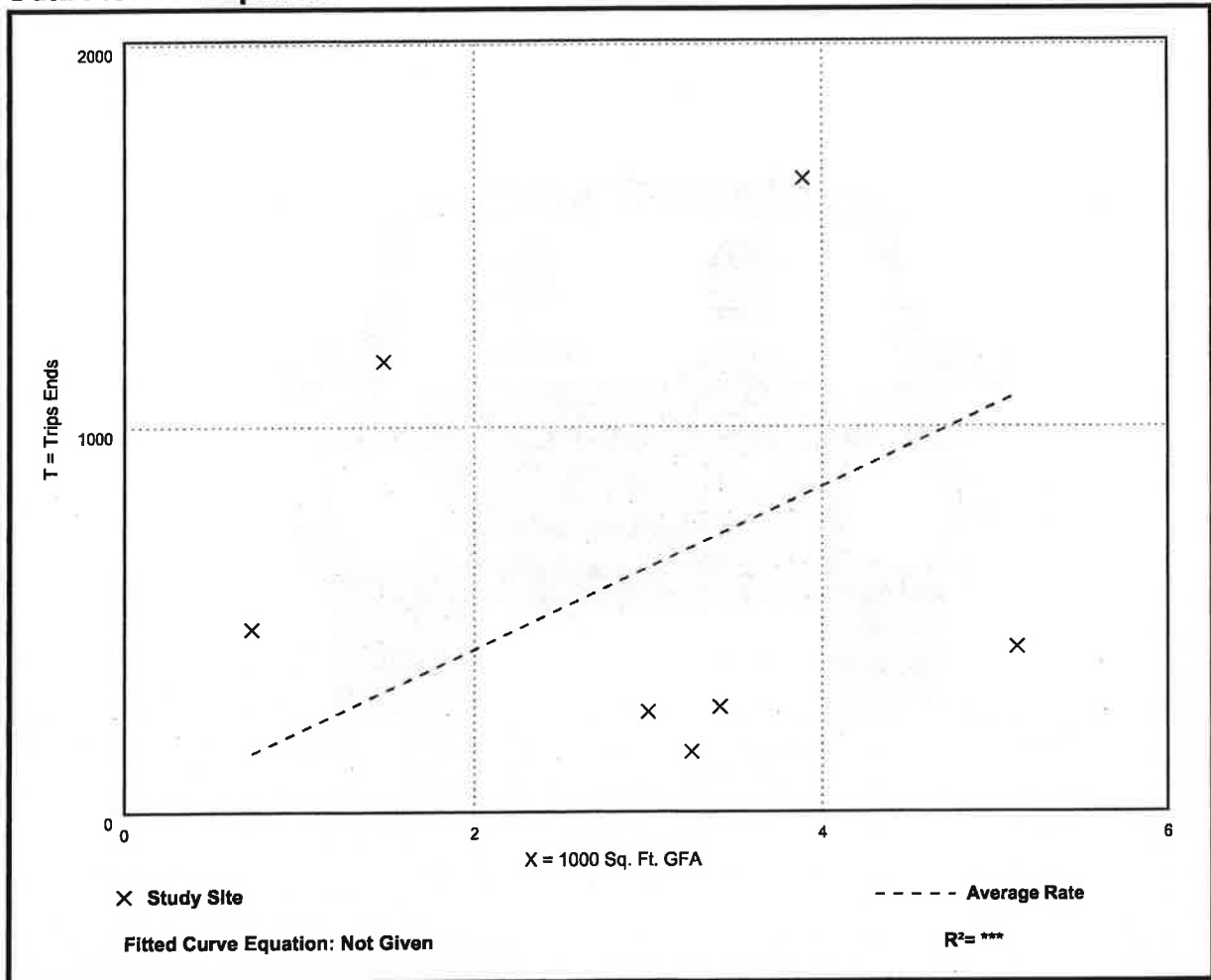
Avg. 1000 Sq. Ft. GFA: 3

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

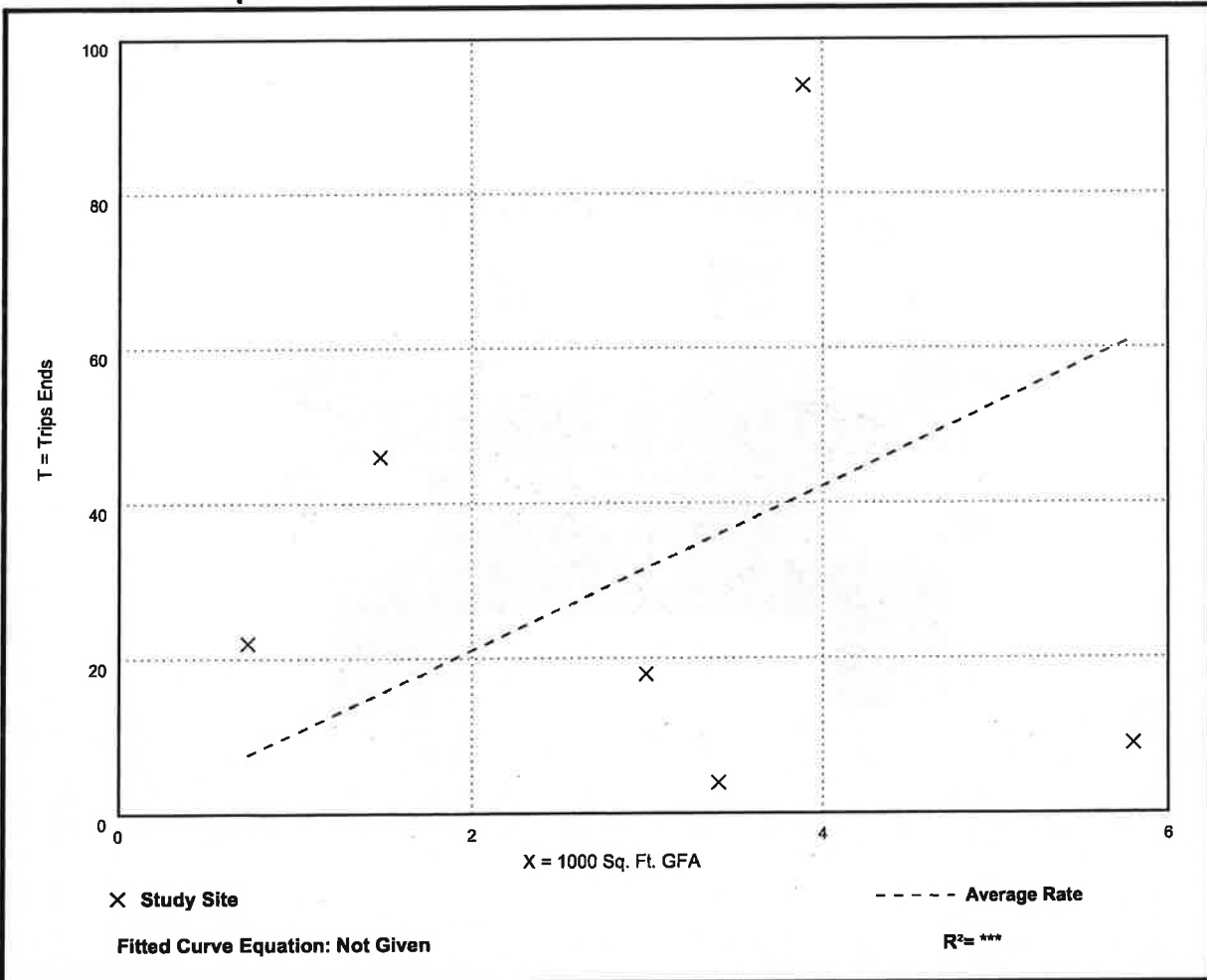
Avg. 1000 Sq. Ft. GFA: 3

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

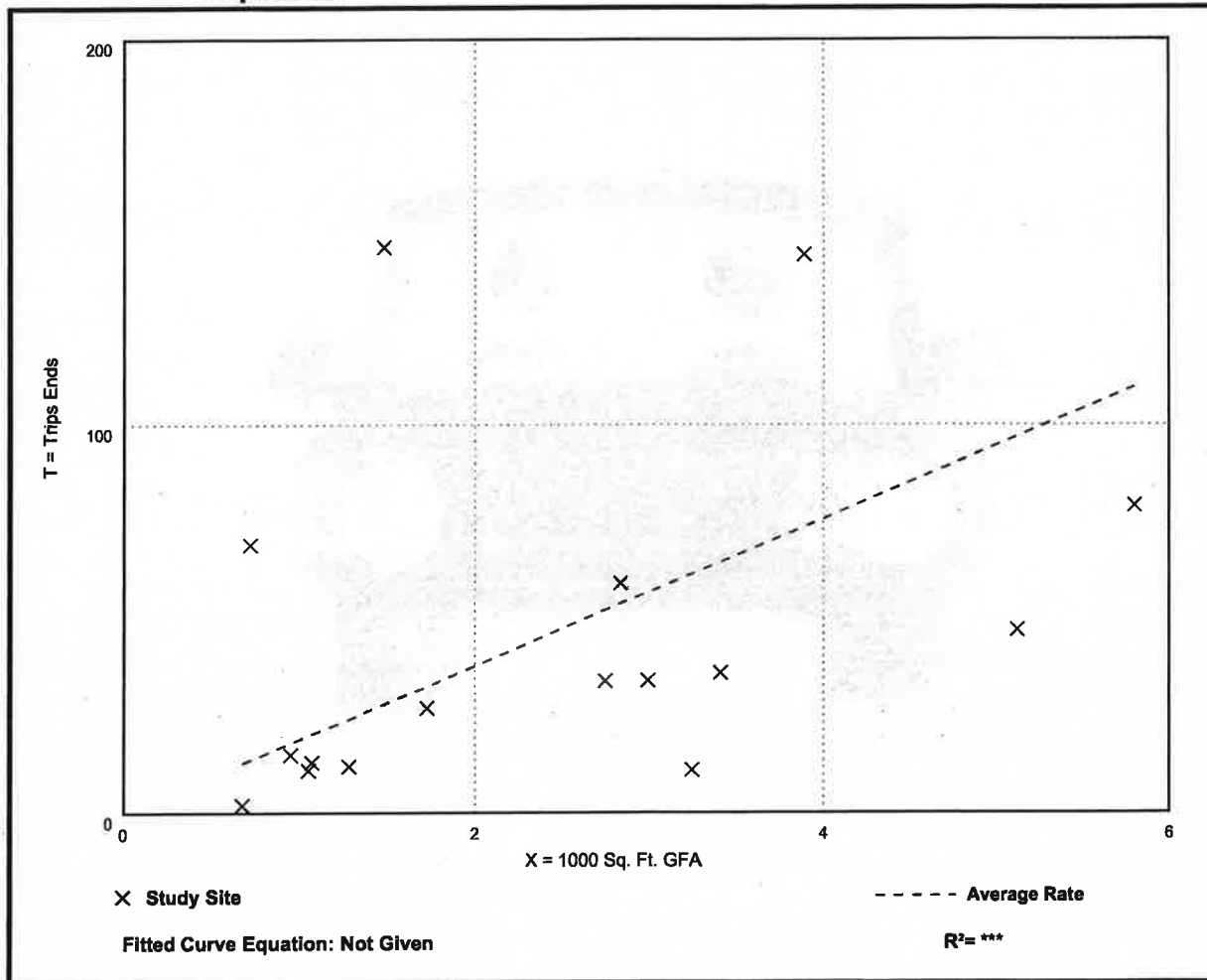
Avg. 1000 Sq. Ft. GFA: 2

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)

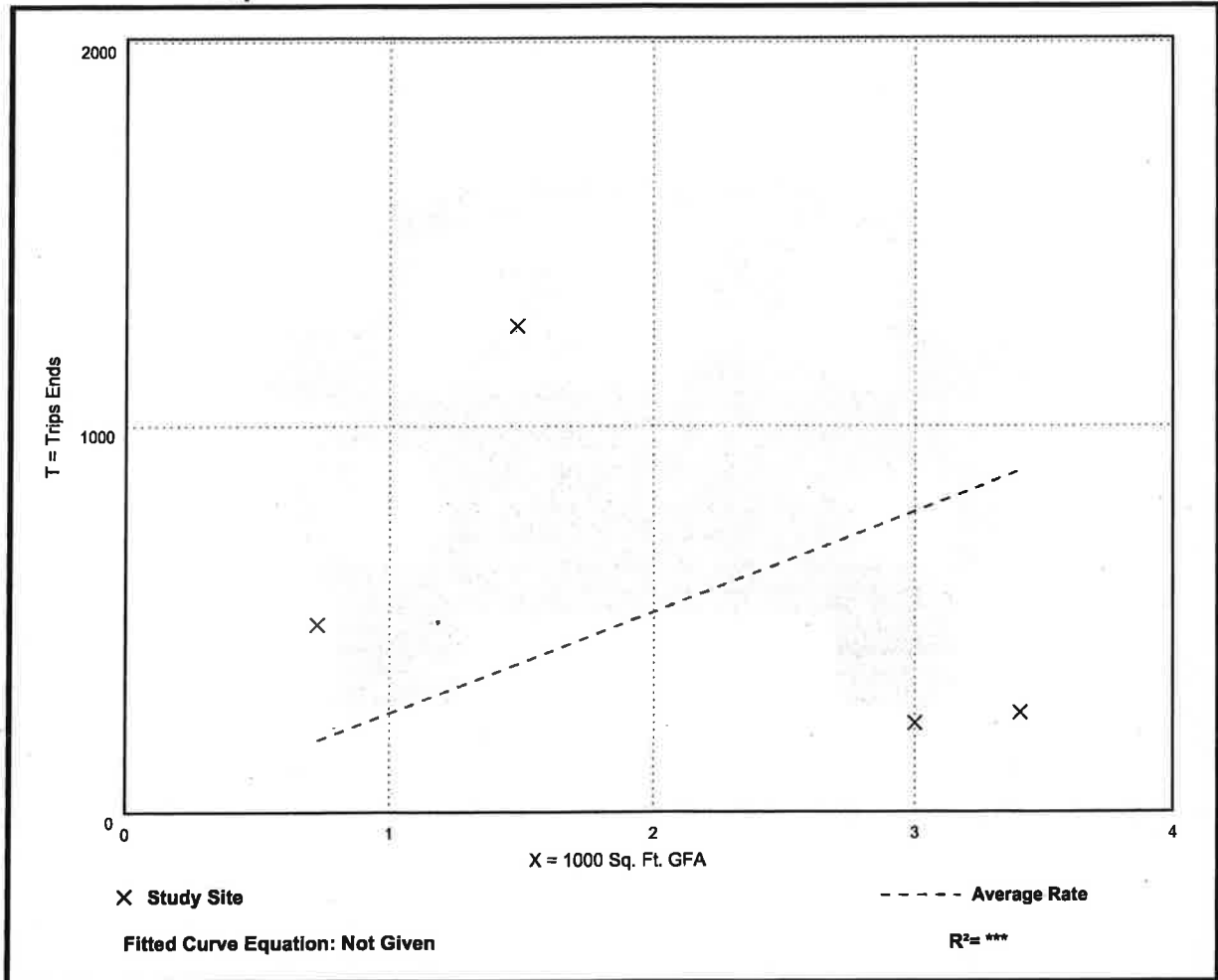
Vehicle Trip Ends vs: 1000 Sq. Ft. GFA
On a: Saturday

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

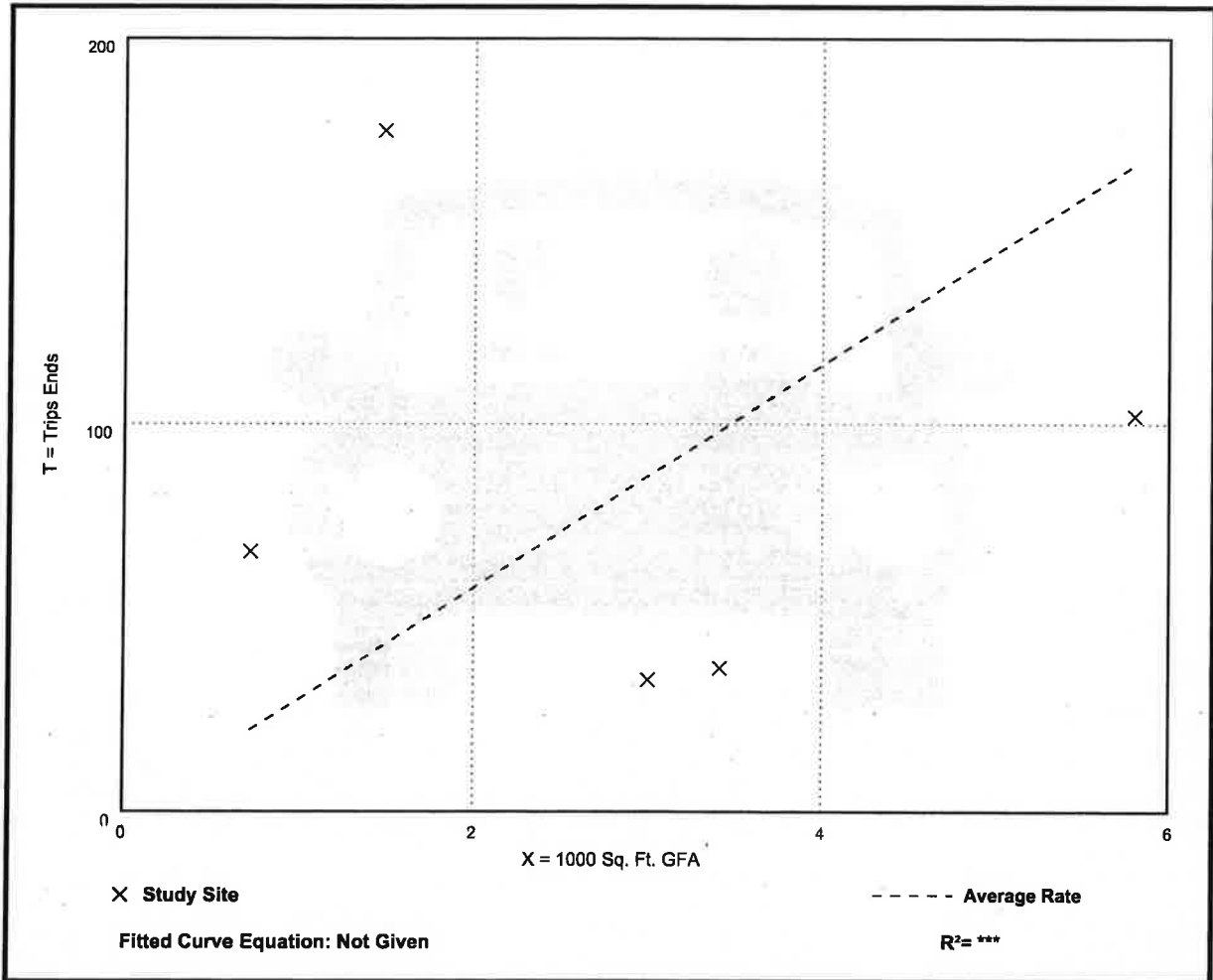
Avg. 1000 Sq. Ft. GFA: 3

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								
	State or Province	Survey Year	# Interviews	Pass-By Trip (%)	Non-Pass-By Trips			Adj Street Peak Hour Volume	Source
GLA (000)					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								
GLA (000)	State or Province	Survey Year	# Interviews	Pass-By Trip (%)	Non-Pass-By Trips			Adjacent Street	
					Primary (%)	Diverted (%)	Total (%)	Daily Volume	Source
144	New Jersey	1990	264	31	47	22	69	63362	24

Appendix C
ITE Parking Generation Excerpts

CONSULTING
ENGINEERS



BLA, Inc.

RECEIVED

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

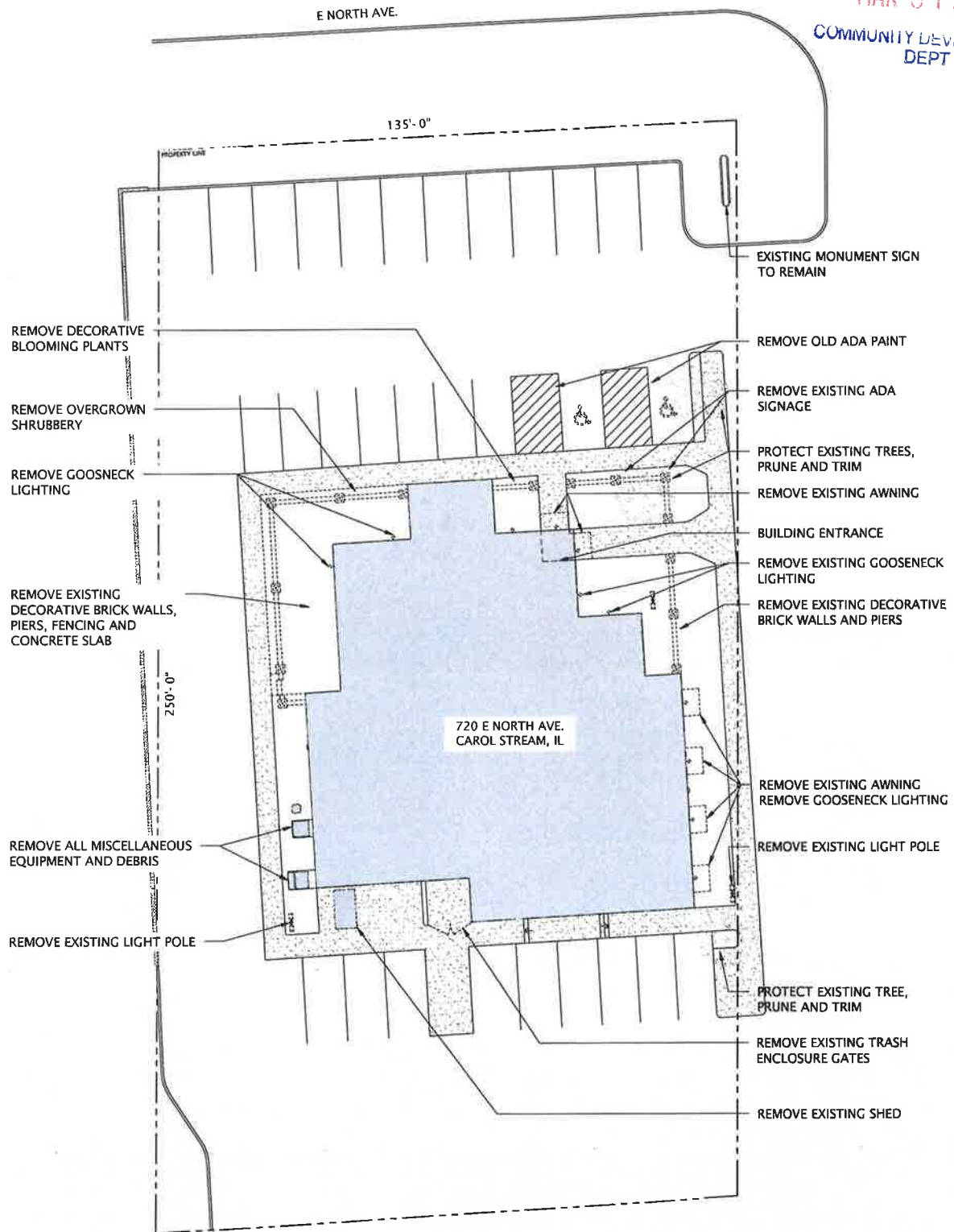
8720 Castle Creek Parkway
Suite 329
Indianapolis, IN 46250
317-842-4500
Fax 317-842-4506

SPECIAL USE PERMIT ITEM 1: DEMO SITE PLAN

RECEIVED

MAR 31 2023

COMMUNITY DEVELOPMENT
DEPT

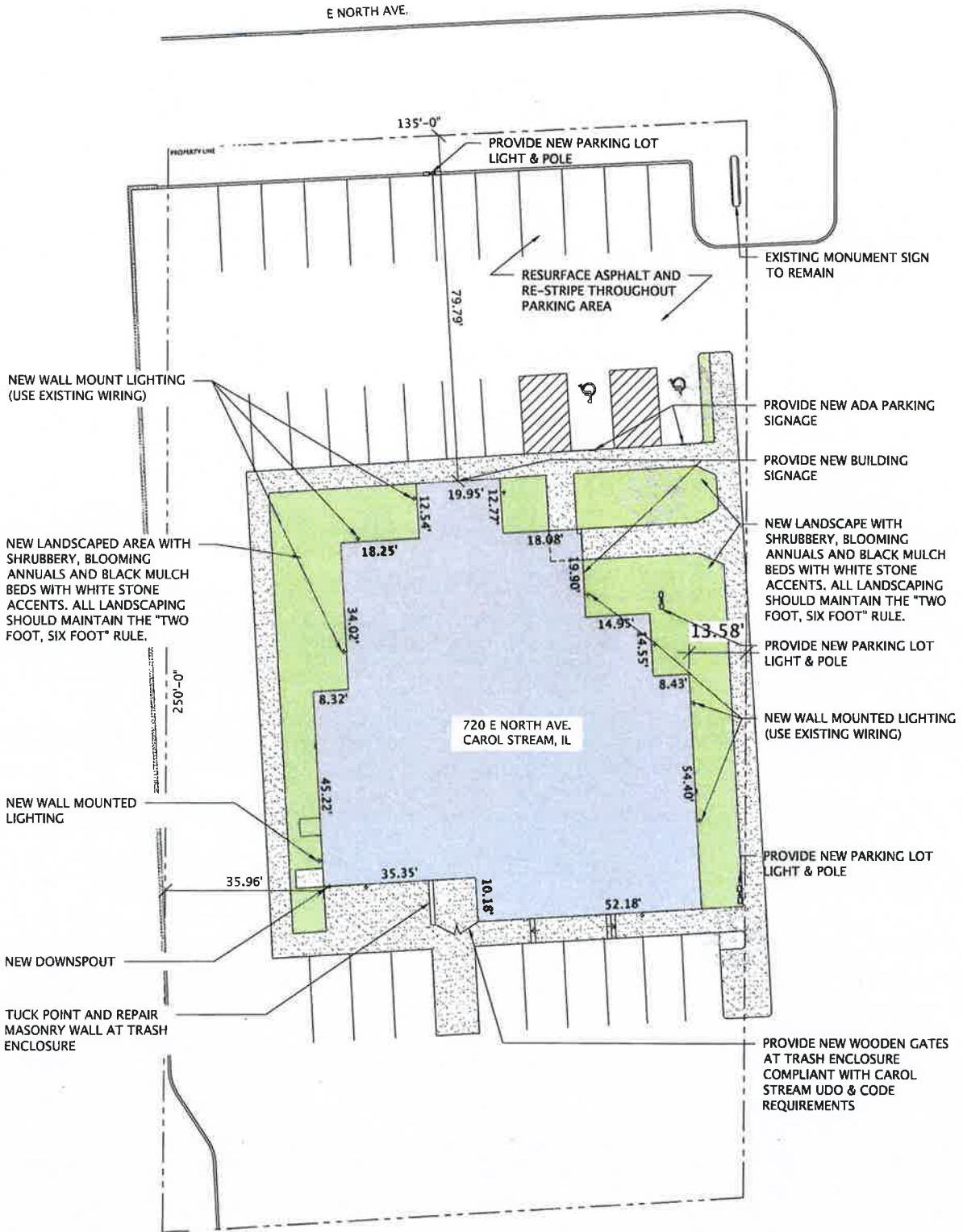


720 E NORTH AVE
LOT ZONED: B-3
TOTAL LOT SQ. FOOTAGE: 33585 SQ. FT.
TOTAL PARKING: 44 SPACES

*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

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

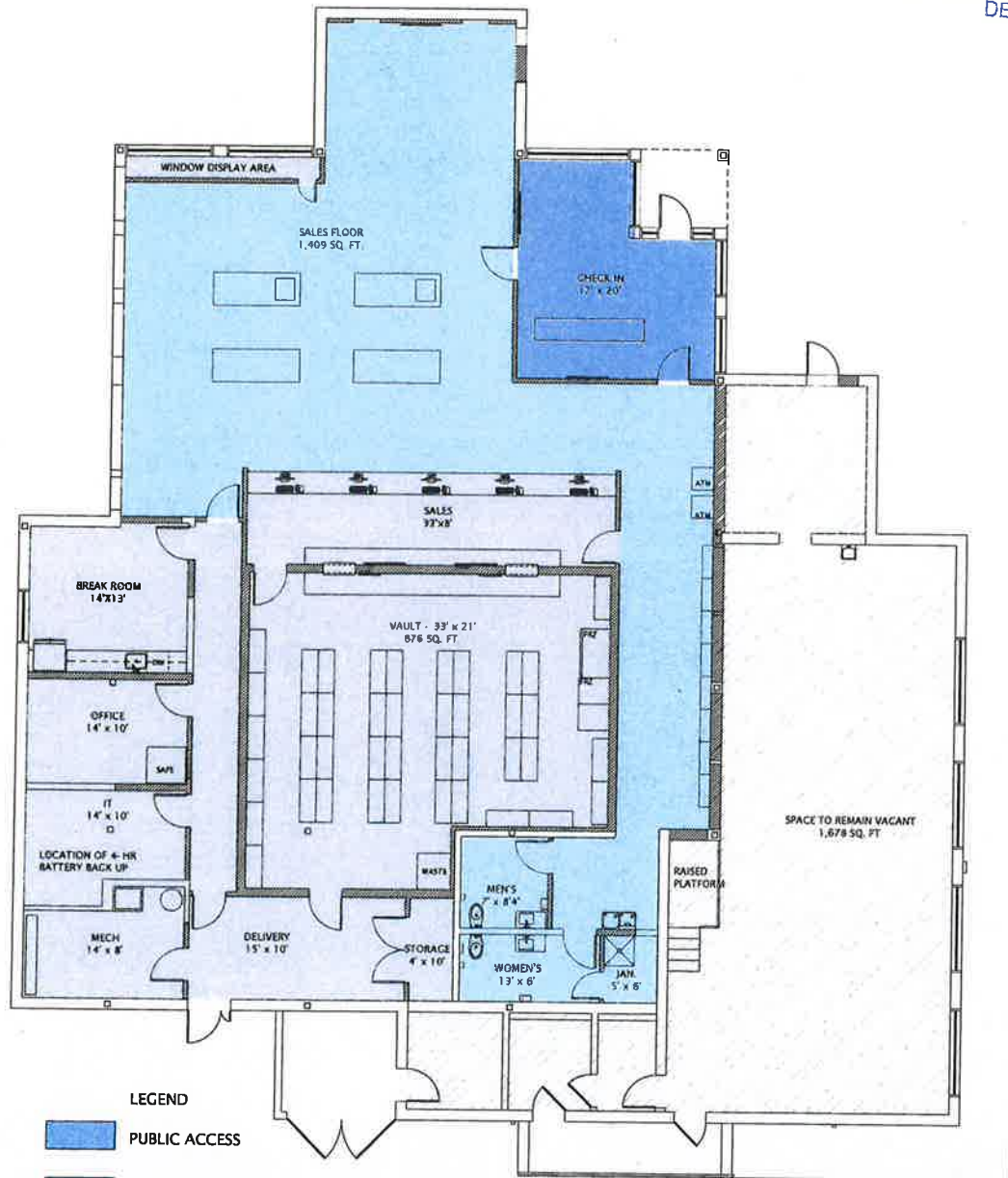
*NOTE: THE PROPOSED LOCATION OF CANNABIS DISPENSING ORGANIZATION SHOWN IN THIS SITE PLAN, 720 E NORTH AVE. IS NOT IN VIOLATION OF DISTANCE REQUIREMENT SET FORTH IN CAROL STREAM'S REGULATIONS. SEE ITEM 11 OF THIS SUBMITTAL.

**FUEGO CANNABIS
 720 E NORTH AVE. CAROL STREAM, IL**



SPECIAL USE PERMIT ITEM 2: INTERIOR FLOOR PLAN

RECEIVED
 MAR 31 2023
 COMMUNITY DEVELOPMENT
 DEPT



- LEGEND**
- PUBLIC ACCESS
 - LIMITED ACCESS
 - RESTRICTED ACCESS
 - UNOCCUPIED AREA



FUEGO CANNABIS
 720 E NORTH AVE. CAROL STREAM, IL

Q:\MISC\2023\231115_000_Armap_720 E North Ave (BNC)\ARMAP\ACCT.dwg

Exhibit F

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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", is written over a light blue horizontal line.

Daniela S.A. Fitzgerald, AIA, LEED AP, NCARB

Exhibit H

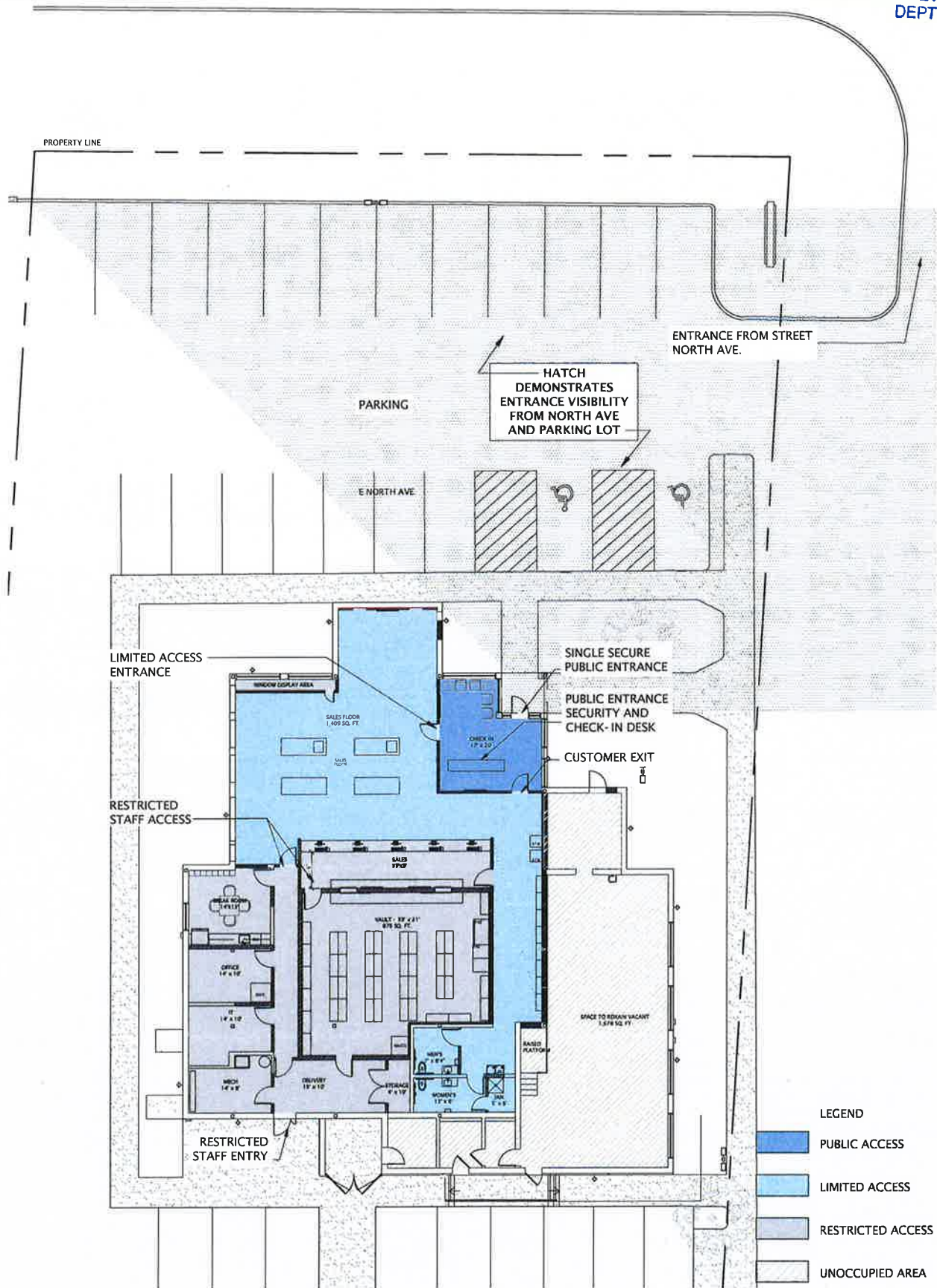
SPECIAL USE PERMIT ITEM 13: ENTRANCE PLAN

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E NORTH AVE.



LIMITED ACCESS
ENTRANCE

RESTRICTED
STAFF ACCESS

RESTRICTED
STAFF ENTRY

HATCH
DEMONSTRATES
ENTRANCE VISIBILITY
FROM NORTH AVE
AND PARKING LOT

ENTRANCE FROM STREET
NORTH AVE.

SINGLE SECURE
PUBLIC ENTRANCE

PUBLIC ENTRANCE
SECURITY AND
CHECK-IN DESK

CUSTOMER EXIT

SALES FLOOR
1,409 SQ. FT.

CHECK IN
1' P x 2'0"

SALES
7'0" x 7'0"

VAULT - 8'0" x 11'
878 SQ. FT.

SPACE TO REMAIN VACANT
1,578 SQ. FT.

LEGEND

PUBLIC ACCESS

LIMITED ACCESS

RESTRICTED ACCESS

UNOCCUPIED AREA

FUEGO CANNABIS
720 E NORTH AVE. CAROL STREAM, IL

Exhibit I

SPECIAL USE PERMIT ITEM 1: DEMO SITE PLAN

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E NORTH AVE.

135'-0"

PROPERTY LINE

REMOVE DECORATIVE
BLOOMING PLANTS

REMOVE OVERGROWN
SHRUBBERY

REMOVE GOOSNECK
LIGHTING

REMOVE EXISTING
DECORATIVE BRICK WALLS,
PIERS, FENCING AND
CONCRETE SLAB

250'-0"

REMOVE ALL MISCELLANEOUS
EQUIPMENT AND DEBRIS

REMOVE EXISTING LIGHT POLE

EXISTING MONUMENT SIGN
TO REMAIN

REMOVE OLD ADA PAINT

REMOVE EXISTING ADA
SIGNAGE

PROTECT EXISTING TREES,
PRUNE AND TRIM

REMOVE EXISTING AWNING

BUILDING ENTRANCE

REMOVE EXISTING GOOSNECK
LIGHTING

REMOVE EXISTING DECORATIVE
BRICK WALLS AND PIERS

REMOVE EXISTING AWNING
REMOVE GOOSNECK LIGHTING

REMOVE EXISTING LIGHT POLE

PROTECT EXISTING TREE,
PRUNE AND TRIM

REMOVE EXISTING TRASH
ENCLOSURE GATES

REMOVE EXISTING SHED

720 E NORTH AVE.
CAROL STREAM, IL

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.



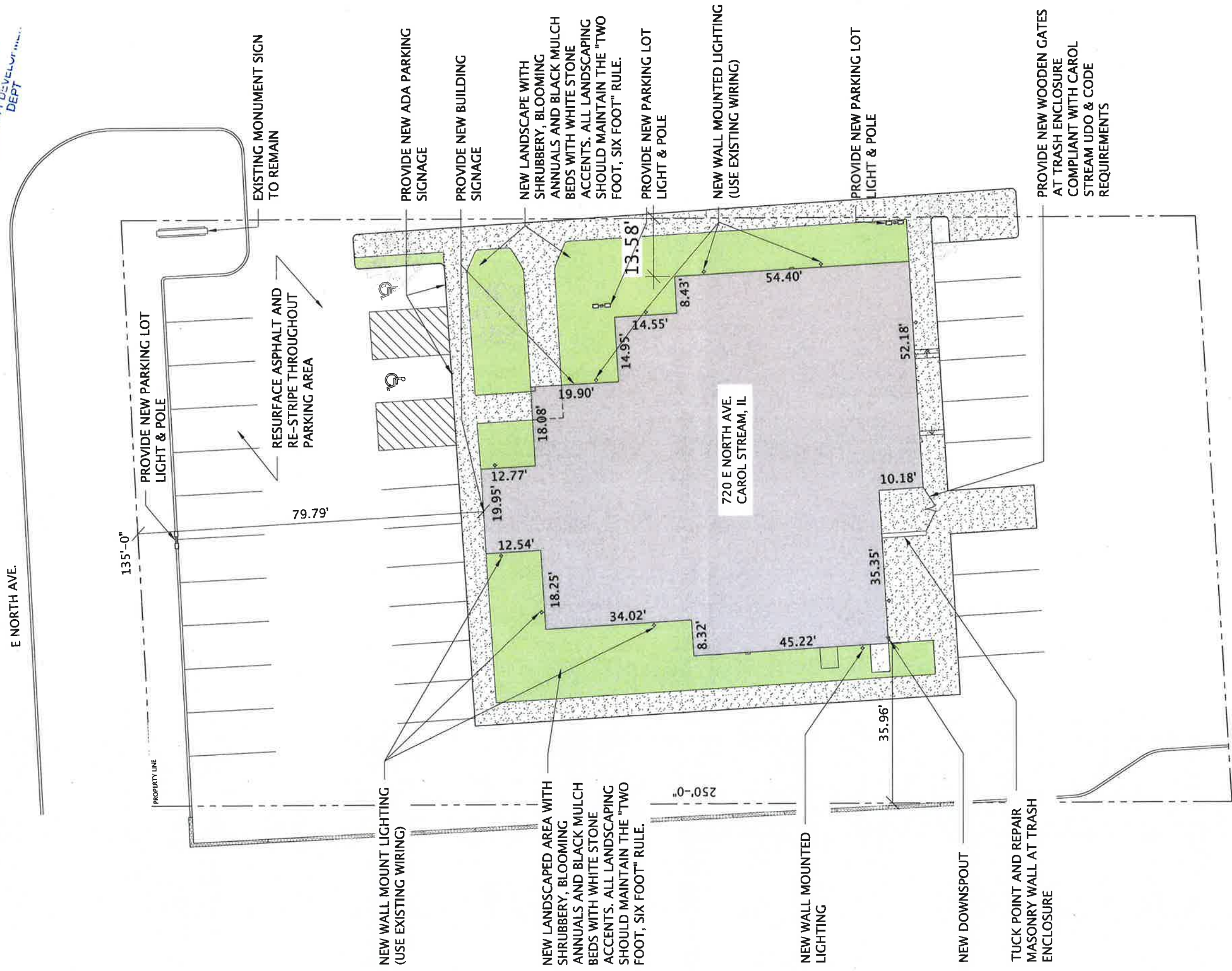
veltiste wellness

FUEGO CANNABIS
720 E NORTH AVE. CAROL STREAM, IL

Exhibit J

SPECIAL USE PERMIT ITEM 1: SITE PLAN

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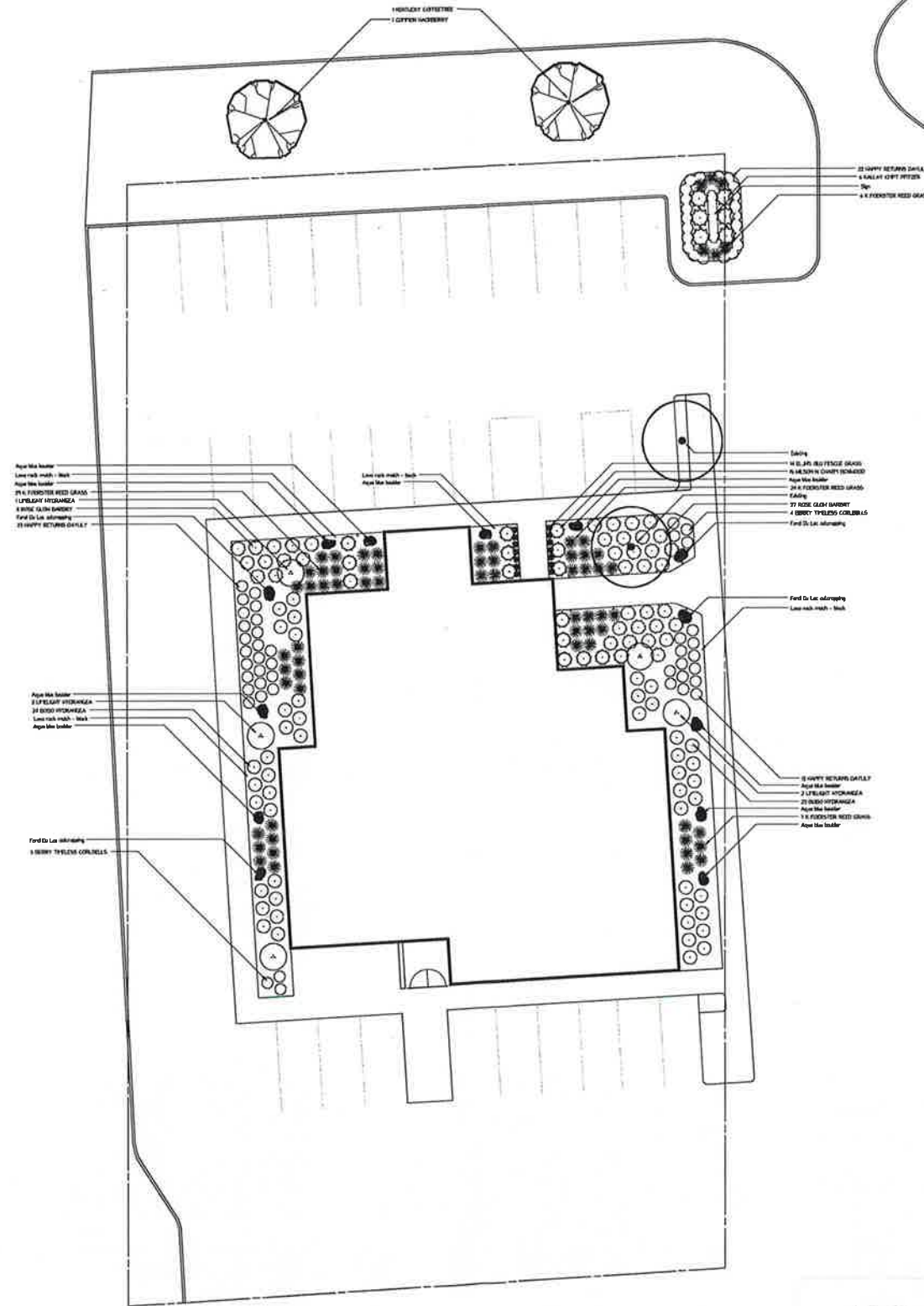
720 E NORTH AVE
LOT ZONED: B-3
TOTAL LOT SQ. FOOTAGE: 33585 SQ. FT.
TOTAL PARKING: 44 SPACES

*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

Qty	Botanical Name	Common Name	Size/Condition
Trees			
1	<i>Celtis occidentalis</i>	COMMON HACKBERRY	250"
1	<i>Gymnocladus dioica</i>	KENTUCKY COFFEE TREE	250"
5	<i>Hydrangea paniculata</i> 'Limelight'	LIMELIGHT HYDRANGEA	# 10 STD
Shrubs			
30	<i>Berberis thunbergii</i> 'Rose Glow'	ROSE GLOW BARBERRY	# 03
15	<i>Buxis microphylla</i> 'El sempervirens Wilson N Charm'	WILSON N CHARM BOXWOOD	18"
47	<i>Hydrangea paniculata</i> 'LVOBC'	BOBO HYDRANGEA	# 05
6	<i>Juniperus chinensis</i> 'Kallay's Compact'	KALLAY CRIP PFTIZER	# 03
Ornamental Grasses			
66	<i>Calamagrostis canadensis</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>Heuchera villosa</i> 'Caramel'	BERRY TIMELESS CORLBELLS	# 01

Landscape Plan View



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No.	Date	Description

GREG FRICK
LANDSCAPE DESIGN
phone: 817-551-9998 | fax: 855-505-6600
email: Greg@gregfricklandscapedesign.com

Landscape Plan View

Fuego Cannabis
720 E. North Ave.
Carol Stream, IL

Exhibit K-1

SCALE: 1/4" = 1'-0"

DRAWN BY: GF

CHECKED BY:

DATE: 4/2023

DATE OF PRINT:

PROJECT NO:

SHEET NO:
1 of 1

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DEPT

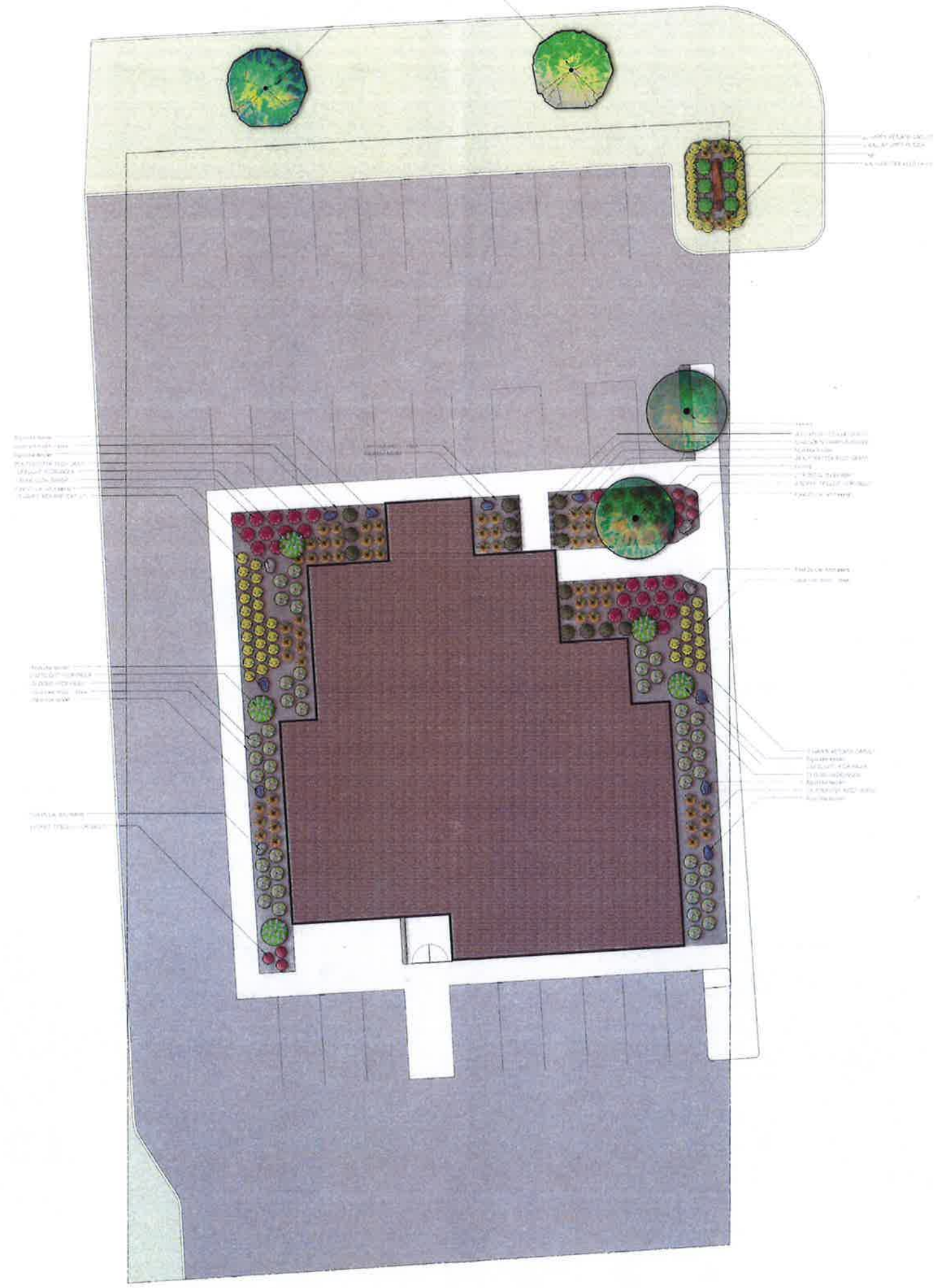
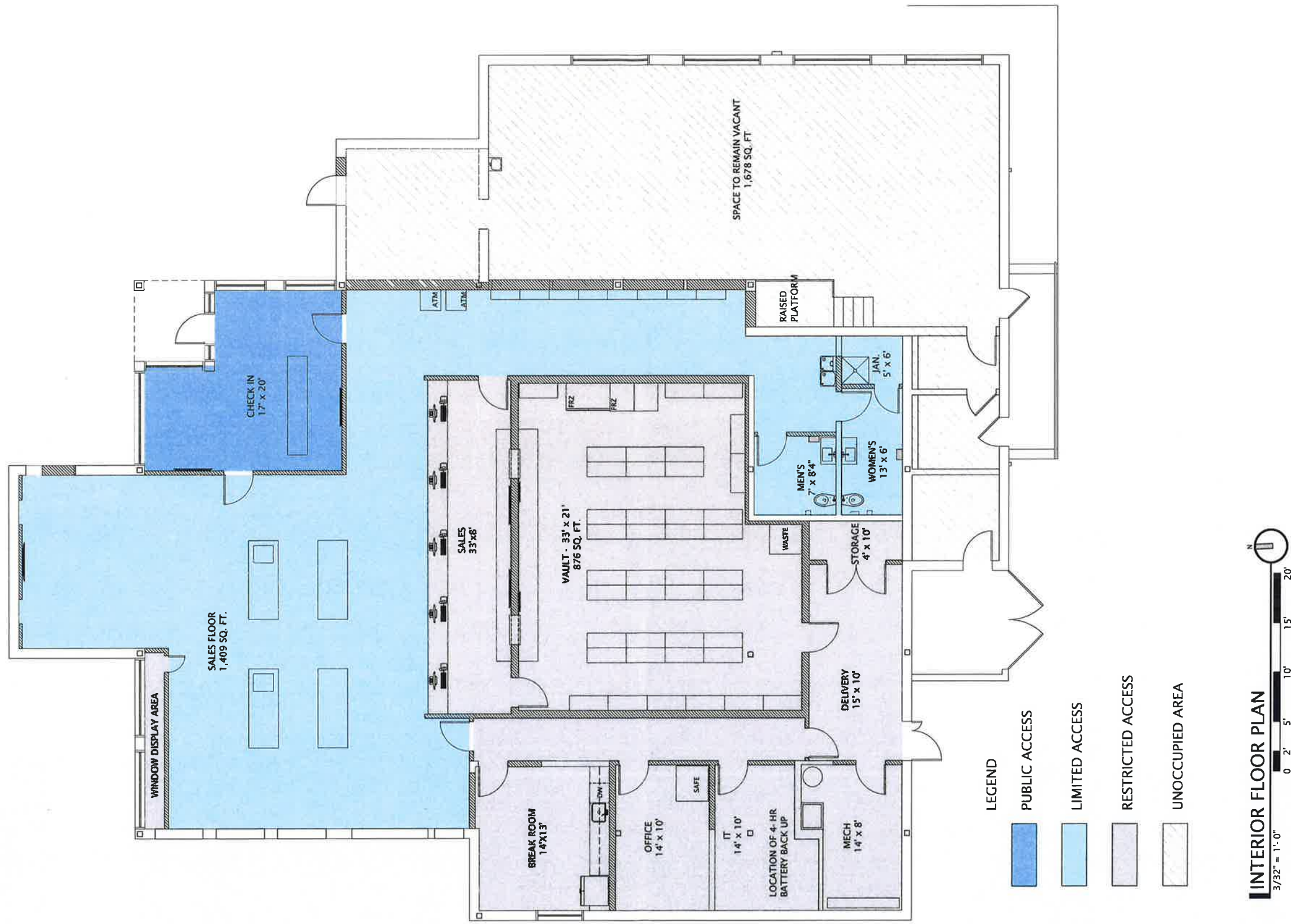


Exhibit K-2

SPECIAL USE PERMIT ITEM 2: INTERIOR FLOOR PLAN

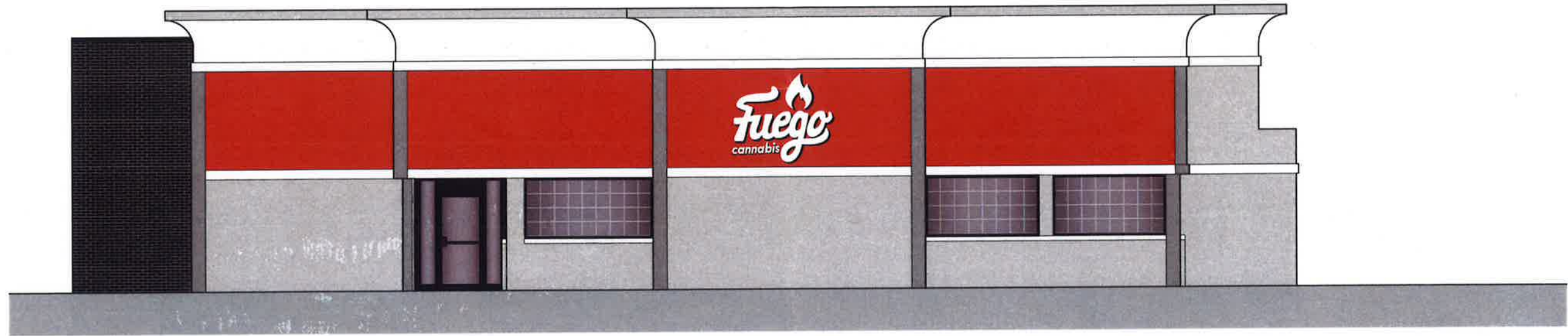
Exhibit L

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COMMUNITY DEVELOPMENT
DEPT



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SPECIAL USE PERMIT ITEM 9: EXTERIOR APPEARANCE



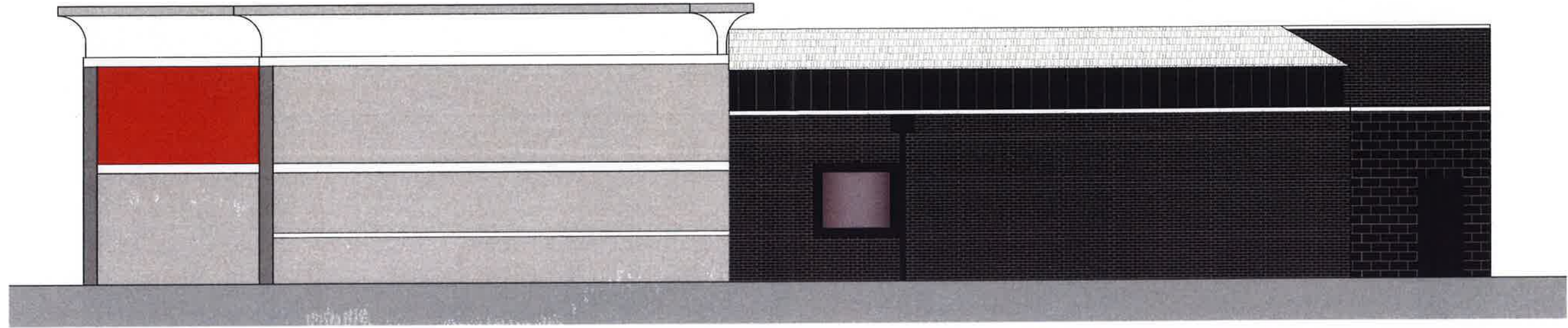
FRONT (NORTH) ELEVATION

Exhibit M-1

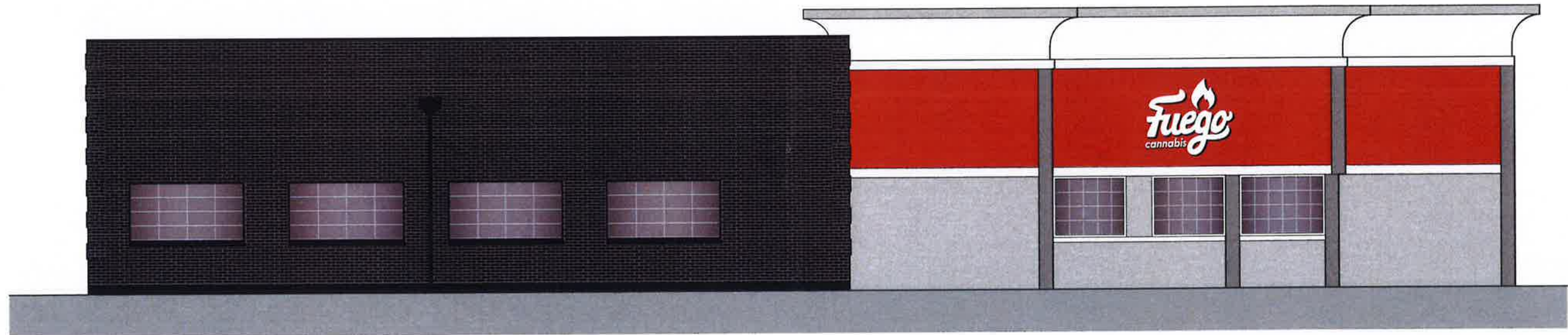
RECEIVED
MAR 31 2023
COMMUNITY DEVELOPMENT
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720 E NORTH AVE. CAROL STREAM, IL

SPECIAL USE PERMIT ITEM 9: EXTERIOR APPEARANCE



WEST ELEVATION



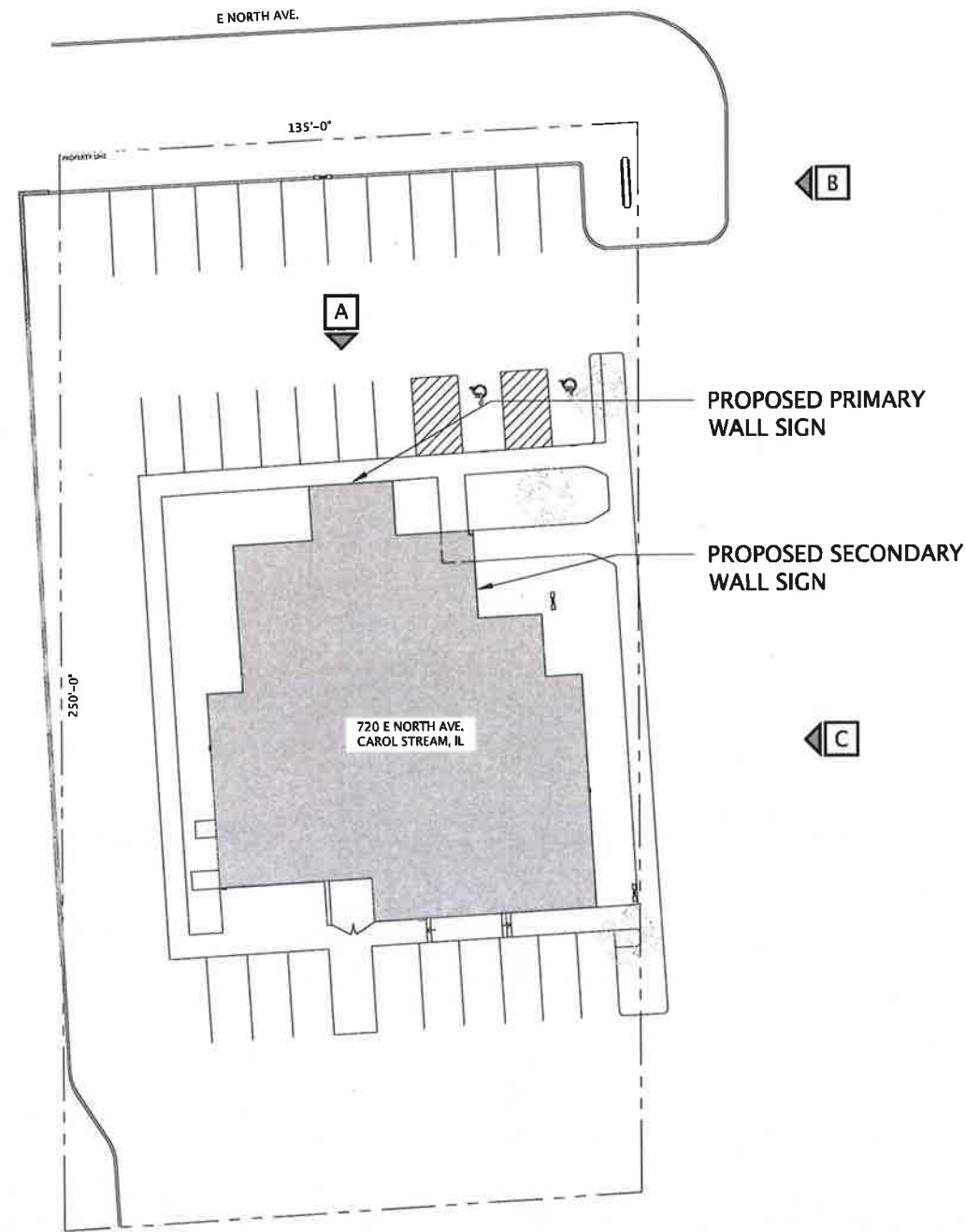
EAST ELEVATION

FUEGO CANNABIS
720 E NORTH AVE. CAROL STREAM, IL

Exhibit M-2

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COMMUNITY DEVELOPMENT
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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

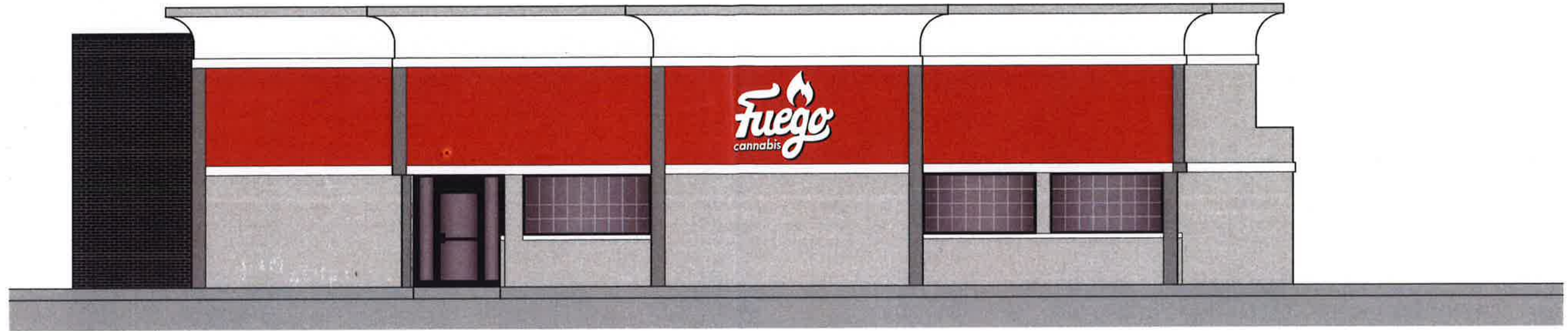
A DENOTES ELEVATION

Exhibit N-1

**FUEGO CANNABIS
720 E NORTH AVE. CAROL STREAM, IL**

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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"



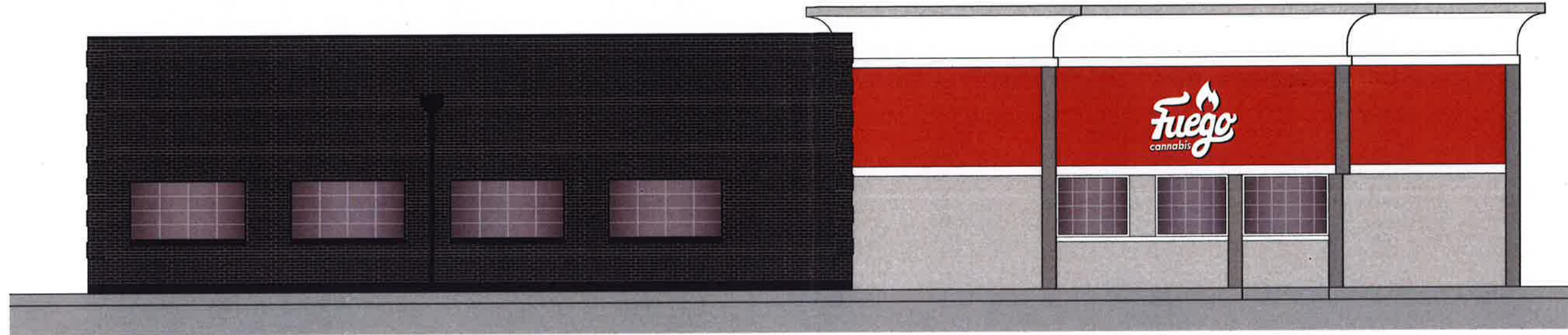
B2 EXISTING MONUMENT SIGN
1/8" = 1'-0"

FUEGO CANNABIS
720 E NORTH AVE. CAROL STREAM, IL

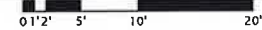
Exhibit N-2

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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

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Luminaire Schedule				
Symbol	Tag	Qty	Description	Luminaire Lumens
	EX	4	FD-8550	14165
	F2	6	WP-2740FC	3941
	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.

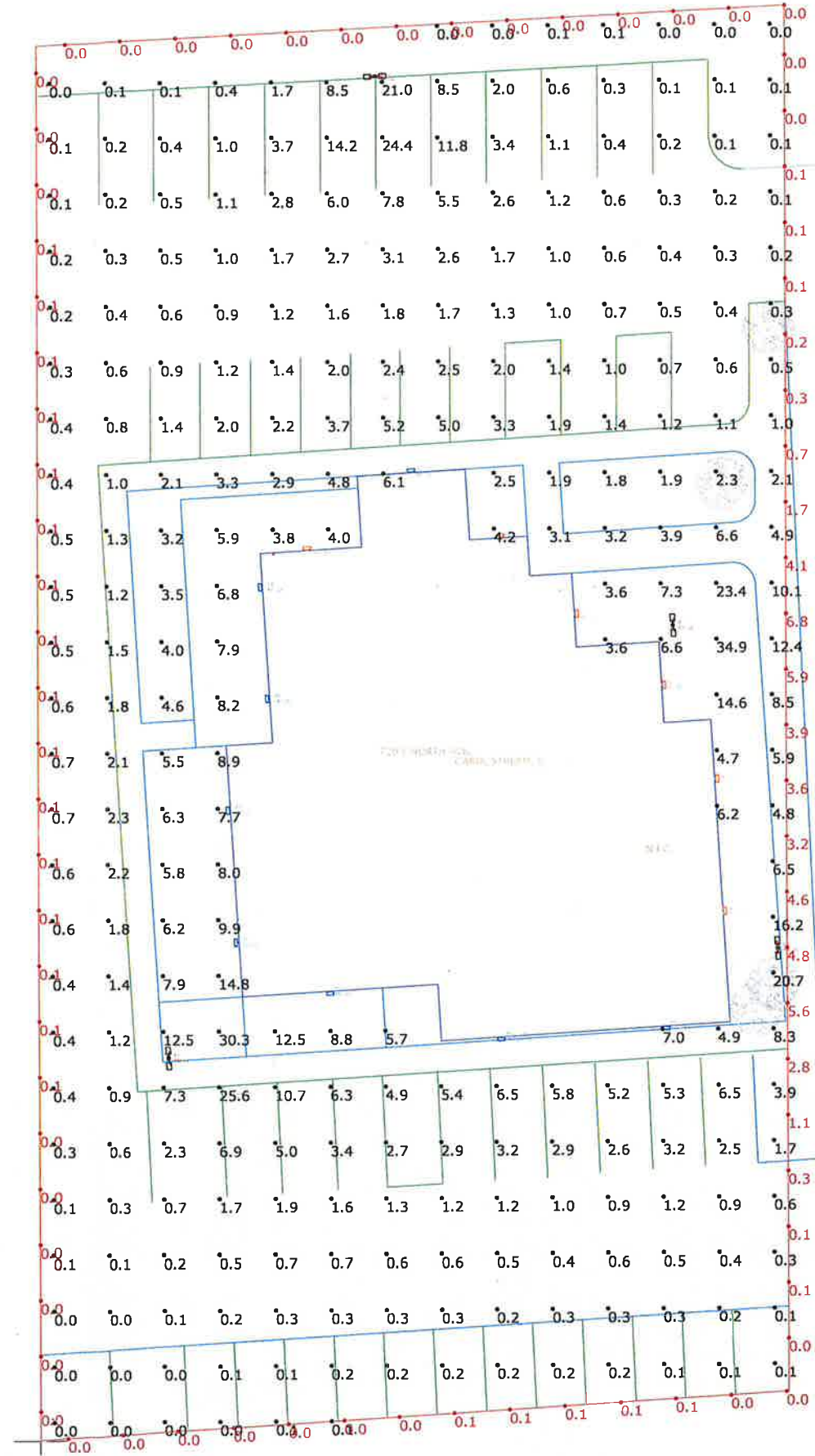


Exhibit O

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#	Date	Comments

Drawn By:	Checked By:	Date:	Scale:

NOVA DISPENSARY

SPECIAL USE PERMIT ITEM 11: SITE LOCATION PLAN



Exhibit P

FUEGO CANNABIS
720 E NORTH AVE. CAROL STREAM, IL

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AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR A MASSAGE ESTABLISHMENT (JJ THERAPEUTIC MASSAGE – 1430 W. ARMY TRAIL ROAD)

WHEREAS, James M. Jackson, on behalf of JJ Therapeutic Massage, hereinafter referred to as the Petitioner, has petitioned the Village of Carol Stream for a Special Use Permit for a Massage Establishment, in accordance with Section 16-3-11 of the UDO, on the property legally described in Section 2 herein and commonly known as 1430 W. Army Trail Road, Carol Stream, Illinois; and

WHEREAS, pursuant to Section 16-8-4 (L) of the Unified Development Ordinance, the Combined Plan Commission/Zoning Board of Appeals held a public hearing on the above petition on April 24, 2023, following proper legal notice of said public hearing, after which the Commission recommended to the Mayor and Board of Trustees of the Village that the Special Use Permit be approved; and

WHEREAS, the Combined Plan Commission/Zoning Board of Appeals has filed its Findings and Recommendations regarding the Special Use Permit with the Mayor and Board of Trustees, and the Mayor and Board of Trustees have duly considered said Findings and Recommendations.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF CAROL STREAM, DU PAGE COUNTY, ILLINOIS, IN THE EXERCISE OF ITS HOME RULE POWERS, AS FOLLOWS:

SECTION 1:

The Mayor and Board of Trustees of the Village of Carol Stream, after examining the Petition for the Special Use Permit, and the Findings and Recommendations of the Combined Plan Commission/Zoning Board of Appeals, have determined and find that the requested Special Use Permit:

1. Is deemed necessary for the public convenience at this 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.*

SECTION 2:

The Special Use Permit, as set forth in the above recitals, is hereby approved and granted to JJ Therapeutic Massage, subject to the conditions set forth in Section 3, upon the real estate commonly known as 1430 W. Army Trail Road, Carol Stream, Illinois, and legally described as follows:

LOT 4 IN ABI COMMERCIAL SUBDIVISION, BEING A SUBDIVISION OF PART OF THE NORTHEAST QUARTER OF SECTION 23, TOWNSHIP 40 NORTH, RANGE 9, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 26, 1989, AS DOCUMENT R89-135143, IN DUPAGE COUNTY, ILLINOIS (CERTIFICATE OF CORRECTION RECORDED MARCH 2, 1990 AS DOCUMENT R90-26250).

Hereinafter referred to as the Subject Property.

SECTION 3:

The approval of the Special Use Permit granted herein is 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 project shall otherwise comply with all state, county and Village codes and requirements.

SECTION 4:

The Special Use Permit is hereby approved and granted as set forth in the following plans and exhibits:

1. Floor Plan (Exhibit A, received by the Community Development Department March 8, 2023), prepared by James M. Jackson, 107 W. Hillside Avenue, Barrington IL, 60010.

SECTION 5:

This Ordinance shall be in full force and effect from and after passage, approval and publication in pamphlet form, provided, however, that this Ordinance is executed by the owners or such other party in interest, consenting to and agreeing to be bound by all of the terms and conditions contained within this Ordinance. Such execution and delivery to the Village shall take place within sixty (60) days after the passage and approval of this Ordinance or within such extension of time as may be granted in the discretion of the corporate authorities, by motion.

SECTION 6:

The failure of the owner or other party in interest, or a subsequent owner or other party in interest, to strictly comply with the terms and conditions of this Ordinance, after execution of this Ordinance, shall subject the owner or party in interest to the penalties set forth in Section 16-8-5 of the Carol Stream Code of Ordinances, and/or termination of the special use permit after notice and public hearing in accordance with the procedures required by the Carol Stream Code of Ordinances.

PASSED AND APPROVED THIS 1st DAY OF MAY, 2023.

AYES:

NAYS:

ABSENT:

Frank Saverino, Sr. Mayor

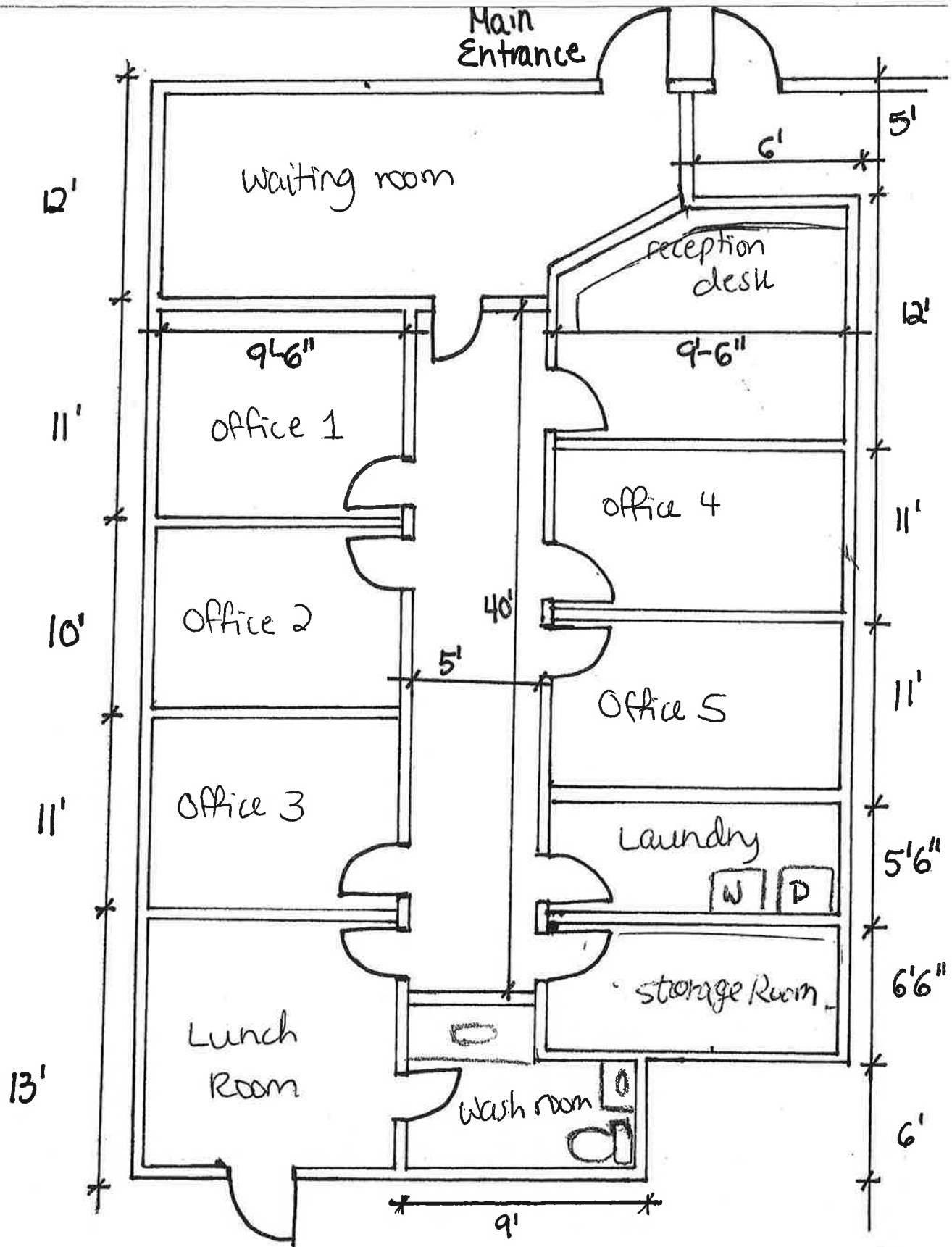
ATTEST:

Julia Schwarze, Village Clerk

I, James M. Jackson, being the owner and/or party in interest of the Subject Property legally described in this ordinance, do hereby accept, concur, and agree to develop and use the Subject Property in accordance with the terms and conditions of this Ordinance, and I understand that if I do not do so, I am subject to the penalties set forth in Section 16-8-5 of the Carol Stream Code of Ordinances, and/or termination of the special use permit. JJ Therapeutic Massage further agrees to indemnify, hold harmless and defend the Village, and its officers, agents and employees from any and all claims, lawsuits, liabilities damages and costs incurred as a result of the approvals as granted herein.

Date

Owner/Party In Interest



Fair Oaks Plaza
Floor Plan

EXHIBIT A

Note: NOT TO SCALE

ORDINANCE NO. 2023-__-__

AN ORDINANCE APPROVING AN AMENDMENT TO A SPECIAL USE PERMIT FOR A GOVERNMENTAL USE (VILLAGE OF CAROL STREAM PUBLIC WORKS CENTER – 124 GERZEVSKE LANE)

WHEREAS, Ron Roehn, Superintendent of Operations with the Village of Carol Stream’s Public Works Department, hereinafter referred to as the Petitioner, has petitioned the Village of Carol Stream for an Amendment to a Special Use Permit for a Governmental Use, in accordance with Section 16-3-11 of the Unified Development Ordinance, on the property legally described in Section 2 herein and commonly known as 124 Gerzevske Lane, Carol Stream, Illinois; and

WHEREAS, pursuant to Section 16-8-4 (L) of the Unified Development Ordinance, the Combined Plan Commission/Zoning Board of Appeals held a public hearing on the above petition on April 24, 2023, following proper legal notice of said public hearing, after which the Commission recommended to the Mayor and Board of Trustees of the Village that the Special Use Amendment be approved; and

WHEREAS, the Combined Plan Commission/Zoning Board of Appeals has filed its Findings and Recommendations regarding the Special Use Amendment with the Mayor and Board of Trustees, and the Mayor and Board of Trustees have duly considered said Findings and Recommendations.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF CAROL STREAM, DU PAGE COUNTY, ILLINOIS, IN THE EXERCISE OF ITS HOME RULE POWERS, AS FOLLOWS:

SECTION 1:

The Mayor and Board of Trustees of the Village of Carol Stream, after examining the Petition for the Special Use Amendment, and the Findings and Recommendations of the Combined Plan Commission/Zoning Board of Appeals, have determined and find that the requested Special Use Amendment:

1. Is deemed necessary for the public convenience at the location. *The proposed modifications will provide a better storage configuration at the Public Works Center.*
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 Public Works Center, 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. *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 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.*

SECTION 2:

The Special Use Amendment, as set forth in the above recitals, is hereby approved and granted to the Village of Carol Stream / Public Works Department, subject to the conditions set forth in Section 3, upon the real estate commonly known as 124 Gerzevske Lane, Carol Stream, Illinois, and legally described as follows:

THE EAST 300 FEET OF THE SOUTH HALF OF THE NORTH HALF OF THE SOUTHEAST QUARTER OF SECTION 32, TOWNSHIP 41 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN DUPAGE COUNTY, ILLINOIS.

Hereinafter referred to as the Subject Property.

SECTION 3:

The approval of the Special Use Amendment granted herein is 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.

SECTION 4:

The Special Use Amendment is hereby approved and granted as set forth in the following plans and exhibits:

1. Existing Conditions and Removal Plans (Exhibits A-1 and A-2, received by the Community Development Department March 21, 2023), prepared by WBK Engineering, LLC, 116 W. St. Charles Road, Suite 201, St. Charles, IL, 60174.
2. Geometric Plans (Exhibits B-1 and B-2, received by the Community Development Department March 21, 2023), prepared by WBK Engineering, LLC, 116 W. St. Charles Road, Suite 201, St. Charles, IL, 60174.

SECTION 5:

This Ordinance shall be in full force and effect from and after passage, approval and publication in pamphlet form, provided, however, that this Ordinance is executed by the owners or such other party in interest, consenting to and agreeing to be bound by all of the terms and conditions contained within this Ordinance. Such execution and delivery to the Village shall take place within sixty (60) days after the passage and approval of this Ordinance or within such extension of time as may be granted in the discretion of the corporate authorities, by motion.

SECTION 6:

The failure of the owner or other party in interest, or a subsequent owner or other party in interest, to strictly comply with the terms and conditions of this Ordinance, after execution of this Ordinance, shall subject the owner or party in interest to the penalties set forth in Section 16-8-5 of the Carol Stream Code of Ordinances, and/or termination of the special use permit after notice and public hearing in accordance with the procedures required by the Carol Stream Code of Ordinances.

PASSED AND APPROVED THIS 1st DAY OF MAY, 2023.

AYES:

NAYS:

ABSENT:

ATTEST:

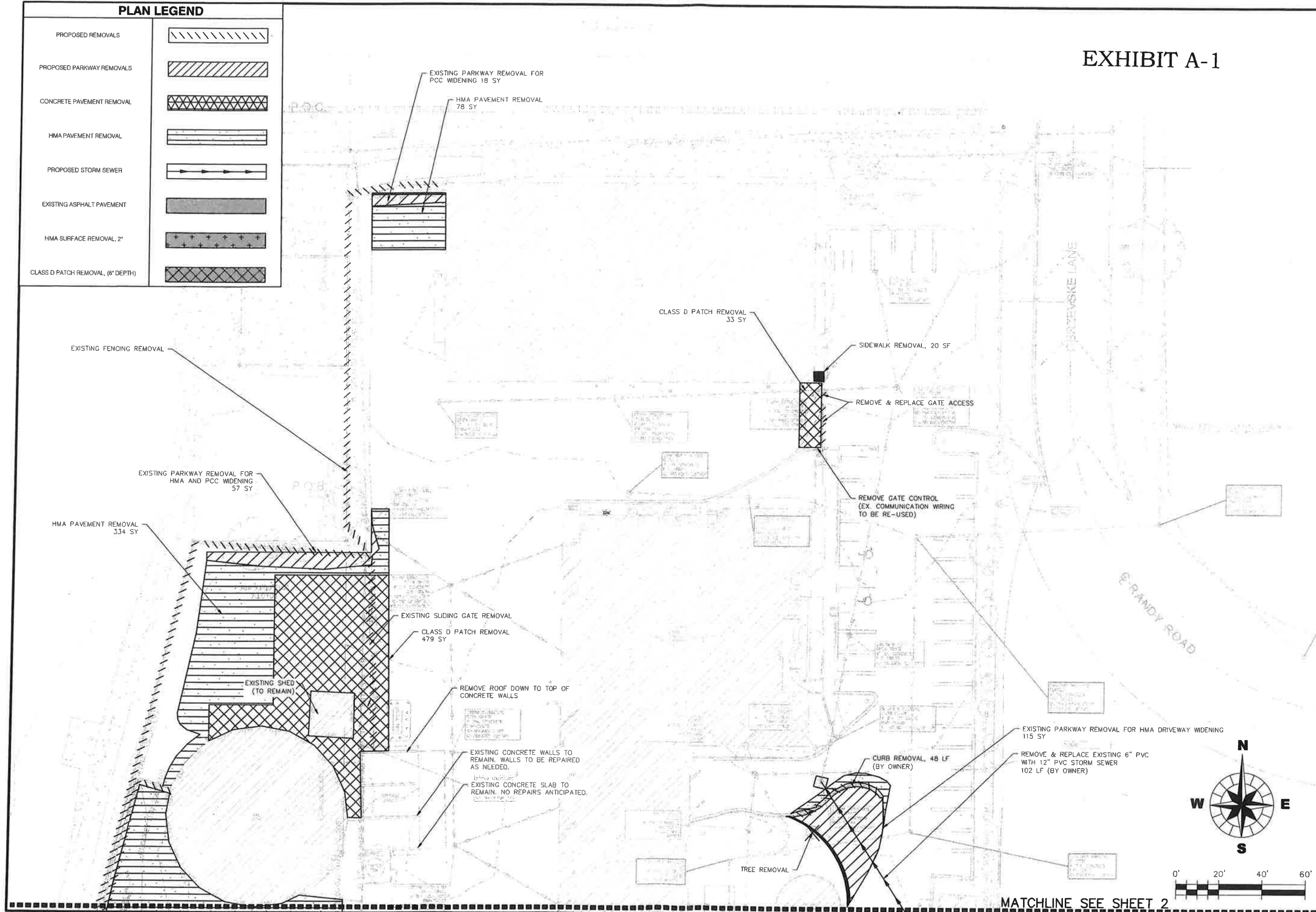
Frank Saverino, Sr. Mayor

Julia Schwarze, Village Clerk

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**
EXISTING CONDITIONS AND
REMOVAL PLAN

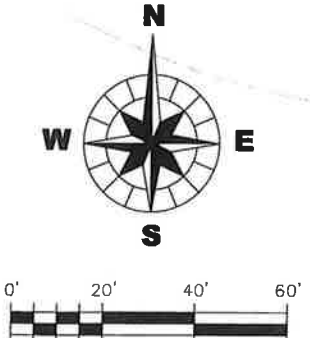
DSGN.	SSG	SSG	VRD	SCALE: AS NOTED
DWN.	SSG	SSG	VRD	EC220182.DWG
CHKD.	SSG	SSG	VRD	
NO.	DATE	NATURE OF REVISION		

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. 22-0182
 DATE: 11/09/2022
 DRAWING NO. RM1
 SHEET:



MATCHLINE SEE SHEET 2

UNPUBLISHED WORK

TITLE: **CAROL STREAM PW FACILITY**
EXISTING CONDITIONS AND
REMOVAL PLAN

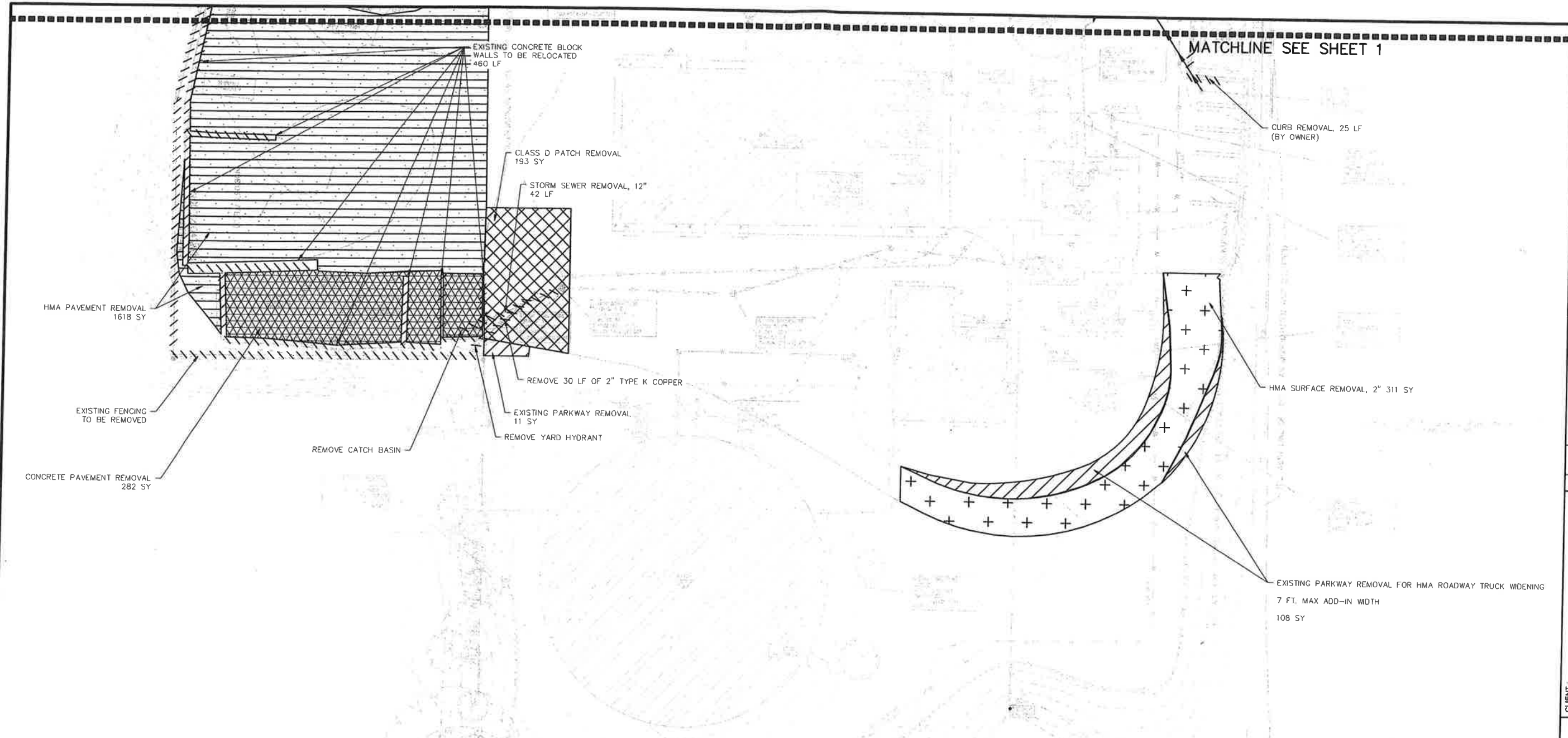
SSG	SSG	VRD
DSGN	DMN	CHKD.
SCALE: AS NOTED		
EC220182.DWG		
NO.	DATE	NATURE OF REVISION

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. 22-0182
 DATE: 11/09/2022
 DRAWING NO. RM2
 SHEET:
2 OF 4



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)	

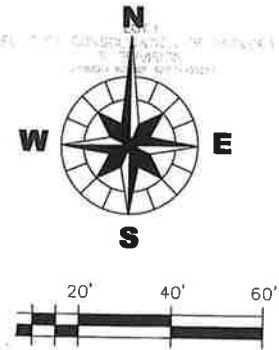


EXHIBIT A-2

DATE PLOTTED: 11/09/2022 10:00AM

PLAN LEGEND

PROPOSED CONCRETE PAVEMENT
10" AGGREGATE BASE COURSE
8" PCC W/ #4 REBAR ON 12" CENTERS



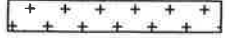
FULL DEPTH HMA PAVEMENT
12" AGGREGATE BASE COURSE
4" HMA BINDER, N50
2" HMA SURFACE COURSE, N50



HMA PAVEMENT PATCH, 6"



HMA MILL & OVERLAY, 2"



EXISTING ASPHALT PAVEMENT



PROPOSED GRASS RESTORATION



EXHIBIT B-1

TITLE: **CAROL STREAM PW FACILITY**
GEOMETRIC PLAN

NO.	DATE	NATURE OF REVISION

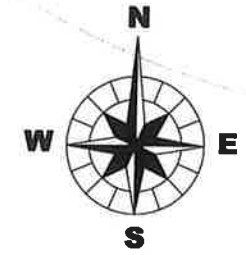
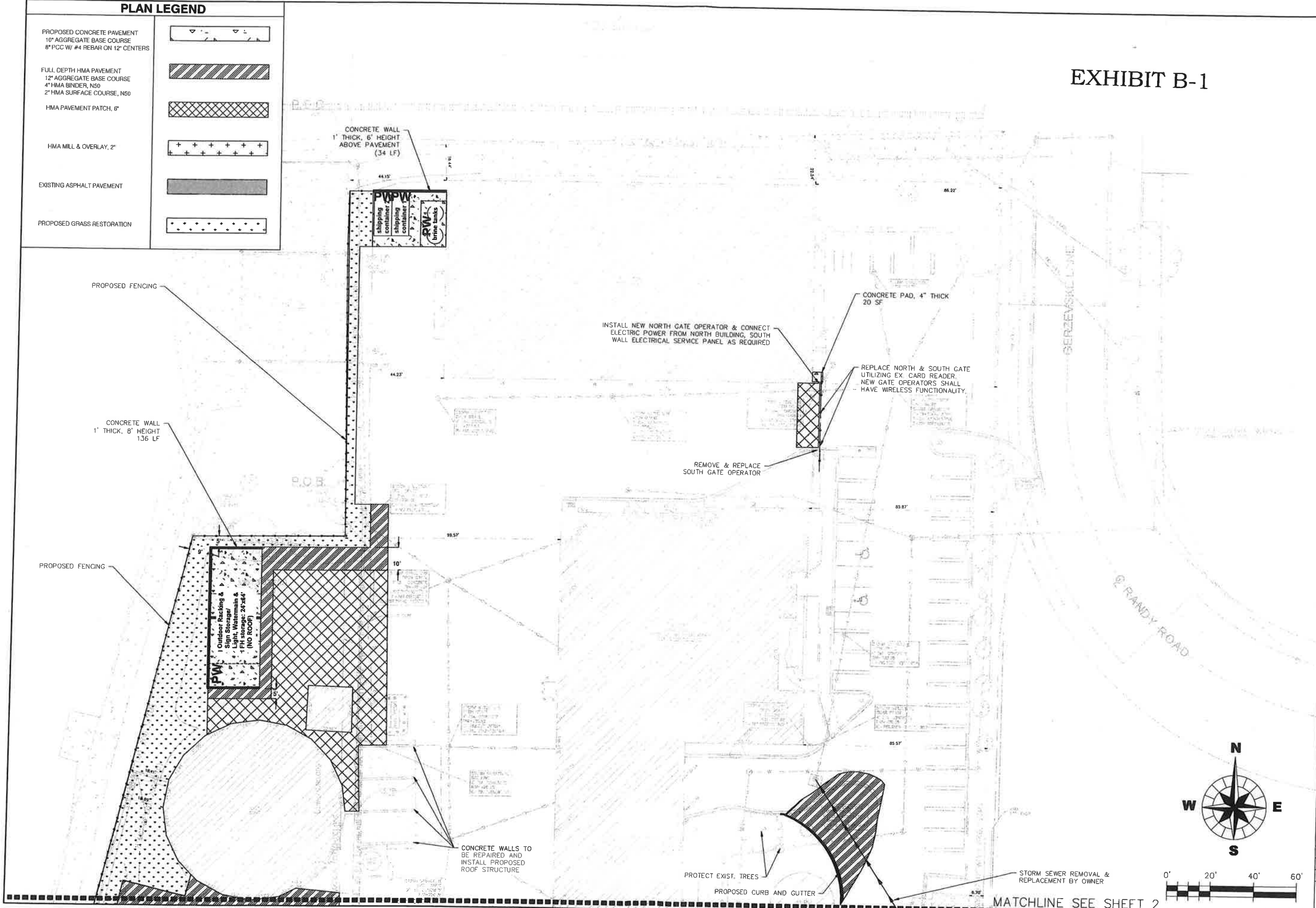
SCALE: AS NOTED
GM2201 B2.DWG

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. **GM1**
SHEET:



UPDATE: 11/09/2022 - HANZON

SSG	SSG	SSG	SSG
DWGN.	DWGN.	CHKD.	VRD
SCALE: AS NOTED			
GM220182.DWG			

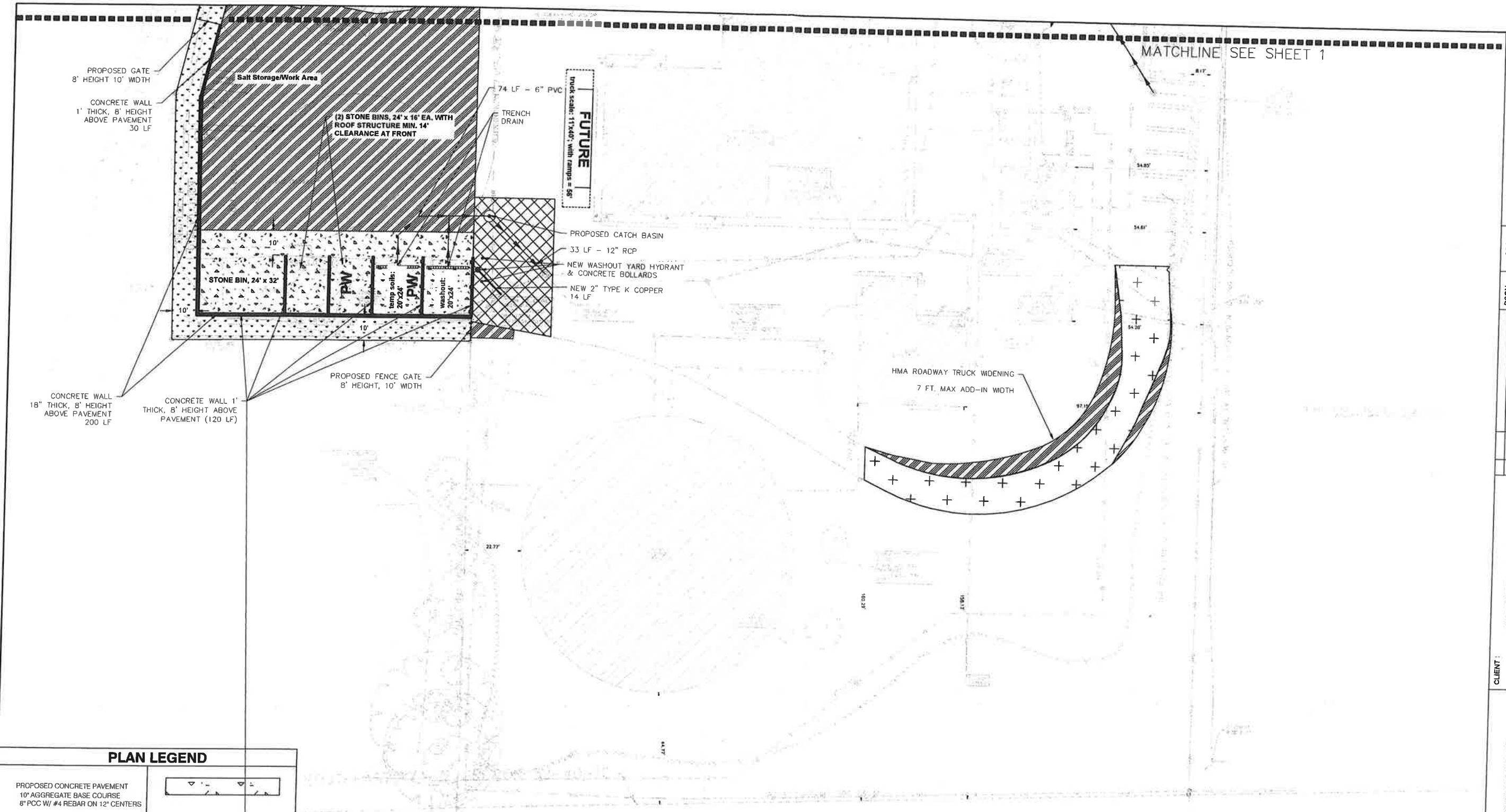
KLUBER, INC.
 41 W. BENTON ST.
 AURORA, IL, 60506
 630.406.1213

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. 0182
 SHEET:

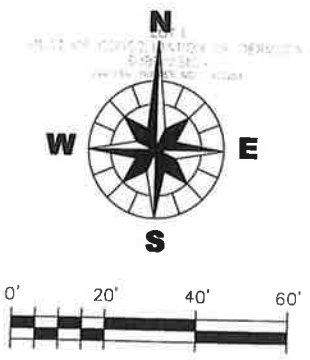
MATCHLINE SEE SHEET 1



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-2



UPDATES: 11/09/2022 - JAG/ANZ

ORDINANCE NO. 2023-__-__

AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR A GOVERNMENTAL USE (VILLAGE OF CAROL STREAM WATER RECLAMATION CENTER - 245 N. KUHN ROAD)

WHEREAS, Ron Roehn, Superintendent of Operations with the Village of Carol Stream's Public Works Department, hereinafter referred to as the Petitioner, has petitioned the Village of Carol Stream for a Special Use Permit for a Governmental Use, in accordance with Section 16-3-11 of the Unified Development Ordinance, on the property legally described in Section 2 herein and commonly known as 245 N. Kuhn Road, Carol Stream, Illinois; and

WHEREAS, pursuant to Section 16-8-4 (L) of the Unified Development Ordinance, the Combined Plan Commission/Zoning Board of Appeals held a public hearing on the above petition on April 24, 2023, following proper legal notice of said public hearing, after which the Commission recommended to the Mayor and Board of Trustees of the Village that the Special Use Permit be approved; and

WHEREAS, the Combined Plan Commission/Zoning Board of Appeals has filed its Findings and Recommendations regarding the Special Use Permit with the Mayor and Board of Trustees, and the Mayor and Board of Trustees have duly considered said Findings and Recommendations.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF CAROL STREAM, DU PAGE COUNTY, ILLINOIS, IN THE EXERCISE OF ITS HOME RULE POWERS, AS FOLLOWS:

SECTION 1:

The Mayor and Board of Trustees of the Village of Carol Stream, after examining the Petition for the Special Use Permit, and the Findings and Recommendations of the Combined Plan Commission/Zoning Board of Appeals, have determined and find that the requested Special Use Permit:

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 Water Reclamation Center.*

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 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.*

SECTION 2:

The Special Use Permit, as set forth in the above recitals, is hereby approved and granted to the Village of Carol Stream Water Reclamation Center, subject to the conditions set forth in Section 3, upon the real estate commonly known as 245 N. Kuhn Road, Carol Stream, Illinois, and legally described as follows:

THAT PART OF THE SOUTHEAST QUARTER OF SECTION 32, TOWNSHIP 40 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED BY COMMENCING AT THE INTERSECTION OF A LINE 300.00 FEET WEST OF AND PARALLEL WITH THE EAST LINE OF SAID SOUTHEAST QUARTER AND THE NORTH LINE OF THE SOUTH HALF OF THE NORTH HALF OF SAID SOUTHEAST QUARTER; THENCE SOUTH 60 DEGREES 06 MINUTES 57 SECONDS WEST, ON SAID PARALLEL LINE, A DISTANCE OF 178.00 FEET TO THE SOUTHEAST CORNER OF AN EASEMENT FOR STORAGE AND USE OF CONSTRUCTION MATERIALS AS SHOWN ON THE PLAT OF SURVEY RECORDED AS DOCUMENT R87-177289 FOR A PLACE OF BEGINNING; THENCE, CONTINUING SOUTH 00 DEGREES 06 MINUTES 57 SECONDS WEST, ON SAID PARALLEL LINE, A DISTANCE OF 300.00 FEET, THENCE NORTH 89 DEGREES 53 MINUTES 03 SECONDS WEST, A DISTANCE OF 120.00 FEET; THENCE NORTH 00 DEGREES 06 MINUTES 57 SECONDS EAST, A DISTANCE OF 99.56 FEET TO A POINT ON THE EAST LINE OF A 20 FOOT WIDE EASEMENT FOR INGRESS, EGRESS AND PUBLIC UTILITIES, AS SHOWN ON SAID PLAT; THENCE NORTH 14 DEGREES 07 MINUTES 22 SECONDS EAST, ALONG SAID EAST LINE, A DISTANCE OF 206.58 FEET TO THE SOUTHWEST CORNER OF SAID EASEMENT FOR STORAGE AND USE OF CONSTRUCTION MATERIALS; THENCE SOUTH 89 DEGREES 53 MINUTES 03 SECONDS EAST, ALONG SAID EAST LINE, A DISTANCE OF 70.0 FEET TO THE PLACE OF BEGINNING, IN DUPAGE COUNTY, ILLINOIS

ALSO KNOWN AS

LOT 1 IN THE SALT DOME ASSESSMENT PLAT, BEING AN ASSESSMENT PLAT OF PART OF THE SOUTHEAST QUARTER OF SECTION 32, TOWNSHIP 40 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE

ASSESSMENT PLAT THEREOF RECORDED APRIL 23, 1996 AS DOCUMENT R96-066341, IN DUPAGE COUNTY, ILLINOIS

Hereinafter referred to as the Subject Property.

SECTION 3:

The approval of the Special Use Permit granted herein is 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.

SECTION 4:

The Special Use Permit is hereby approved and granted as set forth in the following plans and exhibits:

1. Existing Conditions and Removal Plans (Exhibits A-1 and A-2, received by the Community Development Department March 21, 2023), prepared by WBK Engineering, LLC, 116 W. St. Charles Road, Suite 201, St. Charles, IL, 60174.
2. Geometric Plans (Exhibits B-1 and B-2, received by the Community Development Department March 21, 2023), prepared by WBK Engineering, LLC, 116 W. St. Charles Road, Suite 201, St. Charles, IL, 60174.

SECTION 5:

This Ordinance shall be in full force and effect from and after passage, approval and publication in pamphlet form, provided, however, that this Ordinance is executed by the owners or such other party in interest, consenting to and agreeing to be bound by all of the terms and conditions contained within this Ordinance. Such execution and delivery to the Village shall take place within sixty (60) days after the passage and approval of this Ordinance or within such extension of time as may be granted in the discretion of the corporate authorities, by motion.

SECTION 6:

The failure of the owner or other party in interest, or a subsequent owner or other party in interest, to strictly comply with the terms and conditions of this Ordinance, after execution of this Ordinance, shall subject the owner or party in interest to the penalties set forth in Section 16-8-5 of the Carol Stream Code of Ordinances, and/or termination of the special use permit after notice and public hearing in accordance with the procedures required by the Carol Stream Code of Ordinances.

PASSED AND APPROVED THIS 1st DAY OF MAY, 2023.

AYES:

NAYS:

ABSENT:

Frank Saverino, Sr. Mayor

ATTEST:

Julia Schwarze, Village Clerk

MATCHLINE SEE SHEET 2

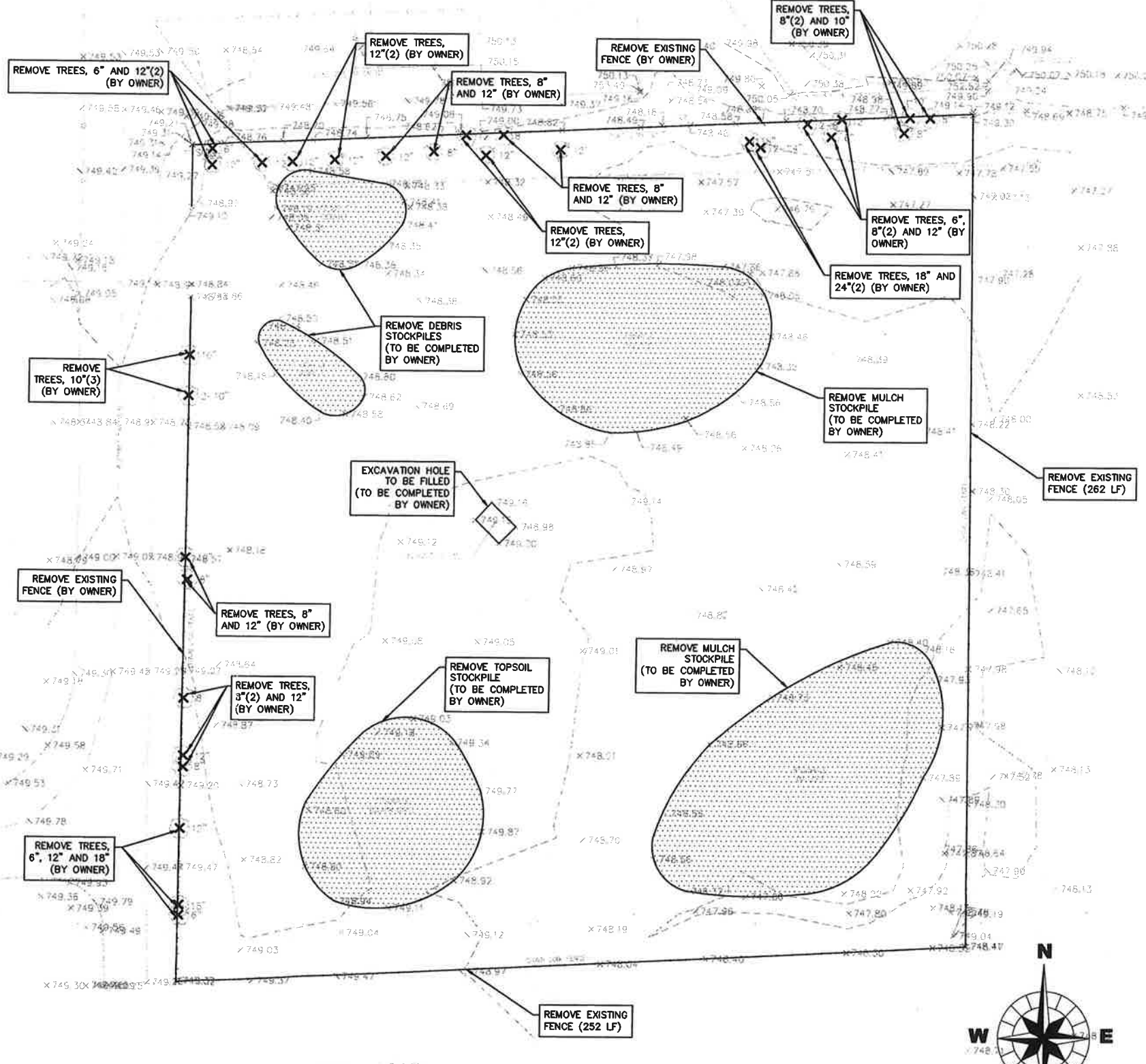
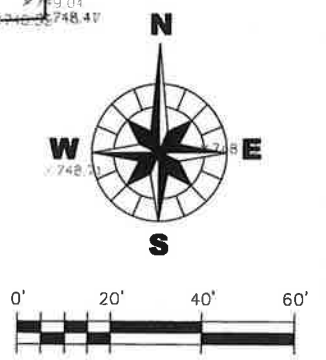


EXHIBIT A-1



WBK engineering WBK ENGINEERING, LLC 116 WEST MAIN STREET, SUITE 201 ST. CHARLES, ILLINOIS 60174 (630) 443-7755		CLIENT: KLUBER, INC. 41 W. BENTON ST. AURORA, IL. 60506 630.406.1213
PROJECT NO. 220182 DATE: 11-9-2022 DRAWING NO. RM1 SHEET:		TITLE: CAROL STREAM WRC FACILITY EXISTING CONDITIONS AND REMOVAL PLAN
DSGN. VRD. DWN. RH CHKD. VRD		NO. DATE NATURE OF REVISION
SCALE: AS NOTED		DM220182.DWG

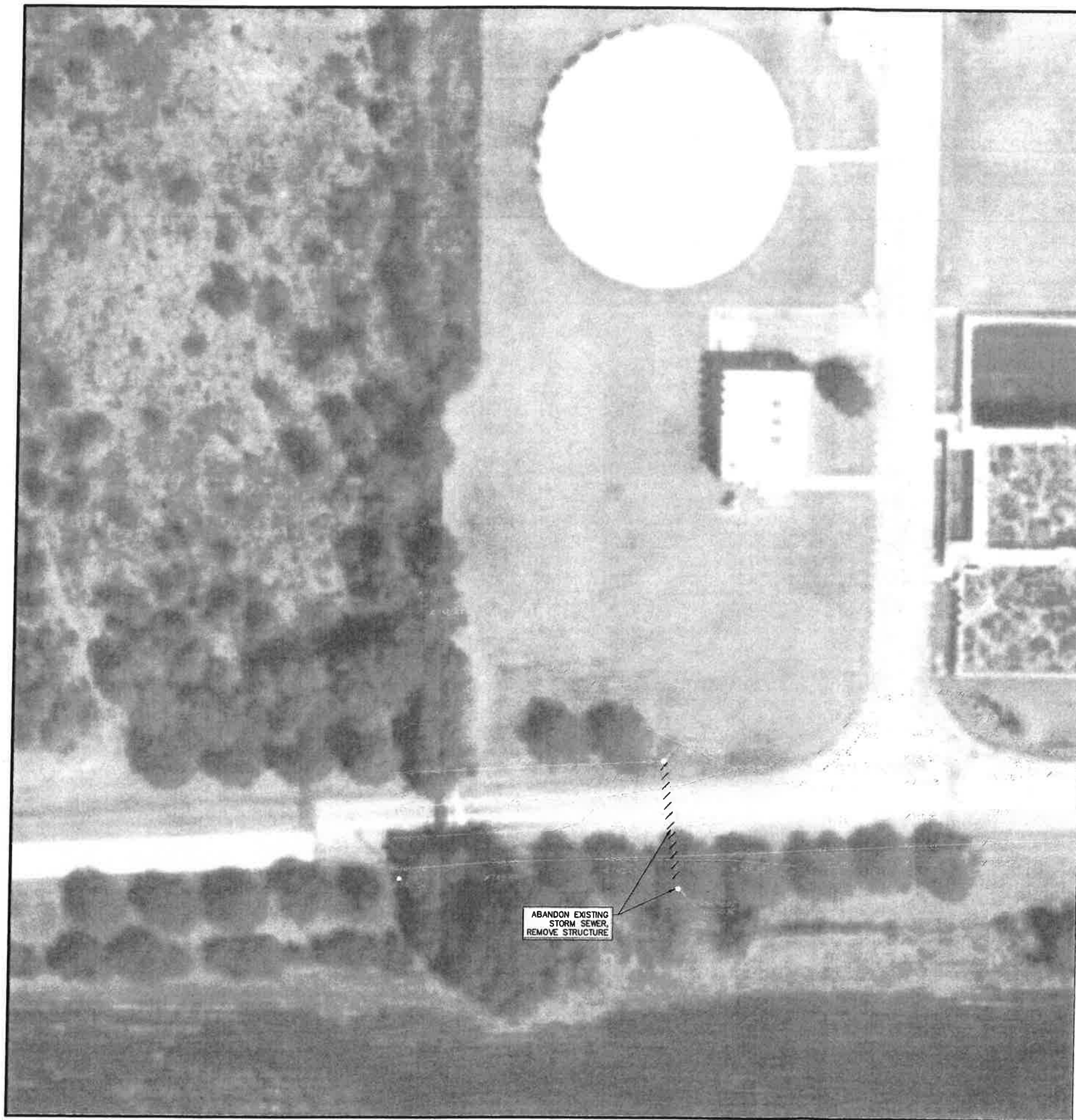
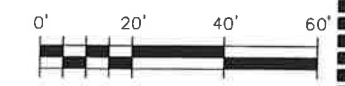
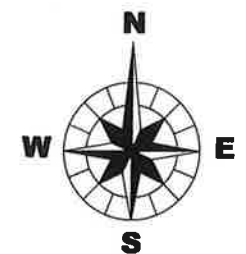


EXHIBIT A-2

REMOVE EXISTING STORM SEWER STRUCTURE AND PIPE



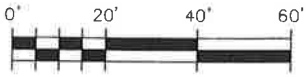
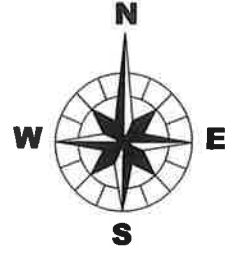
MATCHLINE SEE SHEET 1

WBK engineering <small>116 WEST MAIN STREET, SUITE 201 ST. CHARLES, ILLINOIS 60174 (630) 483-7755</small>		KLUBER, INC. 41 W. BENTON ST. AURORA, IL. 60506 630.406.1213	DSGN. DWN. CHKO.	VRD RH VRD	TITLE: CAROL STREAM WRC FACILITY
PROJECT NO. 220182 DATE: 11-9-2022 DRAWING NO. RM2 SHEET:	CLIENT:		NO. DATE NATURE OF REVISION		SCALE: AS NOTED DM220182.DWG
2 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	

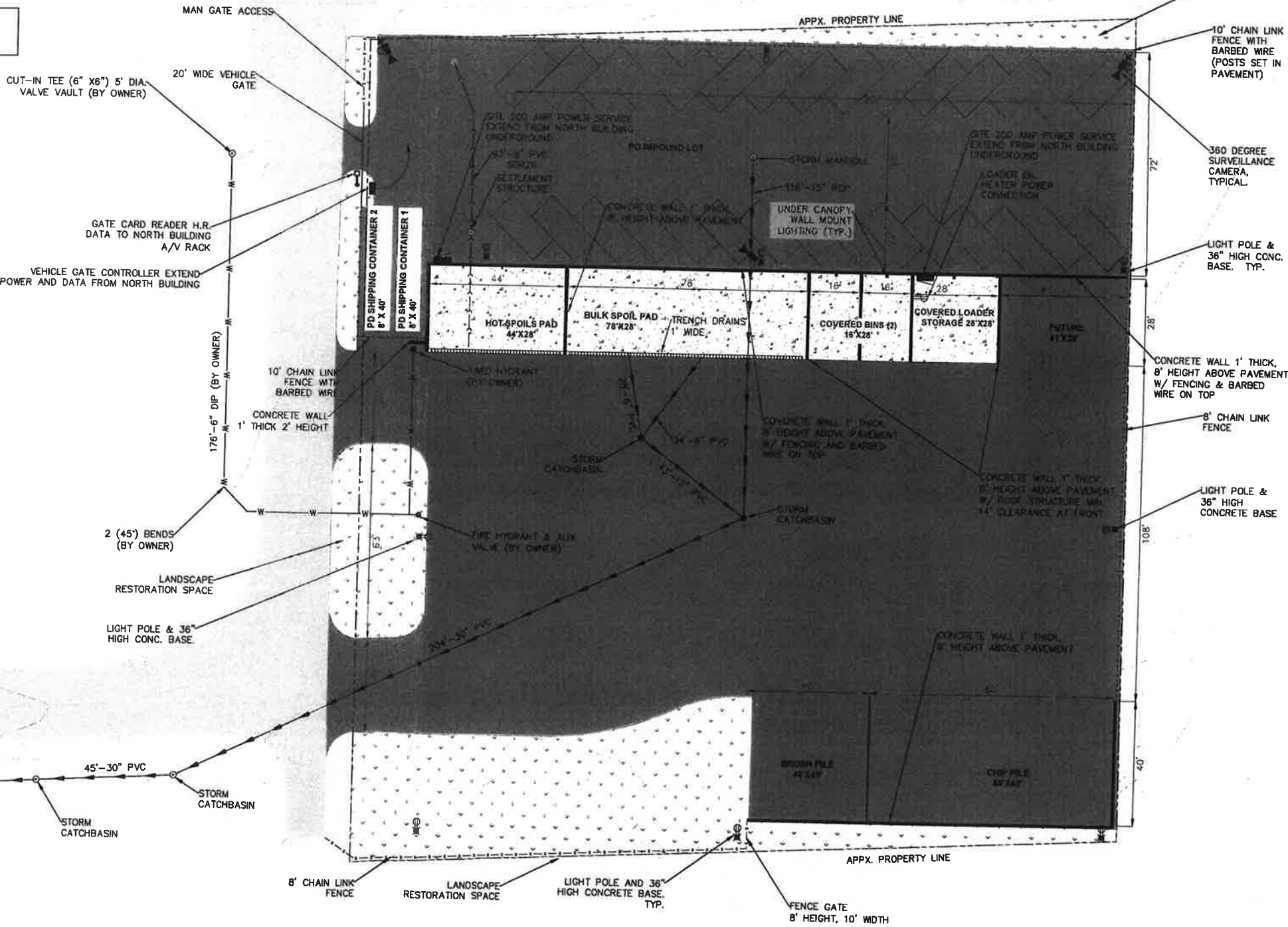
NORTH LAYOUT

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

EXHIBIT B-1



TITLE: CAROL STREAM WRC FACILITY			
DSGN.	RH	CHKD.	VRD
OWN.	RH	SCALE: AS NOTED	
GM220182.DWG			
NATURE OF REVISION			
NO.	DATE		
KLUBER, INC. 41 W. BENTON ST. AURORA, IL 60506 630.406.1213			
WBK engineering <small>WBK ENGINEERING, LLC 116 WEST MAIN STREET, SUITE 201 ST. CHARLES, ILLINOIS 60174 (630) 443-7755</small>			
PROJECT NO. 220182			
DATE: 11/8/2022			
DRAWING NO. 001			
SHEET:			
3 OF 4			

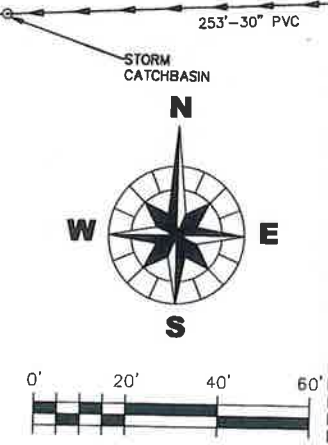
PLAN LEGEND

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-2

MATCHLINE SEE SHEET 1



TITLE: **CAROL STREAM WRC FACILITY**
 GEOMETRIC PLAN

DSGN.	RH
DWN.	RH
CHKD.	VRD
SCALE: AS NOTED	
NO. DATE	NATURE OF REVISION
	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. 220182
 DATE: 11/9/2022
 DRAWING NO. **GM2**
 SHEET:
4 OF 4

Village of Carol Stream
Interdepartmental Memo

TO: Bob Mellor, Village Manager
FROM: Sandy Belongia, Interdepartmental Aide
DATE: April 25, 2023
RE: Raffle License Application
Roy DeShane Elementary School PTA

The Roy DeShane Elementary School PTA is having a Movie Night on Wednesday, May 17, 2023 from 6:30pm -9:30pm. Raffle tickets will be sold for \$1.00 each. The proceeds from the raffle will benefit school activities.

They have requested a waiver of all fees as indicated in the attached letter request. The raffle license application and required documentation is on file in the Administration Department.

Please place this item on the agenda for review and approval by the Village Board of Trustees during the Monday, May 1, 2023 Board meeting.

Thank you.

Attachment



April 12, 2023

Village of Carol Stream
500 N Gary Avenue
Carol Stream, IL 60188

Dear Administration,

My name is Sara Meeks (Manion) and I am the Roy DeShane Elementary PTA External Vice President in charge of fundraising and events. We will be holding a basket raffle at our Movie Night on/around 5/17/2023 and would like to request a waiver of the fees associated with our raffle application for our event.

The Movie Night has no entry fee in an effort to make it accessible to all students, and the Raffle Basket fundraiser proceeds will go directly to the Roy DeShane Elementary PTA to be used for a number of student and teacher expenses, such as an ongoing annual teacher stipend to help offset teacher expenses; upkeep, repair and replacement of school costs (Ex. repair of digital sign in front of building), student and teacher events (Ex. back to school ice cream social, classroom parties including a special end of year classroom party), and help with additional educational improvement costs for our students (ex. STEM items and sets of requested books for library).

The examples above only scratch the surface of how we use the PTA funds in order to best support our amazing teachers and students. We are hoping that you will see the benefit in waiving our raffle license fee.

Thank you for your consideration.

Sincerely,

Sara Meeks
Roy DeShane Elementary PTA
External Vice President of Fundraising and Events
Cell: 630-405-8197
PTA Email: rdpta@ccsd93.com

Community Consolidated
School District 93

230 Covington Drive
Bloomington, Illinois
60108-3106

Tel 630-893-9393
Fax 630-539-3450

www.ccsd93.com

David H. Hill, Ed.D.
Superintendent of Schools

Early Childhood Center

Carol Stream School

Cloverdale School

Elsie Johnson School

Heritage Lakes School

Roy DeShane School

Western Trails School

Jay Stream Middle School

Stratford Middle School

**Village of Carol Stream
Schedule of Bills
For Village Board Approval on MAY 1, 2023**

AGENDA ITEM
L-1 5/1/23

<u>Vendor / Description</u>	<u>Amount</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Invoice No.</u>	<u>Purchase Order</u>
AEP ENERGY					
100 DELLA CT 03/09-04/07/23	9.73	01670300-53213	STREET LIGHT ELECTRICITY	3013130378 APR-2023	
	<u>9.73</u>				
AHEAD OF OUR TIME PUBLISHING					
SUBSCRIPTION 06/2023-05/2024	500.00	01590000-52234	DUES & SUBSCRIPTIONS	15944	
	<u>500.00</u>				
ALEXANDRA WILLIAMS					
CLOTH ALLOW-WILLIAMS, VARIOUS	414.50	01660100-53324	UNIFORMS	WILLIAMS-2023	
	<u>414.50</u>				
ARAMARK UNIFORM & CAREER APPAREL GROUP INC					
FIRST AID SUPPLIES	93.10	01590000-53317	OPERATING SUPPLIES	ORD4-011132	
	<u>93.10</u>				
B & F CONSTRUCTION CODE SERVICES, INC					
BLDG PLAN REV-606 NORTH AVE, 23-0171-RMDX	928.00	01643700-52253	CONSULTANT	61442	
PLUMBING INSPECTION-MAR 2023	709.67	01643700-52253	CONSULTANT	17482	
	<u>1,637.67</u>				
COMED					
465 CENTER AVE 03/20-04/18/23	104.31	01670300-53213	STREET LIGHT ELECTRICITY	2859083222 APR-2023	
KUHN RD, RT64 03/20-04/18/23	33.38	01662300-52298	ATLE SERVICE FEE	4202129060 APR-2023	
	<u>137.69</u>				
CONCENTRA HEALTH SERVICES, INC					
DOT RANDOM SCREENS 03/22/23	325.00	01600000-52225	EMPLOYMENT PHYSICALS	16420179	
	<u>325.00</u>				
CONSTELLATION NEW ENERGY					
200 TUBEWAY 03/14-04/10/23, 65021693601	558.36	04101500-53210	ELECTRICITY	7280332-18 APR-2023	
	<u>558.36</u>				

**Village of Carol Stream
Schedule of Bills
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<u>Vendor / Description</u>	<u>Amount</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Invoice No.</u>	<u>Purchase Order</u>
CRYSTAL MGMT & MAINTENANCE SRV'S CORP					
JANITORIAL SVC-MAY 2023	4,155.00	01680000-52276	JANITORIAL SERVICES	31000	
	<u>4,155.00</u>				
DARREN BOSHART					
CLOTH ALLOW-BOSHART 04/08/23 BURLINGTON	126.91	01660100-53324	UNIFORMS	BURLINGTON 04/08/23	
CLOTH ALLOW-BOSHART 04/08/23 KOHLS	207.88	01660100-53324	UNIFORMS	KOHL'S 04/08/23	
	<u>334.79</u>				
DU COMM					
DISPATCH SVC MAY-JUL 2023	224,479.75	01662700-52245	DUCOMM DISPATCH	18508	
FACILITY COST MAY-JUL 2023	9,578.21	01662700-52245	DUCOMM DISPATCH	18466	
	<u>234,057.96</u>				
ENGINEERING RESOURCE ASSOCIATES INC					
2023 CULVERT INSPECTION SVC	2,000.00	01620100-52355	BRIDGE INSPECTION	C2200900.02	
	<u>2,000.00</u>				
FGM ARCHITECTS					
PD REMODEL, PO-4663127 PAY# 9	1,760.63	11740000-55487	FACILITY CAPITAL IMPROVEMENT 22-3468.02-7		
	<u>1,760.63</u>				
GOVTEMPSUSA LLC					
OFFICE MANAGER-D KALKE 04/09, 04/16/23	3,474.40	01590000-52253	CONSULTANT	4166222	
	<u>3,474.40</u>				
I R M A					
ABOVE GROUND STORAGE TANKS	157.90	01696200-52400	GENERAL INSURANCE	IVC0012104	
DEDUCTIBLE-FEB 22023	5,747.28	01590000-52215	INSURANCE DEDUCTIBLES	SALES0020736	
DEDUCTIBLE-JAN 2023	3,069.13	01590000-52215	INSURANCE DEDUCTIBLES	SALES0020682	
VOLUNTEER COVERAGE	850.00	01664700-52400	GENERAL INSURANCE	IVC0012025	
	<u>9,824.31</u>				

**Village of Carol Stream
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<u>Vendor / Description</u>	<u>Amount</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Invoice No.</u>	<u>Purchase Order</u>
IMAGING OFFICE SYSTEMS, INC					
4x6 MICROFICHE JACKETS PO-1962	20,000.00	01652800-52253	CONSULTANT	LAB026331	
	<u>20,000.00</u>				
J & D INGENUITIES LLC					
YEARLY SIREN MONITORING 04/01/23-03/31/24	421.68	01660100-52244	MAINTENANCE & REPAIR	2402	
	<u>421.68</u>				
JULIE INC					
JULIE 01/01-03/31/23	332.50	01670600-52272	PROPERTY MAINTENANCE	2023-0278 03/31/23	
JULIE 01/01-03/31/23	332.50	01670300-52272	PROPERTY MAINTENANCE	2023-0278 03/31/23	
JULIE 01/01-03/31/23	332.50	04201600-52272	PROPERTY MAINTENANCE	2023-0278 03/31/23	
JULIE 01/01-03/31/23	332.51	04101500-52272	PROPERTY MAINTENANCE	2023-0278 03/31/23	
	<u>1,330.01</u>				
JAMES A BUSCH					
CLOTH ALLOW-BUSCH 04/21/23, CHARLES TYRW	175.00	01660100-53324	UNIFORMS	CHARLES 04/21/23	
	<u>175.00</u>				
JOE COTTON FORD					
2023 FORD MAVERICK PO-4063	25,952.26	10200000-54415	VEHICLES	2023 FORD-MAVERICK.2	20230118
	<u>25,952.26</u>				
JOHN L FIOTI					
ADJUDICATION-APR 2023	575.00	01570000-52238	LEGAL FEES	APRIL 2023	
	<u>575.00</u>				
JOSE LOPEZ					
CLOTH ALLOW-J LOPEZ 04/25/23, AMBERJACK	179.00	01660100-53324	UNIFORMS	AMBERJACK 04/25/23	
CLOTH ALLOW-J LOPEZ 06/11/22, AMAZON	180.43	01660100-53324	UNIFORMS	AMAZON 06/11/22	
CLOTH ALLOW-J LOPEZ 06/19/22, JC-PENNY	104.78	01660100-53324	UNIFORMS	JCPENNY 06/19/22	
CLOTH ALLOW-J LOPEZ 12/18/22, AMAZON	57.60	01660100-53324	UNIFORMS	AMAZON 12/18/22	
	<u>521.81</u>				

**Village of Carol Stream
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<u>Vendor / Description</u>	<u>Amount</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Invoice No.</u>	<u>Purchase Order</u>
JUST PLAIN GOOD MANAGEMENT					
LEADERSHIP BOOK	265.00	01590000-52223	TRAINING	44350	
	<u>265.00</u>				
KLUBER, INC.					
PWC PHASE III IMPROVEMENT PO-4034, PAY #2	65,025.00	11740000-55487	FACILITY CAPITAL IMPROVEMENT 8439		
	<u>65,025.00</u>				
LANDSCAPE MATERIAL & FIREWOOD SALES INC					
TC-NORTH AVE	2,235.00	01670400-53317	OPERATING SUPPLIES	23348	
	<u>2,235.00</u>				
LEADS ON LINE LLC					
SVC PKG RENEWAL 05/01/23-04/30/24	5,482.00	01660100-52255	SOFTWARE MAINTENANCE	403671	
	<u>5,482.00</u>				
LECHNER & SONS					
MATS, TOWELS, WIPES 02/15/23	23.54	01696200-53317	OPERATING SUPPLIES	3189991	
MATS, TOWELS, WIPES 02/15/23	49.99	01670100-53317	OPERATING SUPPLIES	3189991	
MATS, TOWELS, WIPES 03/01/23	23.54	01696200-53317	OPERATING SUPPLIES	3196420	
MATS, TOWELS, WIPES 03/01/23	49.99	01670100-53317	OPERATING SUPPLIES	3196420	
MATS, TOWELS, WIPES 03/15/23	23.54	01696200-53317	OPERATING SUPPLIES	3201843	
MATS, TOWELS, WIPES 03/15/23	49.99	01670100-53317	OPERATING SUPPLIES	3201843	
	<u>220.59</u>				
LEONARD M BULAT					
REPAIRS-UNIT 611 03/29/23	395.00	01662700-52244	MAINTENANCE & REPAIR	23-45	
	<u>395.00</u>				
LRS HOLDINGS LLC					
PORTA JOHN-280 KUHN RD 03/10-04/06/23	152.00	01670400-52264	EQUIPMENT RENTAL	PS521962	
	<u>152.00</u>				

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<u>Vendor / Description</u>	<u>Amount</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Invoice No.</u>	<u>Purchase Order</u>
MELANIPHY & ASSOCIATES, INC					
RETAIL MARKET STUDY	2,950.00	01640100-52253	CONSULTANT	4	
	<u>2,950.00</u>				
MOTOROLA SOLUTIONS INC					
REPLACEMENT PARTS	1,910.00	01662700-52244	MAINTENANCE & REPAIR	8281599105	
	<u>1,910.00</u>				
MUNICIPAL CLERKS OF DUPAGE CO					
CLERKS MTG-JUN 2023	35.00	01520000-52222	MEETINGS	MCDC 06/07/23	
	<u>35.00</u>				
NEMRT					
ANNUAL NEMRT DUES 07/01/23-06/30/24	7,600.00	01660100-52223	TRAINING	322364	
	<u>7,600.00</u>				
NATURAL COMMUNITIES LLC					
PLANTS	908.90	01620100-52358	POND/STORM MAINTENANCE	4012	
	<u>908.90</u>				
NORTHERN ILLINOIS POLICE ALARM SYSTEM					
MOBILE FORCE ASSESS 05/01/23-04/30/24	1,255.00	01660100-52234	DUES & SUBSCRIPTIONS	14747	
NIPAS MEMBERSHIP 05/01/23-04/30/24	400.00	01660100-52234	DUES & SUBSCRIPTIONS	14746	
	<u>1,655.00</u>				
OMI					
WRC CAPEX-MAR 2023	18,492.25	04101100-52262	WRC CONTRACT	351199-CE-31	
WRC DE-WATERING RENTAL PO-3978	26,880.00	04101100-52262	WRC CONTRACT	351199-TD-01	
	<u>45,372.25</u>				
ON SOLVE INTERMEDIATE HOLDING COMPANY					
CODE RED RENEWAL 05/01/23-04/30/24	11,576.25	01660100-52234	DUES & SUBSCRIPTIONS	15278000	
	<u>11,576.25</u>				

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<u>Vendor / Description</u>	<u>Amount</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Invoice No.</u>	<u>Purchase Order</u>
PABLO CASTRO					
CLOTH ALLOW-CASTRO, VARIOUS STORES	580.01	01660100-53324	UNIFORMS	CASTRO-2023	
	<u>580.01</u>				
QUADIENT, INC					
POSTAGE METER 05/01-08/04/23	541.68	01610100-52226	OFFICE EQUIPMENT MAINTENAN	N9889081	
	<u>541.68</u>				
RAY O'HERRON CO					
UNIFORM-BOTH	76.99	01660100-53324	UNIFORMS	2264248	
UNIFORM-MABBITT	82.00	01660100-53324	UNIFORMS	2264476	
	<u>158.99</u>				
REFUNDS MISC					
235 TUBEWAY DR-REFUND	490.00	01000000-42307	BUILDING PERMITS	235 TUBEWAY DR-2023	
600 KUHN RD-STORMWATER REFUND	5,240.00	01-24320	STORM WATER SECURITY DEPOSIT	600 KUHN RD-2023	
REDLIGHT TICKET FROM WILLOBROOK-REFUND	100.00	01000000-45402	ORDINANCE VIOLATIONS	TICKET 4509754	
	<u>5,830.00</u>				
REFUNDS PRESERVATION BONDS					
100 MERCEDES DR-AS BUILT REFUND	5,000.00	01-24302	ESCROW - GRADING	100 MERCEDES-2023	
	<u>5,000.00</u>				

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REFUNDS W&S FINALS					
	7.63	04-12110	ACCOUNT RECEIV WATER & SEWER	08551	
	7.99	04-12110	ACCOUNT RECEIV WATER & SEWER	08547	
	9.47	04-12110	ACCOUNT RECEIV WATER & SEWER	08540	
	12.29	04-12110	ACCOUNT RECEIV WATER & SEWER	08552	
	16.02	04-12110	ACCOUNT RECEIV WATER & SEWER	08553	
	19.28	04-12110	ACCOUNT RECEIV WATER & SEWER	08539	
	22.93	04-12110	ACCOUNT RECEIV WATER & SEWER	08537	
	25.29	04-12110	ACCOUNT RECEIV WATER & SEWER	08550	
	40.00	04-12110	ACCOUNT RECEIV WATER & SEWER	08536	
	42.13	04-12110	ACCOUNT RECEIV WATER & SEWER	08538	
	100.00	04-12110	ACCOUNT RECEIV WATER & SEWER	08549	
	108.05	04-12110	ACCOUNT RECEIV WATER & SEWER	08548	
	415.99	04-12110	ACCOUNT RECEIV WATER & SEWER	08542	
	743.60	04-12110	ACCOUNT RECEIV WATER & SEWER	08546	
	1,101.28	04-12110	ACCOUNT RECEIV WATER & SEWER	08545	
	1,155.77	04-12110	ACCOUNT RECEIV WATER & SEWER	08544	
	1,178.45	04-12110	ACCOUNT RECEIV WATER & SEWER	08543	
	1,838.28	04-12110	ACCOUNT RECEIV WATER & SEWER	08541	
	<u>6,844.45</u>				
ROMAAS, INC					
RENOVATION-PD PO-4663133 PAY #6	-5,812.50	11-21454	RETAINAGE - ROMAAS, INC	2237-6	
RENOVATION-PD PO-4663133 PAY #6	58,125.00	11740000-55487	FACILITY CAPITAL IMPROVEMENT	2237-6	
	<u>52,312.50</u>				
RUSSELL FRY					
ILEETA 2023-PARKING 03/19-03/25/23	108.00	01660100-52223	TRAINING	ILEETA 2023-FRY.2	
	<u>108.00</u>				

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SQUEEGEE BROS INC					
DARE SHIRTS	3,510.00	01664700-53325	COMMUNITY RELATIONS	4553	
	<u>3,510.00</u>				
STANDARD EQUIPMENT COMPANY					
VACTOR MODEL 2100i PO-4033	264,922.54	10100000-54415	VEHICLES	U01097	20240001
VACTOR MODEL 2100i PO-4033	264,922.54	10670000-54415	VEHICLES	U01097	20240001
	<u>529,845.08</u>				
STUDIO GC ARCHITECTURE + INTERIORS					
PWC ARCHITECT SVC PO-3983, PAY# 6	11,350.00	11740000-55487	FACILITY CAPITAL IMPROVEMENT 22036.06		
	<u>11,350.00</u>				
THE FIELDS ON CATON FARM, INC					
SPRING TREE PLANTING PO-4052	34,643.00	01670700-52268	TREE MAINTENANCE	1526	
	<u>34,643.00</u>				
TIM CICERO					
APWA WEEK MUGS	316.00	01670100-52274	COMMUNITY SERVICE PROGRAMS23-010		
APWA WEEK MUGS	317.00	04100100-52274	COMMUNITY SERVICE PROGRAMS23-010		
APWA WEEK MUGS	317.00	04200100-52274	COMMUNITY SERVICE PROGRAMS23-010		
	<u>950.00</u>				
TIM'S AUTO BODY					
REPAIRS 10/12/22	2,158.19	01662700-52244	MAINTENANCE & REPAIR	4703	
	<u>2,158.19</u>				

**Village of Carol Stream
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VERIZON WIRELESS					
CELL PHONES 02/14-03/13/23	36.01	02385200-52230	TELEPHONE	9930099401	
CELL PHONES 02/14-03/13/23	38.01	01652800-52230	TELEPHONE	9930099401	
CELL PHONES 02/14-03/13/23	42.19	01610100-52230	TELEPHONE	9930099401	
CELL PHONES 02/14-03/13/23	42.19	01640100-52230	TELEPHONE	9930099401	
CELL PHONES 02/14-03/13/23	42.19	01643700-52230	TELEPHONE	9930099401	
CELL PHONES 02/14-03/13/23	44.67	01662700-52230	TELEPHONE	9930099401	
CELL PHONES 02/14-03/13/23	80.20	01600000-52230	TELEPHONE	9930099401	
CELL PHONES 02/14-03/13/23	84.38	01680000-52230	TELEPHONE	9930099401	
CELL PHONES 02/14-03/13/23	96.87	01652800-52230	TELEPHONE	9930099401	
CELL PHONES 02/14-03/13/23	109.33	01643700-52230	TELEPHONE	9930099401	
CELL PHONES 02/14-03/13/23	122.39	01696200-52230	TELEPHONE	9930099401	
CELL PHONES 02/14-03/13/23	136.41	01590000-52230	TELEPHONE	9930099401	
CELL PHONES 02/14-03/13/23	198.88	04100100-52230	TELEPHONE	9930099401	
CELL PHONES 02/14-03/13/23	291.15	01620100-52230	TELEPHONE	9930099401	
CELL PHONES 02/14-03/13/23	458.13	01652800-52230	TELEPHONE	9930099401	
CELL PHONES 02/14-03/13/23	555.22	01670100-52230	TELEPHONE	9930099401	
CELL PHONES 02/14-03/13/23	589.23	04200100-52230	TELEPHONE	9930099401	
CELL PHONES 02/14-03/13/23	2,970.29	01662700-52230	TELEPHONE	9930099401	
CELL PHONES 03/14-04/13/23	36.01	02385200-52230	TELEPHONE	9932502008	
CELL PHONES 03/14-04/13/23	38.01	01652800-52230	TELEPHONE	9932502008	
CELL PHONES 03/14-04/13/23	42.16	01610100-52230	TELEPHONE	9932502008	
CELL PHONES 03/14-04/13/23	42.16	01640100-52230	TELEPHONE	9932502008	
CELL PHONES 03/14-04/13/23	42.16	01643700-52230	TELEPHONE	9932502008	
CELL PHONES 03/14-04/13/23	44.61	01662700-52230	TELEPHONE	9932502008	
CELL PHONES 03/14-04/13/23	80.17	01600000-52230	TELEPHONE	9932502008	
CELL PHONES 03/14-04/13/23	84.32	01680000-52230	TELEPHONE	9932502008	
CELL PHONES 03/14-04/13/23	96.59	01652800-52230	TELEPHONE	9932502008	
CELL PHONES 03/14-04/13/23	109.26	01643700-52230	TELEPHONE	9932502008	
CELL PHONES 03/14-04/13/23	122.33	01696200-52230	TELEPHONE	9932502008	
CELL PHONES 03/14-04/13/23	136.32	01590000-52230	TELEPHONE	9932502008	

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CELL PHONES 03/14-04/13/23	201.44	04100100-52230	TELEPHONE	9932502008	
CELL PHONES 03/14-04/13/23	290.97	01620100-52230	TELEPHONE	9932502008	
CELL PHONES 03/14-04/13/23	456.96	01652800-52230	TELEPHONE	9932502008	
CELL PHONES 03/14-04/13/23	555.06	01670100-52230	TELEPHONE	9932502008	
CELL PHONES 03/14-04/13/23	589.12	04200100-52230	TELEPHONE	9932502008	
CELL PHONES 03/14-04/13/23	2,969.21	01662700-52230	TELEPHONE	9932502008	
	11,874.60				
WEST SIDE TRACTOR SALES					
AP RETURN	-109.01	01696200-53354	PARTS PURCHASED	N36499	
AP SEAL KIT	1,434.99	01696200-53354	PARTS PURCHASED	N36210	
AP VALVE	864.64	01696200-53354	PARTS PURCHASED	N36500	
	2,190.62				

**Village of Carol Stream
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WEX BANK					
FUEL JAN-2023	-305.79	01000000-47407	MISCELLANEOUS REVENUE	86996840	
FUEL JAN-2023	63.95	04101100-53313	AUTO GAS & OIL	86996840	
FUEL JAN-2023	132.66	01680000-53313	AUTO GAS & OIL	86996840	
FUEL JAN-2023	142.82	01620100-53313	AUTO GAS & OIL	86996840	
FUEL JAN-2023	147.23	04200100-53313	AUTO GAS & OIL	86996840	
FUEL JAN-2023	212.03	01640100-53313	AUTO GAS & OIL	86996840	
FUEL JAN-2023	858.65	01670100-53313	AUTO GAS & OIL	86996840	
FUEL JAN-2023	858.65	01670300-53313	AUTO GAS & OIL	86996840	
FUEL JAN-2023	1,030.63	04201400-53313	AUTO GAS & OIL	86996840	
FUEL JAN-2023	1,073.31	01670600-53313	AUTO GAS & OIL	86996840	
FUEL JAN-2023	1,073.31	01670700-53313	AUTO GAS & OIL	86996840	
FUEL JAN-2023	1,287.97	01670500-53313	AUTO GAS & OIL	86996840	
FUEL JAN-2023	1,292.76	04101500-53313	AUTO GAS & OIL	86996840	
FUEL JAN-2023	1,766.80	04201600-53313	AUTO GAS & OIL	86996840	
FUEL JAN-2023	1,824.63	01670400-53313	AUTO GAS & OIL	86996840	
FUEL JAN-2023	3,756.58	01670200-53313	AUTO GAS & OIL	86996840	
FUEL JAN-2023	14,634.75	01662700-53313	AUTO GAS & OIL	86996840	
	<u>29,850.94</u>				
WINDY CITY CLEANING EQUIP & SUPPLIES					
AP SEALS	33.88	01696200-53354	PARTS PURCHASED	041823	
	<u>33.88</u>				
GRAND TOTAL	<u><u>\$1,151,822.83</u></u>				

The preceding list of bills payable totaling \$ 1,151,822.83 was reviewed and approved for payment.

Approved by:

Robert Mellor
Bob Mellor -Village Manager

Date: 4/27/23

Authorized by:

Frank Saverino Sr-Mayor

Julia Schwarze- Village Clerk

**ADDENDUM WARRANTS
 APRIL 18, 2023 Thru MAY 1, 2023**

Fund	Check #	Vendor	Description	Amount
General	A C H	Wheaton Bank & Trust	Payroll April 3, 2023 thru April 16, 2023	621,655.59
Water & Sewer	A C H	Wheaton Bank & Trust	Payroll April 3, 2023 thru April 16, 2023	59,125.25
				680,780.84

Approved this _____ day of _____, 2023

By: _____
 Frank Saverino Sr-Mayor

 Julia Schwarze - Village Clerk