ST. CHARLES SINCE 1834	**PLAN COMMISSION AGENDA ITEM EXECUTIVE SUMMARY**			
	Project Title/Address:	Zen Leaf St. Charles, 3714 Illinois Ave.		
	City Staff:	Ellen Johnson, Planner		
	PUBLIC HEARING 11/19/19	X	**MEETING 11/19/19**	X
APPLICATION:		Special Use		
ATTACHMENTS AND SUPPORTING DOCUMENTS:				
Staff Report		Application for Special Use		

SUMMARY:

The subject property, 3714 Illinois Ave., is known as Unit "C" within St. Charles Commons, a multi-tenant, mixed-use building located within the M-2 Limited Manufacturing zoning district. Zen Leaf St. Charles has operated a Medical Cannabis Dispensing Organization at the subject property since 2015.

Healthway Services of West Illinois, LLC, operator of Zen Leaf St. Charles, has filed an application requesting Special Use approval to establish a Recreational Cannabis Dispensing Organization at the subject property. This would allow Zen Leaf to potentially sell both medical and recreational marijuana at their current location as early as January 1, 2020.

No exterior alterations are proposed to the building or site.

The applicant has submitted a General Amendment application to add Recreational Cannabis Dispensing Organization as a Special Use in the M-2 District. The General Amendment would need to be approved for a Special Use to be granted for the subject property.

SUGGESTED ACTION:

Conduct the public hearing and close if all testimony has been taken.

The Plan Commission may vote on the item should they determine that they have enough information to make a recommendation.

INFO / PROCEDURE – SPECIAL USE APPLICATIONS

- Per **Sec. 17.04.330,** the purpose of a Special Use is as follows: "Special Uses listed within the various zoning districts include those uses that may be acceptable if established in an appropriate manner and location within a zoning district, but may not be acceptable if established in a different manner or location. Special Uses may include, but are not limited to, public and quasi-public uses affected with the public interest, and uses that may have a unique, special or unusual impact upon the use or enjoyment of neighboring property."
- Public hearing is required, with a mailed notice to surrounding property owners.
- 6 findings of fact – ALL findings must be in the affirmative to recommend approval.

Community & Economic Development
Planning Division
Phone: (630) 377-4443
Fax: (630) 377-4062

ST. CHARLES
SINCE 1834

Staff Report

TO: Chairman Todd Wallace
And the Members of the Plan Commission

FROM: Ellen Johnson, Planner

RE: Special Use for a Recreational Cannabis Dispensing Organization at 3714 Illinois Ave. (Zen Leaf)

DATE: November 15, 2019

I. GENERAL INFORMATION

Project Name: Zen Leaf – 3714 Illinois Ave.

Applicant: Healthway Services of West Illinois, LLC

Purpose: Grant a Special Use for a Recreational Cannabis Dispensing Organization at 3714 Illinois Ave. **(Conditioned upon approval of a General Amendment to allow Recreational Cannabis Dispensing Organization as a Special Use in the M-2 zoning district)**

General Information:

Site Information	
Location	3714 Illinois Ave (Unit C)
Acres	Entire Site: 119,843 sf / 2.75 acres; Unit C: 4,141 sf

Application:	Special Use
Applicable City Code Sections	Ch. 17.16 Office/Research, Manufacturing & Public Lands Districts Ch. 17.20 Use Standards Ch. 17.24 Off-Street Parking, Loading & Access Ch. 17.30 Definitions

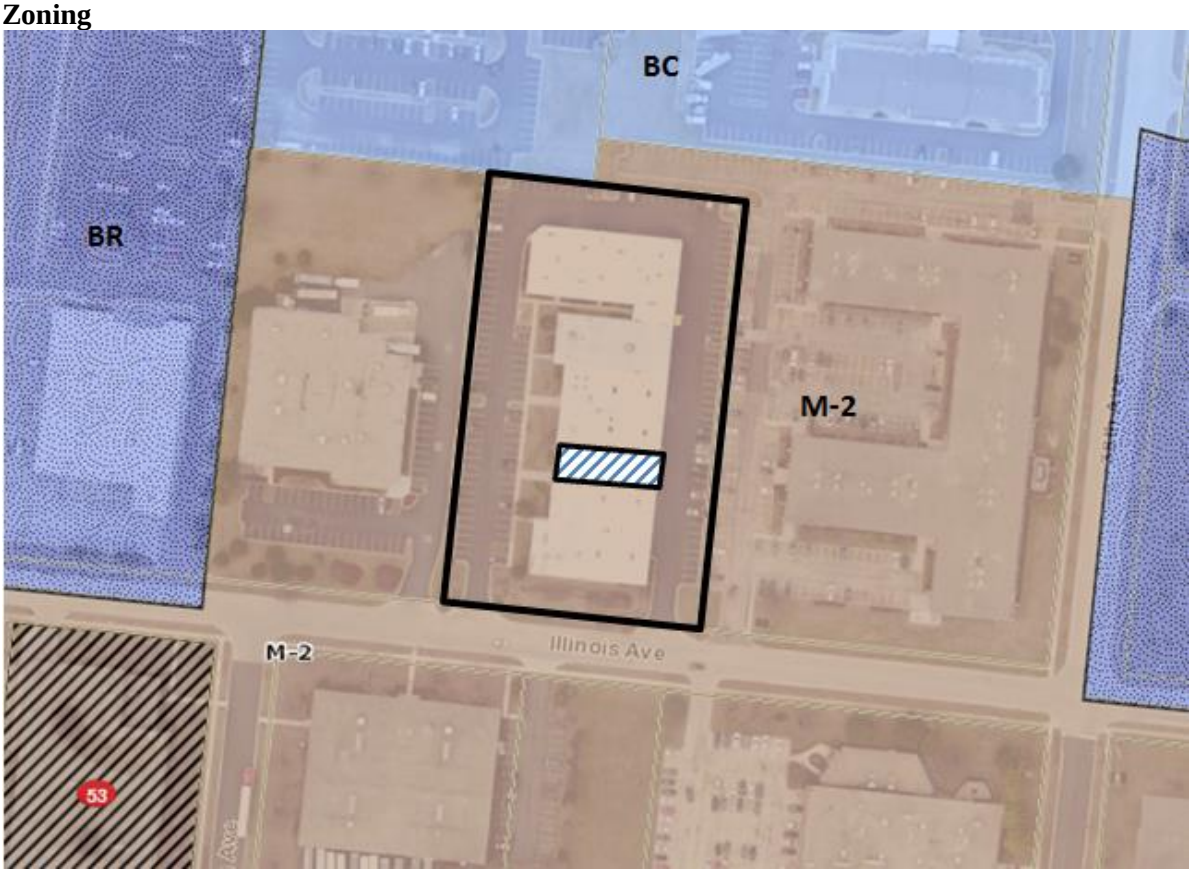
Existing Conditions	
Land Use	Commercial
Zoning	M-2 Limited Manufacturing

Zoning Summary		
North	BC Community Business	Holiday Inn, multi-tenant office/retail building
East	M-2 Limited Manufacturing	Multi-tenant office building
South	M-2 Limited Manufacturing	Multi-tenant industrial building
West	M-2 Limited Manufacturing	Creative Millwork

Comprehensive Plan Designation
Corridor/Regional Commercial

Aerial

Zoning



II. BACKGROUND

The subject property, 3714 Illinois Ave., is known as Unit "C" within St. Charles Commons, a multi-tenant building located within the M-2 Limited Manufacturing zoning district. The nine units within the building are owned separately as condominium units and a condominium owners' association is in place. Unit C, the subject property, is 3,768 sf in size.

Zen Leaf St. Charles has operated a Medical Cannabis Dispensing Organization at the subject property since 2015. Medical Cannabis Dispensing Organization is a permitted use in the M-2 District.

III. PROPOSAL

Healthway Services of West Illinois, LLC, operator of Zen Leaf St. Charles, has filed an application requesting Special Use approval to establish a Recreational Cannabis Dispensing Organization at the subject property. This would allow Zen Leaf to sell both medical and recreational cannabis at their existing location.

If the Special Use is approved, the business could sell recreational cannabis as of January 1, 2020 when the Cannabis Regulations and Tax Act goes into effect, subject to receipt of a dispensing organization license granted by the State of Illinois Department of Financial and Professional Regulation.

The applicant has submitted information about the floor plan and operations of the business (see Floor Plan and Proposed Floor Plan Improvements documents provided with the application). Proposed hours of operation are Monday-Saturday 8am-10pm and Sunday 8am-7pm.

No exterior alterations are proposed to the building or site. It appears the floor plan will be very similar to the existing floor plan for the medical dispensary.

IV. ANALYSIS

A. ZONING

The subject property is zoned M-2 Limited Manufacturing District. The applicant has submitted a General Amendment application to add Recreational Cannabis Dispensing Organization as a Special Use in the M-2 District. If the General Amendment is approved, a Special Use for Recreational Cannabis Dispensing Organization could be granted for the subject property as requested.

B. USE

"Recreational Cannabis Dispensing Organization" was added as a zoning use category under Ordinance 2019-Z-19. The use is defined as follows:

> *A facility operated by an organization or business that is licensed by the Illinois Department of Financial and Professional Regulation to acquire cannabis from licensed cannabis business establishments for the purpose of selling or dispensing cannabis, cannabis-infused products, cannabis seeds, paraphernalia, or related supplies to purchasers or to qualified registered medical cannabis patients and caregivers, per the Cannabis Regulation and Tax Act. A facility that only acquires and dispenses medical cannabis to registered medical cannabis patients shall be considered a Medical Cannabis Dispensing Organization, as defined herein.*

According to this definition, a Recreational Cannabis Dispensing Organization can sell both recreational and medical cannabis. The proposed use meets this definition, subject to receipt of a dispensing organization license from the State.

C. USE STANDARDS

Several Use Standards per Section 17.20.030 apply to Recreational Cannabis Uses:

1. The number of Recreational Cannabis Dispensing Organizations shall be limited to no more than two (2). Only one (1) Recreational Cannabis Dispensing Organization shall operate on the east side of the Fox River and only one (1) Recreational Cannabis Dispensing Organization shall operate on the west side of the Fox River. No Recreational Cannabis Dispensing Organization shall operate without written authorization from the Director of Community and Economic Development.
   If the Special Use (and General Amendment) is approved, Zen Leaf would be the only recreational cannabis dispensary that would be allowed to operate on the east side of town.

2. One of the two Recreational Cannabis Dispensing Organizations shall have operated as a Medical Cannabis Dispensing Organization licensed by the State of Illinois within the St. Charles corporate limits for a minimum consecutive period of one (1) year. One of the two Recreational Cannabis Dispensing Organizations shall have operated as a Medical Cannabis Dispensing Organization licensed by the State of Illinois within the State of Illinois for a minimum consecutive period of one (1) year.
   Zen Leaf has operated as a medical cannabis dispensary in their current location for four years. This would meet the standard for one of the two recreational cannabis dispensaries to have operated as a medical dispensary for one year in St. Charles.

3. A Recreational Cannabis Dispensing Organization shall not be located on a parcel that is within 250 ft. of a parcel containing a pre-existing Primary or Secondary School, Private Boarding School, Day Care Center, Day Care Home, Church, or a parcel within a single-family residential zoning district, specifically the RE-1, RE-2, RS-1, RS-2, RS-3, RS-4, RT-1, RT-2, RT-3, and RT-4 districts.
   The proposed location, 3714 Illinois Ave., is not located within 250 ft. of the applicable land uses. (See attached buffer map)

4. A Recreational Cannabis Dispensing Organization shall not be located within 1,500 ft. of the property line of another Recreational Cannabis Dispensing Organization or Medical Cannabis Dispensing Organization.
   This requirement would be met; if operating as a recreational cannabis dispensary, Zen Leaf would no longer be considered a medical cannabis dispensary under our ordinance definition. There is no other dispensary located within 1,500 ft.

5. City approval of a Special Use for Recreational Cannabis Dispensing Organization shall be conditional upon the applicant providing the City with documentation proving receipt of a valid Adult Use Dispensing Organization License, as defined in the Cannabis Regulation and Tax Act, granted from the State of Illinois Department of Financial and Professional Regulation.
   This would need to be added as a condition of approval.

6. Consumption of cannabis and cannabis-infused products on the premises of any cannabis business establishment as defined in the Cannabis Regulation and Tax Act shall be prohibited.
   This requirement would apply to Zen Leaf.

D. PARKING

The parking requirement for Recreational Cannabis Dispensing Organization is 4 spaces per 1,000 sf of Gross Floor Area. Based on information provided by the applicant, the subject unit is 3,768 sf, for a required parking count of 15 spaces.

Parking spaces within the building's shared parking lot are assigned to each unit by the condo owners' association. A total of 13 spaces are currently allotted to Zen Leaf's unit. The applicant is working on a lease agreement to lease an additional 4 spaces from Renfert USA (Units D & E), which has more allotted spaces than required for that use (warehouse/distribution). Should that lease agreement be finalized, Zen Leaf would have 17 allotted spaces, exceeding the parking requirement by 2 spaces.

Existing parking on the site meets the parking requirement of the other existing uses as well as Zen Leaf.

IV. SUGGESTED ACTION

Conduct the public hearing on the Special Use and close if all the testimony has been taken.

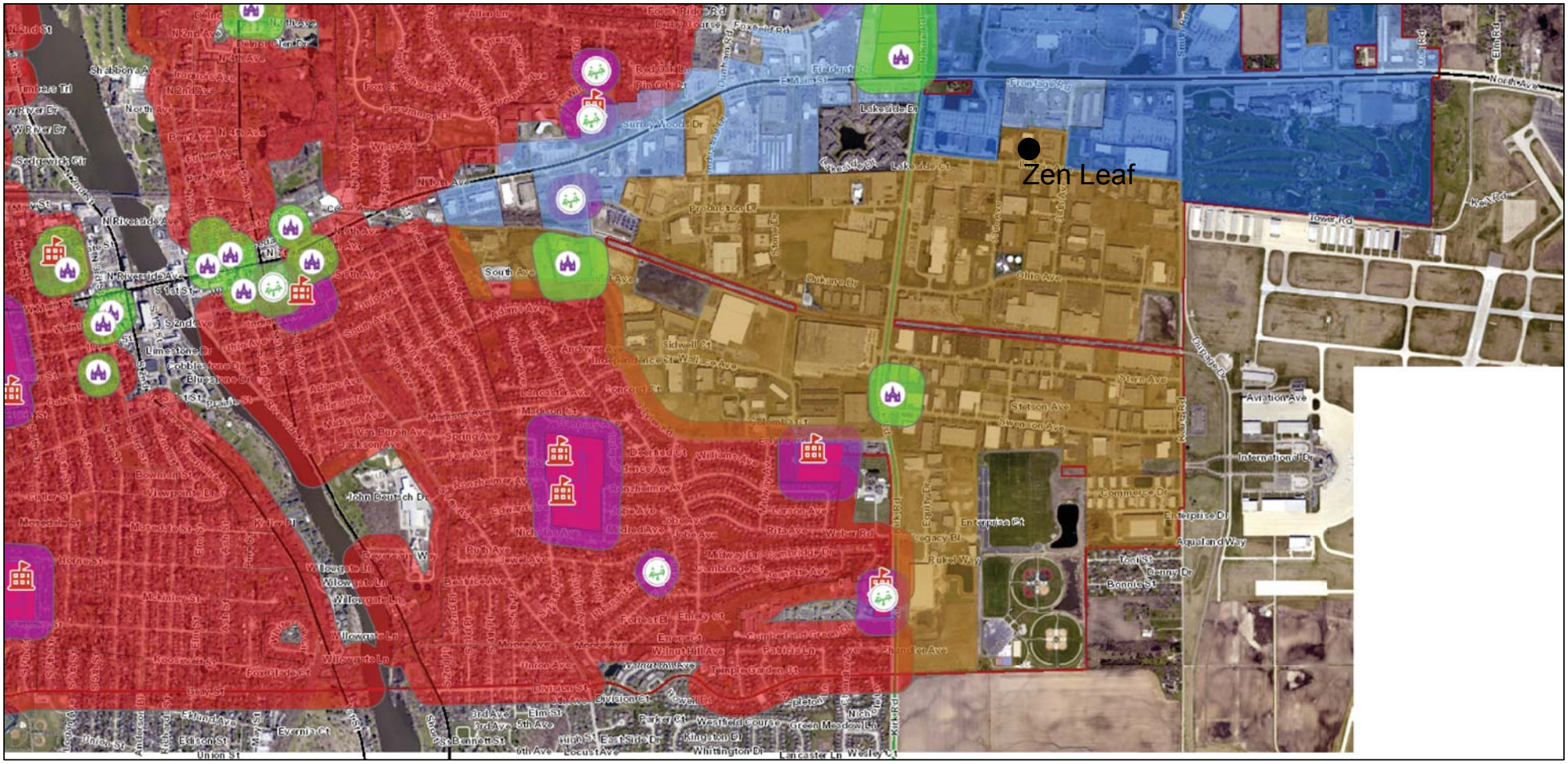
The Plan Commission may vote on the item should they determine that they have enough information to make a recommendation.

Thea applicant has provided responses to the Findings of Fact for Special Use. All six findings must be in the affirmative for the Commission to recommend approval.

V. ATTACHMENTS

- Buffer Map showing Zen Leaf
- Application for Special Use, received 10/28/19

M-2, BR, BC Zoning w/ Required Buffers for Rec. Cannabis Dispensaries



November 15, 2019

1:16,000

0 0.17 0.35 0.7 mi

0 0.3 0.6 1.2 km

Zoning

- BC
- BR
- M-2

- School/Day Care Properties
- Church Properties
- Church
- Day Care
- School

- 250' buffer: single-family residential
- 250' buffer: schools/day cares
- 250' buffer: churches

Johnson, Ellen

APPLICATION

CITY OF ST. CHARLES

TWO EAST MAIN STREET
ST. CHARLES, ILLINOIS 60174-1984

COMMUNITY DEVELOPMENT DIVISION PHONE: (630) 377-4443 EMAIL: cd@stcharlesil.gov

SPECIAL USE APPLICATION

(To request a Special Use or Amendment, or a Special Use for PUD or Amendment)

For City Use	
Project Name:	Zen Leaf - 3714 Illinois Ave.
Project Number:	2019 -PR- 023
Cityview Project Number:	PLSU201900171

Received Date

RECEIVED
St. Charles, IL
OCT 28 2019
CDD
Planning Division

To request a Special Use for a property, or to request to amend an existing Special Use Ordinance for a property, complete this application and submit it with all required attachments to the Planning Division.

City staff will review submittals for completeness and for compliance with applicable requirements prior to establishing a public hearing date for an application.

The information you provide must be complete and accurate. If you have a question please call the Planning Division and we will be happy to assist you.

1. Property Information:	Location: 3714 Illinois Avenue	
	Parcel Number (s): 09-25-401-031	
	Proposed Name: Zen Leaf St. Charles	
2. Applicant Information:	Name Healthway Services of West Illinois, LLC	Phone (312) 819-4859
	Address 415 N. DearbornSt., 4th Floor, Chicago, IL 60654	Fax
		Email chris@verano.holdings
3. Record Owner Information:	Name West Capital, LLC	Phone (312) 819-4859
	Address 415 N. Dearborn St., 4th Floor, Chicago, IL 60654	Fax
		Email Chris@verano.holdings.

Please check the type of application:

☐ **Special Use for Planned Unit Development - PUD Name:** _____

- ☐ New PUD
- ☐ Amendment to existing PUD- Ordinance #: _____
- ☐ PUD Preliminary Plan filed concurrently

☐ **Other Special Use (from list in the Zoning Ordinance):** _____

- ☑ Newly established Special Use
- ☐ Amendment to an existing Special Use Ordinance #: _____

RECEIVED
St. Charles, IL
CDD
Planning Division

Information Regarding Special Use:

Comprehensive Plan designation of the property: Existing: Office / Poposed: Corridor-Regional Commercial

Is the property a designated Landmark or in a Historic District? No

What is the property's current zoning? M-2 Limited Manufacturing

What is the property currently used for? Existing Medical Cannabis Dispensing Organization

If the proposed Special Use is approved, what improvements or construction are planned?
The proposed Special Use can be accommodated in the existing facility with minor interior enhancements to the layout of internal spaces to accommodate increased patronage.

For Special Use Amendments only:

Why is the proposed change necessary?
n/a

What are the proposed amendments? (Attach proposed language if necessary)
n/a

Note for existing buildings:

If your project involves using an existing building, whether you plan to alter it or not, please contact the St. Charles Fire Department (630-377-4458) and the Building and Code Enforcement Division (630-377-4406) for information on building, life safety and other code requirements. Depending on the proposed use, size of structure and type of construction, these requirements can result in substantial costs.

Attachment Checklist:

If multiple zoning or subdivision applications will be submitted concurrently, do not submit duplicate checklist items or plans. Fee must be paid for each application.

- ☐ **APPLICATION FEE:**

  Application fee in accordance with Appendix B of the Zoning Ordinance. (Special Use for PUD $1,000; all other Special Use requests $750)

- ☐ **REIMBURSEMENT OF FEES AGREEMENT:**

  An original, executed Reimbursement of Fees Agreement and deposit of funds in escrow with the City, as provided by Appendix B of the Zoning Ordinance.

- ☐ **REIMBURSEMENT OF FEES INITIAL DEPOSIT:**

  Deposit of funds in escrow with the City. Required deposit is based on review items (number of applications filed) and the size of the site:

Number of Review Items	Under 5 Acres	5-15 Acres	16-75 Acres	Over 75 Acres
1	$1,000	$2,000	$3,000	$4,000
2 or 3	$2,000	$4,000	$5,000	$7,000
4 or more	$3,000	$5,000	$7,000	$10,000

- ☐ **PROOF OF OWNERSHIP and DISCLOSURE:**

  a) A current title policy report; or

  b) A deed and a current title search.

  If the owner is not the applicant, an original letter of authorization from the owner permitting the applicant to act on his/her behalf is required. If the owner or applicant is a Trust, a disclosure of all beneficiaries; if the owner or applicant is a Partnership, a disclosure of all partners; if the owner or applicant is a Corporation, a disclosure of all owners with an interest of at least ten percent (10%).

  NOTE: Private covenants and deed restrictions can limit private property rights with respect to the use of land even though the City's Zoning Ordinance may authorize the use or a less restrictive use. We strongly advise that you perform a title search on the property to determine if there any private covenants containing use restrictions or other deed restrictions. As those private covenants and deed restrictions may conflict with the City's Zoning Ordinance, it is further recommended that you consult with an attorney to obtain an opinion with respect to whether your intended use is compatible with those restrictions.

- ☐ **LEGAL DESCRIPTION:** For entire subject property, on 8 1/2 x 11 inch paper

- ☐ **PLAT OF SURVEY:**

  A current plat of survey for the Subject Realty showing all existing improvements on the property, prepared by a registered Illinois Professional Land Surveyor.

- ☐ **FINDINGS OF FACT:**

  Fill out the attached forms or submit responses on a separate sheet (*Submit "Criteria for PUD" for any PUD application; "Findings for Special Use" for all other Special Use applications.)*

- ☐ **LIST OF PROPERTY OWNERS WITHIN 250 FT.:**

  Fill out the attached form or submit on a separate sheet. The form or the list must be signed and notarized.

- ☐ **SOIL AND WATER CONSERVATION DISTRICT APPLICATION:**

  Copy of completed Land Use Opinion application as required by state law, as submitted to The Kane-Dupage Soil and Water Conservation District. http://www.kanedupageswcd.org/

  Submit the application form and fee directly to the Kane-DuPage Soil and Water Conservation District. Provide a copy with this application.

- ☐ **ENDANGERED SPECIES REPORT:**

  Copy of Endangered Species Consultation Agency Action to be filed with the Illinois Department of Natural Resources. http://dnr.illinois.gov/EcoPublic/

  Fill out the online form, print the report and submit with this application.

- ☐ **TRAFFIC STUDY:** If requested by the Director of Community Development.

  Staff will advise you whether a traffic study is recommended based on the project. Regardless, the Plan Commission or City Council may request a traffic study as a part of the review process.

- ☐ **PLANS:**

  All required plans shall be drawn on sheets no larger than 24" x 36", unless the Director of Community Development permits a larger size when necessary to show a more comprehensive view of the project. All required plans shall show north arrow and scale, and shall be drawn at the same scale (except that a different scale may be used to show details or specific features). All plans shall include the name of the project, developer or owner of site, person or firm preparing the plan, and the date of plan preparation and all revisions.

  Copies of Plans:

  Initial Submittal - Ten (10) full size copies, Three (3) 11" by 17", and a PDF electronic file (On a CD-ROM or may be emailed to the Project Manager). For subsequent submittals, please contact the Project Manager to determine how many copies are required.

- ☐ **SITE PLAN (Note: For a Special Use for PUD, submit PUD Preliminary Plan Application in lieu of Site Plan)**

  A plan or plans showing the following information:

  1. Accurate boundary lines with dimensions
  2. Streets on and adjacent to the tract: Name and right-of-way width
  3. Location, size, shape, height, and use of existing and proposed structures
  4. Location and description of streets, sidewalks, and fences
  5. Surrounding land uses
  6. Date, north point, and scale
  7. Ground elevation contour lines
  8. Building/use setback lines
  9. Location of any significant natural features
  10. Location of any 100-year recurrence interval floodplain and floodway boundaries
  11. Location and classification of wetland areas as delineated in the National Wetlands Inventory
  12. Existing zoning classification of property
  13. Existing and proposed land use
  14. Area of property in square feet and acres
  15. Proposed off-street parking and loading areas
  16. Number of parking spaces provided, and number required by ordinance
  17. Angle of parking spaces
  18. Parking space dimensions and aisle widths
  19. Driveway radii at the street curb line
  20. Width of driveways at sidewalk and street curb line

21. Provision of handicapped parking spaces
22. Dimensions of handicapped parking spaces
23. Depressed ramps available to handicapped parking spaces
24. Location, dimensions and elevations of freestanding signs
25. Location and elevations of trash enclosures
26. Provision for required screening, if applicable
27. Exterior lighting plans showing:
    a. Location, height, intensity and fixture type of all proposed exterior lighting
    b. Photometric information pertaining to locations of proposed lighting fixtures

I (we) certify that this application and the documents submitted with it are true and correct to the best of my (our) knowledge and belief.

WEST CAPITAL, LLC

BY: _____ 10/25/19
(Record Owner) Date

HEALTHWAY SERVICES OF WEST ILLINOIS, LLC

By: _____ 10/25/19
Applicant or Authorized Agent Date

FINDINGS OF FACT - SPECIAL USE

From the Charles Zoning Ordinance, Section 17.04.430.C:

No Special Use or amendment to Special Use shall be recommended by the Plan Commission unless it finds that the proposed Special Use or amendment to Special Use will conform to each of these standards. The Plan Commission shall submit its written findings together with its recommendations to the City Council after the conclusion of the Public Hearing, and also may recommend such conditions as it may deem necessary to ensure conformance with these standards.

On the basis of the evidence presented at the public hearing, the Plan Commission shall record its reasons for recommending approval or denial of the petition (findings of fact) in accordance with the following standards:

(The below findings of fact were made in reliance on the professional opinions of Urban Planners from WBK Engineering. This includes Adam Rak, who's CV is attached hereto).

A. Public Convenience: The Special Use will serve the public convenience at the proposed location.

The existing medical cannabis dispensing organization has successfully operated at its current location without any major reported issues. The existing dispensary is already located in a highly visible area along Illinois Avenue. Adequate access and parking to the existing medical cannabis dispensary is provided. The Applicant has entered into a Letter of Intent to lease additional tenant square footage in an adjacent space should additional parking be required to accommodate the increased patronage as a result of the recreational use. Although the existing medical cannabis dispensary is located within an industrial zoning district, it is located less than 0.25 mile south of Main Street, a highly commercialized corridor of the City where retail, like the proposed special use is common. Recreational cannabis sales at the existing medical cannabis dispensary may attract increased customers to the area's nearby commercial areas, thereby benefiting the public. Should the City approve a special use to allow the dispensing of recreational cannabis at its existing medical cannabis dispensary, the proposed location would serve the public convenience at the proposed location.

B. Sufficient Infrastructure: That adequate utilities, access roads, drainage and/or necessary facilities have been, or are being, provided.

The subject property is already served by roads and all utilities including police and fire protection. The existing medical cannabis dispensary is located on Illinois Avenue, on a lot that includes a single two-way curb cut for ingress and egress, which already provides ample access to all utility providers and first responders in the event of an emergency. The applicant is not aware of any drainage issues in the area. Adequate utilities, access roads, drainage and/or necessary facilities have been, and will continue to be provided.

C. Effect on Nearby Property: That the Special Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the neighborhood.

The approval of the special use request would allow the sales of recreational cannabis at the existing medical dispensary and will not change the way the existing medical dispensary currently operates. The conditions of the special use includes, but is not limited to, the 250-foot separation distance from sensitive uses and the prohibition of any on-site consumption of cannabis, as well as compliance with other local and State regulations. These measures were implemented to prevent any diminished or impairment to property values within the neighborhood. Additionally, the sales of cannabis recreationally will enhance the surrounding commercial property values by attracting new customers to the area.

D. Effect on Development of Surrounding Property: That the establishment of the Special Use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

The proposed special use is located in an area that is already developed. The special use will allow retail sales of cannabis near existing commercial areas to the north and west of the proposed location. Approval of the sale of recreational cannabis at a location where medical cannabis is currently dispensed demonstrates that any impact on the normal and orderly development and improvement of surrounding properties for uses permitted in the district is non-existent.

E. Effect on General Welfare: That the establishment, maintenance or operation of the Special Use will not be detrimental to or endanger the public health, safety, comfort or general welfare.

Zen Leaf has been operating at the existing location for four years since 2015. The proposed special use is to be located in a highly visible area along Illinois Avenue. Adequate access to the existing medical cannabis dispensary is already being provided and will be maintained. Additionally, conditions of the special use include the prohibition of any on-site consumption of cannabis, as well as compliance with other local and State regulations. The current operator and applicant, Zen Leaf, has demonstrated a high degree of responsibility in operating the existing facility, compliance with all State requirements, and full cooperation with the City of St. Charles so as not to endanger the public health, safety, comfort or general welfare of its residents. Furthermore, the application of a sales tax to recreational cannabis sales will increase the revenue for the city, allowing more funds to be allocated towards social programs that improve the general welfare of the public.

F. Conformance with Codes: That the proposed Special Use conforms to all existing Federal, State and local legislation and regulation and meets or exceeds all applicable provisions of this Title, except as may be varied pursuant to a Special Use for Planned Unit Development.

If the associated text amendment to allow the dispensing of recreational cannabis at existing medical cannabis dispensing organizations is approved, the proposed special use will conform to all existing State and local regulations.

LEGAL DESCRIPTION
3714 Illinois Ave., St. Charles, IL 60174

UNIT C IN ST CHARLES COMMONS CONDOMINIUM, AS DELINEATED ON A PLAT OF SURVEY OF THE FOLLOWING DESCRIBED TRACT OF LAND: LOT 1 IN ST. CHARLES COMMONS SUBDIVISION BEING A RESUBDIVISION OF UNIT 1 IN THE "ST CHARLES" ILLINOIS INDUSTRIAL DEVELOPMENT OF THE CENTRAL MANUFACTURING DISTRICT IN SECTION 25, TOWNSHIP 40 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN IN KANE COUNTY, ILLINOIS, WHICH PLAT OF SURVEY IS ATTACHED AS EXHIBIT "A" TO THE DECLARATION OF CONDOMINIUM RECORDED MARCH 19, 1999 AS DOCUMENT NUMBER 1999K029217; TOGETHER WITH ITS UNDIVIDED PERCENTAGE INTEREST IN THE COMMON ELEMENTS, AS SET FORTH IN SAID DECLARATION.

PIN: 09-25-401-031

PROOF OF OWNERSHIP

OWNERSHIP DISCLOSURE FORM
LIMITED LIABILITY COMPANY (L.L.C.)

STATE OF ILLINOIS)
) SS.
COOK COUNTY)

I, GEORGE ARCHOS, being first duly sworn on oath depose and say that I am the Trustee of the sole Member of the sole Manager of WEST CAPITAL, LLC, an Illinois Limited Liability Company (L.L.C.), and that the following entities are all of the members of the said L.L.C.:

HEALTHWAY SERVICES OF ILLINOIS, LLC - 40%
(an Illinois limited liability company)

SAINT CHICAGO, LLC - 60%

(an Illinois limited liability company)

WEST CAPITAL, LLC
By: Union Management Group, LLC, its manager
By: Copperstone Trust, its sole member

By: _____,
George Archos, Trustee

Subscribed and Sworn before me this 25th day of October, 20 19.

_____
Notary Public

OFFICIAL SEAL
GWEN A SANDSTROM
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES:08/07/23

City of St. Charles Ownership Disclosure Forms 4

1203 W. WHITE OAK STREET
ARLINGTON HEIGHTS, ILLINOIS 60005
PHONE: (847) 253-6555

FILED FOR RECORD
KANE COUNTY, ILL.
1999 MAR 19 AM 10:15
RECORDER

1999K029217

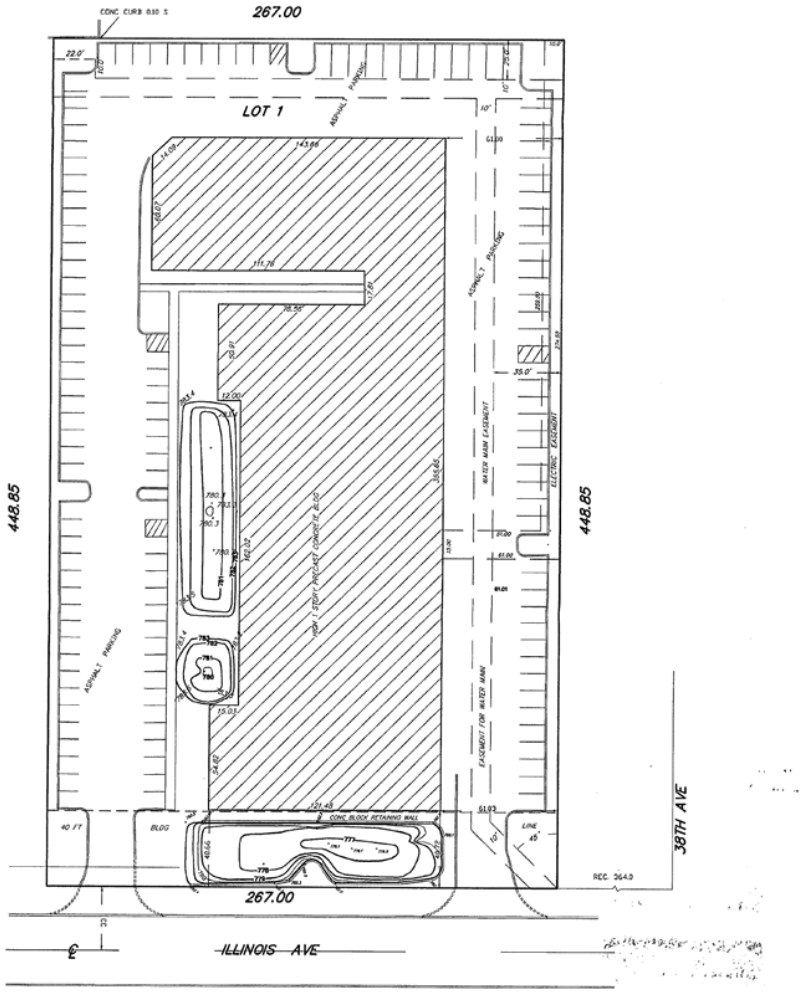
PLAT OF SURVEY

ST. CHARLES COMMONS CONDOMINIUMS

PLAT OF SURVEY

JAMES M. ELLMAN

LOT 1 IN S. CHARLES COMMONS SUBDIVISION, BEING A RESUBDIVISION IN UNIT 1 IN THE "ST. CHARLES" ILLINOIS INDUSTRIAL DEVELOPMENT OF THE CENTRAL MANUFACTURING DISTRICT IN SECTION 25, TOWNSHIP 40 NORTH, RANGE 8, EAST OF THE THIRD PRINCIPAL MERIDIAN ACCORDING TO THE PLAT THEREOF RECORDED AUGUST 24, 1990 AS DOCUMENT NUMBER 90K075913, IN KANE COUNTY, ILLINOIS.



NOTE:
VOLUME OF THE THREE RETENTION BASINS ARE 22,807 CU FT.

THIS PLAT IS PREPARED IN ACCORDANCE WITH AND IS SUBMITTED IN COMPLIANCE WITH THE CONDOMINIUM PROPERTY ACT.

SUBMITTED BY:
FIRST AMERICAN TITLE INSURANCE COMPANY
One Constitution Drive - Suite 2
Aurora, IL 60506

Ordered by: LOOS CONSTRUCTION CO., INC.
Order No: 990313
Base Scale: 1 inch = 30 feet
Date: MARCH 9, 1999

COMPARE ALL POINTS BEFORE BUILDING BY SAME AND AT ONCE REPORT ANY DIFFERENCE, FOR BUILDING LINE AND OTHER RESTRICTIONS NOT SHOWN HEREON REFER TO YOUR ABSTRACT, DEED, CONTRACT AND ZONING ORDINANCE.

NOT VALID UNLESS EMBOSSED

STATE OF ILLINOIS
COUNTY OF COOK } SS

I, JAMES M. ELLMAN, DO HEREBY CERTIFY THAT THE ABOVE DESCRIBED PROPERTY HAS BEEN SURVEYED UNDER MY SUPERVISION AND THAT THE PLAT HEREON DRAWN IS A CORRECT REPRESENTATION OF SAID SURVEY.

BY: James M. Ellman
ILLINOIS PROFESSIONAL LAND SURVEYOR No. 2158

Public Record

EXHIBITS

LOCATION MAP

TITLE: 3714 ILLINOIS AVENUE

LOCATION MAP

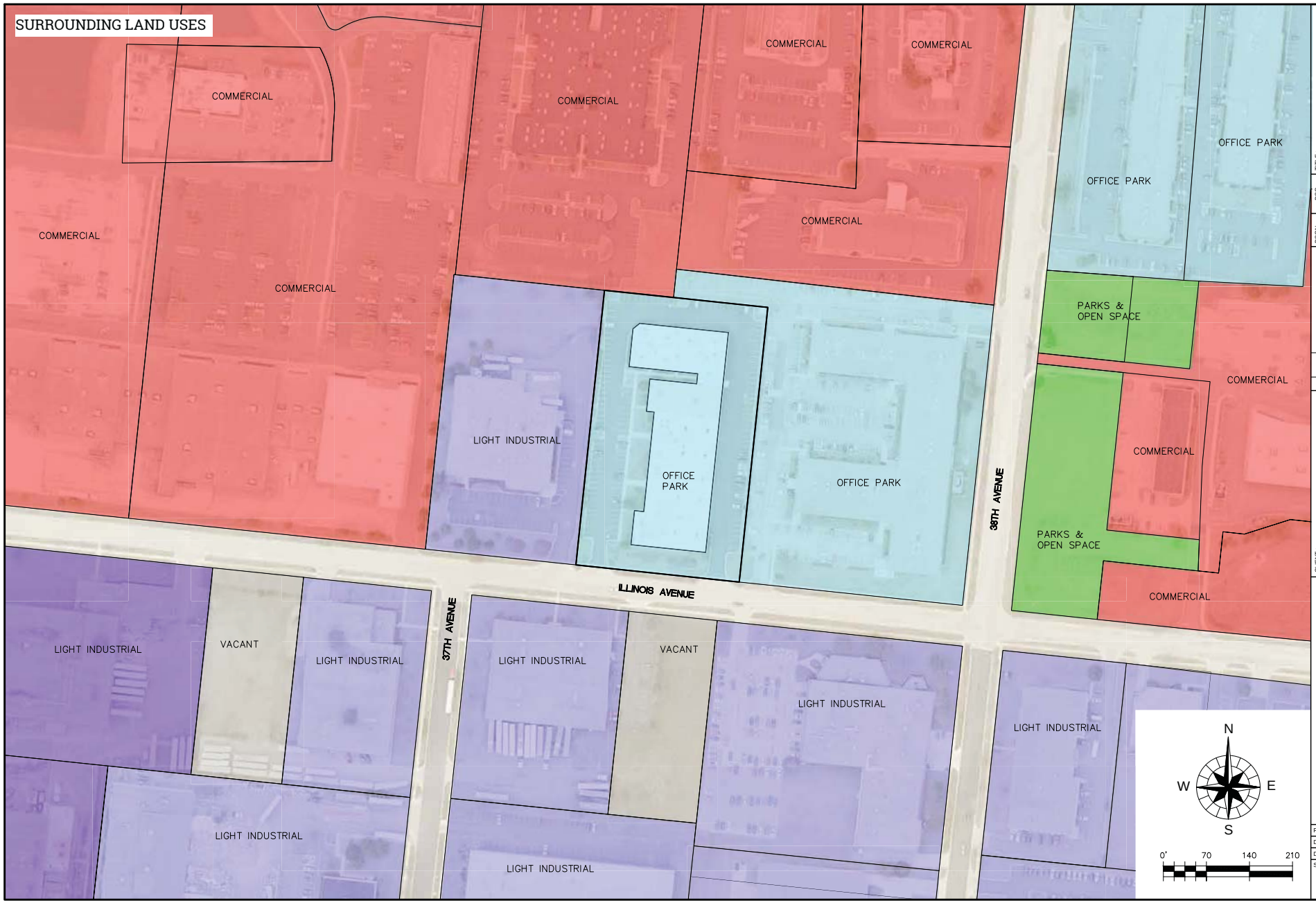
NO.	DATE	NATURE OF REVISION

DSGN. DSG
DWN. DWN
CHKD. CHK
SCALE : AS NOTED
LOCATIONMAP190245.DWG

CLIENT: ZEN LEAF
3714 ILLINOIS AVENUE
ST. CHARLES, IL.
630-377-7373

WBK ENGINEERING, LLC
116 WEST MAIN STREET, SUITE 201
ST. CHARLES, ILLINOIS 60174
(630) 443-7755

PROJECT NO. 190245
DATE : 10/25/2019
DRAWING NO. LU
SHEET:
1 OF 1



TITLE: 3714 ILLINOIS AVENUE

EXISTING LAND USE EXHIBIT

DSGN.	DSG
DWN.	DWN
CHKD.	CHK
SCALE : AS NOTED	
LANDUSE190245.DWG	

NO.	DATE	NATURE OF REVISION

CLIENT: ZEN LEAF
3714 ILLINOIS AVENUE
ST. CHARLES, IL.
630-377-7373

WBK ENGINEERING, LLC
116 WEST MAIN STREET, SUITE 201
ST. CHARLES, ILLINOIS 60174
(630) 443-7755

PROJECT NO. 190245

DATE : 10/25/2019

DRAWING NO. LU

SHEET:

1 OF 1

PLANS

CURRENT FLOOR PLAN

5. All expansion anchors shall be Hilti Kwik Bolt II Stud Anchors or equivalent.
6. All structural steel members and connections shall have shop-applied coat of rust inhibiting paint. Provide field touch up coat of rust inhibiting paint at all exposed locations.
7. All structural steel members specified to remain exposed to light, air, and moisture shall be hot-dipped galvanized following ASTM A 385, "Practice for Providing High Quality Zinc Coatings" prior to final painted finish. <Verify with Structural Engineer to insure proper design considerations are met and to avoid conflicting specifications.>
8. All welding shall be done by qualified welders and shall conform to AWS D1.1 "Structural Welding Code", latest edition. All exposed welds shall be ground smooth.
9. Refer to additional notes as part of structural engineering plans.

STEEL DECKING - 053100
(for modifications to existing conditions)
1. Install deck panels and accessories according to SDI Publication No. 28.
2. Place, adjust, align, and bear deck panels on structure. Do not stretch or compress side lap interlocks.
3. Place deck panels flat and square and weld or mechanically fasten to structure without warp or deflection.
4. Cut, reinforce, and fit deck panels and accessories around openings and projections. Maximum gap shall be 1/2".
5. Roof Deck Accessories: Install sump pans, sump plates, ridge and valley plates, finish strips, cover plates, end closures, and reinforcing channels. Weld to substrate.
6. Floor Pour Stops and Girder Fillers: Weld pour-stops and girder fillers to structure.
7. Floor Deck Closures: Weld tight-fitting closures at open ends of ribs and sides of decking. Weld cover plates at changes in direction of floor deck panels.
8. Weld shear connectors through deck to structure.
9. Prepare and repair damaged galvanized coatings on both surfaces with galvanized repair paint according to ASTM A 780.
Wire brush, clean, and paint seamed areas, welds, and rust spots on both surfaces of painted deck panels.

DIVISION 07 - THERMAL & MOISTURE PROTECTION
General contractor shall be responsible for ensuring that the completed project is 100% water-tight and free of water leaks to the interior.

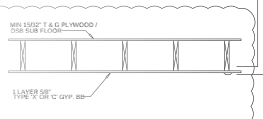
BITUMINOUS DAMPPROOFING - 071113
1. Apply TUFF-N-DRI waterproofing membrane as manufactured by Tremco Barrier Solutions to all exterior below grade surfaces of walls in contact with earth.
2. Extend waterproofing membrane 12" onto existing intersecting walls, but not onto surfaces that will be exposed to view when project is completed.
3. Waterproofing membrane shall be a spray-applied material composed of polymer-modified asphalt in a water carrier that cures to a monolithic, elastomeric membrane.
4. Installation to conform strictly to the recommendations of the manufacturer of the TUFF-N-DRI system.
5. Foundation wall waterproofing shall be applied on all basement and crawl space walls and lap onto footings. Remove all form ties, pins and mortar joints shall be flush. Cracks, voids and holes shall be patched with a nonshrinking grout or asphaltic mastic with nonshrinking grout preferred for large defects.
6. TUFF-N-DRI shall only be applied when the air temperature is above 20 degrees F.
7. TUFF-N-DRI shall not be exposed to the sunlight for more than 15 days.
8. 2 3/8" (R10) WARM-N-DRI insulation board as manufactured by Koch Waterproofing Solutions shall be adhered as the membrane begins to cure.
9. WARM-N-DRI shall be placed at the base of the foundation wall, in contact with the drainage system or foundation.

THERMAL INSULATION - 072100
1. Provide insulation in accordance with plans and specifications and as needed to achieve the following R-values for completed assemblies:
* Exterior walls: R-15
* Basement walls: R-10
* Roofs: R-49
* Floors and Slabs: R-10
* Windows: as noted or if not noted: R-2.5
2. Install all insulation materials in accordance with manufacturer's recommendations. Fill cavities completely and tape joints between batts.
3. Fill gaps between joints and framing with non-formaldehyde foam filler.
4. Insulate ducts and plumbing pipes subject to sweating.
5. Provide minimum 2" air space between insulation and roof sheathing at roof rafter location. Furnish and install air tubes or baffles at eave lines, and as shown on plans.
6. Provide acoustical batts as noted on plans and at all bath, powder room, and laundry room wall locations.
7. Provide acoustical wrap on all horizontal waste piping runs over living space.
8. Insulate all ductwork in unheated attic and crawl space locations.
9. Provide acoustical batt insulation around all whirlpool tub locations. Maintain adequate clearance around whirlpool motor.
10. Install insulation in areas and in thicknesses indicated. Cut and fit tightly around obstructions and fill voids with insulation.
11. Place loose-fill insulation to comply with ASTM C 1015.
12. Extend vapor retarder to extremities of areas to be protected from vapor transmission. Secure in place with adhesives or other anchorage.

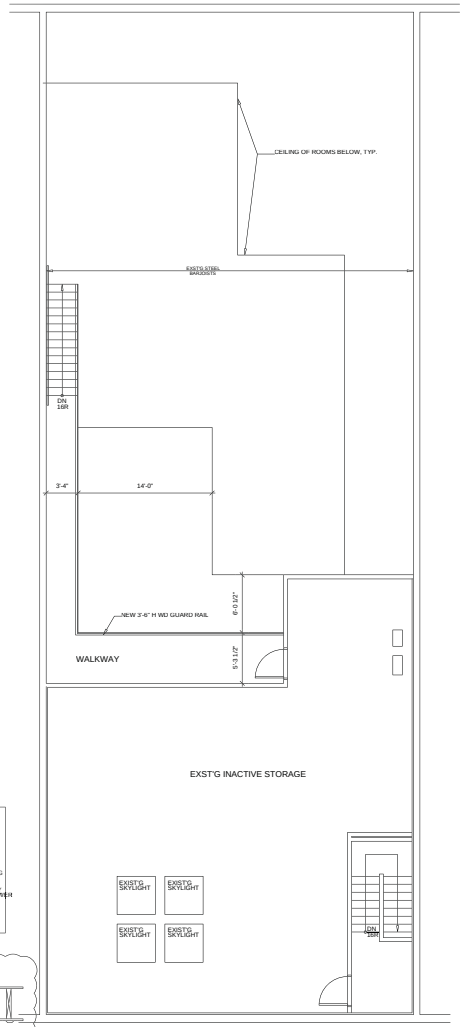
VAPOR BARRIERS AND AIR INFILTRATION BARRIERS - 072700
1. Provide vapor barrier at all building perimeter constructions including, but not limited to, walls, roofs, ceilings, floor slabs, and decks.
2. Vapor barrier shall be provided on warm side of assembly only. Double vapor barriers shall not be permitted.
3. Joints in vapor barriers shall be lapped 6" minimum or be taped.
4. Provide a vapor barrier on all insulation used on cold water and refrigerant piping.

GENERAL ROOFING NOTES - 073000
1. Provide curbs and flashing systems as required for vent pipes, skylights, flues, RTU's, and other items indicated.
2. Provide flashing as needed to make the roof work watertight.
3. Roof shall be weathertight at the completion of the project.
4. The roof system and related flashings shall be warranted against defects in material and workmanship for a period of 10 years following Owner acceptance. Warranty coverage shall also include the complete repair and replacement of other building components that are damaged as a result of a roof system failure.
5. The completed roof shall be free from all conditions that lead to ponding of water. Ponding is hereby defined as any body of standing water that does not evaporate within 24 hours of being deposited on the roof.
6. Provide roof membrane protection boards over all surfaces within 3 feet of rooftop HVAC equipment.
7. Terminate membrane a minimum of 8" above the roof.
8. All lumber used for nailers, curbs and curbing shall be pressure treated lumber containing ACQ. Pressure treated lumber containing CCA is not permitted.
9. Refer to Flashing Notes for location and compliance per "SMACNA" specifications.

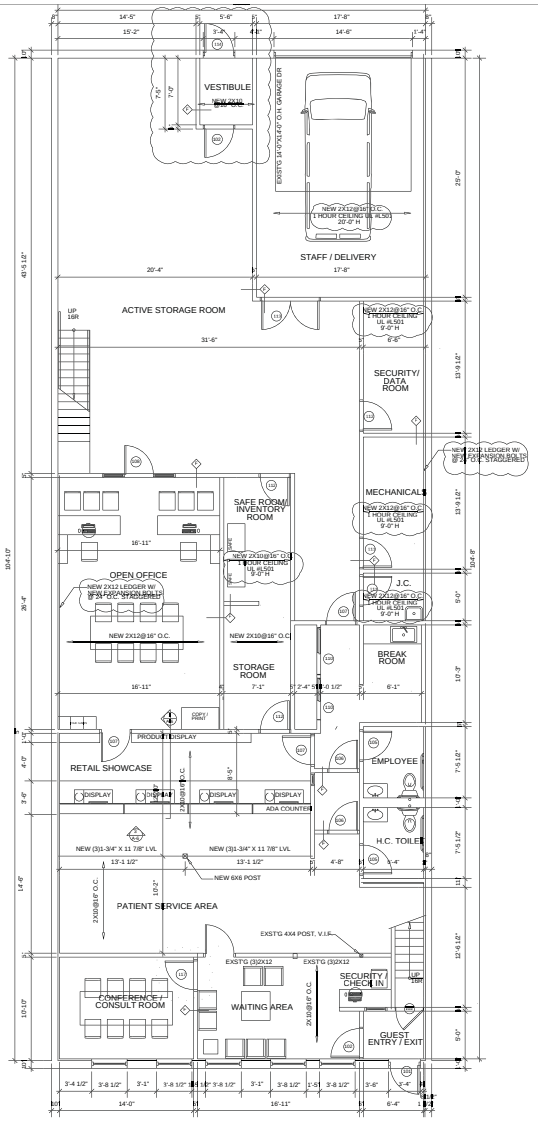
GENERAL NOTES:
1) ALL DIMENSIONS ARE TO BE VERIFIED BEFORE CONSTRUCTION.
2) DOOR TO BE KEYLESS IN THE DIRECTIONS OF EGRESS U.N.O.
3) ALL DOOR FRAMES MUST BE FIRE RATED TO MATCH FIRE DOOR RATING.
4) ALL PIPING, DUCTS, GAS PIPING, VENTS, DUCTWORK, ETC. SHALL BE IN FLOOR SPACE (E.G. SHALL REMAIN "CLEAN")
5) ALL DOORS W/ GLAZING TO BE SAFETY GLAZING
6) FOR FLAME SPREAD RATING SEE SHT. A-1
7) PROVIDE LEVER OPERATED HARDWARE THROUGHOUT
8) ALL DOOR HARDWARE, INCLUDING ELECTRIC MAGNETIC LOCKING DEVICES SHALL BE INSTALLED WITHOUT THE PRIOR APPROVAL OF THE FIRE PREVENTION BUREAU.
9) ALL DOORS & WINDOWS W/ GLAZING BELOW 2'-0" H, REQUIRE SAFETY GLAZING, INCLUDING STOREFRONT DOORS, SHOWER DOORS & SHOWER WINDOWS
10) VERIFY ALL DOOR OPENINGS TO BE VERIFIED W/ MANUF. BEFORE CONSTRUCTION BEGINS
11) GLAZING LESS THAN 2'-0" AFF SHALL BE SAFETY GLAZING, INCLUDING SHOWER DOORS, GLASS DOORS, ETC.



1 UL# L501 FLOOR ASSEMBLY
SCALE: 3/4" = 1'-0"
1 HOUR RATED



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



CURRENT FLOOR PLAN
SCALE: 3/16" = 1'-0"

PROPOSED FLOOR PLAN IMPROVEMENTS

Zen Leaf St. Charles Adult-Use/Medical Dispensary

Proposed Operational Overview

Proposed Hours of Operation:

Monday-Saturday: 8am-10pm

Sunday: 8am-7pm

Employee Needs at Peak Business Hours:

- 1 General Manager / Asst. Manager
- 1 Dispensary Leads
- 4 Patient Care Advisors/Budtenders/Fulfillment
- 1 Reception
- 1 3rd party security guards (Silver Star Protection)

Customer Experience from Start to Finish:

A Customer walking in the door of Zen Leaf (public access area) would first be greeted by our reception personnel who would be assisting with customer flow and check in procedures. That person would verify state required forms of identification before entering the dispensary sales floor. Once entering the sales floor (restricted access area) a patient care advisor would greet the customer and begin talking through product offerings. When the two come to a conclusion on what products will be purchased the advisor will use our fulfillment software program to queue products to be pulled for our vault and delivered to our point of sale counter for checkout. The customer would proceed to the designated point of sale station where their products would be scanned out of the state regulated inventory system and the transaction procedure would take place. Once all questions have been answered all products will be bagged up accompanied by a receipt and the customer will proceed to the exit. A third party security guard who is stationed in our public access area will assist with the entry/exit procedure and will also be available to walk any customers to their car who request such service.

Proposed Floor Plan Modifications

Color ID	Space's Current Use	Space's Proposed Use
	Active Storage Room	Open Office / Multipurpose Work Area
	Open Office / Conference Area	Safe / Inventory Room
	Safe / Inventory Room	General Storage Room
	General Storage Room	Order Fullfillment Area
	Patient Service Area	Retail Sales Floor
	Conference / Consult Room, Waiting Area & Security Check-In	Waiting Area & Security Check-In

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4) ALL CONDUITS, GAS PIPING, VENTS, DUCTWORK, ETC SHALL BE IN FLOOR SPACE (E.G. SHALL REMAIN "CLEAN")
5) ALL GLASS TO BE TEMPERED UNLESS NOTED OTHERWISE
6) FOR FLAME SPREAD RATING SEE SHT. A-1
7) PROVIDE LEVER OPERATED HARDWARE THROUGHOUT
8) NO ELECTRONIC LOCKING SYSTEM OR ELECTROMAGNETICE LOCKING DEVICES SHALL BE INSTALLED WITHOUT THE PRIOR APPROVAL OF THE FIRE PREVENTION BUREAU.
9) ALL GLASS & WINDOWS IN GLAZING BELOW 2'-0" IN BROWSE SAFETY ZONE, INCLUDING STOREFRONT DOORS, SHOWER DOORS & SHOWER STALLS.
10) WINDOW / ROUGH DOOR OPENINGS TO BE VERIFIED W/ MANUF. BEFORE CONSTRUCTION BEGINS.
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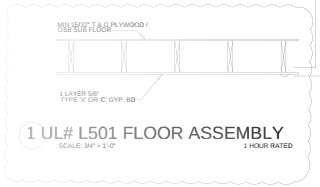

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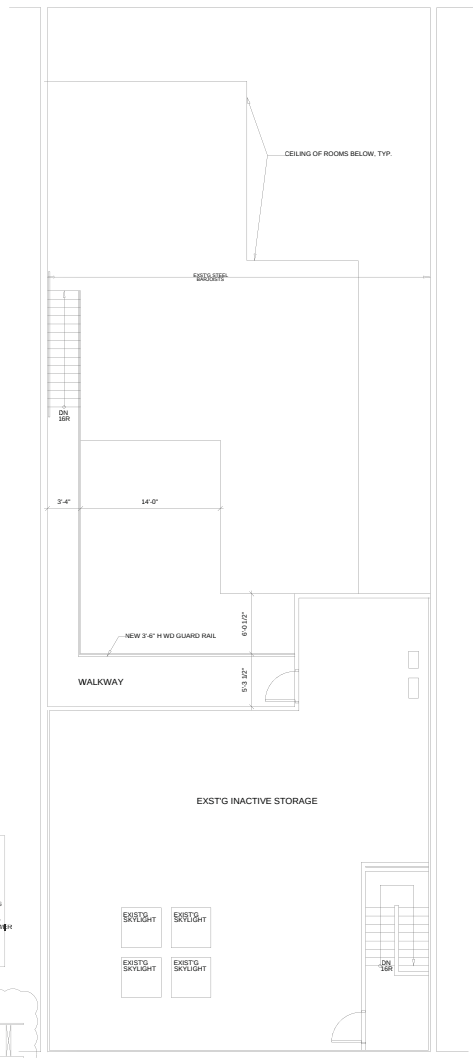

NEW MEZZANINE
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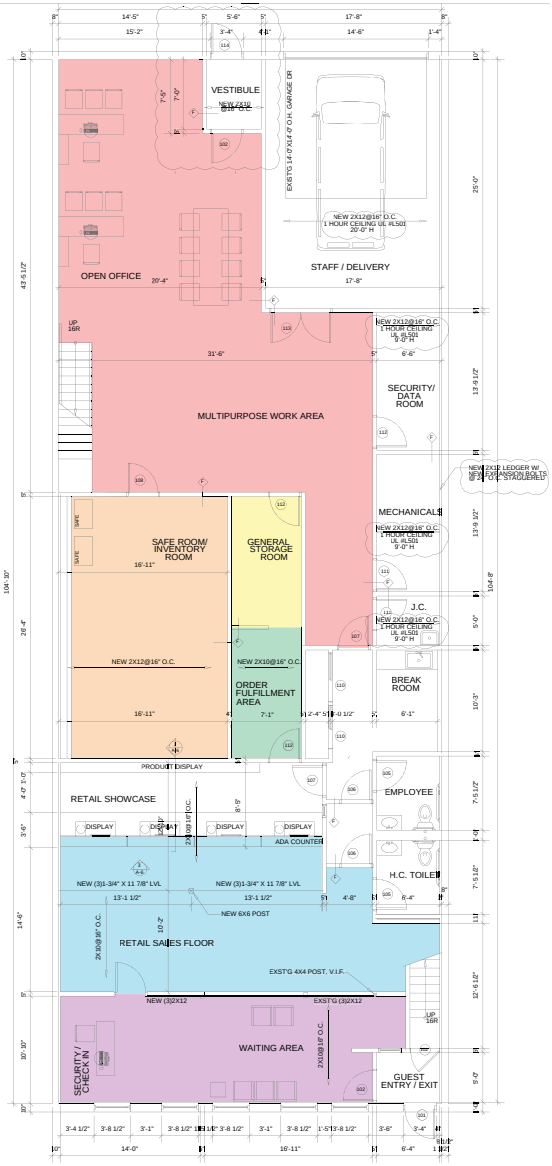
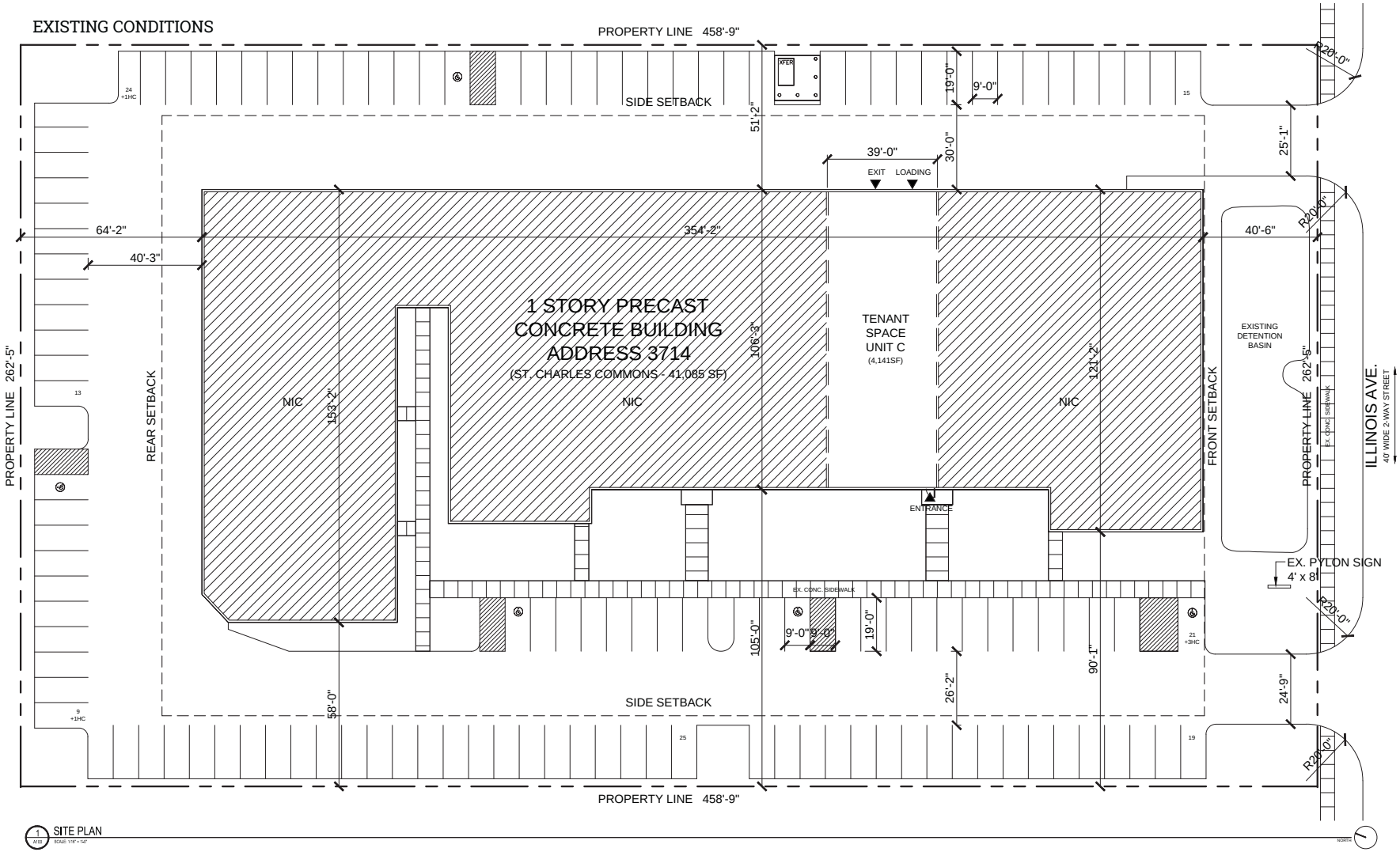


PROPOSED FLOOR PLAN
SCALE: 3/16" = 1'-0"

EXISTING CONDITIONS



1 SITE PLAN
A101 SCALE: 1/16" = 1'-0"

ZONING INFORMATION:

1. SITE PLAN FOR PROPOSED ZEN LEAF DISPENSARY BY VERANO HOLDINGS.

EXISTING ZONING CLASSIFICATION: M2
PROPOSED ZONING CLASSIFICATION: M2

SITE AREA: 2.76 AC (120,374 SF)
- EXISTING NOT CHANGING.

BUILDING HEIGHT: 24'-9"
- EXISTING NOT CHANGING.

PARKING: 126 + 5HC = 131 STALLS (9' x 20')
- EXISTING NOT CHANGING.

TENANT SPACE - UNIT C:
- AREA: 4,141 SF
- PARKING REQ'D: 3/ 1000 SF = 13 SPACES
- EXISTING NOT CHANGING.

SITE PLAN REQUIREMENTS:

1. GROUND ELEVATION CONTOUR LINES -- EXISTING SITE, INTERIOR BUILD-OUT ONLY - REQUIREMENT NOT APPLICABLE.

2. LOCATION OF ANY SIGNIFICANT NATURAL FEATURES -- EXISTING SITE, INTERIOR BUILD-OUT ONLY - REQUIREMENT NOT APPLICABLE.

3. LOCATION OF ANY 100-YEAR RECURRENCE INTERVAL FLOODPLAIN AND FLOODWAY BOUNDARIES -- EXISTING SITE, INTERIOR BUILD-OUT ONLY - REQUIREMENT NOT APPLICABLE.

4. LOCATION AND CLASSIFICATION OF WETLAND AREAS AS DELINEATED IN THE NATIONAL WETLANDS INVENTORY -- EXISTING SITE INTERIOR BUILD-OUT ONLY - REQUIREMENT NOT APPLICABLE.

5. ANY PROVISIONS REQUIRED FOR SCREENING -- EXISTING SITE, INTERIOR BUILD-OUT ONLY - REQUIREMENT NOT APPLICABLE.

6. EXTERIOR LIGHTING PLANS SHOWING:
- LOCATION, HEIGHT, INTENSITY AND FIXTURE TYPE OF ALL PROPOSED EXTERIOR LIGHTING -- EXISTING SITE, INTERIOR BUILD-OUT ONLY - REQUIREMENT NOT APPLICABLE.

- PHOTOMETRIC INFORMATION PERTAINING TO LOCATIONS OF PROPOSED LIGHTING FIXTURES -- EXISTING SITE, INTERIOR BUILD-OUT ONLY - REQUIREMENT NOT APPLICABLE.

client
VERANO HOLDINGS
ZEN LEAF DISPENSARY
415 N DEARBORN ST.,
CHICAGO, IL 60654

drawing releases

1	25 OCT. 2019	ISSUED FOR INFORMATION

architect
collectiveoffice
ARCHITECTURE
INTERIORS
DESIGN STRATEGY

9 east 24th st., chicago, illinois 60616
1-312-818-2006 | www.collectiveoffice.com

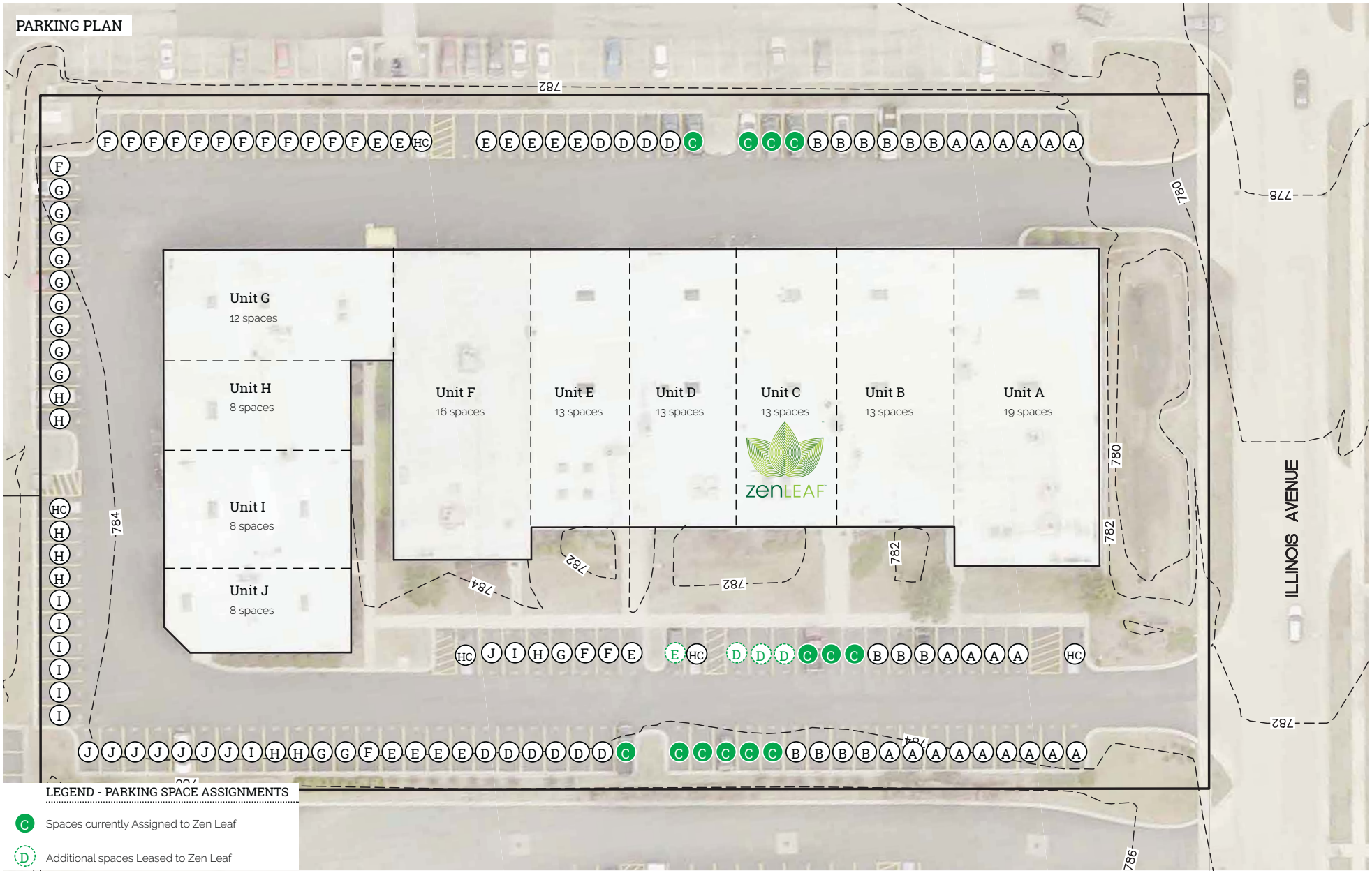
I hereby certify that these plans were prepared under my direction and to the best of my knowledge conform to the State and Local Building Codes and Ordinances.

VERANO ARCHITECT
JEFF KLUNDER
SITE DESIGNER
ARTESIA, ILLINOIS

FOR INFORMATION ONLY
NOT FOR PERMIT OR CONSTRUCTION

Project: VERANO HOLDINGS/ ZEN LEAF DISPENSARY
Location: 3741 ILLINOIS AVE., UNIT C, ST. CHARLES, IL 60174
Drawing Title: SITE PLAN
Drawing No.: A101
Issued For: Information
Job No.: 19-030.00
Date: 10-25-2019

PARKING PLAN



LEGEND - PARKING SPACE ASSIGNMENTS

- C — Spaces currently Assigned to Zen Leaf
- D — Additional spaces Leased to Zen Leaf

ST. CHARLES COMMONS LAND USE SUMMARY AND PARKING REQUIREMENTS

Unit A

Corporate Graphics, Inc.
3710 Illinois Avenue

Use: Office, Business or Professional
Status: For Sale, Appears Vacant

Unit B

Midwest Driveshaft
3712 Illinois Avenue

Use: Motor Vehicle Service
Status: For Sale, Appears Open

Unit C

Zen Leaf
3714 Illinois Avenue

Use: Medical Cannabis Dispensing Organization
Status: Open for business

Unit D & E

Renfert USA
3718 Illinois Avenue

Use: Warehouse/Distribution
Status: Open for business

Unit F

Beth Fowler School of Dance
3720 Illinois Avenue

Use: School, Specialized Instruction
Status: Open for business

Unit G

Protential
3722 Illinois Avenue

Use: Office, Business or Professional
Status: Open for business

Unit H

Montclare Floor Coverings
3724 Illinois Avenue

Use: Warehouse/Distribution
Status: For Sale, Appears Vacant

Unit J & I

Metalloy
3728 Illinois Avenue

Use: Light Manufacturing
Status: Open for business

Location	**Business**	Land Use	Gross Floor Area (approx. sq. ft.)[1]	Parking Requirements (by Ordinance)	Parking Required[3]	Parking Allotted
Unit A	**Corporate Graphics, Inc.**	Office, Business or Professional	6,810	3 per 1,000 sq. ft.	~20	19
Unit B	**Midwest Driveshaft**	Motor Vehicle Service and Repair, Major & Minor	4,129	2 per bay + 2 per 1,000 sq. ft.	8 spaces + 2 per bay	13
Unit C	**Zen Leaf**	Medical Cannabis Dispensing Organization	3,768 (actual)[2]	4 per 1,000 sq. ft.	15	13
Unit D & E	**Renfert USA**	Warehouse / Distribution	8,258	1 per 1,000 sq. ft.	8	13
Unit F	**Beth Fowler School of Dance**	School, Specialized Instruction	6,412	Based on school attendance	unknown	16
Unit G	**Protential**	Office, Business or Professional	3,793	3 per 1,000 sq. ft.	11	12
Unit H	**Montclare Floor Coverings**	Warehoue/Distribution	2,536	1 per 1,000 sq. ft.	3	8
Unit I & J	**Metalloy**	Light Manufacturing	5,072	1 per 1,000 sq.ft.	5	16

[1]Square Footage is approximate as actual floor plans were unavailable
[2]Reflects Gross Floor Area minus interior parking/loading as defined in the Ordinance
[3]Figures are approximate as actual floor plans were unavailable

PARKING COMPLIANCE CALCULATIONS

Calculation of Parking Requirements - Zen Leaf

Gross Floor Area	**3,768**	sq. ft.	Excluding Interior Parking/Loading Area Spaces
divided by	**1,000**	sq. ft.	
equals	**3.77**		Parking Ratio
multiplied by	**4**	parking spaces	
equals	**15**	parking spaces	Required Per the Ordinance

Calculation of Parking Requirements - Renfert USA

Gross Floor Area	**approximately 4,129***	sq. ft.	Total Gross Floor Area
multiplied by	**2**	storefronts	assuming two identical stores
divided by	**1,000**	sq. ft.	Dental Warehouse/Distribution use
equals	**8.26**		Parking Ratio
multiplied by	**1**	parking spaces	
equals	**8**	parking spaces	Required Per the Ordinance

Floor Plans unavailable-Gross Floor Area measured as overall, 39'-1" x 105'-8" = 4,129 sq. ft. (assumed no Interior parking/ loading area space.)

Proposed Parking Arrangement

User	Parking Allotment	Parking Lease Agreement	Proposed Parking	Parking Required by Ordinance
Zen Leaf	**13**	**4**	**17**	**15**
Renfert USA	**26**	**(4)**	**22**	**8**