

# Village of Hampshire

234 S. State Street  
Hampshire, IL 601410-0457  
847-683-2181

## CALL FOR SPECIAL MEETING

I hereby call a special meeting of the Village Zoning Board of Appeals, pursuant to Hampshire Municipal Code, §6-14-3(B)(1)(a), to be conducted on Tuesday, March 3, 2020, commencing at 7:00 p.m., at the Hampshire Village Hall, 234 South State Street, Hampshire, Illinois, for the following purpose(s):

1. Public Hearing regarding Petition of TRZ Hampshire, LLC for a special use to allow for an Adult-Use Cannabis Craft Grower Facility under §6-9-3(C), §4-25-1 et seq., and §6-14-3(H) of the Village Code, for certain property located at 364 Keyes Avenue in the Village; and consideration of, and recommendation to the Board of Trustees regarding, said Petition.
2. Consideration of authorizing Chair to execute and deliver to Board of Trustees appropriate Findings of Fact and Recommendation regarding Item #1 above.

Dated: February 22, 2020



Carl Christensen  
Chair

Delivered to and received by the Village Clerk this 24<sup>th</sup> day of February, 2020.



Linda Vasquez  
Village Clerk

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*This Call for Special Meeting should be delivered at the place of residence or abode of the Chair and members of the Zoning Board of Appeals not less than 24 hours before the date and time of the proposed special meeting.*

*Notice of and the Agenda for said Special Meeting must be posted at the Village Hall not less than 48 hours prior to the time of the meeting.*

# VILLAGE OF HAMPSHIRE ZONING BOARD OF APPEALS

Special Meeting  
Tuesday, March 3, 2020  
7:00 p.m.  
Hampshire Village Hall  
234 South State Street

## AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of Minutes – December 10, 2019
- E. New Business:
  - 1. Public Hearing regarding Petition of TRZ Hampshire, LLC for a Special Use to allow for an Adult Use Cannabis Craft Grower Facility under §6-9-3(C), §4-25-1 et seq., and §6-14-3(H) of the Village Code for certain property located at 364 Keyes Avenue in the Village; and consideration of, and recommendation to the Board of Trustees regarding, said Petition.
  - 2. Consideration of authorizing Chair to execute and deliver to Board of Trustees appropriate Findings of Fact and Recommendation regarding Item #1 above.
- F. Old Business:
- G. Public Comment:
- H. Announcements: Next meeting date – TBA
- I. Adjournment

**VILLAGE OF HAMPSHIRE  
ZONING BOARD OF APPEALS**

**MINUTES  
December 10, 2019**

A meeting of the Hampshire Zoning Board of Appeals was called to order at 7:00 p.m.. Members present: Chair C. Christensen, W. Albert, F. Frillman, and H. Hoffman, and J. Schaul. Also present was Village Attorney M. Schuster.

On motion made by H. Hoffman, seconded by R. Frillman, to approve the minutes of the meeting of the Zoning Board of Appeals held on September 24, 2019, the vote to approve was unanimous. Motion passed.

The first order of business was to convene a public hearing regarding the Petition filed by the Village to amend the Zoning Regulations to create a special use for Adult-Use Cannabis Dispensing Facilities in the B-2 Community Business Zoning District and in the HC Highway Commercial Zoning District.

The public hearing was opened at 7:04 p.m.

The Village Attorney recited that notice of the public hearing for both petitions had been published in the Daily Herald newspaper on November 16, 2019, and that a Certificate of Publication was on file with the Village Clerk.

The Village Attorney presented an overview of the Illinois Cannabis Regulation and Tax Act; and the proposed amendments relating to various Adult-Use Cannabis Establishments which could be permitted in the Village.

Three members of the public commented on the Petition. Mr. Lynn Acker, Pastor XX, and Ms. Barbara Brust each made a statement that he/she opposed the amendments.

The public hearing was recessed at 7:10 p.m.

After a short discussion by the members of the Board, on motion by H. Hoffman, seconded by W. Albert, to recommend disapproval of the Petition for Zoning Amendment, to create various special uses for Adult-Use Cannabis Business Establishments in the Village, the vote was 5 aye, 0 nay. Motion passed..

On motion duly made and seconded, the meeting was adjourned at 7:26 p.m.

Respectfully submitted,

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Joseph Schaul  
Secretary

## **ZONING BOARD OF APPEALS**

### **Special Use Standards Worksheet**

- A. **NO DETRIMENT TO PUBLIC HEALTH / SAFETY:** The establishment, maintenance or operation of the special use will not be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare.
- B. **NOT INJURIOUS TO OTHER PROPERTY:** The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, and will not substantially diminish and impair property values within the neighborhood.
- C. **NOT IMPEDE ORDERLY DEVELOPMENT:** 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.
- D. **DESIGN NOT AT VARIANCE WITH DESIGN OF OTHER STRUCTURES:** The exterior architectural appeal and functional plan of any proposed structure will not be so at variance with either the exterior architectural appeal and functional plan of the structures already constructed or in the course of construction in the immediate neighborhood or the character of the applicable district, as to cause a substantial depreciation in the property values within the neighborhood.
- E. **ADQUATE UTILITIES:** Adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided.
- F. **ADEQUATE ACCESS:** Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
- G. **CONFORM TO DISTRICT REGULATIONS:** The special use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may in each instance be modified by the Board of Trustees pursuant to the recommendations of the Zoning Board of Appeals.

Village of Hampshire  
Adult-Use Cannabis Business Establishments

4-25-2. SPECIAL USE: Adult-Use Cannabis Business Establishments shall be a special use in the respective zoning districts in which they may be located in the Village, and shall be considered for approval pursuant to Section 6-14-3(H) of the Zoning Regulations and the provisions of this Article.

4-25-3. ADULT-USE CANNABIS BUSINESS ESTABLISHMENT FACTORS: In reviewing an application for special use for an Adult-Use Cannabis Business Establishment, the following components of an Adult-Use Business Establishment shall be evaluated based on the entirety of the circumstances affecting the particular property on which it is proposed to be located, together with the context of the existing and intended future use of other properties in the vicinity of the proposed use and any other requirements of this Article:

- A. Compliance with all requirements of this Article, as applicable.
- B. Impact of the proposed facility on existing or planned uses in the vicinity of the subject property.
- C. Proposed structure in which the facility will be located, including co-tenancy (if in a multi-tenant building), total square footage, security installations / security plan, and compliance with the requirements of all applicable building codes.
- D. Hours of operation.
- E. Anticipated number of customers and employees.
- F. Anticipated parking demand based on Section 6-10-1 of this Code, together with available parking supply.
- G. Anticipated traffic generation in the context of adjacent roadway capacity and access to such roadways.
- H. Site design, including access points and internal site circulation.
- I. Proposed signage plan.
- J. Other criteria determined to be necessary to assess compliance with Section 6-14-3(H) of the Village Code.

# VILLAGE OF HAMPSHIRE

## APPLICATION FOR CONCEPT PLAN, PRELIMINARY PLAN, ANNEXATION OR ZONING REVIEW -- CHECKLIST

### Procedures and Deadlines:

1. Petitioner will file all documents and requests with the Village Clerk's office to initiate the development procedure.
2. Petitioner must submit a complete applications not less than forty-five (45) days before the initial meeting of any Village advisory body, to allow for staff review and consultation. The Village reserves the right to remove a Petitioner from the agenda for any scheduled meeting if the deadline is not met, the application is not complete, or the required fees and deposits have not been submitted.
3. Petitioner will be scheduled by the Village to have submittals reviewed by Village personnel and consultants, as necessary, and to be listed on the appropriate meeting agenda(s) upon fulfillment of submittal requirements for each. All late submittals will cause postponement to the next regularly scheduled meeting.
4. Meeting dates are subject to change. Petitioners will be notified of any meeting date changes.
5. The Plan Commission meets on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month.
6. The Zoning Board of Appeals meets on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month.
- 7.. Petitions will be forwarded to the Village Board following recommendation from the appropriate advisory body. The Village Board meets on the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of the month.

### **Village Contacts:**

Jeffrey R. Magnussen / Village President	847-683-2181
Brad Sanderson, P.E./ Engineering Enterprises, Inc.	630-466-9350
Mark Schuster / Village Attorney	847-742-8800
Linda Vasquez / Village Clerk	847-683-2181 Ext. 0
Lori Lyons / Village Finance Director	847-683-2181 Ext. 25

## **Village of Hampshire**

### **Summary of the Development Application Review Process**

The procedures, requirements and time frames for each step in the development application review process may be found in the Hampshire Subdivision Ordinance and the Hampshire Zoning Ordinance.

#### **APPLICATION REVIEW**

The Village and its consultants will review each development application and any supporting information within their respective area of expertise. This review is meant to identify initial issues pertaining to the development application that should be addressed by the Petitioner's subsequent submittals.

After Petitioner has submitted an application, Petitioner will receive notification of meeting dates for Village review (if applicable), and for required public meetings thereafter. If a public hearing is required in connection with the application, the Village will publish the required notice (at the Petitioner's cost). Petitioner is responsible for posting an appropriate notice on the premises, and may be required to mail notice (certified mail, return receipt requested) to nearby property owners.

Fees for any time spent by Village consultants reviewing your application will be deducted from the Development Deposit which must accompany the filing of your application.

The Village and its consultants are concerned with obtaining compliance with all the Village's technical requirements and identifying ways to achieve or improve upon the Village's development goals and objectives. The consultants have no authority to vary the requirements of the Subdivision Ordinance or Zoning Ordinance.

#### **PLAN COMMISSION REVIEW**

The Plan Commission is responsible for interpreting the Village's development goals and objectives and making recommendations to the Village Board concerning land use and land development in relation to the Comprehensive Plan. The Plan Commission relies upon the initial Village review, review by the Village consultants, the information provided by the applicant, and the input of the public, in determining its recommendation on each development or zoning application. The Plan Commission also reviews applications for text amendments and for special uses to make recommendations to the Zoning Board of Appeals. It is the applicant's responsibility to demonstrate that the criteria for approving or granting the requested application have been satisfied.

#### **ZONING REVIEW**

The Zoning Board of Appeals is responsible to review and make recommendations on each request to amend the zoning regulations, or to change the zoning classification of any parcel or parcels of land in the Village. The Zoning Board of Appeals also makes recommendations regarding applications for special use, or for variances. The Zoning Board of Appeals relies upon the information provided by the applicant, input from Village consultants, and input from the public in making its recommendations. It is the applicant's responsibility to demonstrate that the criteria for approving a change in the Zoning Regulations, or a change in the classification of any particular parcel, a special use, or a variance, are met.

## **VILLAGE BOARD REVIEW**

The final decision for each development application rests with the Village Board. The Village Board may accept, reject or modify the Plan Commission / Zoning Board recommendations, as provided in the Hampshire Subdivision Ordinance and in the Zoning Ordinance.

The Village Board's action is final.



Village of Hampshire  
Land Development Application

Case Number: \_\_\_\_\_  
Date Filed: \_\_\_\_\_

THE UNDERSIGNED RESPECTFULLY PETITIONS THE VILLAGE OF HAMPSHIRE TO REVIEW AND CONSIDER GRANTING THE FOLLOWING APPROVAL(S) ON THE LAND HEREIN DESCRIBED. (check all that apply)

- Annexation \*
- Rezoning from \_\_\_\_\_ District to \_\_\_\_\_ District
- Special Use Permit
- Variance
- Concept Plan
- Preliminary Plan
- Final Plan
- Site Plan Review

**PART I. APPLICANT INFORMATION**

**APPLICANT** (Please Print or Type)

Name: TRZ Hampshire, LLC  
Address: 425 Maple Ave, Carpentersville, IL 60110  
Phone: (847) 426-4560 Fax: ( ) -

**CONTACT PERSON** (If different from Applicant)

Name: Forbes Adam  
Address: 410 Ramsland St  
Westby, WI 54667  
Phone: (608) 397-9364 Fax: ( ) -

-- IS THE APPLICANT THE OWNER OF THE SUBJECT PROPERTY? YES [] NO [ ]

(If the Applicant is not the owner of the subject property, a written statement from the Owner authorizing the Applicant to file the Land Development Application must be attached to this application)

-- IS THE APPLICANT AND/OR OWNER A TRUSTEE OR A BENEFICIARY OF A LAND TRUST? YES [ ] NO []

(If the Applicant and/or owner of the subject property is a Trustee of a land trust or beneficiary(ies) of a land trust, a Disclosure Statement identifying each beneficiary of such land trust by name and address, and defining his/her interest therein, shall be verified by the Trustee and shall be attached hereto).

\* Attach an original copy of a Petition for Annexation, 65 ILCS 5/7-8-1 et seq. to this Application.

Land Development Application

PART II. PROPERTY INFORMATION

ADDRESS OF PROPERTY: 364 Keyes Ave, Hampshire  
PARCEL INDEX NUMBER(S): 1-22-362, 01-22-326-032, 01-22-326-033  
AREA OF PARCEL (ACRES): 5 Acres

LEGAL DESCRIPTION: A legal description must be attached to this application.

The subject property is located in which FIRE PROTECTION DISTRICT? Hampshire Twp. F.P.D

The subject property is located in which PARK DISTRICT? Hampshire Twp. Park Dt.

The subject property is located in which SCHOOL DISTRICT? CUSD 300

The subject property is located in which LIBRARY DISTRICT? E Johnson Public Library

The subject property is located in which TOWNSHIP ROAD DISTRICT? Hampshire Twp RD Dist.

CURRENT ZONING: M-2

PROPOSED ZONING / VARIANCE: Requesting Special Use Permit for adult use Cannabis Craft Grower Facility.

RECOMMENDED LAND USE: Industrial  
(As described in the Hampshire Comprehensive Plan)

PROPOSED LAND USE: Adult Use Cannabis Craft Grower Facility

NAME OF PROPOSED DEVELOPMENT: 364 Keyes Ave

**PART III. REQUIRED DOCUMENTATION**

- Two signed copies of the Land Development Application.
- Application Fee (Amount) \$ \_\_\_\_\_ and Deposit (Amount) \$ \_\_\_\_\_
- Proof of Ownership or Option (1 copy)
- Legal Description of Property /Plat of Survey (1 copy)
- List of property owners within 250 feet with parcel numbers (See enclosed sample letter)
- Preliminary Plan (\_\_\_\_ folded full size copies)
- Landscape Plan: Preliminary OR Final (\_\_\_\_ folded full size copies)
- Site Plan (6 copies)
- Architectural Elevations (2 full size, \_\_\_\_ folded reduced size copies)
- Final Plat of Subdivision (\_\_\_\_ folded full size copies)
- Final Engineering Plans (\_\_\_\_ copies signed and sealed)
- Petition for Annexation (2 copies)
- Annexation Agreement (6 signed copies)
- Plat of Annexation (6 copies)
- Fiscal Impact Study (If required by Staff- 6 copies)
- Traffic Impact Analysis (If required by Staff- 6 copies)
- Soil Conservation District Land Use Opinion (1 copy)
- Department of Conservation Endangered Species Report (1 copy)
- Army Corp. of Engineers Report on Wetlands (If required- 1 copy)

I, Forbes ADAM, hereby apply for review and approval of this application and represent that the application and requirements thereof and supporting information have been completed in accordance with the Hampshire ordinances.

Forbes Adam  
Signature of Applicant

2/13/20  
Date

EXHIBIT A

Developer's Agreement with Respect To  
Land Development Fees and Deposits

The undersigned Developer acknowledges that he/she has filed a LAND USE APPLICATION with the Village, requesting Special Use permit for adult use Cannabis Craft grower facility.

(type of action(s) requested)

and further, acknowledges that the Village Code requires that he/she reimburse the Village for all professional fees incurred for engineering, legal, consultant and other outside services in regard to this application and all other matters related to the proposed development or zoning request.

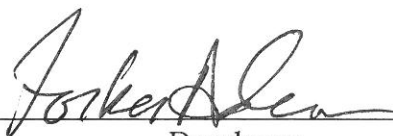
The Developer agrees to be bound by the terms of the Village Code in this regard.

The Developer also is required to, and hereby does, submit a deposit, to be held by the Village to secure reimbursement of such fees, in accordance with the current schedule of deposits required by the Village for the type of land use action requested. Said deposit shall be held as security for payment of such fees, and will be applied by the Village to payment of such fees upon default by Developer. Any balance remaining, after payment of all such fees, including reasonable attorney fees and court costs incurred by the Village in discussing, negotiating, or enforcing the terms of this Agreement, shall be returned to Developer.

Any interest earned on funds on deposit shall accrue to the Village.

2-13-20

Date

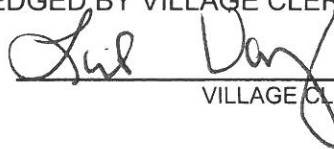


Developer

RECEIPT OF INITIAL FEE DEPOSIT ACKNOWLEDGED BY VILLAGE CLERK

\$ 250.00

Amount



VILLAGE CLERK

**This form must be executed and accompany all Development Applications.  
No Application will be accepted or processed without this completed form.**

# Village of Hampshire

## HEARING SCHEDULE

### VILLAGE REVIEW

The Village shall arrange a meeting of appropriate personnel and consultants as needed.

The Village Board of Trustees meets two times each month, generally on the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays. The current schedule of meetings is available from the Village Clerk. .

### PLAN COMMISSION SCHEDULE

The Plan Commission meets on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month at 7:00 p.m. at Village Hall. All **complete** Plan Commission submittals must be received not less than **10 days in advance** of the scheduled meeting. The Village reserves the right to reject incomplete submittals and reschedule Plan Commission items accordingly.

### ZONING BOARD OF APPEALS SCHEDULE:

The Zoning Board of Appeals meets on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month at 7:00 p.m. at Village Hall. All complete submittals to the Zoning Board of Appeals must be received not less than **10 days in advance** of the scheduled meeting. The Village reserves the right to reject incomplete submittals and reschedule Plan Commission items accordingly.



**DO NOT RETURN THIS TO THE VILLAGE - FOR YOUR USE IN DRAFTING LETTERS**

*Every applicant for rezoning, special use and planned unit development, is required to notify adjoining property owners of his/her intent to develop property in the Village of Hampshire. Applicants should provide the adjoining property owners with a brief description of the proposed development and a copy of the development plan to help adjoining property Owners better understand what is being proposed in their neighborhood (On Applicant's Letterhead)*

**EXAMPLE OF NOTIFICATION / INFORMATION LETTER**

*Dear Neighbor:*

(Applicant Name) has submitted an application to the Village of Hampshire for (type of application) to allow (describe project, use of land, number of units, etc.) on the property located at \_\_\_\_\_ . A copy of the site plan is enclosed for your information.

The Village of Hampshire is currently reviewing our application material, including the site plan. If you have any concerns or questions about the proposed development of the property, you are encouraged to call (contact for the Applicant) at (Contact's telephone number). You will also have an opportunity to comment about the proposed development at the Hampshire Plan Commission/Zoning Board of Appeals meeting scheduled for ((Date of Plan Commission/Zoning Board of Appeals meeting / public hearing) at 7:00 p.m.

Sincerely,

(Applicant)

VILLAGE OF HAMPSHIRE

AFFIDAVIT OF NOTIFICATION
FOR REZONING, OR SPECIAL USE PERMIT

To: Village of Hampshire
234 S. State Street
Hampshire, IL 60140

From:

Date:

The undersigned, being sworn upon his oath, deposes and says that the list below includes the names and address of all owners of property adjacent or within two hundred-fifty (250') feet of the property referred to in the Petition, and further, that all persons owning property which is contiguous to the property described in said Petition have been notified of the intent of the Petitioner(s).

The property is located at

A legal description of the property is attached hereto.

Table with 3 columns: PROPERTY INDEX #, PROPERTY OWNER, ADDRESS. Each column has four horizontal lines for text entry.

NOTIFY BY CERTIFIED MAIL- COPIES

Attached additional sheets, if necessary.

By:

Subscribed and sworn before me this \_\_\_ day of \_\_\_ 20\_\_.



## **VILLAGE OF HAMPSHIRE VILLAGE ORDINANCE & REQUIREMENTS**

Proposed developments in the Village of Hampshire are reviewed based on the Village's development ordinances, including the following:

- Zoning Ordinance
- Subdivision Ordinance and Standard Specifications
- Stormwater Ordinance
- Soil Erosion and Sediment Control Ordinance
- Floodplain Ordinance

It is strongly recommended that, before preparing submittal requirements and plans, you review these documents or have your professional consultants review them. Each of the above documents is available at the Village Hall.

## **SECTION I – OBLIGATION OF APPLICANT**

It is the obligation of the Developer or Owner to pay all administrative, professional consulting and public hearing expenses, including court reporter fees, incurred by the Village in processing and acting upon petitions or requests for land development or expansion. The deposit for those fees and expenses as hereinafter set forth is intended to insure to the Village that adequate funds will be available to the Village to pay those fees and expenses, but the deposit required is based upon an estimate only of what those fees may be and by making the deposit the applicant is not relieved of the obligation to pay those fees in full if in fact those fees and expenses exceed the deposit amount.

## **SECTION II – DEPOSIT FOR FEES AND EXPENSES TO BE PAID TO THE VILLAGE FOR CONSIDERATION OF ZONING SUBDIVISION AND/OR ANNEXATION AGREEMENT PETITIONS**

### **SECTION 2.01 ZONING REQUEST**

At the time an application for a zoning change is presented to the Village and prior to any action thereon, funds shall be deposited with the Village of Hampshire in accordance with the following schedule:

- a) Variations to the Zoning Ordinance- \$500.00

In case of a variation requested for a single lot platted before this ordinance was adopted, the \$500.00 deposit will be the maximum paid by the lot owner notwithstanding the provisions contained in Section 5 of this ordinance.

- b) Appeal of a Decision of the Zoning Administrator \$500.00

In case of an appeal of a decision of the Zoning Administrator for a single lot platted before this ordinance was adopted, the \$500.00 deposit will be the maximum paid by the lot owner notwithstanding the provisions in Section 5 of this ordinance.

- c) Rezoning or Zoning Amendment- \$1,000.00  
d) Special Use Permit (not as part of Planned Unit Development) - \$1,000.00  
e) Special Use/Planned Unit Development - \$1,000.00

### **SECTION 2.02 SUBDIVISION PLATS**

At the time a request to subdivide or re-subdivide lands is presented to the Village, and prior to any action thereon, funds shall be deposited with the Village in accordance with the following schedule which relates to the size of the proposed subdivision or re-subdivision:

- a) One (1) acre or any fraction thereof- \$1,000.00.  
b) In excess of one (1) acre but not over ten (10) acres \$2,500.00.  
c) In excess of ten (10) acres but not over thirty-five (35) - \$5,000.00.  
d) In excess of thirty-five (35) acres - \$10,000.00.

If a Subdivision Plat requires a zoning amendment, variation, special use permit pursuant to the provisions of the Hampshire Zoning Ordinance, the sum deposited shall be in accordance with this Section rather than the provisions contained within Section 2.01.

**SECTION 2.03 ANNEXATION; ANNEXATION AGREEMENTS**

At the time a request for annexation or annexation agreement is presented to the Village and prior to any action thereon, funds shall be deposited with the Village in accordance with the following schedule relating to the size of the proposed annexation:

- a) One (1) acre or any fraction thereof- \$1,000.00.
- b) In excess of one (1) acre but not over ten (10) acres \$2,500.00.
- c) In excess of ten (10) acres but not over thirty-five (35) acres- \$5,000.00.
- d) In excess of thirty-five (35) acres- \$10,000.00.

If petition for annexation or annexation agreement requires a zoning amendment, variation, special use permit pursuant to the provisions of the Hampshire Zoning Ordinance, the sum deposited shall be in accordance with Section 2.01. However, the deposit provisions of this Section 2.03 shall be applied to a petition which requires a zoning amendment, variation, special permit or planned unit development zoning when the deposit would exceed \$1,000.00 pursuant to the deposit calculations in the Section.

**SECTION 2.04 SUBDIVISION AND ANNEXATION**

If an application is presented to the Village for both annexation and subdivision, then in lieu of the fee schedule in Section 2.03 above, and at the time such application is presented to the Village and prior to any action thereon, funds shall be deposited with the Village in accordance with the following schedule relating to the size of the land to be annexed and subdivide, or annexed and proposed for a planned unit development.

- a) One (1) acre or any fraction thereof- \$1,000.00.
- b) In excess of one (1) acre but not over ten (10) acres \$2,500.00.
- c) In excess of ten (10) acres but not over thirty-five (35) acres- \$5,000.00.
- d) In excess of thirty-five (35) acres- \$10,000.00.

**SECTION 2.05 SITE DEVELOPMENT**

At the time of application for Site Plan approval and prior to any action thereon, funds shall be deposited with the Village of Hampshire in accordance with the following schedule:

- a) One (1) acre or any fraction thereof- \$1,000.00.
- b) In excess of one (1) acre but not over ten (10) acres \$2,500.00.
- c) In excess of ten (10) acres but not over thirty-five (35) acres- \$5,000.00.
- d) In excess of thirty-five (35) acres- \$10,000.00.

**SECTION 2.06 ADMINISTRATIVE FEE**

The developer shall pay an administrative fee to the Village of ten (10) dollars per invoice.

**SECTION 2.07            ADDITIONAL COSTS**

The Developer shall pay all publication expenses and public hearing expenses, including court reporter fees.

**SECTION 2.08            DEPOSIT AMOUNTS**

The deposit amounts set forth herein shall be deposited in an escrow account maintained by the Village Treasurer. Interest on the account shall accrue to the Village of Hampshire.

**SECTION 3 -    INSPECTION AT DEVELOPER'S EXPENSE**

- A.    All public and private improvements proposed to be constructed shall be inspected during the course of construction by the Village Engineer or a duly designated deputy.
- B.    During the course of construction of the improvements, the Developer shall be required to notify the Village Engineer forty-eight (48) hours before the inspection of all utilities.
- C.    The Developer shall pay the cost of all inspection and testing services, in accord with a the schedule of fees established from time to time, based on current rates and standard engineering practice.

**SECTION 4 -    AGREEMENT TO PAY VILLAGE FEES IN FULL**

Developers shall execute and file with the Village Clerk the "Developer's Agreement with Respect to Land Development Fees and Deposits."

**SECTION 5 -    AGREEMENT TO PAY EXPENSES**

Invoices for professional services received on behalf of the applicant shall be submitted to the applicant on a timely basis and paid within 20 days of the date thereof.

**SECTION 6 -    OTHER FEES**

This ordinance does not affect the amount of nor the manner of payment of other Village fees, such as building permit fees, connection fees, and the like.

**SECTION 9 -    BUILDING PERMITS**

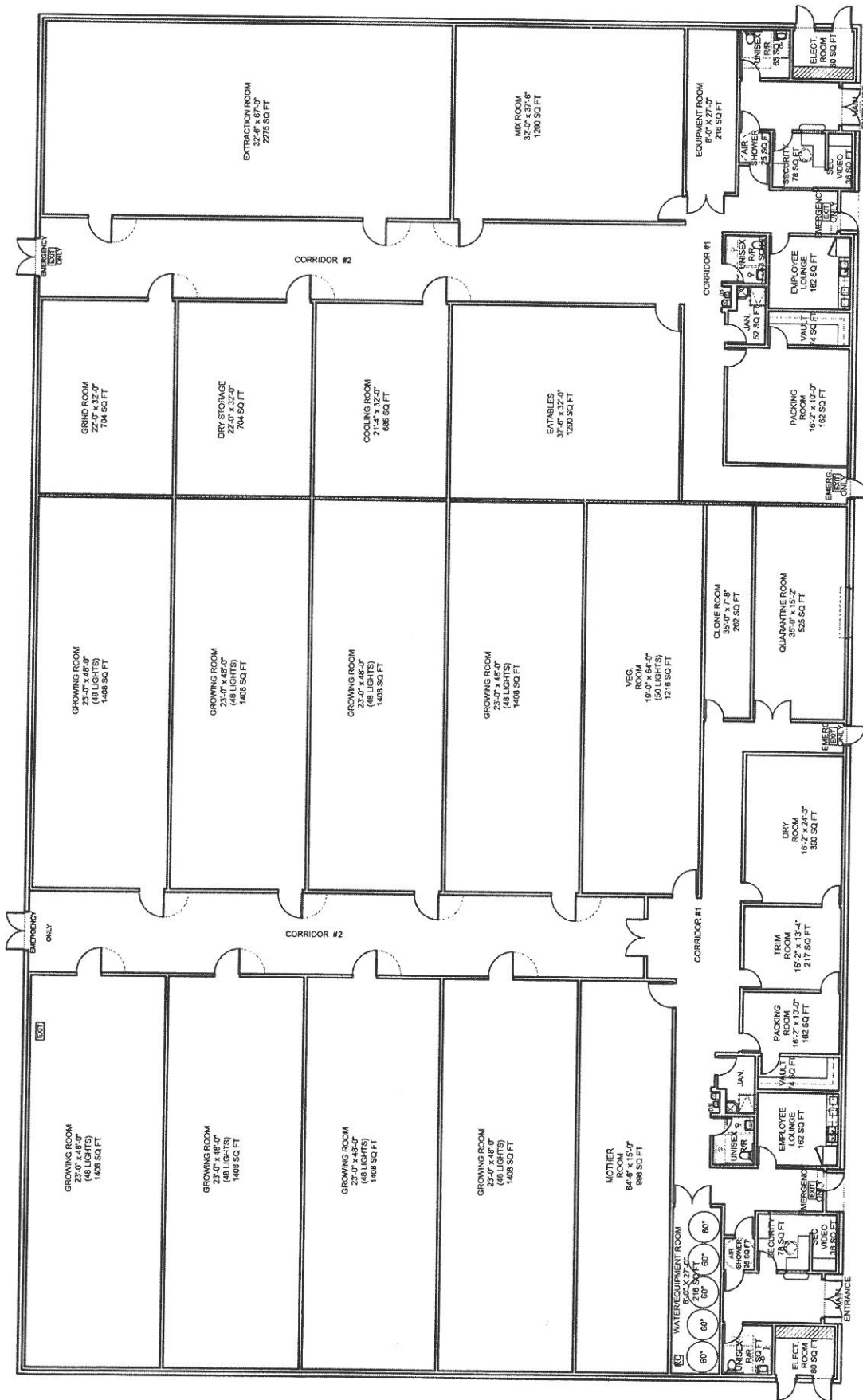
In the event that any invoices are then outstanding and unpaid, any request for a building permit shall not be acted upon, and no building permit shall be issued, until payment has been received by the Village.

High Hopes Chicago  
Special Use Permit  
364 Keyes Ave. - West section

1. Narrative

High Hopes Chicago(HHC) is looking to utilize 364 Keyes Ave. for it's Cannabis craft growing & processing facility. HHC will be following strict state guidelines in setting up & operating a craft growing & processing facility. The facility will be strictly used for growing & processing and no product will be sold to customers onsite. All product will be shipped out to dispensaries and processing facilities in the Chicagoland area

- a. Impact of proposed facility on neighboring properties -  
HHC Cannabis craft growing operation will have little to no impact on surrounding properties. All the plants will be grown indoors in a highly secure site with 24/7 camera surveillance that sends a live feed to Illinois state police in addition to onsite security. Supplies will be delivered several times a week with small trucks and shipping out of product once a month with a small truck or van. The amount of employees at the facility is below the average amount of staff employed at a business that uses 55,000sf.
- b. - 364 Keyes Ave. - West half of the building
  - Currently no neighboring tenant on the east side of the building
  - Total Square footage to be used - 55,000sf
  - See attached security camera plan
- c. Hours of operation - 9am-5pm, Monday-Friday
- d. Anticipated number of customers - 0 - All product grown will be shipped out to end user locations in the Chicagoland area.  
Anticipated number of employees - 10-20
- e. Anticipated parking demand - 10-20 parking spaces needed to accommodate employee parking. Site plan shows 92 parking spaces available which means that High Hopes Chicago will only be utilizing 22% of the parking lot.
- f. Anticipated traffic -  
Employees - 10-20 cars will be arriving to the facility at 9am and leaving at 5pm  
Supplies Delivery several times a week during working hours.  
Product shipment once a month with van/small truck during working hours.
- g. Site design - attached
- h. Proposed Signage - No signage.



**Craft Grow Security Operations:**

The Applicant has contracted Silver Star Protection Group LLC (a licensed security company under section 5 Private Detective, Private Security, Private Alarm, Fingerprint Vendor, Locksmith act of 2004). Silver Star Protection Group (SSPG) will work with The Applicant’s craft grow facility management to ensure that a visible and consistent security presence is established in all areas of the craft grow facility. SSPG security professional’s goal is to create a safe and secure environment to dispense Cannabis. SSPG security professionals are public relations ambassadors for the applicant and will provide employees and visitors with the optimal experience while in the facility.

Location: XXXXXXXX

**Security Officer Scope of Work:**

Time	Duties
Pre-opening procedures	<ol style="list-style-type: none"><li>1. Prior to entry conduct a security sweep of the entire perimeter to identify any potential security threats, vulnerabilities and/or suspicious persons or activities.</li><li>2. Enter the facility, disable the alarm.</li><li>3. Conduct a security sweep of the interior of the facility.</li><li>4. Once facility is clear, allow employees to enter.</li><li>5. Complete craft grow opening checklist.</li><li>6. Ensure all security components and systems are functioning properly.</li><li>7. Review daily log book for notes from the previous day’s activities.</li></ol>
Daily Operations	<ol style="list-style-type: none"><li>1. Provide exceptional customer service to all visitors and employees.</li><li>2. Ensure the safe cultivation of cannabis.</li><li>3. Control access to the facility.</li><li>4. Ensure all individuals granted access provide proper identification and have a legal right to enter.</li><li>5. Conduct random patrols – ensure facility is secure.</li><li>6. Monitor the CCTV system.</li><li>7. Investigate suspicious activity.</li><li>8. Resolve incidents.</li><li>9. Thoroughly document incidents.</li><li>10. Assist law enforcement and Government Agencies with all lawful requests.</li><li>11. Ensure the applicant has achieved all State and DOA requirements to lawfully operate Cannabis dispensary.</li></ol>
Closing the Facility	<ol style="list-style-type: none"><li>1. Ensure all employees and visitors have exited the facility and safely left the premises.</li><li>2. Assist employees exit the facility and safely leave the premises.</li><li>3. Conduct a security sweep of the interior and ensure the facility is secured for overnight close.</li><li>4. Set the alarm and lock the front entrance upon exit.</li><li>5. Conduct a security sweep of the entire exterior of the facility to identify any potential security threats, vulnerabilities and/or</li></ol>

suspicious persons or activities.

**Facility Hours of Operation (Hours may vary):**

Day	Hours
Monday	TBD
Tuesday	TBD
Wednesday	TBD
Thursday	TBD
Friday	TBD
Saturday	TBD
Sunday	TBD

The facility will be at least one SSPG Security Professional during all hours of operation.

**Security Objectives:**

The Applicant's craft grow primary security objectives are to:

1. Ensure the safe and efficient cultivation and manufacturing of cannabis.
2. Ensure compliance will all lawful requirements to operate a craft grow facility.
3. Prevent theft, loss and diversion.
4. Proactively identify and resolve threats before they arise.

Objectives will be achieved through the following security measures:

1. Access control – preventing security threats from entering the craft grow organization.
2. Identifying and documenting all individuals entering the facility.
3. Screening individuals entering the facility.
4. Video monitoring and random patrols.
5. Liaison with local law enforcement to become continuously apprised of criminal activity and potential threats in the community.
6. Conduct quarterly compliance assessments to ensure the craft grow organization in operating within the federal and state mandated guidelines.

The Applicant and SSPG will periodically review and update this security plan to ensure they remain current and conform to all mandates and future requirements in this evolving industry. The Applicant will conduct a security plan review semi-annually (twice a year). All revisions to the security plan will be approved by the Department of Agriculture prior to implementation.

**SSPG Security Officer Professional Requirements:**

Employee Appearance:

- a. Uniform:
  - i. All SSPG employees must present a neat, clean and professional appearance to include, but not limited to, a clean, pressed uniform.
- b. Hair:
  - i. For male employees: Facial hair will be neatly-trimmed and limited to ½ inch in



length. Hair will not extend beyond the bottom of the collar. When in uniform, male employees will ensure their hair is cut or styled so that when standing, looking straight ahead, the hair does not extend below the middle of the ear on the sides or below the top of the collar on the back. Depth of hair will not exceed two (2) inches at any point. The hair will present a tapered appearance on the sides and back of the head. For female employees, ponytails are authorized, but not recommended. Any hairstyle will allow for proper hat wear.

- c. Jewelry:
  - i. Employees may wear jewelry, which is conservative and in good taste, provided the item does not jeopardize safety of the members or other members. Extremely large or gaudy rings, jewelry items and ear cuffs are prohibited. Female employees in uniform may not wear more than two pairs of earrings. Earring may not hang below the ear and should be stud type to prevent being ripped from the ear. Male uniform members are prohibited from wearing earrings.
- d. Body Piercing:
  - i. Employees are prohibited from wearing any other form of visible body piercing items or other visible jewelry to include tongue piercings. All jewelry items worn with the uniform must be conservative and in good taste.
- e. Body art:
  - i. Body art is defined as procedures used to alter the body's appearance such as branding, scarification, tongue splitting or tattoos. Employees in uniform having body art on their arms will cover the body art while on duty by covering their arms with a long sleeve uniform shirt.
- f. Management will be the final judge of whether an employee's personal appearance is acceptable for duty.
- g. Employees appearing in their official capacity in court shall appear in the regulation uniform or acceptable business attire.

**Mandatory SSPG Security Personnel Equipment:**

- a. SSPG Employee ID.
- b. Permanent Employee Registration Card (PERC).
- c. Firearm Control Card (FCC) (Formally known as TAN card).
- d. FOID Card.
- h. Concealed carry permit (if applicable).
- i. SSPG security attire (polo shirt and tan 5.11's pants).
- j. Fully charged radio.
- k. All assigned duty gear

**Code of Conduct:**

**COURTESY**

Employees, when dealing with the public and each other shall be patient, courteous, and respectful. They will not engage in argumentative discussions even in the face of extreme provocation. In the performance of their duties, employees shall not use coarse, violent, profane, vulgar, sarcastic or insolent language or gestures and will not express any prejudice, hostility or bias concerning race, religion politics, national origin, gender, sexual orientation, social background, or similar personal characteristics.

## **CONFIDENTIALITY**

Our clients have the right to their security and privacy, and information obtained about them must not be improperly divulged. Employees shall treat the official business of the company as confidential. Information regarding official business shall be disseminated only to those for whom it is intended, in accordance with law and established company procedures. Employees shall not divulge the identity of persons giving confidential information except as authorized by proper authority.

### **Prompt**

SSPG Security Professionals will report for duty on time and be ready to provide optimal service. SSPG Security Professionals will promptly respond to all incidents and requests.

### **Professional**

SSPG Security Professionals will comport themselves in a professional manner at all times. SSPG Security Professionals are perceived as the face of the organizations and are responsible for providing patrons with the optimal customer experience.

## **Craft Grow Opening and Closing Procedures:**

Craft grow Opening Procedures:

1. Arrival at location:

- SSPG security professionals shall arrive:
  - On time.
  - In uniform.
  - With all assigned duty gear.

Conduct a security sweep of the entire perimeter:

- Identify and potential threats or suspicious persons, vehicles or circumstances. Once the perimeter is cleared, proceed into the craft grow facility.
- Determine if any access points have been breached or tampered with.

2. Entry to the facility:

- Deactivate the alarm.
- If the alarm is not on or activated upon entry, do not allow employees to enter the building.
- Contact law enforcement as needed.

3. Conduct a security sweep of the interior of the craft grow facility.

Ensure there are no:

- Open or breached doors, windows or access points.
- Ensure there are no unauthorized personnel in the facility.
- Ensure all cash and cannabis storage containers are locked, secure and have not been tampered with.
- Once the facility is cleared allow employees to enter the facility.

4. Employee entry:

- Ensure all employees swipe into the Electronic Access Control System as they enter into the facility to document all employees on premises.
- Ensure all employees are displaying a valid State of Illinois Craft Grow Agent Identification Card.
- Ensure there are a minimum of two craft grow employees to open the facility.

5. Systems check:

Perform a systems check to verify the following systems are fully functioning and operational: (If any of the systems are not operational, DO NOT OPEN THE FACILITY).

- Electronically Engineered Access Control System (EEACS).
- Video Surveillance System;
  - Ensure surveillance system is available for “live viewing” by the State, the Department, ISP and local law enforcement.
  - Ensure all video is being recorded both on and off site.
  - Ensure all cameras are correctly adjusted.
- Alarm System.
- Point of Sale System / State-Wide Verification System
- Lighting System.
- Inventory Management System
- If the EEACS, video surveillance system, video surveillance equipment, point of sale system, state verification system or Illinois cannabis tacking system are not functioning, do not open the facility.

Opening the facility:

1. Complete “Craft Grow Opening Checklist” to ensure all State of Illinois requirements are met for operating a Cannabis dispensary.
2. Open the craft grow at the direction of the AIC.
3. Conduct a security sweep of the exterior of the craft grow facility via the video surveillance system prior to opening the front door.
4. Open the front door and greet and assist customers as needed.

Craft Grow Closing Procedures:

1. Conduct a security sweep of the entire interior of the craft grow ensuring:
  - All customers and service providers have safely exited the facility.
  - All access points are secure and locked:
    - Doors
    - Windows
    - Gates
2. Ensure all cannabis and currency in the craft grow are locked in the vault.
3. Perform a systems check and ensure all components of the security system are functioning properly.
4. Perform a systems check to verify the following systems are fully functioning and operational: (If any of the systems are not operational, DO NOT CLOSE THE FACILITY).
  - Electronic Access Control System.
  - Video Surveillance System.
    - Ensure it is available for “live viewing” by the State, the Department, ISP, and local law enforcement.
    - Ensure all video is being recorded both on and off site.
    - Ensure all cameras are correctly adjusted.
  - Alarm System.
  - Lighting System.

- If any of the systems are not functioning, notify the agent-in-charge (AIC).  
Contact service providers as directed by the AIC.
- 5. Utilizing the video monitoring system conduct a security sweep of the exterior of the facility to make sure it is safe to exit.
- 6. Set the alarm.
- 7. Walk out with the craft grow employees and ensure they get to their vehicles safely.

Employee Access:

- a. Employees will enter the craft grow location through the front entrance and pass through the man-trap.
- b. All principal officers, agents-in-charge and employees of the craft grow organization are craft grow organization agents and will have a valid craft grow agent identification card.
- c. All employees must possess and prominently display (clearly visible) a valid State of Illinois issued Craft Grow Registered Agent Identification Card at all times.
  - i. Employees who do not possess a valid Registered Agent Identification Card will not be allowed to work in the craft grow facility.
- d. Employees are required to "swipe in" to the Electronic Access Control System upon arrival and departure.
- e. After employees enter the facility, they will immediately enter the locker room and change their clothes, put on jump suits and booties to ensure they do not bring any harmful containments into the facility.
- f. Employees/approved visitors all have to enter the locker room and change prior to entering the facility.

Employee Training:

1. The Applicant's employee training plan will ensure:
  - a. That employees will understand the rules, regulations and laws that must be followed by craft grow employees.
  - b. Employees have knowledge of any security measures and operating procedures of the craft grow.
2. The Applicant's Training Program will include:
  - a. How to effectively operate the State's verification system.
  - b. Proper inventory handling and tracking.
  - c. Specific uses of cannabis or cannabis-infused products.
  - d. Instruction regarding regulatory inspection preparedness and law enforcement interaction.
  - e. Awareness of the legal requirements for maintaining status as an agent.
  - f. Bio Security
  - g. Active shooter and emergency response procedures.
  - h. And other topics as specified by the craft grow organization or the Department.
  - i. The Applicant will maintain evidence of all training provided to each agent in its files that is subject to inspection and audit by the Department.
3. Prior to employment all The Applicant will obtain a signed statement from each craft grow organization agent stating he/she will not steal or divert any cannabis.
4. The Applicant will conduct organizational specific training ensuring all employees are implementing industry best practices and standards.

Lost or Stolen Facility Access / Illinois Agent Identification Card:

- a. Employees must notify the craft grow organization immediately upon becoming aware

- that their agent identification card has been lost, stolen or destroyed. Employees will report the loss directly to the AIC and SSPG Security Officer.
- b. The craft grow organization will then report the lost card to the Illinois State Police and the Department immediately upon discovery of the loss.
  - c. All access privileges for the employee will be suspended immediately.
  - d. The craft grow employee will immediately file a report of the lost identification with local law enforcement.
  - e. The AIC will notify the Department of Agriculture of the lost identification card and send the employee a copy of the police report filed with the local police department.
  - f. SSPG will initiate an investigation to determine the cause of the lost or stolen identification and the responsible party, if applicable.
  - g. The employee will not be allowed to return to work until a new card is issued.

Surrender of State of Illinois Agent Identification Card and/or Company Identification:

- a. Any employee whose employment is terminated or suspended will surrender their Illinois Craft Grow Agent Identification Card and company identification access card immediately to the SSPG.
- b. All employee access will be immediately terminated.
- c. The craft grow organization will then return the agent identification card to the division within 5 business days.
- d. Refusal or failure to surrender the identification will require the Security Officer to file a report with the Illinois State Police and Department of Agriculture and local law enforcement.

Visitor Management:

- a. All visitors will be pre-approved by the Illinois Department of Agriculture prior to entry.
- b. All visitors and/or service professionals will be required to provide two forms of identification (one being government issued picture identification) before being granted access to the craft grow facility.
  - i. Acceptable forms of picture identification:
    - 1. Valid, State issued Driver's License.
    - 2. Valid, State issued Identification Card.
    - 3. Valid Passport.
- c. All visitors will be documented in the visitor log.
  - i. Visitor log will be maintained in the SSPG security office.
  - ii. Visitor logs are retained for five years.
- d. The visitor log will contain the following information:
  - i. Full name of the individual requesting entry to the dispensary.
  - ii. Nature of business.
  - iii. Identification provided.

- iv. Visitor badge number.
- v. Time of arrival and departure.
- vi. Name of escort.
- e. All visitors will be issued a sequentially numbered visitor ID card that must be prominently displayed in an unobstructed location, on their torso, at all times, while they are in and around the craft grow facility.
- f. Visitors ID's will be at least 3" x 3" and clearly state visitor with a number assigned to the badge.
- g. All visitors will be escorted by Silver Star Protection Group security professional or craft grow agent at all times.
- h. Visitors that perform maintenance at the craft grow facility will have their bags and tools searched for contraband and weapons prior to being granted access to the facility.
- i. Visitors will be required to surrender their visitor ID badge upon departure.
- j. The Applicant will submit a list to the Department of Agriculture of the names of all service professionals that will work at the dispensary. The list shall include a description of the type of business or service provided. Changes to the service professional list shall be promptly provided. No service professional shall work in the craft grow until the name is provided to the Department of agriculture on the service professional list.

Key Management Program:

- a. Only limited personnel have access to the facility keys.
- b. Keys will not be assigned to craft grow employees.
- c. One full set of keys will be contained in the security vault. Additional sets may be assigned to SSPG security staff as needed.
- d. Each key must contain a unique identification number that is recorded in a key control log. This number assigned to the key will not be the door or key number of the corresponding lock.
- e. The keys and locks will only be utilized as a back-up to the engineered electronically controlled access system in the event of power-loss or access control system failure.
- f. Any time the spare access keys are utilized it will be recorded in the key control log maintained in the security office.
- g. If the access keys are utilized they will be removed and secured on the craft grow agent's person. Keys will not be left unattended in locks.
- h. Once the craft grow agent is done utilizing the access keys they will be returned, logged back into the key control log and secured in the security vault.
- i. When loss or compromise of a key is suspected, all door lock cores will be changed within 24 hours. A "Do Not Duplicate" key marking must be placed on every key.
- j. The key control log will be locked in the security office and made available to ISP and the Division upon request.

General Patrol Duties:

Security officers and/or Agent in Charge should adhere to the following while on general patrol duty:

- a. Be aware and observant. Use your professional presence to promote security and to discourage unacceptable activity. **Avoid establishing**

**predictable patrol patterns.** Vary what you do on patrol so you can observe the entire area. Immediately notify your supervisor and the client contact whenever you notice or suspect something that may put the client's assets in danger.

- b. Make sure the premises are secure.
- c. Be on the lookout for anything unusual or different. Look in all directions while patrolling. Some important items to look for include:
  - Unlocked doors, gates or other kinds of enclosures.
  - People in unexpected places or restricted areas.
  - Intruders or suspicious people.
  - Employees disregarding company rules.
  - Leaks or spills.
  - Cracked pipes.
  - Suspicious packages.
  - Unusual noises.
  - Unusual odors.
  - Temperature changes.
  - Burned out lights.
  - Unusual shadows.
  - Malfunctioning equipment.

Security Patrols and monitoring:

- a. SSPG security personnel will conduct random security sweeps throughout the day.
- b. SSPG security personnel will monitor the video surveillance system at random intervals as needed.
- c. Sweeps shall ensure all trees, bushes and other foliage outside the craft grow premises do not allow a person to conceal themselves from sight.
- d. Ensure lighting is sufficient to facilitate surveillance.
- e. Check security equipment to ensure maximum functionality.

Receiving "non-Cannabis shipments":

- a. The unloading or loading of materials can only be done via the loading dock "Sally Port".
- b. Freight is not allowed to be moved through the facility without the supervision of a designated employee to provide a safer and secure environment during business hours.
- c. All deliveries will be document in the Daily Activity Log.
- d. A freight bill or bill of lading must be presented for the security officer and/or Craft grow Agent as appropriate to receive the delivery at the interior garage.
- e. At the garage, the freight bill will be compared to the purchase order to confirm the delivery is correct. The shipment will be unloaded and inspected for damage before it is brought into the building.
- f. The loading dock will be closed during non---business hours. Trash collection services will be contracted with a local refuse company that will have a regular schedule of pickup days and times. Neither the trash truck driver nor any other employees from the refuse company are allowed into the building.

Incoming and Outgoing Package Inspection:

- a. SSPG will endeavor to ensure no company property leaves the facility without proper authorization and that nothing illegal or threatening is brought into the facility.
- b. Employees and visitors are required to show security officers the contents of packages brought into or taken from the facility. The following steps should be adhered to when inspecting incoming and outgoing packages:
  - i. As employees and visitors enter and exit the facility be aware of suspicious activity.
  - ii. Do not allow employees, visitors or purchasers to bring into the facility restricted items such as:
    - 1. Tape recorders.
    - 2. VCRs.
    - 3. Illegal drugs.
    - 4. Alcohol.
    - 5. Weapons.
    - 6. Flammable items.
  - iii. If a legal but restricted item is identified, inform the individuals of the restricted item and ask them to check the item at the security post.
  - iv. When accepting the item, have the individual sign a property sign-in sheet, describing the property. Make sure the individual signs the sheet again when he or she picks up the item.
  - v. If an illegal item is identified:
    - 1. Immediately notify the client contact.
    - 2. Ask the owner to wait until client contact arrives.
    - 3. If he or she leaves, ask those in the area if they know the individual's name and record the names of several eyewitnesses to the incident.
    - 4. Complete a factual incident report that includes the following:
      - a. Time event took place.
      - b. Individual's name.
      - c. Individual's description.
      - d. Illegal item or substance.
      - e. Name and telephone number of eye witnesses.
      - f. Whom was contacted about the incident?
  - vi. Do not allow employees or visitors to take company property from the facility without proper authorization.
  - vii. If the individual refuses to cooperate, immediately notify the site supervisor and



client contact. Do not attempt to physically restrain the individual unless lives are endangered.

- viii. Record the event in the daily report and log book, and complete an incident report that includes the following information:
  1. Individual's name or description.
  2. Property description.
  3. Date and time the incident took place.

#### Package and Equipment Removal:

- a. SSPG will endeavor to ensure that no company property leaves the facility without proper authorization and to apply package access control consistently and fairly. Security officers will adhere to the following procedures:
- b. When an employee begins to leave the building with company property, ask the employee who gave permission for the removal of the property.
- c. Note the event in the daily report and log book, and include:
  - a. Employee's name.
  - b. Time and date.
  - c. Short description of the property.
- d. Do not allow company property to leave the facility if unsure of what to do and without contacting the client contact.
- e. If an employee refuses to cooperate, immediately contact the client contact.
- f. Note the event in the daily report and log book. Complete an Incident Report and include as much factual information as possible including employee name, description and department.

#### Mail Deliveries:

- a. SSPG will record courier deliveries and outgoing courier transmissions. Security officers will accept incoming and monitor outgoing courier deliveries. Security officers will adhere to the following instructions below:
- b. When accepting a courier delivery, record the following information on the log-in sheet (Appendix D):
  1. Time package/envelope was delivered.
  2. Name of person and company delivering the package.
  3. Whether the package/envelope was intact at the time of delivery.
- c. If there is an outgoing package, make sure a delivery company has been notified to pick up the package. The delivery company representative is required to sign the log-in sheet when picking up the package.
- d. If a security officer's shift ends before a package is picked up by the delivery company, the security officer should record the delivery in the log book and inform the security officer relieving the post that the package is at the security post.

#### Cannabis Inventory Management:

The Applicant's agent-in-charge shall have primary oversight of the craft grow organization's cannabis inventory verification system, and its point-of-sale system. The inventory point-of-sale system shall be real-time, web-based, and accessible by the Department at any time.

### Deliveries of cannabis:

- a. Pursuant to Illinois Department of Agriculture (“DOA”) regulations, The Applicant will ensure the craft grow facility sends a shipping manifest (on a form prescribed by DOA) by a secure means of communication (such as encrypted digital transmission) to three entities at least 24 hours prior to transporting Cannabis. The notice must be sent to the dispensary ordering the product, to DOA and to the cultivation center’s transportation, logistics and security personnel.
- b. The Applicant will maintain a secure record of all cultivation center shipping manifests and will make them available to DOA, ISP or other authorized agencies upon request. The manifest will contain precise information about the product to be shipped including product description, weight, size and package type (bottle, bag, box, etc.).
- c. The Applicant will only deliver cannabis or cannabis-infused products grown and manufactured from their incensed adult use craft grower, infuser or transporter.
- d. The Applicant will inspect and count and document all of the deliveries before transporting and delivering it to a licensed Illinois Dispensary.
- e. The Applicant will only sell, transport and deliver cannabis product that is prepackaged and labeled in accordance with this Part, 8 Ill. Adm. Code 1000 2104 and 77 Ill. Adm. Code 946.
- f. The applicant will only sell, and transport cannabis products to licensed Illinois Dispensaries, manufacturing and/or testing facilities.
- g. The applicant will only transport product with an Illinois licensed transporting organization.
- h. The Applicant will also maintain a cannabis delivery log.
- i. A The Applicant’s agent-in-charge will document all deliveries and include the following information in the state-wide seed to sale and delivery log:
  - a. The quantity, strain, variety and batch number of each product.
  - b. The name and registration identification number of the licensed dispensary or infuser receiving the cannabis or cannabis-infused products.
  - c. The name and registry identification number of the licensed adult use dispensary, craft grower, infuser, or transportation agent delivering the cannabis.
  - d. The name and registry identification number of the dispensing organization agent receiving cannabis.
  - e. The date of acquisition.
- j. The dispensary agent will contact the cultivation center’s transportation group the day prior to the scheduled delivery date to confirm the date and time of delivery and to obtain the transportation team’s contact information. All deliveries will be conducted inside the secure sally port.
- k. The applicant will require the transportation team to contact the dispensary when the delivery vehicle is approximately 15 minutes from the dispensary.
- l. The dispensary will have real time communication (via cell phones) with the cultivation center transportation team approximately one minute prior to its arrival. This will allow dispensary security and the transportation team to communicate and coordinate efforts to ensure that the delivery proceeds smoothly and without incident.
- m. As the transportation team approaches, facility security will meet the transportation at the sally port entrance to ensure the safe and efficient arrival of the transportation team.
- n. Upon arrival, the transportation team will present their agent identification cards.
- o. The Dispensary Agent-in-Charge or designee will supervise the verification of documents, the transfer of payment and the placement of the delivered products in the appropriate locations within the Restricted Access Area and will document the delivery in the electronic verification system.

- p. The AIC will make a copy of the signed manifest and provide the original to the transportation agent.
- q. Once the delivery transaction is concluded (and all cannabis and currency are properly secured) and the transportation team will depart once the exterior has been cleared safe by facility security.

Cannabis storage:

1. All cannabis at the registered craft grow facility must be properly inventoried and stored on the registered premises. No exceptions.
2. All inventoried cannabis on registered premises will be secured in a "restricted access area" and tracked consistently within the inventory tracking rules.
3. 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.

Storage of Currency:

1. All currency stored at the cultivation facility will be maintained in the secure vault.
2. Access to the secure vault and currency will be limited to designated Agent's-In-Charge.
  - a. Employees access to the vault will be controlled by the access control system All movement into and out of the vault will be electronically documented and retained for 5 years.
  - b. Video recordings of vault access will be retained for 90 days or longer.

Transporting Currency:

1. As needed, SSPG will transport currency from The Applicant's craft grow center to a pre-designated bank.
  - a. Prior to departure SSPG will contact the designated bank and notify them of their estimated time of arrival.
  - b. All currency will be counted by The Applicant and the amount should be documented in the electronic verification system and on deposit forms.
  - c. Once counted and documented it should be placed in sealed currency bags. (Any break in a seal will denote a tampering and potential threat).
  - d. The sealed currency bags and deposit tickets will be delivered to SSPG in the secure vestibule on the lower level.
  - e. The SSPG Security Professional will ensure the facility is safe to exit, and then the transportation team will exit the facility.
  - f. The transportation team will go directly to the designated bank (no stop are authorized).
    - i. The transportation team will utilize randomized routes and schedules to deliver the currency.
  - g. Upon arrival at the bank:
    - i. The SSPG transportation team will conduct a visual sweep of the bank facility and immediate surrounding to ensure the facility is safe for arrival.
    - ii. SSPG will park at the bank and enter the bank immediately.
    - iii. SSPG will tender all currency and deposit tickets to bank employees.
    - iv. The SSPG transportation team will then call The Applicant and notify them they have arrived safely at the bank.
  - h. The Bank will accept the items and provide SSPG with the appropriate documentation for

- deposits and delivery.
- i. The SSPG transportation team will tender all documentation of deposit to The Applicant.

2. Emergency Procedures.

- a. If the SSPG transportation team is compromised during transportation, they will take the necessary evasive measures and contact local law enforcement (as soon as it is safely possible) for assistance.
- b. Any incidents during transportation will be thoroughly documented as outlined in section 17 (b) of this document.

Documenting incidents:

Reporting loss or theft of cannabis:

- a. The Craft Grow's agent-in-charge shall conduct weekly inventory reconciliation documenting and balancing cannabis inventory by confirming the State's verification system matches the dispensing organization's point-of-sale system and the amount of physical product at the dispensary.
  - 1) The Applicant will receive Department approval before completing an inventory adjustment.
  - 2) The Applicant will provide a detailed reason for the adjustment.
  - 3) The Applicant will retain Inventory adjustment documentation at the craft grow for 2 years from the date performed.
  - 4) If The Applicant identifies an imbalance in the amount of cannabis after the daily inventory reconciliation due to mistake, The Applicant will determine how the imbalance occurred and immediately upon discovery take and document corrective action.
  - 5) If The Applicant cannot identify the reason for the mistake within 2 calendar days after first discovery, The Applicant will inform the Department immediately in writing of the imbalance and the corrective action taken to date.
  - 6) The Applicant will work diligently to determine the reason for the mistake.
  - 7) If 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 will immediately determine how the reduction occurred and take and document corrective action.
  - 8) Within 24 hours after the first discovery of the reduction due to theft, criminal activity, or suspected criminal activity, The Applicant will inform the Department and the Department of State Police in writing.
- b. Any principal officer or agent of The Applicant will promptly document and report any loss or theft of cannabis from the craft grow to the Department of State Police and the Department. It is the duty of any craft grow organization agent who becomes aware of the loss or theft to report it as provided in this Article.
- c. The report to the division shall include:
  - 1) Name and address of the craft grow.
  - 2) Amount and type of cannabis lost or stolen.
  - 3) Circumstances surrounding the theft or loss of cannabis.
  - 4) Date and time of loss or theft.
  - 5) The date the loss or theft was discovered.
  - 6) The person(s) who discovered the loss or theft.

- 7) The person(s) responsible for loss or theft.
  - 8) Any other information the reporter believes might be helpful in establishing the cause of the loss or theft.
- d. All employees present, working or associated with the theft or loss will be required to write a report and/or submit to an interview prior to ending their tour of duty.
  - e. As needed, The Applicant will engage local law enforcement for assistance.

Discrepancies in Inventory:

1. All discrepancies in inventory will be thoroughly investigated and resolved quickly.
2. If an audit discrepancy (increase or decrease in inventory) is due to documented causes (human error, typos etc.), the craft grow organization shall document the cause in the incident log and electronic inventory control system.
3. The Craft Grow will enact new protocols and/or training to ensure the discrepancy does not re-occur.
4. If the discrepancy in inventory (increase or decrease) is not due to documented causes the craft grow organization will determine where the loss occurred.
  - a. The craft grow organization agent and SSPG will review security cameras, visitor logs, transaction logs, determine who had access to restricted access area where Cannabis was located. Check electronic access logs (strike plates and scramble pads) to determine who accessed cannabis storage and conduct employee interviews to determine where the loss occurred.
  - b. Once the cause is identified the craft grow organization will take corrective action by establishing new protocols and/or training to ensure no re-occurrence.
  - c. Craft Grow organization will then document the cause and corrective action take into the incident log and the electronic inventory system.
  - d. Suspected criminal activity:
    - i. If the loss is due to suspected criminal activity the Applicant will make a report of the circumstances and facts known surrounding the incident to the Department, ISP and local law enforcement.
    - ii. The Applicant will actively assist the Department, ISP and local law enforcement with any investigation or queries.
    - iii. The Applicant will ensure all evidence (video, prints, witness statements etc.) are preserved and properly tendered to the Department, ISP and local law enforcement.
    - iv. The Applicant will ensure all employees are made available for Department, ISP and Local Law enforcement.
    - v. All of the above will be documented in the incident log.
    - vi. The Applicant will maintain all of the above inventory records in a secure locked location for five years from the date of the document was created. The Applicant will provide any inventory document to the Division/Department for review upon request.

All other incidents:

- a. Are reported to the AIC and SSPG supervisor immediately.
- b. Promptly document on the SSPG incident form and submitted to SSPG direct supervisor within 24 hours of the incident.

Liaison with local law enforcement:

- a. SSPG will maintain an open and effective relationship with local law enforcement.
- b. SSPG will assist any state, local or federal law enforcement agency with all lawful requests.
  - a. SSPG security professionals will vet all law enforcement requests through the AIC and SSPG manager prior to compliance.

**Use of force:**

- a. SSPG Security Professionals are authorized to utilize deadly force to protect life. Protection of life includes customers, The Applicant's personnel, and SSPG personal and innocent bystanders.
- b. SSPG shall seek law enforcement assistance as early as safely possible during incidents.
- c. All use of force incidents will be comprehensively documented within SSPG corporate policies.

**USE OF FORCE NOTIFICATIONS - FIREARMS**

- a. Employees who discharge their firearms, except during legitimate practice or SSPG-endorsed training, will notify their supervisors immediately. Written reports of all such incidents will be completed by the employees involved or other assigned security personnel or investigators as directed by the supervisors.
- b. Investigation of shootings involving security personnel will commence immediately after the incident occurs. Security personnel at the scene of the shooting shall request a supervisor to respond to the location and management will be notified.
- c. Investigations of use-of-force incidents involving firearms may be conducted by SSPG personnel and the law enforcement agency with the legal requirement to respond and investigate.

**USE OF FORCE NOTIFICATIONS - OTHER THAN FIREARMS**

- a. Employees of the Company, while in the performance of their duties, who are involved in an incident where death or serious bodily injury is inflicted on another person as a result of some type of enforcement activity will immediately notify their immediate supervisors.
- b. Investigations of use-of-force incidents not involving firearms may be conducted by SSPG personnel and the law enforcement agency with the legal responsibility to respond and investigate.

**Electronic Access Control System (EACS).**

1. All craft grown employees/personnel will be enrolled into the EACS.
  - a. Only the AIC and/or the SSPG Security Officer will be able to enroll individuals into the EACS.
2. Enrollment will consist of providing biographical data into the system and creating an employee profile. Information will include:
  - a. Name.
  - b. Date of birth.
  - c. Height.
  - d. Weight.
  - e. Photograph.
  - f. Job title.
  - g. Craft grow agent identification card and expiration date.
3. Each employee will be given a designated access level based on their scope of employment (duties) in the craft grow organization.
4. Access levels (door groups) will be given to those employees with a need to access specific areas. Limiting access to these areas will be vital to preventing theft, loss and diversion.

5. Each employee will be given an access card that has been programmed with a specific door group.
6. Each employee will require a two level authentication to receive access to room or area in the craft grow facility.
7. Two level authentication consist of: 1) something you have (security access card) and 2) something you know (password).
8. Each door, portal or access point will be equipped with an access scramble pad and strike plate.
9. To gain access to an area, an individual will need to swipe their security card across the scramble pad. The employee inputs their 4-6 security code into the pad and is granted access to the area. Each 4-6-digit security code is programmed assigned to each individual security card.
10. The EEACS will create an electronic record of all access (movement) and alarm events in the craft grow facility. The electronic record will be stored on the windows based server in the security office. The EEACS will have report generating capabilities for all events and alarms that occur in and around the dispensary.
11. Upon request, the craft grow organization will be able to immediately provide ISP, the Department, the Division and local law enforcement a complete record of all access and alarm history in the facility.
12. All EEACS records will be retained for 5 years.
13. The Applicant's EEACS system will not solely controlled by an electronic access panel, this will ensure that locks are not released during a power outage.
14. The EEACS will have a battery back-up providing 8 hours of service in the event of a power loss.

#### **Video Surveillance System:**

- a. The Applicant will install a commercial grade, UL rated, listed and approved video surveillance system. All installation and service of the equipment will be done by an Illinois licensed private alarm contractor or private alarm contractor agency.
- b. The security surveillance system internal cameras will have unobstructed video surveillance of all enclosed craft grow areas, unless prohibited by law. Internal cameras will cover all interior entrance and exit points, access points, windows, safes, vaults, secure storage, employee areas, sally port and any areas where cannabis is stored, handled, dispensed or destroyed.
- c. The external camera system has an unobstructed video surveillance of the entire perimeter of the craft grow center. The Applicant will ensure all trees, shrubs, bushes and foliage are trimmed and well maintained to ensure external cameras remain unobstructed. The external cameras cover the entire exterior of the building, all external doors, windows and access points, visitor and employee parking, roof of building, outlying grounds leading up to the perimeter fence, and main gate, storefront and parking lots.
- d. The video surveillance security system is supported by a facility lighting plan to ensure all craft grow areas covered by the video surveillance monitoring system are fully illuminated at all times of the day. This ensures the video monitoring system captures the highest quality images.
- e. External cameras are angled to allow for the capture of facial recognition, clear and certain identification of any person entering and exiting the facility, the immediate surrounding area and license plates of vehicles in the parking lot(s).
- f. Internal cameras will cover all interior entrance and exit points, safes, vaults, secure storage, employee areas, sally port and any areas where cannabis is stored, handled, or destroyed.
- g. To eliminate unauthorized access to the craft grow facility, all "off-site" or remote video monitoring will be done through a virtual private network (VPN). The VPN will be provisioned to only allow authorized individuals (ISP, the Division etc.) to remotely access the security surveillance camera system. The VPN will allow real-time remote viewing of all video footage

- captured on the security surveillance system.
- h. The Applicant will have a dedicated security room in which all “on-site” live security video monitoring and recording will be conducted.
  - i. All security surveillance monitors will be 24 inches or larger.
  - j. The monitoring room contains a video printer capable of producing a clear, still photo from any video camera.
  - k. Access to the security room that contains the surveillance monitoring and/or video recording equipment is a restricted access area and is only limited to persons that are essential to the surveillance operations, law enforcement officers acting within their jurisdiction, security system service personnel and the Department. All others will be denied access.
  - l. A current list of authorized craft grow agents and service personnel that have access to the surveillance room will be made available to the Division, the Department of Agriculture or ISP upon request.
  - m. All security equipment and recordings will be maintained in good working order, and will be kept in a secure location to prevent loss, theft, destruction or alterations.
  - n. Silver Star Protection Group will conduct weekly inspections and function tests on the entire security surveillance system and lighting system to ensure the entire system is functioning properly. The tests will be recorded in the security inspection and maintenance log. For safekeeping, the security maintenance and inspection log will be locked in a secure cabinet in the security monitoring office. The security maintenance and inspection log will be provided to ISP or the Division upon request.
  - o. The craft grow video surveillance system has a failure notification system that has both a visual and audible notification. In addition it will notify the AIC and SSPG by text and email immediately.
  - p. The video monitoring system will have a battery back-up providing 8 hours of service in the event of a power loss.

**Video Recordings:**

- a. All video surveillance captured on the video monitoring system will be stored for 90 days or more on site.
- b. All video surveillance data captured will be in 6 megapixel resolution at 30 frames per second.
- c. The video surveillance software and analytics will allow The Applicant and SSPG to examine and reproduce the surveillance data in many ways. The DVR software will allow The Applicant and SSPG to rewind, replay, slow motion, fast forward, freeze and zoom all surveillance footage. The software will make all video recordings available for immediate viewing upon request.
- d. Through the DVR software and a color printer, The Applicant and SSPG will have the ability to immediately produce a clear, color photo from either live or recorded video.
- e. The DVR software will be able to export still images in an industry standard format (including .jpg, .bmp, .gif). In addition, exported video will be able to be archived in a proprietary format that ensures authentication of the video and guarantees no alteration of the video has taken place. All exported video will be able to be saved in an industry standard file format that can be played on a standard computer operating system.
- f. All video surveillance recordings will be date and time stamped. Date and time will be synchronized and set correctly and positioned so that it will not significantly obstruct the picture.
- g. As soon as the craft grow organization becomes aware of loss or theft of cannabis, pending civil, criminal or administrative investigation or legal proceeding they will securely store and retain all relevant video for as long as necessary or until the conclusion of above listed investigation or



- proceeding.
- h. All recordings will be erased or destroyed prior to disposal.
  - i. Live video monitoring.
  - j. The Applicant's craft grow organization will be able to deliver real time video surveillance data to ISP, the Division, local law enforcement and SSPG.
  - k. The Applicant will grant access to all "live video surveillance footage at the craft grow center" by virtual private network (VPN) to ensure the "live Feeds" are not hacked or compromised during transmission. ISP, the Division/Department, local law enforcement and SSPG will all be provisioned as remote viewers of the surveillance data.
  - l. The VPN will be configured to "site to site mode" allowing for continuous monitoring of video between the craft grow and ISP and the division.
  - m. The VPN will be configured to "always on" mode to ensure uninterrupted viewing of surveillance footage. Once provisioned as remote viewer's ISP, the Division/Department, local law enforcement and SSPG will be able to view the live surveillance footage over a secure internet web browser. These live feeds will provide an additional level of security, as it will enable the Department, the Division; ISP and local law enforcement deliver the most effective response to emergency situations.
  - n. The Craft Grow Organization will have redundant access network (WAN) connections (multiple internet circuits) to ensure the continuation of service. In the event the primary internet circuit fails, there are secondary internet circuits that will providing live video surveillance monitoring. This will ensure the uninterrupted access to "live video surveillance monitoring" for ISP, Division, local law enforcement and SSPG.

**Alarm System:**

- a. The Applicant will install a commercial grade, UL rated, listed and approved alarm system. All installation and service of the equipment will be done by an Illinois licensed private alarm contractor or private alarm contractor agency.
- b. Duress alarms are located strategically throughout the facility. Designated employees will wear mobile duress alarms on lanyards.
  - a. Duress alarms report to the alarm company who then contacts local police (public safety answering point for the law enforcement agency having primary jurisdiction).
- b. After hours intrusion detection alarms
  - a. High biased contacts on all exterior doors and windows that alert when open or breached.
  - b. Glass break sensors on all exterior windows of the facility.
  - c. All exterior windows of the facility will be covered with shatterproof tinted film.
- c. Motion detection alarms in designated areas.
- d. Alarms failure notification systems alerts by AIC and SSPG text and email immediately.
- e. The Applicant will have at least one security professional on premises during business hours a day to monitor and respond to all alarms immediately.
- f. The alarm system will have a redundant reporting/notification system: 1) AA listed high security radio connection 2) Internet connection (back up).

**Lighting system:**

- a. The entire exterior of the craft grow and roof will be equipped with sufficient lighting to ensure full visibility of entire premise at all times.
- b. Areas included are:
  - a. Employee and customer parking.
  - b. All building entrances and points of access.

- c. All exterior walls.
  - d. All windows.
  - e. Roof.
  - f. Perimeter curtilage.
  - g. Other areas of interest.
- c. Lighting will be adjusted monthly for seasonal variations in daylight. It will also be adjusted for daylight savings time.

**Monthly testing of security equipment:**

- a. SSPG will test all components of the security equipment on a weekly basis to ensure it is in proper working order.
- b. Ensure lighting is adjusted for seasonal variations in daylight.
- c. Document all tests in the security equipment test log.

**Bi-annual compliance assessments:**

- a. SSPG security officers will assist the craft grow organization with all aspects of the bi-annual compliance assessment including:
  - a. Providing records, documents and logs.

**Requests from the State, Department or Law Enforcement:**

- a. All lawful requests from any State, Local or Federal Law Enforcement agency will be complied with fully.
- b. All requests will be vetted through the AIC and SSPG management.

- c. If an incident arises during the non-business hours, the Silver Star security professional will contact:
  - a. Local Law Enforcement (Chicago Police Department).
  - b. Agent In Charge.
  - c. Silver Star Protection Group Director of Operations.

**Close of Business Incident Response:**

- a. In the event of an unforeseen incident that requires emergency response (non-law enforcement related) Silver Star Protection Group will contact:
  - i. Agent In Charge
  - ii. Silver Star Protection Group

**Maintaining Site Logs (See Appendices for site logs):**

- a) The Applicant will maintain the following logs on site:
  - a. Daily log book.
  - b. Incident log.
  - c. Visitor log.
  - d. Key log.
  - e. Training log.
  - f. Monthly security system inspection log.
  - g. Maintenance log.
  - h. Current "Third Party Vendors" list.
- b) Site logs will be maintained in both paper and electronic format.
- c) Site logs will be kept electronically on a secured shared drive. In addition, a paper log will be maintained in a logbook.
- d) Both electronic and paper logs will be maintained and secured in the SSPG Security Office.
- e) All site logs will be maintained for a minimum of 5 years. Site logs will be turned over to The Division, Department or ISP upon request.

**Emergency Contacts:**

<u>Contact</u>	<u>Provider</u>	<u>Phone Number</u>
Police, Fire or Paramedic	City of Chicago	911
Police Non-Emergency	Chicago Police Department	311
Poison Control	American Association of Poison Control	800-222-1222
Gas (leak, odor, emergency)	NICOR Illinois	888-642-6748
Electric	Commonwealth Edison (ComEd)	877-426-6331
Dispensary-Agent-In-Charge	TBD	TBD
Security Company	Silver Star Protection Group – Ed Farrell	630-577-7537

**Emergency Procedures**

**Workplace Violence:**

- a. It is company policy to promote a safe environment for its employees. The company is committed to working with its employees to maintain a work environment free from violence, harassment,

- intimidation, and other disruptive behavior.
- b. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.
  - c. Most workplaces are immune to such events; however, such behavior will not be tolerated in the workplace.
  - d. All reports or incidents will be taken seriously and will be dealt with appropriately.
  - e. Individuals who commit such acts may be removed from the premises and be subject to disciplinary action, criminal penalties, or both.
  - f. All incidents will be thoroughly document in accordance with this security policy section 18 (c).

### **Emergency Management**

The Applicant's emergency management plan will consist of four elements:

- 1) Prevention / Mitigation
- 2) Preparedness
- 3) Response
- 4) Recovery

#### **Prevention/Mitigation:**

The first phase in emergency management is Prevention-Mitigation. Prevention is the action taken to decrease the likelihood that an event or crisis will occur. Mitigation is the action taken to eliminate or reduce the loss of life and property damage related to an event or crisis, particularly those that cannot be prevented. The incidents The Applicant is seeking to prevent, diminish, or mitigate are defined specifically through a process of hazards identification and risk assessment. The Applicant will conduct a quarterly self-assessment to identify potential vulnerabilities. In addition, they will ensure they continually evaluate their protocols to ensure they are utilizing the industries "best practices" in crisis situations.

#### **Preparedness:**

The Applicant will ensure that are at an elevated state of preparedness at all times. The Applicant has developed plans and procedures designed to save lives and to minimize damage when an emergency occurs. Planning, training, and exercising are the essential elements of preparedness. These activities ensure that when a disaster strikes, emergency personnel will be able to provide the best response possible.

## Planning:

### The Applicant has:

- Establishing an incident command system (ICS) consistent with the National Incident Management System (NIMS) for organizing personnel and services to respond in the event of an emergency.
  - **The Applicant** has identified key personnel who must receive training on the National Incident Management System and the Incident Command System.
- Developed all-hazard policies, procedures, and protocols with input from key community partners such as law enforcement, medical services, public health, fire services, and mental health.
- Collaborating with community partners to establish mutual aid agreements that will establish formal interdisciplinary, intergovernmental, and interagency relationships among all the community partners.
- Assigned personnel to manage each ICS function and defining lines of succession in emergency plan as to who is in charge when key leaders are not available.