Zoning Board of Appeals
Tuesday, November 19, 2019
7:00 P.M.
Evanston Civic Center, 2100 Ridge Avenue, James C. Lytle City Council Chambers

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. APPROVAL OF MEETING MINUTES from October 15, 2019.

3. NEW BUSINESS

A. 1224 Oak Avenue
Donna Lee Floeter, architect, applies for major zoning relief to construct an attached garage, deck, and attic addition, in the R3 Two-Family Residential District and Ridge Historic District. The applicant requests a 3’ rear yard setback where 30’ is required (Zoning Code Section 6-8-4-7), a 3.2’ north interior side yard setback where 5’ is required (Zoning Code Section 6-8-4-7 (A) 3.), a 1’ south interior side yard setback for an accessory structure (deck) where 5’ is required (Zoning Code Sections 6-8-4-7 (C) 3. and 6-4-6-3), and building lot coverage of 51% where 45% is required (Zoning Code Section 6-8-4-6). The Zoning Board of Appeals is the determining body for this case. Continued to 12.03.2019

B. 1804 Maple Avenue
PharmaCann LLC, lessee, submits for a special use for a Cannabis Dispensary, to establish sales of recreational cannabis and expand the existing medical cannabis space in the RP Research Park District (Zoning Code Section 6-12-2-3). The Zoning Board of Appeals makes a recommendation to City Council, the determining body for this case.

C. 2715 Hurd St.
The Salvation Army, contract purchaser, submits for a special use for a Religious Institution to provide Sunday and mid-week worship service, after school programming including a music program, senior programming, a food pantry, youth character building, a women’s ministry program, and summer day camps, in the R1

*Order & Agenda Items are subject to change. Information about the ZBA is available at: http://www.cityofevanston.org/government/agendas-minutes/agendas-minutes---zoning-board-of-appeals/index.php
Questions can be directed to Melissa Klotz at mklotz@cityofevanston.org or 847-448-4311. The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact 847-448-4311 or 847-448-8064 (TYY) at least 48 hours in advance of the scheduled meeting so that accommodations can be made.

La ciudad de Evanston está obligada a hacer accesibles todas las reuniones públicas a las personas minusválidas o las que no hablan inglés. Si usted necesita ayuda, favor de ponerse en contacto con la Oficina de Administración del Centro a 847/866-2916 (voz) o 847/448-8052 (TDD).
Single-Family Residential District (Zoning Code Section 6-8-2-4). The Zoning Board of Appeals makes a recommendation to City Council, the determining body for this case. **Case has been withdrawn at the request of the applicant.**

D. 1012-1014 Davis Street  
Grant Manny, broker, submits for a special use, Daycare Center-Child, for Guidepost Montessori to provide daycare services for children 6 years and younger, in the D2 Downtown Retail Core District (Zoning Code Section 6-11-3-4). The Zoning Board of Appeals makes a recommendation to City Council, the determining body for this case.

E. 1031 Sherman Avenue  
Katherine G. Bills, attorney, applies for major zoning relief to expand a legally non-conforming use to construct an accessory parking lot and outdoor storage area in the MUE Transitional Manufacturing Employment District, and R3 Two-Family Residential District where the expansion of a legally nonconforming use is not permitted (Zoning Code Section 6-6-3-5). The applicant requests to expand the legally non-conforming use for an office and trade contractor where said uses are not an eligible permitted or special use in the R3 Two-Family Residential District (Zoning Code Section 6-8-4). The applicant further requests to locate open off-street parking 166 feet from the rear yard’s east lot line where within 30’ is required (Zoning Code Section 6-4-6-3 (B) Table 4-A 18.), construction of an outdoor storage area abutting a residential use and District where abutting non-residential uses and Districts is required, and an outdoor storage area which exceeds 25% of the total area of the zoning lot where less than 25% is required (Zoning Code Section 6-13-1-8). The Zoning Board of Appeals is the determining body for this case. **Continued to 12.03.2019**

4. OTHER BUSINESS

A. 2020 ZBA Schedule

5. DISCUSSION

A. Celebration of 10 years of service by ZBA member Scott Gingold

6. ADJOURNMENT

The next Zoning Board of Appeals meeting is scheduled for **Tuesday, December 3, 2019** at 7:00pm in James C. Lytle City Council Chambers of the Lorraine H. Morton Civic Center.

Order & Agenda Items are subject to change. Information about the ZBA is available at:  

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ZONING BOARD OF APPEALS
Tuesday, October 15, 2019
7:00 PM
Civic Center, 2100 Ridge Avenue, Council Chambers

Members Present:  Lisa Dziekan, Myrna Arevalo, Violetta Cullen, Jill Zordan

Members Absent:  Kiril Mirintchev, Scott Gingold, Mary McAuley

Staff Present:  Melissa Klotz

Presiding Member:  Violetta Cullen

Declaration of Quorum
With a quorum present, Vice Chair Cullen called the meeting to order at 7:02 p.m.

Minutes
Ms. Arevalo motioned to approve the meeting minutes of August 27, 2019, which were seconded by Ms. Dziekan and unanimously approved.

New Business
2503 Eastwood Ave./2510 Ashland Ave./1615 Lincoln St.  19ZMJV-0073
Saint Athanasius Parish, lessee, submits for a special use for, Education Institution – Private, and a special use for, Religious Institution, for Saint Athanasius School and Parish to expand off-street parking and construct a play area, in the R1 Single-Family Residential District (Zoning Code Section 6-8-2-4). The Zoning Board of Appeals makes a recommendation to City Council, the determining body for this case.

Ms. Klotz read the case into the record, and noted an updated site plan was received by staff on October 10, 2019, that has led staff to now recommend approval of the special use.

The applicant explained the proposal:
- Plan will increase safety for children at the school.
- Held a neighborhood meeting and incorporated feedback and suggestions.
- Hired the Lakota Group to professionally plan the parking area.
- The south end of the north parking lot will no longer allow parking during school hours so children can use the area for outdoor play without conflicting with vehicles. Those vehicles will park at the new 2503 Eastwood lot.
- Will enforce a “no parking” guideline including towing in the south half of the north lot (not previously done).
- Play areas will be improved with basketball courts, hop scotch, and four square courts.
- Will cross hatch portions of the alley to further deter vehicles from staging in the alley where garages are blocked. Additionally, St. A’s staff will address the issue as many times as it takes until all vehicles comply.
• There are approximately 12 vehicles that park overnight that are likely from a nearby condo building. Those vehicles will be towed if they park at St. A’s in the future.

Mike Kritzmen, Lakota Group, explained further:
• Campus is surrounded by single family homes.
• The existing staff lot (south lot) has 14’ drive aisles and is not well suited in its current form. Staff parks here largely because of the other unknown vehicles that are in the north lot.
• The plan allows the south half of the north lot to be car free during school hours so that it can safely function as an outdoor play area while allowing the cars (from staff) to fit in the south parking lot.

Ms. Dziekan asked if there will be a future proposal to add play equipment in the green area of the new south parking lot. The applicant responded it is not anticipated to return with that request.

Chair Cullen asked if vehicles will overflow and park on the grass and the applicant stated no, that area is intentionally landscaped and intended to remain green.

Ms. Dziekan asked if the additional parking spaces are intended to be used for stadium events at Northwestern. The applicant stated the lot could be used by anyone else when not during school and church hours - it could be used for a wedding, special event, or event hosted by Northwestern. The applicant clarified the play area on the south half of the north lot may also be used for parking during those events (just like it is used during school drop off).

Ms. Zordan asked if the management company that oversees renting out the parking lot also manages the parking on site, and the applicant responded yes, they manage sanitary issues, cleanup, and safety. However, they do not oversee ingress and egress of vehicles to the lot.

James Davies, 1627 Lincoln, stated the parking is a significant issue to the immediate neighbors, and noted he does not rent his parking out during Northwestern events. He stated it is difficult to believe anything St. A’s does because of past issues. There was an instance that Mr. Davies’ wife missed a doctor’s appointment because a car was blocking their garage and refused to move. Any time neighbors approach St. A’s they are rudely dismissed and nothing improves.

Kelsey Davies, 1627 Lincoln, agreed with her husband’s comments, and noted the meeting St. A’s had last week on site did not include any of the immediate neighbors who are most impacted. Ms. Davies stated she was given a letter from St. A’s stating they would not buy any nearby homes to expand their lot because the church does not have any money. However, shortly after that letter, St. A’s purchased an adjacent home and demolished it. This shows the distrust and lies that are told to the neighbors. Ms. Davies clarified she has tried to call and email the principal when she is blocked in her garage but has never received a response.
Betsy Baer, 2438 Eastwood, stated not all Standards are met - specifically that there is a significant reduction in values of adjacent properties by demolishing a house and adding a parking lot. This is a residential neighborhood that is turning into vacant lots and parking. The neighborhood meeting was almost a year and a half ago and was organized by the neighborhood, not by St. A's. The neighbors were not invited to the on-site October 7th meeting, and were not made aware of staff's change in recommendation. The proposal clearly impacts the neighborhood, and it does not improve the alley issues. Last year there was a bonfire and a drunken brawl during tailgating in the parking lot with no oversight.

Ann Wambach, 1623 Lincoln, stated she does not sell her lawn as parking on game days, and appreciates that staff needs parking, but it is so difficult with the alley that if she needs her car that day, she moves it out of the garage onto the street early in the morning. The larger concern is the sale of the lot on game days because there is significant alcohol and activities such as grilling, with no oversight.

A letter was submitted from a neighbor who could not attend the meeting. The letter was reviewed by ZBA Members and marked as Exhibit A.

The applicant stated there are signs stating no alcohol and no grilling, and there is a contract with Northwestern, but he is unaware of who should enforce those issues. Today's discussion is about 11 or 12 parking spaces, not about previous demolition. The house that was demolished needed to be taken down and improved the safety of the neighborhood. The alley will be wider since the parking spaces are 2' off of the property line.

Chair Cullen asked how often the parking is rented out, and the applicant responded it is rented out for all NU home games so 6-7 times a year. There are also 2-3 St. A's events throughout the year (but those are not the same type of events).

Ms. Klotz clarified the alley is not increasing in size but the applicant is proposing a required 2' parking setback so there will be 2' additional of pavement that vehicles can use to maneuver through the alley.

Deliberation:
Ms. Klotz clarified the October 7th meeting with staff and the applicant was intended to discuss possible modifications to the proposal that would improve alley circulation. Neighbors were not a part of that meeting.

Ms. Dziekan stated she is uncomfortable that neighbors were not included in the latest proposal or changes, there is no management oversight of tailgating on NU game days, and that there seems to be a lack of communication between the church and immediate neighbors. Chair Cullen agreed and notified the largest issue is due to renting out parking on NU game days.

Ms. Zordan noted a DAPR comment that suggested the entire St. A’s campus undergo a planning study to incorporate all future plans and address issues.
With the record reopened, the applicant responded there is not a larger campus plan at this time because the issue at hand is the expansion of the south parking lot. The record was then closed.

Ms. Zordan stated piece-mealing a campus together is not a good approach. She also noted it is not acceptable to rent out the parking lot for NU game days and that oversight of safety, etc. is not their problem.

Ms. Arevalo stated it is understandable to increase parking for the school. The south parking lot should be prohibited from being rented out on NU game days, but the north lot should still be allowed because nothing is changing there.

Standards:
1. Yes
2. Yes; No – Ms. Arevalo, Chair Cullen
3. No
4. No – Chair Cullen, Ms. Arevalo, Ms. Zordan
5. Yes
6. Yes (if managed properly); No – Ms. Arevalo
7. NA
8. NA
9. Yes

Ms. Dziekan motioned to recommend denial of the proposal, which was seconded by Ms. Arevalo and unanimously recommended for denial, and noted that if City Council chooses to grant the proposal, the following conditions should be included:
1. The south parking lot shall not be rented out for non-St. A’s events such as NU games.
2. A traffic study shall be conducted that addresses concerns raised by neighbors by means of signage, one-way traffic, no waiting, etc.
3. The applicant shall work with the Alderman and neighbors to have a productive conversation that addresses the problems.
4. The north parking lot can be rented out but a management plan for tailgating issues shall be enacted.

1570 Oak Ave./1555 Ridge Ave. 19ZMJV-0081
Oak Ridge Property Evanston LLC, property owner, applies for major zoning relief to lease 57 required off-street parking spaces in a lot more than 1,000 feet from the subject property, in the R6 General Residential District (Zoning Code Section 6-16-2-1. B.2). The Zoning Board of Appeals makes a recommendation to City Council, the determining body for this case.

Ms. Klotz read the case into the record.

Al Belmonte, applicant, explained the proposal:
- Parking lot was sold along with 1557 Ridge building from NU decades ago and has been held in common ownership ever since.
- 57 parking spaces will be leased in the Maple Ave. parking garage instead.
- 32 residents of 1570 Oak use the parking spaces and pay $25-40 per month.
• 34 spaces are used by others in the neighborhood such as Margarita Inn, postal service, etc. but is not required parking for those users.
• The parking leases barely pay the taxes on the property.
• The applicant was approached by a developer, unsolicited, to purchase the property.

Chair Cullen noted a letter submitted from a resident of 1570 Oak states she is mobility impaired and the Maple parking garage is too far away and too costly compared to the parking at 1555 Ridge. The applicant stated he has not been approached by any tenants so he is unaware of that, but that if the variation is not granted, the cost of parking on the lot will significantly increase. For current residents that pay the $25-40 for their parking space, that price will be honored by the property owner when parking shifts into the Maple garage. Parking leases are month to month because many choose to rent parking only during winter months.

Ms. Klotz noted a proposal for a new building at 1555 Ridge has been submitted to City staff that includes preliminary plans for a multifamily residential building with a zoning analysis review, but nothing further has been submitted.

ZBA Members stated their support of the proposal. Chair Cullen noted the makeup of tenants at 1570 Oak may change once parking is not available next door, and is unsure of how to address mobility impaired tenants.

Standards:
1. Yes
2. Yes
3. Yes
4. Yes
5. Yes
6. Yes
7. Yes

Ms. Dziekan motioned to recommend approval of the proposal, seconded by Ms. Arevalo, and unanimously approved.

1224 Oak Avenue 19ZMJV-0084
Donna Lee Floeter, architect, applies for major zoning relief to construct an attached garage, deck, and attic addition, in the R3 Two-Family Residential District and Ridge Historic District. The applicant requests a 3’ rear yard setback where 30’ is required (Zoning Code Section 6-8-4-7), a 3.2’ north interior side yard setback where 5’ is required (Zoning Code Section 6-8-4-7 (A) 3.), a 1’ south interior side yard setback for an accessory structure (deck) where 5’ is required (Zoning Code Sections 6-8-4-7 (C) 3. and 6-4-6-3), and building lot coverage of 51% where 45% is required (Zoning Code Section 6-8-4-6). The Zoning Board of Appeals is the determining body for this case.

Ms. Klotz stated the case has not yet received a Certificate of Appropriateness from the Preservation Commission or a DAPR recommendation, so the case should be continued.
Ms. Dziekan motioned to continue the case to the November 19, 2019 ZBA hearing, which was seconded by Ms. Zordan and unanimously continued.

**Discussion**
Ms. Klotz noted quorum is confirmed for an additional ZBA meeting on December 3, 2019, due to an influx of cases.

Adjourned 8:45pm
1012-1014 Davis Street
19ZMJV-0085

ZBA Recommending Body
Memorandum

To: Members of the Zoning Board of Appeals

From: Johanna Leonard, Community Development Director
Scott Mangum, Planning and Zoning Manager
Melissa Klotz, Zoning Administrator
Cade W. Sterling, Planner I

Subject: 1012-1014 Davis Street ZBA 19ZMJV-0085
ZBA Recommending Body, City Council Determining Body

Date: November 11, 2019

Notice – Published in the October 24, 2019 Evanston Review:
Grant Manny, broker, submits for a special use, Daycare Center-Child, for Guidepost Montessori to provide daycare services for children 6 years and younger, in the D2 Downtown Retail Core District (Zoning Code Section 6-11-3-4). The Zoning Board of Appeals makes a recommendation to City Council, the determining body for this case.

Recommendation
City Staff recommends approval, with conditions, for a special use permit for a Daycare Center-Child, Guidepost Montessori, in the D2 Downtown Retail Core. The applicant has complied with all zoning requirements, and meets all of the standards of a special use for this district.

Conditions include:
1. Applicant shall enter into a long-term lease agreement with the City for no less than ten parking spaces in the Maple Avenue Garage.
2. Applicant shall provide an alternate layout for the rear-parking area as a dedicated pick-up and drop-off “lane” adjacent to the alley.
3. Applicant shall repave, in concrete, the alley apron on Maple Avenue, patch portions of the alley as required, and provide supplemental signage and lighting as deemed necessary by the Public Works Agency in order to sufficiently utilize the alley for pick-up and drop-off.

Site Background
1012 and 1014 Davis Street, two internally connected two-part commercial buildings, are located mid-block on the south side of Davis Street between Maple Avenue to the east and Oak Avenue to the west, in the D2 Downtown Retail Core District. Both 1012 and 1014 Davis retain good architectural integrity, despite significant store-front alterations and upper-story window replacements. 1014 Davis has noteworthy terracotta detailing on the cornice, decorative string course, and upper-story sills – although these
details are easily overlooked due to the white painted brick. Both buildings are in good condition and are representative of the pedestrian scaled, traditional business district extant between Oak and Maple Avenue. 1012 and 1014 Davis Street are immediately surrounded by the following zoning districts:

<table>
<thead>
<tr>
<th>Location</th>
<th>Zone</th>
<th>Description</th>
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<tbody>
<tr>
<td>North</td>
<td>D2</td>
<td>Downtown Retail Core District</td>
</tr>
<tr>
<td>South</td>
<td>R6/D4</td>
<td>General Residential District/Downtown Transition District</td>
</tr>
<tr>
<td>East</td>
<td>D2</td>
<td>Downtown Retail Core District</td>
</tr>
<tr>
<td>West</td>
<td>D2</td>
<td>Downtown Retail Core District</td>
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**Proposal**

The applicant proposes to operate Guidepost Montessori School, a Daycare Center - Child, at 1012-1014 Davis Street. The Zoning Ordinance defines a Daycare Center – Child as:

> Any place other than a family home in which children nine (9) years of age and under receive child daycare services during any part of a day not exceeding twelve (12) hours in a twenty-four (24) hour period licensed pursuant to this Code.

The applicant proposes redeveloping the extant building(s) with the daycare as the single tenant occupying the entire building and property, with a 5,000 square foot exterior playground and 7 space signed pick-up/drop-off area at the rear of the building. The estimated capacity of the day care will be 122 children from the age of 6 weeks to 6 years, and a total staff of 22.

Students will generally arrive between 7am and 8:30am and leave between 3pm and 6pm, with a smaller portion of the students departing at half-day between noon and 1:30pm. Arrivals and departures are inherently varied, minimizing traffic congestion. To further limit congestion, the applicant estimates based on similar locations, that 15-20% of drop-offs will utilize public transportation and that an additional 30% will carpool. The average drop-off and pick-up time per car is estimated to be 7-10 minutes during peak periods. Employees will use public transit options available near the site as well as nearby parking garages.

Staff and children will securely and directly access the playground from the rear of the first floor. The playground will be secured with a fence around its entirety. Interior renovation of the building will include installation of an elevator and full fire suppression system. Additional exterior work is proposed to repair and replace the roofing and mechanical systems, repair masonry, and replace glass-block with new storefront windows showcasing the school’s first-floor classroom spaces. A full operations summary, site plans, floor plans, and elevations have been provided by the applicant (attached).

City Staff has not received correspondence from neighboring property owners.
Ordinances Identified for Requested Relief:
6-11-3-4. - Special Uses: The following uses may be allowed in the D2 district, subject to the provisions set forth in Section 6-3-5 of this Title:

Daycare center—Child (subject to the general requirements of Section 6-4-2 of this Title).

Comprehensive Plan:
The Evanston Comprehensive General Plan encourages a diverse mix of complementary uses in the downtown. Additionally, the Comprehensive General Plan encourages utilization of vacant storefronts along existing commercial corridors that can add sales tax revenue and encourage economic vitality. The Comprehensive Plan specifically includes:

Objective: Encourage a compatible mix of land uses in the downtown.
Policy: Support adaptive use ideas that bring new life to existing buildings and which work to preserve the balance of uses in Downtown Evanston.

Objective: Promote the growth and redevelopment of business, commercial, and industrial areas.

Objective: Retain and attract businesses in order to strengthen Evanston’s economic base.

Design and Project Review (DAPR) Discussion and Recommendation:
On October 30, 2019 the Design and Project Review Committee voted unanimously to recommend approval to the Zoning Board of Appeals with the following conditions:

1. Applicant shall enter into a long-term lease agreement with the City for no less than ten parking spaces in the Maple Avenue Garage.
2. Applicant shall provide an alternate layout for the rear-parking area as a dedicated pick-up and drop-off “lane” adjacent to the alley.

Special Use Standards:
For the ZBA to recommend that City Council grant a special use, the ZBA must find that the proposed special use:

a) Is one of the listed special uses for the zoning district in which the property lies: Standard met: Daycare Center—Child is allowed under the special use section for the D2 Downtown Retail Core District.

b) Complies with the purposes and the policies of the Comprehensive General Plan and the Zoning ordinance: Standard met: The use is compliant with the Zoning Ordinance and the Comprehensive General Plan.
The proposed use promotes growth and redevelopment of business and commercial areas as well as strengthen Evanston’s economic base by adding a compatible use in the downtown which directly supports and makes existing and future office and business uses more attractive to tenants and employees.

c) **Does not cause a negative cumulative effect in combination with existing special uses or as a category of land use:** Standard met: Staff has not received any comments opposing the proposal. The proposed use is complimentary to, and supportive of, proximate business and office uses.

d) **Does not interfere with or diminish the value of property in the neighborhood:**
   Standard met: The proposed use would occupy a currently vacant space, which would add to the value of the property while drawing additional foot traffic to neighboring businesses along Davis Street.

e) **Is adequately served by public facilities and services:** Standard met: The building is served by adequate sidewalks, streets, and close proximity to parking garages as well as both CTA and Metra stations.

f) **Does not cause undue traffic congestion:** Standard met: The building is served by adequate sidewalks, streets, adjacent alley, and close proximity to parking garages and public transportation. The alley adjacent pick-up/drop-off area is adequate and the applicant’s willingness to provide employee parking in the Maple Garage will improve circulation and reduce congestion during peak periods.

g) **Preserves significant historical and architectural resources:** Standard met: The applicant has demonstrated a willingness to maintain and preserve significant terracotta detailing as well as reverse prior detrimental store-front level alterations, particularly related to inappropriate bulk-heads and storefront windows.

h) **Preserves significant natural and environmental resources:** N/A

i) **Complies with all other applicable regulations:** Standard met: The project complies with all other applicable regulations to move forward with the special use process.

**Attachments**
- Special Use Application
- Operations Summary
- Plat of Survey
- Site Plans and Renderings
Alternate Site-Plan
Floor Plan
Signage Specifications
Playground Details
Image of Property
Aerial View of Property
Zoning Map of Property
DAPR Meeting Minutes Excerpt – October 30
1. PROPERTY

Address: 1012-14 Davis St, Evanston, IL 60201
Permanent Identification Number(s):
PIN 1: 11-18-304-027-0000
PIN 2: 11-18-304-026-0000
(Note: An accurate plat of survey for all properties that are subject to this application must be submitted with the application.)

2. APPLICANT

Name: Grant Money
Organization: Olympia Acquisitions LLC
Address: 9440 Enterprise Dr., Niles, IL 60648
City, State, Zip: Niles, IL 60648
Phone: Work: (708) 390-1133 Home: Cell/Other:
Fax: Work: Home: Please circle the primary means of contact.
E-mail: gmoney@1e.realdealpro.com

What is the relationship of the applicant to the property owner?
☐ same ☐ builder/contractor ☐ potential purchaser
☐ architect ☐ attorney ☐ lessee
☐ officer of board of directors ☐ other: ☐ potential lessee ☐ real estate agent

3. PROPERTY OWNER (Required if different than applicant. All property owners must be listed and must sign below.)

Name(s) or Organization: Simon Zeegry
Address: 1520 Chicago Ave
City, State, Zip: 60204-3622
Fax: Work: Home: Please circle the primary means of contact.
E-mail: szeegry@gmail.com

"By signing below, I give my permission for the Applicant named above to act as my agent in all matters concerning this application. I understand that the Applicant will be the primary contact for information and decisions during the processing of this application, and I may not be contacted directly by the City of Evanston. I understand as well that I may change the Applicant for this application at any time by contacting the Zoning Office in writing."

Property Owner(s) Signature(s) - REQUIRED
Date 9/29/18

4. SIGNATURE

"I certify that all of the above information and all statements, information and exhibits that I am submitting in conjunction with this application are true and accurate to the best of my knowledge."

Applicant Signature - REQUIRED
Date 9/30/19
5. REQUIRED DOCUMENTS AND MATERIALS

The following are required to be submitted with this application:

- [x] (This) Completed and Signed Application Form
- [x] Plat of Survey  Date of Survey: 8/26/19
- [x] Project Site Plan  Date of Drawings: 9/23/19
- [x] Plan or Graphic Drawings of Proposal (if needed, see notes)
- [ ] Non-Compliant Zoning Analysis
- [x] Proof of Ownership  Document Submitted: Contract to Purchase
- [ ] Application Fee  Amount $660.00

Notes: Incomplete applications will not be accepted. Although some of these materials may be on file with another City application, individual City applications must be complete with their own required documents.

**Plat of Survey**

(1) One copy of plat of survey, drawn to scale, that accurately reflects current conditions.

**Site Plan**

(1) One copy of site plan or floor plans, drawn to scale, showing all dimensions.

**Plan or Graphic Drawings of Proposal**

A Special Use application requires graphic representations for any elevated proposal—garages, home additions, roofed porches, etc. Applications for a/c units, driveways, concrete walks do not need graphic drawings; their proposed locations on the submitted site plan will suffice.

**Proof of Ownership**

Accepted documents for Proof of Ownership include: a deed, mortgage, contract to purchase, closing documents (price may be blacked out on submitted documents).
- Tax bill will not be accepted as Proof of Ownership.

**Non-Compliant Zoning Analysis**

This document informed you that the proposed change of use is non-compliant with the Zoning Code and requires a variance.

**Application Fee**

The application fee depends on your zoning district (see zoning fees). Acceptable forms of payment are: Cash, Check, or Credit Card.
6. PROPOSED PROJECT

A. Briefly describe the proposed Special Use:

The property is currently zoned as D2 Downtown Retail
Core District. An tenant, Guidepost Montessori, is a
Montessori Day Care use for children 6 years and younger.
Day Care use is a Special Use under the current zoning

APPLICANT QUESTIONS

a) Is the requested special use one of the special uses specifically listed in the Zoning Ordinance?

Yes, Day Care use is a listed Special Use in section 6-11-3-4 of the City of Evanston Zoning Code.

b) Will the requested special use interfere with or diminish the value of property in the neighborhood?

The Day Care use will provide a cohesive benefit to the neighborhood.
The property and its front facade along Davis St. will be improved increasing the value of the nearby properties.

c) Will the requested special use be adequately served by public facilities and services?

The requested Special Use for a Day Care will be adequately served by the existing public facilities and services.
d) Will the requested special use cause undue traffic congestion?

The Special Use will not dramatically increase traffic. Loading and unloading of children occurs quickly and we have provided parking at the rear of the property.


e) Will the requested special use preserve significant historical and architectural resources?

Our proposed development plan intends to reuse the existing building and make only minor changes to the front façade.


f) Will the requested special use preserve significant natural and environmental features?

See above in section e. We plan to develop the rear of the property into a playground which will enhance the natural and environmental features.


g) Will the requested special use comply with all other applicable regulations of the district in which it is located and other applicable ordinances, except to the extent such regulations have been modified through the planned development process or the grant of a variation?

Yes
The Evanston City Code, Title 1, Chapter 18, requires any persons or entities who request the City Council to grant zoning amendments, variations, or special uses, including planned developments, to make the following disclosures of information. The applicant is responsible for keeping the disclosure information current until the City Council has taken action on the application. For all hearings, this information is used to avoid conflicts of interest on the part of decision-makers.

1. If applicant is an agent or designee, list the name, address, phone, fax, and any other contact information of the proposed user of the land for which this application for zoning relief is made: Does not apply.

   Olympia Acquisitions LLC
   9440 Enterprise Drive
   Makaha, HI 60448
   (708) 478-7666

2. If a person or organization owns or controls the proposed land user, list the name, address, phone, fax, and any other contact information of person or entity having constructive control of the proposed land user. Same as number 1 above, or indicated below. (An example of this situation is if the land user is a division or subsidiary of another person or organization.)

   Joe Bachwati
   9440 Enterprise Drive
   Makaha, HI 60448
   (708) 478-7666

3. List the name, address, phone, fax, and any other contact information of person or entity holding title to the subject property. Same as number 2 above, or indicated below.

4. List the name, address, phone, fax, and any other contact information of person or entity having constructive control of the subject property. Same as number 2 above, or indicated below.
If Applicant or Proposed Land User is a Corporation

Any corporation required by law to file a statement with any other governmental agency providing substantially the information required below may submit a copy of this statement in lieu of completing a and b below.

a. Names and addresses of all officers and directors.

   Joseph Berlinski
   9440 Enterprise Dr.
   Mokena, IL 60448

b. Names, addresses, and percentage of interest of all shareholders. If there are fewer than 33 shareholders, or shareholders holding 3% or more of the ownership interest in the corporation or if there are more than 33 shareholders.

   Carol Rose 1999%
   9440 Enterprise Dr.
   Mokena, IL 60448

If Applicant or Proposed Land User is not a Corporation

Name, address, percentage of interest, and relationship to applicant, of each partner, associate, person holding a beneficial interest, or other person having an interest in the entity applying, or in whose interest one is applying, for the zoning relief.
November 12, 2019

Cade W. Sterling  
Planner  
Community Development Department  
Planning & Zoning  
Lorraine H. Morton Civic Center  
City of Evanston  
2100 Ridge Ave  
Evanston, IL  60201

RE:  1012-1014 Davis Street – Guidepost Montessori School

Dear Mr. Sterling:

We appreciate your guidance and time assisting our team through the zoning process. On behalf of Guidepost Montessori and LFI, we are excited to propose the redevelopment of the Audio Consultants building and offer the community’s children a world class Montessori experience.

Enclosed please find the following items in connection with our Special Use application for a day care facility at the property located at 1012-1014 Davis Street located in a D2 – Downtown Retail Core zoning district:

1. Guidepost Montessori Overview  
2. ALTA Survey  
3. Playground Sample Specifications  
4. Signage Specifications  
5. Site Plan, Draft Floor Plan and Elevations  
6. Alternative Site Plan

The property and existing building will be redeveloped with the day care as a single tenant occupying the entire building and property, with an exterior playground at the rear of the building. Guidepost estimates the total capacity of the day care to be 122 children from the age of 6 weeks to 6 years, with an approximate full-time staff of 22. Based on Guidepost’s experience at other schools, approximately 30% of students are siblings, and consequently, travel to and from school in a single vehicle rather than each child in a separate car.

Guidepost does not have set start or dismissal times. School hours are from 7AM to 6PM, Monday through Friday. Students generally arrive between 7:00 AM – 8:30 AM and leave approximately 3:00 PM – 6:00 PM. However, a portion of the students depart at the half day between noon and 1:30 PM. Arrivals and departures vary based on parent and other schedules. The varied arrival and departure times minimize traffic congestion during high activity periods. On average a parent is at the property for a duration of approximately five minutes during pick up and drop off periods.
The parking at the rear of the building will be used exclusively by Parents to park their vehicles and walk their children through a secured door at the rear of the building. The spaces at the rear of the building will be clearly marked as exclusively dedicated to pick up and drop off. Alternatively, parents will utilize the paid parking at the front of the building or in the paid parking lots nearby and walk their children through the secured front door. Michael Rivera, the Parking Division Manager for the City of Evanston, proposed that 10 of the paid parking spaces along Davis Street be converted to twenty-minute standing zones. The twenty-minute standing zone would be to the benefit of all of the business along this block of Davis Street. Additionally, the property is in very close proximity to significant public transportation and we estimate that approximately 15-20% of the parents dropping off children will be utilizing the nearby public transportation reducing the need for onsite parking. It is less than 500 ft from the front door of the building to the entrance of the Davis Street Metra Station and less than 800 ft from the front door of the building to the entrance of the Davis Street Purple Line L Station. With the proximity to downtown Evanston we estimate there will also be parents walking to work from nearby neighborhoods who will drop their children off prior to walking to work.

Based on the close proximity to downtown Evanston and public transportation we estimate that approximately half of the staff members will be utilizing public transportation to arrive at the site. We estimate that 1-3 staff members will either walk or ride their bikes to the site. Staff members driving to the site can utilize paid parking lots nearby. In order to provide sufficient parking for the staff we propose to obtain a long-term lease for 10 parking spaces from the City of Evanston parking garage located at 1800 Maple Avenue.

We plan to develop an approximately 5,000 SF playground at the rear of the property. Staff and Children will be able to securely and directly access the playground from the rear of the 1st floor. The playground will be secured via a fence around the entirety of the playground.

We will undertake extensive interior maintenance and remodeling similar to the sample classroom photos on the Guidepost Montessori Overview to create a dynamic learning environment. The renovation will include installation of an elevator in order to utilize the second-floor space.

Our proposed development will include minor exterior work to shore up the masonry, repair and replace the roofing and mechanicals, and create a seamless look of the two buildings on the frontage without substantially altering any of the physical characteristics of the building.

We look forward to working with you and the staff at the City of Evanston on this project.

Sincerely,

Grant Manny

Enclosures
Who we are

Higher Ground Education – Expanding the network of Montessori education worldwide.

Our platform

Guidepost is an international network of Montessori schools where joyful learning leads to children that love to learn.

guidepostmontessori.com
tohigherground.com
What is Guidepost Montessori?
Guidepost Montessori is a private preschool and elementary school serving children from toddler through elementary. We are currently the largest provider of private Montessori education in the country.

What we’ve done is really quite interesting!
We’ve taken a 100-year-old, proven educational approach founded by Dr. Maria Montessori, and we’ve modernized it and made it much more relatable and accessible to communities like yours. We focus on the whole child....conceptualize it we are like the “Whole Foods” of preschools.
What you’ll notice that is different about our schools

- We invest in high-quality furniture and materials for your children - you won’t see a lot of plastic - we use natural materials that are natural to the environment so that children can learn to enjoy and respect the natural elements early on.
- We have some of the most beautiful classrooms you’ll ever see.
- Big windows, lots of natural light, plants and fresh flowers.
- Our classrooms are often twice as big as traditional rooms - lots of room for your child to explore.
- We blend the best of an academic preschool but with the convenience that you’d find at the best day cares - we offer extended day care at no additional charge. It’s part of your tuition.
- Materials are set so they go from easy to difficult and helps your child stay challenged - materials are actually fun (but they are learning).
- We hire the best talent we can find, and we train them to ensure they are carrying forward the high standards - we want caring individuals with your children.
- We have a network of 41 locations and on target to be at around 70 by next year - we are opening in thriving communities in the US , Vienna and China - this means that we now have the best of teachers, vendors, communities, and partners eager to work with us and in turn allows us to do more for our teachers, schools and your children.
Guidepost Montessori at Evanston
(1012-14 Davis St, Evanston, IL)

- **Total Students:** 122 students max capacity
  Estimated stabilized capacity is 117 students

- **Total Staff:** 22 staff members (incl. part time admin)

- Student drop off - 7-8:30AM
- Full Time Student pick up - 3-6PM / Part Time Student pick up - 12-1:30PM
- Parking at the rear of property will be solely dedicated to pick up and drop off. Staff will be require to park off site or use public transportation.
What a beautiful school it’s going to be!
A sampling of Guidepost classrooms
## Fall 2019 Target School Stats

<table>
<thead>
<tr>
<th>Region</th>
<th>States/Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>West</strong></td>
<td>California, Foothill Ranch, Laguna Hills, Las Flores, Palo Alto, San Francisco, Emeryville, Valencia, Santa Clarita</td>
</tr>
<tr>
<td><strong>Midwest</strong></td>
<td>Illinois, Chicago – Wicker Park, Chicago – Mag. Mile, Chicago – West Loop, Naperville, Missouri, St. Louis</td>
</tr>
<tr>
<td><strong>South</strong></td>
<td>Texas, Frisco – Timber Ridge, Frisco – Stonebriar, McKinney, Flower Mound, Cedar Park – Brushy Creek, Cedar Park – Cypress Creek, Austin</td>
</tr>
<tr>
<td><strong>International</strong></td>
<td>China, Shanghai – Wanhangdu Road, Shanghai – Changle Road, Austria, Vienna</td>
</tr>
</tbody>
</table>

*New schools opening*

- **41 Schools**
- **3,300+ Students**
- **$57M Revenue Run Rate**
HGE Track-Record: Over $150 million+ in real estate projects in 3 years

$150M+
of invested capital
in HGE school properties

21
Schools completed and successfully operating
NORTH ELEVATION 1

NORTH ELEVATION 2

PAINT BRICK WHITE
NEW DOOR
NEW AWNING
NEW STOREFRONT BASIS
NEW STOREFRONT
guidepost montessori

Evanston
SITE PLAN

GUIDEPOST MONTESSORI
1012 Davis Street
Evanston, IL 60201 USA

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This design is the exclusive property of Signtech and cannot be reproduced in whole or in part, without their prior written approval.

GUIDEPOST MONTESSORI
1012 Davis Street
Evanston, IL 60201 USA

PROPOSED NORTH ELEVATION

EXISTING NORTH ELEVATION

SCALE: 1/8" = 1'-0'
A  SIGNTYPE  GPM-CL-18-21-B

MANUFACTURE AND INSTALL ONE (1) INTERNALLY ILLUMINATED SET OF CHANNEL LETTERS

LOGO: TO BE 3" DEEP FACE LIT CHANNEL LOGO.

FACE: TO BE .177" THICK CLEAR PLEX WITH DIGITALLY PRINTED ON WHITE TRANSLUCENT VINYL FOR GRAPHIC.
(VINYL COLORS TO BE DIGITAL PRINTED 2 PASSES ) SATIN LAMINATE
(VINYL COLORS TO BE DIGITAL PRINTED 2 PASSES )

TRIMCAP: TO BE 3/4" TRIMCAP PAINTED TO MATCH PMS 7506C TAN, SATIN FINISH

RETURNS: 3/4" X 3" DEEP PAINTED TO MATCH PMS 7506C TAN, SATIN FINISH

ILLUMINATION: 6500K LED's

“GUIDEPOST MONTESSORI” COPY: TO BE 3” DEEP FACE LIT CHANNEL LETTERS (TO LIGHT WHITE AT NIGHT)

FACES: TO BE .177" THICK CLEAR PLEX W/ FIRST SURFACE 3M DUAL COLOR FILM BLACK 3635-222 AND SECOND SURFACE 70% WHITE DIFFUSER FILM.

TRIMCAP: TO BE 3/4" BLACK TRIMCAP

RETURNS: 3/4" X 3" DEEP PRE-FINISHED BLACK ALUMINUM RETURNS.

ILLUMINATION: 6500K LED's

ATTACH LOGO AND LETTERS FLUSH TO WALL.

DIGITALLY PRINTED VINYL

DP1
DIGITAL PRINT TO MATCH PMS 7453C BLUE, SATIN LAMINATE (C-53 M-26 Y-0 K-0)

DP3
DIGITAL PRINT TO MATCH (C-0 M-20 Y-43 K-0) SATIN LAMINATE

PAINT COLORS

P1
PAINT TO MATCH (C-0 M-20 Y-43 K-0), SATIN FINISH
This design is the exclusive property of Signtech and cannot be reproduced in whole or in part, without their prior written approval.

**MANUFACTURE AND INSTALL ONE (1) SET OF ENTRANCE DOOR WINDOW VINYL**

**SEMI-TRANSLUCENT VINYL, TO BE APPLIED FIRST-SURFACE**

**FONT: TELEFON WEB BOLD**

**SIGNTYPE**

**GPM-VYL-19-13**

ENTRANCE DOOR

**SCALE: 3/4”=1’-0”**

**B**

3M SCOTCHCAL #7725-314 "DUSTED CRYSTAL" VINYL
Shade
This map is not a plat of survey. This map is provided "as is" without warranties of any kind. See www.cityofevanston.org/mapdisclaimers.html for more information.
Zoning Analysis
Summary

<table>
<thead>
<tr>
<th>Case Number:</th>
<th>Case Status/Determination:</th>
</tr>
</thead>
<tbody>
<tr>
<td>19ZMJY-0085 - 1012-1014 Davis Street D2 – Downtown Retail Core District</td>
<td>Compliant</td>
</tr>
</tbody>
</table>

Proposal:
Proposed daycare – child, in the D2 District; reducing and reorganizing existing parking in the rear; new rear playground.

<table>
<thead>
<tr>
<th>Zoning Section:</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.16-1-3. - EXISTING PARKING AND LOADING FACILITIES.</td>
<td>Accessory off-street parking and loading facilities in existence on the effective date hereof shall not hereafter be reduced below the parking and loading requirements of this Ordinance.</td>
</tr>
<tr>
<td>TABLE 16-B — SCHEDULE OF MINIMUM OFF STREET PARKING REQUIREMENTS</td>
<td>The existing parking is proposed to be reduced. However, the proposed parking maintains the number of spaces required (see below).</td>
</tr>
<tr>
<td>6.16-1-4. - EXEMPTION OF REQUIRED PARKING SPACES.</td>
<td>Parking Requirement:</td>
</tr>
</tbody>
</table>

Residential = 1
- The existing building contains one, one-bedroom apartment (1,728 sq. ft.). The subject property is in a TOD area. The parking requirement is .55 spaces for a one-bedroom unit. (rounds to 1).

Retail = 5
- The existing retail space has a gross floor area (GFA) of 4,815 sq.ft. The first 3,000 sq. ft. are exempted from the calculation leaving 1,815 sq.ft. 1 space per 350 sq.ft. of GFA is required, totaling 5 spaces (rounded down from 5.18).

Total Spaces Required = 6
Total Spaces Proposed = 7

If additional spaces are required to adequately facilitate drop-off and pick-up, I recommend leasing spaces for employees from the Sherman Plaza Garage which is less than 1,000 feet from the subject property, measured between closest lot-lines.

6-11-3-8. - YARDS. (E) Rear-Yard | A 5’ setback is required from all rear-yard lot lines for surface parking. However, the existing parking area is located on the alley and east and west rear-yard lot-lines. Accordingly, it may be replaced in-kind and the proposal is compliant. |

Cade W. Sterling

October 24, 2019
DESIGN AND PROJECT REVIEW COMMITTEE (DAPR) MINUTES
October 30, 2019

Voting Members Present:     I. Eckersberg, D. Cueva, M. Tristan, J. Leonard,
                            S. Mangum, L. Biggs, C. Sterling, M. Jones

Staff Present:              M. Rivera

Others Present:             

Presiding Member:           J. Leonard

A quorum being present, J. Leonard called the meeting to order at 2:32 p.m.

New Business

5.  1012-1014 Davis St.  Recommendation to ZBA
Grant Manny, broker, submits for a special use, Daycare Center-Child, for Guidepost Montessori to provide daycare services for children 6 years and younger, in the D2 Downtown Retail Core District (Zoning Code Section 6-11-3-4).

APPLICATION PRESENTED BY:     Grant Manny, applicant

DISCUSSION:
- Applicant provided a brief introduction of the proposal, including similar locations in Chicago.
- Applicant stated that the interior of the building will be substantially renovated, but exterior alterations will be signage and paint only, intended to make the extant two-buildings look more similar.
- L. Biggs asked how pick-up and drop-off would be managed for roughly the 85 kids who don’t use public transportation.
- Applicant stated that they have experience in similar locations and can adjust their methods to work with parents and employees to maximize efficiency. This can be done through curb-side pick-up and drop-off such as at their Wicker Park Location. However, the current proposal is to use all seven parking spaces off the alley for pick-up and drop-off as well as potentially use some of the front parking spaces off Davis for short term parking.
- Applicant stated that they would work with parking Services to determine the feasibility of that.
- Applicant stated that they have no employee parking and they are willing to lease spaces from a City garage, although they would like more flexibility through a shorter term lease.
- S. Mangum inquired about accessible access to the site.
- Applicant stated that the accessible entry is at the rear of the building.
- S. Mangum asked if classrooms are located in the front and if the glass would be covered in any way.
- Applicant stated that they would have classrooms on the primary street frontage and that the glass would not be obstructed as the interaction between pedestrians and the children is positive.
- L. Biggs asked if anyone would potentially park on-site
- Applicant stated that no employees would but in certain circumstances and emergencies a parent may.
- J. Leonard asked that signage be included to show that parking in the rear of the building is not allowed and is for pick-up and drop-off only.
- Applicant agreed.
- M. Rivera stated that parking services would be willing to lease 10-15 spaces at the employee rate in the Maple Garage and would entertain a conversation about the spaces on Davis so long as they benefited all businesses and weren’t specifically for this use.
- C. Sterling reminded the applicant that today’s discussion is not an endorsement of the proposed exterior alterations to the building and that the proposal would need to come back to DAPR once it was submitted for permit.
- Applicant agreed.
- C. Sterling noted that painting the existing brick building at 1012 Davis was not ideal and noted the excellent architectural integrity of that building. It was suggested that the building at 1014 Davis have the paint removed from the masonry via a chemical treatment.
- Applicant said they would look into that and test a section of the masonry to see if it was in good condition under the paint.

L. Biggs made a motion to approve the proposal on the condition of leasing 10 spaces from the Maple Garage for employee parking as well as providing an alternate layout for the rear-parking as a drop-off area, seconded by J. Leonard.

The Committee voted, 8-0, to approve the proposal with the above conditions met.
1804 Maple Avenue
19ZMJV-0093

ZBA Recommending Body
Memorandum

To: Members of the Zoning Board of Appeals

From: Johanna Leonard, Community Development Director
      Scott Mangum, Planning and Zoning Manager
      Melissa Klotz, Zoning Administrator
      Cade W. Sterling, Planner I

Subject: 1804 Maple Avenue
          ZBA 19ZMJV-0093
          ZBA Recommending Body, City Council Determining Body

Date: November 12, 2019

Notice – Published in the October 24, 2019 Evanston Review:
PharmaCann LLC, lessee, submits for a special use for a Cannabis Dispensary, to establish sales of recreational cannabis and expand the existing medical cannabis space in the RP Research Park District (Zoning Code Section 6-12-2-3). The Zoning Board of Appeals makes a recommendation to City Council, the determining body for this case.

Recommendation
City Staff and DAPR recommend approval, with conditions, for a special use permit for a Cannabis Dispensary, MedMen, in the RP Research Park District. The applicant has complied with all zoning requirements, and meets all of the standards of a special use for this district.

Conditions include:
1. Applicant shall alter the proposed hours of operation to be consistent with Zoning Code Section 6-4-11-3 (D). Cannabis Dispensaries shall only be permitted to operate between the hours of 10am and 8pm, seven days out of the week.

Relationship between PharmaCann LLC and MedMen Enterprises
MedMen is a California based cannabis company with operations in Arizona, Illinois, California, Nevada, New York, and Florida. In 2018 MedMen acquired PharmaCann LLC during a record setting buyout which expanded the number of retail licenses and cultivation or production facilities owned by MedMen.

Site Background
1804 Maple is located mid-block on the west side of Maple Avenue between University Place to the north and Church Street to the south. The subject property is the location of the Maple Avenue Public Parking Garage, a six level deck with minimal commercial frontage along Maple Avenue currently occupied by a medical marijuana dispensary, at
1804 Maple Avenue and Enterprise Rent-A-Car at 1810 Maple Avenue. The subject property is the current location of Evanston’s only Cannabis Dispensary, PharmaCann, and is therefore not within 1,500 feet of another. Additionally, the subject property is not within 750 feet of a pre-existing public or private educational institution that is an elementary, middle, or high-school, measured between closest lot lines. 1804 Maple Avenue is immediately surrounded by the following zoning districts:

North:   RP  Research Park District  
South:   RP  Research Park District  
East:    RP  Research Park District  
West:    D3/C2  Downtown Core Development District/Commercial District

Proposal
The applicant proposes to co-locate a recreational Cannabis Dispensary at its current location in accordance with the first wave of dispensaries allowed under the Illinois Cannabis Regulation and Tax Act, which becomes effective on January 1, 2020. Pursuant to Ordinance 126-O-19, the Zoning Ordinance defines a Cannabis Dispensary as:

A facility operated by an organization or business that is registered by the Illinois Department of Financial and Professional Regulation to acquire cannabis from a registered cultivation center for the purpose of dispensing cannabis, cannabis infused products, paraphernalia, or related supplies and educational materials to purchasers or registered qualifying patients as defined in the Compassionate Use of Medical Cannabis Program and the Cannabis Regulation and Tax Act, as it may be amended from time-to-time, and regulations promulgated thereunder.

The applicant proposes to operate a recreational marijuana dispensary in addition to the existing medical marijuana dispensary operations. The current footprint of the operation would expand to include the existing Enterprise Car Rental facility which plans to relocate elsewhere within the structure. Types of items sold will be limited to Cannabis flower, tinctures, topicals, edibles, vape pens, devices, and apparel. All deliveries to the site will be conducted outside of hours of operation to not disrupt customer, pedestrian, or vehicular traffic.

Safe dispensing will operate pursuant to 68 IAC 1290.425(c) (4) and HB1438 15-65. Inventory will be stored by type and batch and distributed in a first-in, first-out basis. The applicant will follow inventory control procedures including tracking purchases and denials of sale, disposal of unusable or damaged cannabis, and providing purchaser education and support. Any voluntary or mandatory recalls will occur in accordance to state law. In addition, the applicant has a robust corporate crisis management plan including policies and procedures for the management of incidents including criminal activity and natural disasters.

Security Measures
The dispensary will use an approved private security contractor, GSG Protective Services, in order for the dispensary to have adequate security. Other security measures will include an electronic monitoring video surveillance system with unobstructed interior and exterior monitoring, including the common interior corridor where purchasers will come from to enter the dispensary as well as one camera on the exterior of the building where delivery agents will enter the building from off-site cultivation facilities. The cameras shall be directed so all areas are captured, including, but not limited to, safes, vaults, sales areas, and areas where cannabis is stored, handled, dispensed, or destroyed. Day and night cameras will be utilized if needed and operation will be ensured in all conditions during the hours of operation and non-operation.

A locked door barrier between the facility’s entrance and the limited access area will be established. Upon arrival, all persons seeking access to the dispensary will enter into a public waiting room. The room will be monitored by a security agent, who will check identification of all persons entering. Authorized visitors and vendors, including service personnel and delivery agents, must present proper identification and be listed on the dispensary visitor list. Purchasers must present a state or federally issued photo identification card for verification. Authorized visitors and vendors will receive a visitor ID badge and be escorted by an agent at all times as well as check in and out in a written log to remain on-site for 5 years.

The dispensary will have a closed-circuit alarm system monitoring at a minimum, all access points, delivery areas, restricted access areas, and storage rooms containing safes or vaults. Additionally, a perimeter alarm will contain glass break protection on all perimeter windows and shatterproof film on the exterior windows and doors. Stand-by batteries will operate electrically controlled doors, alarm systems, and video surveillance equipment during power failures. When closed for operation, all cannabis and currency will be stored in a safe that is secured to the wall or floor and locked in the vault room. Cannabis will not be stored on-site in excess of the quantity needed to meet the demands of operations.

**Crowd Mitigation**

The applicant has dealt with and addressed large crowds for stores across the United States, including locations in more densely populated locations. The operator will utilize crowd control by both trained employees and uniformed contract security officers to monitor and patrol the interior and exterior of the building. Pedestrian controls will use stanchions or similar crowd control equipment allowing the creation of controlled lines while ensuring continued use of the sidewalk for pedestrian traffic. The average transaction time takes five minutes once the consumer has identified what they want. The operator anticipates having 10-15 registers within this store, creating a consistent flow of customers exiting and entering the store. Measures of foot traffic within the store including waiting times, and number of pedestrian conflicts will be inventoried and analyzed to refine crowd control methods as required. The operator is open to the possibility of off-site parking and utilization of a shuttle bus, if needs necessitate.
A full operations summary, security summary, site plans, floor plans, and elevations have been provided by the applicant (attached).

City Staff has not received correspondence from neighboring property owners.

**Ordinances Identified for Requested Relief:**

6-12-2-3. - Special Uses: The following uses may be allowed in the RP district, subject to the provisions set forth in Section 6-3-5 of this Title:

- Cannabis Dispensary (subject to the general requirements of Section 6-4-11 of this Title).

**Comprehensive Plan:**
The Comprehensive General Plan encourages retention and enhancement of businesses to enable Evanston’s business, commercial, and industrial areas as desirable locations of economic activity.

*Objective:* Retain and attract businesses in order to strengthen Evanston’s economic base.

**Design and Project Review (DAPR) Discussion and Recommendation:**
On October 30, 2019 the Design and Project Review Committee voted unanimously to recommend approval to the Zoning Board of Appeals with the following conditions:

1. Applicant shall alter the proposed hours of operation to be consistent with Zoning Code Section 6-4-11-3 (D). *Cannabis Dispensaries shall only be permitted to operate between the hours of 10am and 8pm, seven days out of the week.*

**Special Use Standards:**
For the ZBA to recommend that City Council grant a special use, the ZBA must find that the proposed special use:

   a) **Is one of the listed special uses for the zoning district in which the property lies:** Standard met: *Pursuant to Ordinance 126-O-19, Cannabis Dispensary is allowed under the special use section for the RP Research Park District.*

   b) **Complies with the purposes and policies of the Comprehensive General Plan and the Zoning ordinance:** Standard met: *The use is compliant with the Zoning Ordinance and the Comprehensive General Plan. The proposal promotes the growth of an existing Evanston business, supports proximate business and commercial land-uses, and strengthens Evanston’s economic base.*

   c) **Does not cause a negative cumulative effect in combination with existing special uses or as a category of land use:** Standard met: *Staff
has not received any comments opposing the proposal. The proposed use is complimentary to the surrounding downtown district and increased pedestrian activity will likely benefit proximate businesses. Staff is not aware of any negative impacts of the existing operation, which opened in 2015 as part of a lease agreement with the City.

d) Does not interfere with or diminish the value of property in the neighborhood: Standard met: The proposed use is located in the storefront level of a City owned parking garage with no proximate incompatible land-uses.

e) Is adequately served by public facilities and services: Standard met: The building is served by adequate sidewalks, streets, both CTA and Metra stations, and is located beneath a public parking garage.

f) Does not cause undue traffic congestion: Standard met: The building is served by adequate sidewalks, streets, public transportation, and is below a public parking garage. The applicant has outlined a crowd management plan and has demonstrated a willingness to monitor impacts on pedestrian and vehicular circulation and make appropriate changes if necessary.

g) Preserves significant historical and architectural resources: N/A

h) Preserves significant natural and environmental resources: N/A

i) Complies with all other applicable regulations: Standard met: The project complies with all other applicable regulations to move forward with the special use process.

Attachments
Special Use Application
Operations Summary
Security Summary
Plat of Survey
Plans and Elevations
Image of Property
Aerial View of Property
Zoning Map of Property
Ordinance 126-O-19 and Cannabis Dispensary Eligible Location Map
DAPR Meeting Minutes Excerpt – October 30
1. PROPERTY

Address: 1804 Maple Avenue

Permanent Identification Number(s):
PIN 1: 111181170178001 PIN 2: [Redacted]
(Note: An accurate plat of survey for all properties that are subject to this application must be submitted with the application.)

2. APPLICANT

Name: PharmaCann LLC/Jeremy Unruh
Organization: PharmaCann LLC
Address: 190 South LaSalle - Suite 2950
City, State, Zip: Chicago, Illinois 60603
Phone: Work: (312)420-3471 Home: Cell/Other: 
Fax: Work: Home: 
E-mail: jeremy.unruh@pharmacannis.com

What is the relationship of the applicant to the property owner?

☐ same ☐ builder/contractor ☐ contract purchaser ☐ potential lessee
☐ architect ☐ attorney ☐ lessee ☐ real estate agent
☐ officer of board of directors ☐ other:

3. PROPERTY OWNER (Required if different than applicant. All property owners must be listed and must sign below.)

Name(s) or Organization: City of Evanston
Address: 2100 Ridge Avenue
City, State, Zip: Evanston, IL 60201
Phone: Work: Home: Cell/Other:
Fax: Work: Home:
E-mail: 

"By signing below, I give my permission for the Applicant named above to act as my agent in all matters concerning this application. I understand that the Applicant will be the primary contact for information and decisions during the processing of this application, and I may not be contacted directly by the City of Evanston. I understand as well that I may change the Applicant for this application at any time by contacting the Zoning Office in writing."

Property Owner(s) Signature(s) — REQUIRED Date

4. SIGNATURE

“I certify that all of the above information and all statements, information and exhibits that I am submitting in conjunction with this application are true and accurate to the best of my knowledge.”

Applicant Signature – REQUIRED Date

October 10, 2019
5. REQUIRED DOCUMENTS AND MATERIALS

The following are required to be submitted with this application:

- [X] (This) Completed and Signed Application Form
- [ ] Plat of Survey Date of Survey: __________________________
- [X] Project Site Plan Date of Drawings: ______________________
- [X] Plan or Graphic Drawings of Proposal (If needed, see notes)
- [ ] Non-Compliant Zoning Analysis
- [ ] Proof of Ownership Document Submitted: ____________________
- [X] Application Fee Amount $_________ Transcript Deposit Fee $150

Notes: Incomplete applications will not be accepted. Although some of these materials may be on file with another City application, individual City applications must be complete with their own required documents.

Plat of Survey
(1) One copy of plat of survey, drawn to scale, that accurately reflects current conditions.

Site Plan
(1) One copy of site plan or floor plans, drawn to scale, showing all dimensions.

Plan or Graphic Drawings of Proposal
A Special Use application requires graphic representations for any elevated proposal—garages, home additions, roofed porches, etc. Applications for a/c units, driveways, concrete walks do not need graphic drawings; their proposed locations on the submitted site plan will suffice.

Proof of Ownership
Accepted documents for Proof of Ownership include: a deed, mortgage, contract to purchase, closing documents (price may be blacked out on submitted documents).
- Tax bill will not be accepted as Proof of Ownership.

Non-Compliant Zoning Analysis
This document informed you that the proposed change of use is non-compliant with the Zoning Code and requires a variance.

Application Fee & Transcript Deposit
The application fee depends on your zoning district (see zoning fees). Acceptable forms of payment are: Cash, Check, or Credit Card. The $150 transcript deposit is applied to the cost of a court reporter. The City hires a court reporter to transcribe the Zoning Board of Appeals hearing- as specified in the Zoning Board of Appeals' Rules of Procedures. Applicants are responsible for the cost of the hearing transcript at a rate of $7.50 per page. (The $150 deposit is applied to that fee; final fees may result in a refund or additional charges). The final fee directly covers the cost of the court reporter.
6. PROPOSED PROJECT

A. Briefly describe the proposed Special Use:

See attached Addendum

APPLICANT QUESTIONS

a) Is the requested special use one of the special uses specifically listed in the Zoning Ordinance? What section of the Zoning Ordinance lists your proposed use as an allowed special use in the zoning district in which the subject property lies? (See Zoning Analysis Review Sheet)

See attached Addendum

b) Will the requested special use interfere with or diminish the value of property in the neighborhood? Will it cause a negative cumulative effect on the neighborhood?

See attached Addendum

c) Will the requested special use be adequately served by public facilities and services?

See attached Addendum
c) Will the requested special use cause undue traffic congestion?

See attached Addendum

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e) Will the requested special use preserve significant historical and architectural resources?

See attached Addendum

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f) Will the requested special use preserve significant natural and environmental features?

See attached Addendum

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g) Will the requested special use comply with all other applicable regulations of the district in which it is located and other applicable ordinances, except to the extent such regulations have been modified through the planned development process or the grant of a variation?

See attached Addendum

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City of Evanston
DISCLOSURE STATEMENT
(This form is required for all Major Variances and Special Use Applications)

The Evanston City Code, Title 1, Chapter 18, requires any persons or entities who request the City Council to grant zoning amendments, variations, or special uses, including planned developments, to make the following disclosures of information. The applicant is responsible for keeping the disclosure information current until the City Council has taken action on the application. For all hearings, this information is used to avoid conflicts of interest on the part of decision-makers.

1. If applicant is an agent or designee, list the name, address, phone, fax, and any other contact information of the proposed user of the land for which this application for zoning relief is made: Does not apply.

The current medical dispensary license at the subject property is held by PharmaCann LLC. Upon approval from the Illinois Dept. of Financial and Professional Regulation, the license will be transferred to MME Evanston Retail, LLC.

2. If a person or organization owns or controls the proposed land user, list the name, address, phone, fax, and any other contact information of person or entity having constructive control of the proposed land user. Same as number _____ above, or indicated below. (An example of this situation is if the land user is a division or subsidiary of another person or organization.)

3. List the name, address, phone, fax, and any other contact information of person or entity holding title to the subject property. Same as number _____ above, or indicated below.

City of Evanston

4. List the name, address, phone, fax, and any other contact information of person or entity having constructive control of the subject property. Same as number _____ above, or indicated below.
If Applicant or Proposed Land User is a Corporation

Any corporation required by law to file a statement with any other governmental agency providing substantially the information required below may submit a copy of this statement in lieu of completing a and b below.

a. Names and addresses of all officers and directors.

b. Names, addresses, and percentage of interest of all shareholders. If there are fewer than 33 shareholders, or shareholders holding 3% or more of the ownership interest in the corporation or if there are more than 33 shareholders.

If Applicant or Proposed Land User is not a Corporation

Name, address, percentage of interest, and relationship to applicant, of each partner, associate, person holding a beneficial interest, or other person having an interest in the entity applying, or in whose interest one is applying, for the zoning relief.
A. GENERAL INFORMATION

1. What projects are eligible for a Special Use Permit?
Projects are eligible per zoning District. Please check the Zoning District to see if your proposed project is listed as a permitted Special Use per zoning District. The Allowed Uses by Zoning District handout is also another way to access information to see if your project is eligible to apply.

2. Who can submit an application?
The applicant must either own, lease, or have legal or equitable interest in the subject property, or must be the representative of such a person. All persons or parties which have an ownership interest in the affected properties must be identified and must sign the application. The Property Owner(s) may, at their discretion, designate another person as Applicant to act on their behalf in processing this application. In that case, the designated Applicant will be considered the primary contact, until the application is closed or the Property Owner changes the designated Applicant by contacting the Zoning Office in writing. Standing §6-3-8-4):

3. How do I submit an application?
Applications must be submitted in person to the Zoning Office, City of Evanston, Civic Center Room 3700, 2100 Ridge Avenue. Our office hours are Monday through Friday (excluding Holidays) from 8:30 am until 5:00 pm. Evanston.

Applications must be complete, including all required documentation and fee. Applications are not accepted by mail or e-mail. Application materials cannot be returned.

4. What forms of payment are accepted?
Cash, Credit Card, Check.

5. Can I withdraw my application?
Yes, an application may be withdrawn any time prior to a vote.

6. Who has access to my application materials?
The application is a public document, and as such, may be reviewed by the general public upon request.

B. INFORMATION ABOUT SPECIAL USES

What is a Special Use Permit?
For each zoning district, the Zoning Ordinance identifies permitted uses (also called “by right” uses) and special uses which may be allowed depending upon the circumstances. In order to legally operate a special use, a property owner must apply for a Special Use Permit from the Zoning Office. The application is reviewed at a public hearing by the Zoning Board of Appeals (ZBA), which makes a recommendation to the City Council. The ZBA can also recommend conditions on a granted special use. The City Council is the deciding body for all Special Uses in the City of Evanston.
The Special Use Application Process

- The City reviews the project through a Zoning Analysis (applied for separately) and determines it is eligible to apply for a special use.
- The Applicant files a Special Use Application.
- The City publishes a notice of the hearing in the Evanston Review, between 15 and 30 days prior to hearing.
- The City posts a sign describing the public hearing on the property no less than 10 working days before the hearing.
- The City must mail notification of the public hearing to all properties that are within 500 feet of any point on the subject property. (The applicant is responsible for the accuracy of the list used by the City for mailing this notice. The applicant can either rely on a list the City produces through its Geographic Information System or produce his or her own list of the names and addresses of property owners within 500 feet of the subject property. The Zoning Office will send to the applicant its generated mailing list. The applicant should inform the Zoning Office if any names and addresses are missing.
- The City encourages all applicants to discuss their proposal with their neighbors prior to the public hearing.
- The Zoning Division will schedule the applicant to meet with the Site Plan & Appearance Review Committee (SPARC) which provides a recommendation to the Zoning Board of Appeals.
- The ZBA recommends denial, approval, or approval with conditions of the application to City Council;
- The Planning and Development Committee of the City Council considers the ZBA recommendation and forwards it to the full City Council with or without a recommendation;
- City Council considers the ZBA recommendation and may introduce an ordinance granting the requested zoning relief;
- City Council may adopt an ordinance granting the requested zoning relief at the following or any subsequent City Council meeting.

The approximate time from when the Zoning Office receives a complete application to a decision is three to four months.

To recommend approval for a special use, the ZBA must find that the proposed special use meets all of the following criteria:

a) is one of the listed special uses for the zoning district in which the property lies;
b) complies with the purposes and policies of the Comprehensive General Plan and the Zoning Ordinance;
c) does not cause a negative cumulative effect in combination with existing special uses or as a category of land use;
d) does not interfere with or diminish the value of property in the neighborhood;
e) is adequately served by public facilities and services;
f) does not cause undue traffic congestion;
g) preserves significant historical and architectural resources;
h) preserves significant natural and environmental resources; and
i) complies with all other applicable regulations.

Expiration

Within one year of obtaining a special use permit, the recipient must either obtain a building permit and commence construction, or obtain a certificate of occupancy and commence the use. City Council may extend this one-year limitation upon request.

CONTACT INFORMATION

DEPARTMENT OF COMMUNITY DEVELOPMENT - ZONING OFFICE

2100 RIDGE AVENUE, ROOM 3700 EVANSTON, ILLINOIS 60201
☎ 847-866-2930  ☎ 847-448-8126  ✉ zoning@cityofevanston.org  ☑ www.cityofevanston.org/zoning
Special Use Application
PharmaCann LLC
1804 Maple Avenue

ADDENDUM-SPECIAL USE APPLICATION

Section 6:

A. Briefly describe the proposed Special Use:

The Applicant seeks a special use to establish a Cannabis Dispensary at 1804 Maple Avenue. The proposed dispensary will have 2,583 square feet of square footage with a 1,917 square foot sales floor and 541 square feet of secure storage. The proposal will allow the Applicant to establish sales of Adult Use Cannabis and expand the existing Medical Cannabis retail space into an adjacent commercial space.

The proposed Cannabis Dispensary is not within 750 feet of a pre-existing public or private educational institution that is an elementary, middle or high school, as measured from lot line to lot line. It is the only Cannabis Dispensary in the City of Evanston, and accordingly is not within 1,500 feet of another. The hours of operation shall be consistent with City regulations.

APPLICANT QUESTIONS

a) Is the requested special use one of the special uses specifically listed in the Zoning Ordinance? What section of the Zoning Ordinance lists your proposed use as an allowed special use in the zoning district in which the subject property lies? (See Zoning Analysis Review Sheet)

The requested special use is listed in the proposed revisions to the zoning ordinance to be introduced at the October 14th City Council Meeting. The proposed revision would permit cannabis dispensaries in the RP district – which is the district of the subject site. The proposed use will be permitted at the subject site as a special use when this amendment is adopted.

b) Will the requested special use interfere with or diminish the value of property in the neighborhood? Will it cause a negative cumulative effect on the neighborhood?

The requested special use will not interfere with or diminish the value of property in the neighborhood. The proposed special use is to permit sales of Adult Use Cannabis as permitted in the State of Illinois’ Cannabis Regulation and Taxation Act in a location where there is an existing Medical Cannabis Dispensary. Cannabis dispensaries have not been shown to diminish the value of property of neighborhoods in which they are located. Being the only existing cannabis dispensary in Evanston, the approval of the proposed special use will not have a negative cumulative effect on the neighborhood. The existing medical cannabis dispensary is operated under the strict guidelines set forth in the State’s law governing such uses, and the sale of adult use cannabis will equally conform to the State’s stringent regulations. Accordingly the addition of recreational cannabis sales to this site will help ensure that moving forward, cannabis sales will be conducted in a professional manner and without negative impact on the neighboring uses.

c) Will the requested special use be adequately served by public facilities and services?

Yes, the requested special use will be adequately served by public facilities. The proposed location for the Adult Use Cannabis Dispensary is within an existing, City of Evanston owned parking garage with
Special Use Application
PharmaCann LLC
1804 Maple Avenue

commercial space on the ground floor. The proposed use will not require any more public facilities and/services than required by a general retail use contemplated for these commercial spaces.

d) Will the requested special use cause undue traffic congestion?

The required number of parking spaces to serve this proposed use will likely be determined based on the standards for general retail uses (as suggested in the recommendation by City of Evanston staff to the Plan Commission). Accordingly, in order to meet the proposed 1 parking space for each 350 square feet of gross floor area, 7 parking spaces are required. The proposed special use is located within a public parking garage. Parking spaces from within that garage will satisfy the parking requirement. The garage also has ample additional parking, which can accommodate the patrons of the proposed dispensary at peak times. Because of this, increased traffic, in terms of customers to the location, will not cause traffic congestion in the neighborhood.

The deliveries will be received through the rear of the facility and will be made using vans and smaller delivery vehicles. Deliveries will be made outside the hours of operation so as to not add traffic during dispensary hours.

e) Will the requested special use preserve significant historical and architectural resources?

The requested special use is to be established within an existing building, which is a relatively new public parking garage. Accordingly, this question is not applicable to this request.

f) Will the requested special use preserve significant natural and environmental features?

There are no natural or environmental features on this site which is an existing parking garage building.

g) Will the requested special use comply with all other applicable regulations of the district in which it is located and other applicable ordinances, except to the extent such regulations have been modified through the planned development process or the grant of a variation?

The requested special use will comply with all other applicable regulations on the district in which it is located and other applicable ordinances. But for the approval of a special use for the proposed sale of Adult Use Cannabis, the existing commercial space was established in accordance with the applicable regulations of the Research Park (RP) district.

Additionally, the proposed Cannabis Dispensary will comply with the standards set forth for such uses in the proposed amendment to the City’s zoning ordinance to permit Cannabis Dispensaries. Specifically, the proposed Cannabis Dispensary is not within 750 feet of a pre-existing public or private educational institution that is an elementary, middle or high school, as measured from lot line to lot line. It is the only Cannabis Dispensary in the City of Evanston, and accordingly is not within 1,500 feet of another. Its hours of operation will be consistent with the City’s requirements.
1804 Maple Avenue
Special Use Application for Cannabis Dispensary:

Operational Narrative

The proposed business operations are as follows and are built upon the existing medical marijuana dispensary operations:

- **Hours of operation**: Ultimately determined by the locality, however we would request 8AM-10PM
- **Types of items sold**: Cannabis flower, tinctures, topicals, edibles, vape pens, devices, apparel
- **Delivery schedule**: Outside of hours of operation so as to not disrupt customer traffic flow

- **Safety measures**:

  In terms of safe dispensing, pursuant to 68 IAC 1290.425(c) (4) and HB1438 15-65, inventory will be stored by type and batch and distributed in a first-in, first-out basis, unless the proper inventory policy and procedure permitting a temporary deviation is followed. We will follow our inventory control procedures including tracking purchases and denials of sale, disposal of unusable or damaged cannabis, purchaser education and support. Inventory marked for destruction will be segregated from regular inventory and documented in order to ensure it is properly tracked before it is disposed of according to the disposal methods detailed in this plan.

  We will have a conspicuous signage that will be 24" tall by 36" wide, with typed letters no smaller than 2" which reads: (1) "Edible cannabis-infused products were produced in a kitchen not subject to public health inspections that may also process common food allergens", (2) "Cannabis consumption can impair cognition and driving, is for adult use only, may be habit forming, and should not be used by pregnant or breastfeeding women," (3) "The effects of cannabis products can vary from person to person, and it can take as long as two hours to feel the effects of some cannabis-infused products. Carefully review the portion size information and warnings contained on the product packaging before consuming."

In the event of any voluntary or mandatory recalls of any cannabis whatsoever and in accordance with 1290.440 we will take the following actions:

1) Dispensary agents will create a spreadsheet of all affected purchasers with their name, phone number, email address and additional columns for notes of attempted contacts and actual contact with the patients. This process may be
impacted by the regulatory limitation of retaining purchaser information in POS systems or otherwise;
2) Dispensary agents will contact each person via their preferred method of contact the same day we decide or are mandated to recall any product(s);
3) Regarding all purchasers we were unable to contact on Day 1, on Day 2, we will phone each one and email them in order to increase the likelihood of reaching them.
4) We will include information on the policy for return of the recalled product when communicating with them.
5) Once contact is made and the situation of the recall explained to the patient/purchaser, we will offer for them to immediately come to visit the dispensary in order to exchange the product for a like product of the same quantity purchased.
6) We will also contact the cultivation center or vendor that manufactured the cannabis.
7) An Agent in Charge will notify IDFPR, DOA and DPH of all recalls we participated in within 24 hours pursuant to 1290.440
8) Outreach via media, as necessary and appropriate
9) We will waste any recalled product onsite according to the waste protocol.

In addition, the operator has a robust corporate crisis management plan that includes policies and procedures for management of various incidents, including criminal activity and natural disasters.

- **Security measures**: See Security Measures Plan attached
- **Crowd mitigation plan**:

The operator has dealt with and addressed large crowds for our stores across the United States including the launch of recreational marijuana sales in West Hollywood, Los Angeles and Santa Monica, as well as the opening of its 5th Avenue Manhattan flagship dispensary. The operator is experienced in working with local law enforcement and appropriate public agencies to ensure compliance as well as effective measures to address and mitigate potential impacts to other businesses within the area.

The security team is led by Chris Rodriguez. He oversees all facets of the company’s security including personnel, physical and digital vulnerability assessment and asset protection.

To address crowd control, the operator will utilize both trained employees and uniformed contract security officers to monitor and patrol the interior and exterior of the building. We will establish pedestrian controls, as outlined below, to control people.
waiting in line to enter the premises with the use of stanchions or similar crowd control compliance equipment. Stanchions will allow us to create controlled lines, as outlined below, still providing for pedestrian traffic to utilize the sidewalk to traverse the area. This will also allow for break points within the lines at any and all walk ways, alleys, and building/business entry ways.

The operator maintains measures to track foot traffic within our stores and continues to refine our methodologies and technical capabilities on a regular basis. The average transaction at the cash register takes five (5) minutes, once the consumer has identified what they want. The operator anticipates having 10-15 cash registers within this store, which will create a constant flow of customers exiting and entering the store maintaining compliance with fire and other regulatory agencies. We always strive to improve performance, consumer transaction time and consumer waiting in line time, and thus revisit processes every 30 days. It is the operator’s goal to seamlessly and strategically maintain reasonable consumer flow to maximize sales and ensure a pleasurable experience for all. Every effort will be made to create a minimal amount of impact to local business partners in the area with maximum amount of safety and security for both customers as well as the general public.
1804 Maple Avenue

Special Use Application for Cannabis Dispensary:

Security Measures and System:

The dispensary operator will use an approved private security contractor, GSG Protective Services, which is licensed under Section 10-5 of the Private Detective, Private Alarm, Private Security, Fingerprint Vendor, and Locksmith Act of 2004 in order for the dispensary to have adequate security.

Narrative of the Type of Surveillance System: An Illinois licensed security system contractor shall install an electronic monitoring video surveillance system that is fully digital with a minimum of 8 frames per second continuous unobstructed interior and exterior monitoring, including the common interior corridor where purchasers will come from to enter the dispensary as well as one camera on the exterior of the building where delivery agents will enter the building from cultivation facilities. Pursuant to HB1438 15-100(h)(6)(i)(2) the cameras shall be directed so all areas are captured, including, but not limited to, safes, vaults, sales areas, and areas where cannabis is stored, handled, dispensed, or destroyed. The system will consist of cameras that provide complete and seamless coverage of all required vulnerable interior doors and the exterior delivery door. Day and night cameras will be utilized if needed and sufficient coverage will be ensured in all conditions during hours of operation and non-operation.

Controls Used to Monitor/Secure the Premises:

A locked door barrier between the facility's entrance and the limited access area will be established in accordance with HB1438 15-100(c)(1). Upon arrival, all persons seeking access to the dispensary will first enter into a public waiting room. The public waiting room will be monitored by a security agent, who will initially check the identification of persons entering. Authorized visitors and vendors, including service personnel and delivery agents, must present proper identification and be listed on the dispensary visitor list. Purchasers must present a state or federally issued photo identification card for verification.

Authorized visitors and vendors will receive a visitor ID badge and will be escorted by an agent at all times. Any authorized visitor or vendor must check in and out in a written log, which log must remain on site for 5 years. There will be no exceptions to this policy. Those without proper ID will not be admitted and must exit through the exit door located in the same room.

Restricted access areas will be secure and in compliance with HB15-100(g) and identified by the posting of a sign that states: "Do Not Enter – Restricted Access Area – Access Restricted to Authorized Personnel Only."

Alarms: The dispensary will have a closed-circuit alarm system on all entry points installed by an Illinois licensed alarm contractor and be monitored 24/7. At minimum, the
system will provide coverage of all dispensary access points, including the delivery area, restricted access areas and storage rooms that contain safes or vaults. Duress, panic and hold-up alarms will be located throughout the dispensary providing an alarm, which may be audible or silent, that will notify the alarm monitoring company and law enforcement once activated. All agents will be trained on the proper use of each alarm feature at the time of hiring as well as throughout the year during mandated security training.

In compliance with HB143815-100(h)(1), in addition to the perimeter alarm, glass break protection will exist on the perimeter windows and security shatterproof tinted film on the exterior windows and doors.

**Internal Video Surveillance:** Unobstructed video surveillance of all interior areas, unless prohibited by law, including all points of entry and exit that will be appropriate for the normal lighting conditions of the area under surveillance. Recorded resolutions for cameras will be at minimum 704 x 1080. Cameras will be directed so all areas are captured, including, but not limited to, all access points, safes, vaults, the delivery area, limited and restricted access areas including where cannabis is stored, handled, dispensed or destroyed. Cameras will be angled to allow for superior facial recognition and for the purpose of capturing a clear and certain identification of any individual. Lighting will be sufficient throughout the day and night. Cameras in low-light interior areas will be day/night cameras with a minimum resolution of 600 lines per inch (analog) or D1 (IP) and a minimum light factor requirement of 0.7 LUX.

**External Video Surveillance:** Unobstructed video surveillance of the delivery door will be appropriate for the normal lighting conditions of the area under surveillance. Recorded resolutions for camera(s) will be at minimum 704 x 1080. Camera(s) will be angled to allow for the capture of facial recognition, clear and certain identification of any person entering or exiting the delivery door and the area immediately surrounding the delivery door. Loitering by the delivery door and the area immediately surrounding the delivery door will not be tolerated. Camera(s) installed outdoors will be day/night cameras with a minimum resolution of 600 lines per inch (analog) or D1 (IP) and a minimum light factor requirement of 0.7 LUX.

**General:** Video surveillance will be readily available on real time 24-hour a day, 7-days a week, via live-feed accessible by the Division and ISP. A date and time stamp will be embedded on all video surveillance recordings and synchronized and set so as to not obstruct the picture. Our monitors will be a minimum 19 inches. Recordings will not be destroyed or altered and will be retained and readily available on-site for inspection for a minimum of 90 days (or as long as necessary if we are aware of the loss or theft of cannabis or a pending criminal, civil or administrative investigation, or legal proceeding for which the recording may contain relevant information within the 90 day storage period). Video surveillance equipment can export still images in an industry standard image format, including .jpg, .bmp and .gif. Exported video will be archived in a proprietary format ensuring the authentication of the video and providing additional
assurance that the recorded image has not been altered in any way. Our system also has the capability to save exported video in an industry standard file format that can be viewed on a standard computer operating system. A video printer will be on hand for the purpose of immediately producing a clear, color, still photo from the surveillance video, either live or recorded as may be requested by law enforcement or the Division. All recording media will be erased or destroyed prior to disposal.

Equipment Testing: Security system equipment and recordings will be maintained in good working order, in a secure location, marked on our diagrams, to prevent risks associated with theft, loss, destruction or alterations. The Security Manager is responsible for inspecting and testing all security equipment at regularly scheduled intervals, not to exceed one month from the prior. A record will be kept of all inspections. In the event of a failure between inspections, the system will issue a failure notification, sounding audio and visual alarms, and will send a remote message (i.e., text, phone and email) warning of the system failure to the alarm company and the Security Manager. In the event of any security system failure, the system will be tested within minutes after the initial failure. In the event of another failure soon thereafter, we will notify the security hardware company and will continue testing again after it appears to be live and in working condition and will communicate the same to the Division.

Back-up Systems: A back-up generator will not be initially located on site. Stand-by batteries will operate electrically controlled doors, alarm systems and video surveillance equipment during power failures in order to ensure security is not compromised.

Access: Access to areas where video surveillance equipment resides will be limited to the Agent in Charge, authorized security system service personnel escorted by the Security Manager, Agent in Charge, ISP, and the Division. If the security surveillance systems are not functioning, we will cease operations, including sales and deliveries. These measures will prevent the diversion, theft or loss of cannabis and cash.

Cameras: To prevent diversion, theft or loss of cannabis or cash, cameras are strategically placed to allow for clear and certain identification of any individual in and/or on the premises. Camera views will be recorded 24-hours a day, 7 days a week. Recorded resolutions for cameras will be at least 704 x 1080. Cameras, recording equipment, associated network switching, and panic/silent alarms will have adequate battery backup to support fifteen (15) minutes of recording in the event of a power outage. The Division and ISP will have access to the camera operation and all other remote access service equipment.

Camera Locations: Video cameras recording each point of sale location will easily identify the dispensary agent distributing the cannabis and the purchaser purchasing. The cameras will also have the capability to capture the monitor/screen of the computer used to execute the transaction. Limited access areas and all points of ingress and egress to limited access areas, all points of ingress and egress to the dispensary, and security rooms/areas will have fixed camera coverage capable of identifying any activity.
occurring within a minimum of twenty (20) feet of all entry and exit points. All access points to the dispensary, including the delivery door, will be recorded, clearly identifying the individual entering or exiting. In the event of "low light conditions", our system will clearly capture activities and identify individuals within the dispensary. Areas where cannabis is delivered, stored, handled or sold will have a camera placement in the room facing the primary entry door, in an adequate fixed position, at a designated height. This will allow for (1) a clear unobstructed view of the activity without a sight blockage from equipment or furniture, and (2) a clear and certain identification of persons and activities at all times. Cameras will be placed at each location where weighing, destruction or tagging activities occur, again allowing for the clear and certain identification of all individuals and activities therein at all times. Limited access areas and restricted access areas will have a sufficient number of fixed cameras. Cannabis will remain in restricted access areas accessible only to authorized agents. Only the minimum number of dispensary agents required for efficient operations will have access to restricted access areas during hours of operation. These precautions will also be utilized to prevent diversion, theft or loss of cannabis or currency:

- When closed, all cannabis and currency will be stored in a safe that is secured to the wall or floor and locked in the vault room or in the locked night vault not in a safe due to prior approval by the Division for construction of a Vault;
- Safes, vaults and other equipment storage areas will be securely locked, under camera surveillance and protected from unauthorized entry at all times;
- An electronic daily log of dispensary agents with access to the safe or vault and knowledge of the access code or combination will be maintained;
- The Security Manager, with oversight from the Principal Agent in Charge, will ensure all security equipment and locks are maintained in good working order;
- The security system will be in use at all times during, regardless of hours of operation, and immediate back-up plans (agents will be placed at all key control points) will be engaged in the event it becomes non-operational during hours of operation;
- Keys will not be left in the locks or stored in a non-secure location;
- A limited number of agents will have access to combination numbers, passwords, or electronic and biometric security systems;
- Control measures will be utilized to prevent access to our security measures, including combinations, passwords, or electronic and biometric systems to persons other than specifically authorized agents;
- In the event of dismissal or lost devices, all codes/combinations will be changed immediately;
- Deliveries will occur through the delivery door located in the rear of the premises, outside of public view, whether during, before or after scheduled hours of operation; and
- Currency will be kept in a safe with restricted access and will not be transported by dispensary agents to/from the dispensary;
• Currency remaining at the dispensary overnight will be secured in a safe within a room secured, at a minimum, by card access security

**Storage:** We will not store cannabis in excess of the quantity needed to meet the demands of our operations. To prevent diversion, theft or loss, cannabis will be stored in a locked safe in the night vault room, or on a shelf in a Division approved constructed night vault under video surveillance. Regarding the initial letter provided to the Division requesting approval for a night vault with specific specifications, we made the following changes to our plan to make it more secure, which information was provided:

We used a single layer of 1/8" steel plate bolted and welded on walls and ceiling to form the vault. We identify this more secure method to traditional room builds.

**Displays:** Qualifying patients, caregivers, and purchasers will select cannabis and cannabis products from a two-dimensional visual display as well an enclosed and secured display area/case and the product to be purchased will be moved by a dispensary agent from the restricted access area to the limited access area during operational hours.

Pursuant to HB143815-100(c) (6) When the dispensary is closed, we will store all cannabis and currency in a reinforced vault room in the restricted access area and in a manner as to prevent diversion, theft, or loss.
AERIAL MAP

October 16, 2019

- User drawn points
- Tax Parcels

This map is not a plat of survey. This map is provided "as is" without warranties of any kind. See www.cityofevanston.org/mapdisclaimers.html for more information.
DESIGN AND PROJECT REVIEW COMMITTEE (DAPR) MINUTES
October 30, 2019


Staff Present: M. Rivera

Others Present:

Presiding Member: J. Leonard

A quorum being present, J. Leonard called the meeting to order at 2:32 p.m.

New Business
1. 1804 Maple Avenue

PharmaCann LLC, lessee, submits for a special use for a Cannabis Dispensary, to establish sales of recreational cannabis and expand the existing medical cannabis space in the RP Research Park District (Zoning Code Section 6-12-2-3).

APPLICATION PRESENTED BY: Katriina S. McGuire, attorney

DISCUSSION:
- Applicant provided a brief introduction on the relationship between PharmaCann, the applicant, and MedMen, who will be operating the dispensary.
- J. Leonard explained the recent ordinance which creates cannabis dispensaries as a special use in the RP Research Park District, and others.
- J. Leonard asked the applicant to explain how they would manage crowds at the City owned location
- Omar Delgado, representative, explained that they use security personnel to ensure normal operation of proximate businesses and ensure lines don't impact pedestrian or vehicular circulation. ID's are scanned on-site prior to admittance. This is done to check that the individuals are 21 years of age and a resident of Illinois.
- J. Leonard asked if parking elsewhere and using a bus service has been considered?
- Omar Delgado stated that if the demand necessitates this, they are able to provide this service. They have experience with similar operations at other locations, but don't anticipate the need here due to proximate public transit.
- S. Mangum noted that the proposed hours of operation in the Special Use application need to be altered to reflect the Council amendment.
- Applicant agreed and will do so prior to the Zoning Board.

L. Biggs made a motion to approve the project with amended hours, seconded by S. Mangum

The Committee voted, 8-0, to approve the project with amended hours of operation.
10/2/2019

126-O-19

AN ORDINANCE
Allowing Cannabis Dispensaries in Certain Zoning Districts

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF
Evanston, Cook County, Illinois:

SECTION 1: City Code, Title 6 “Zoning”, Subsection 6-18-3, “Definitions”, of the Evanston City Code of 2012, as amended (“City Code”), is hereby further amended to read as follows:

| CANNABIS DISPENSARY | A facility operated by an organization or business that is registered by the Illinois Department of Financial and Professional Regulation to acquire cannabis from a registered cultivation center for the purpose of dispensing cannabis, cannabis infused products, paraphernalia, or related supplies and educational materials to purchasers or registered qualifying patients as defined in the Compassionate Use of Medical Cannabis Program and the Cannabis Regulation and Tax Act as it may be amended from time-to-time, and regulations promulgated thereunder. |

SECTION 2: City Code Title 6, Chapter 4, “General Provisions”, of the City Code is hereby further amended to add the following subsection:

6-4-11. – SPECIAL REGULATIONS PERTAINING TO CANNABIS RELATED USES.

6-4-11-1. Purpose and Applicability: The purpose of this Section 6-4-11 is to ensure new cannabis related uses are integrated with surrounding uses and are compatible in character with the surrounding neighborhood or area of the zoning district in which they are located.

6-4-11-2. Certificate of Zoning Compliance: A certificate of zoning compliance is required prior to any cannabis related use being established.

6-4-11-3. Cannabis Dispensaries
(A) **Special Uses:** The approval for cannabis dispensary businesses shall only be allowed as a Special Use in RP, D1, D2, D3, D4, C1a, C1, C2, B1, B1a, B2, B3, and O1 Zoning Districts as well as the oDM, oCSC, and oH Zoning Overlay Districts. Cannabis dispensaries shall be prohibited in all R, M, T, U, I, WE1, and OS zoning districts as well as within any dwelling unit or rooming unit.

(B) **Distance Requirement:** Any cannabis dispensary shall not be located within one thousand five hundred (1,500) feet of another cannabis dispensary or within seven hundred fifty (750) feet of a pre-existing public or private educational institution that is an elementary, middle, or high school, as measured from lot line to lot line.

(C) **Distance Requirement Measurement:** The distance requirement shall be measured from the nearest property line of each property the cannabis dispensary or educational institution is located on.

(D) **Hours of Operation:** Cannabis Dispensaries shall only be permitted to operate between the hours of 10:00 a.m. and 8:00 p.m. seven days out of the week.

**SECTION 3:** Subsection 6-12-2-3, “Special Uses”, of the City Code is hereby further amended to read as follows:

**6-12-2-3. – SPECIAL USES.**

The following special uses may be permitted in the RP district, subject to the provisions set forth in Section 6-3-5 of this Title:

- Banquet hall.
- Business or vocational school.
- Cannabis Dispensary (subject to the general requirements of Section 6-4-11 of this Title).
- Craft alcohol production facility.
- Open sales lot.
- Outdoor storage.
- Performance entertainment venue.
- Planned developments (subject to the requirements of Section 6-3-6 of this Title and Section 6-12-1-7 of this Chapter).
- Resale establishment.
- Restaurants—Type 2.

~2~
SECTION 4: Subsection 6-11-2-3, “Special Uses”, of the City Code is hereby further amended to read as follows:

6-11-2-3. – SPECIAL USES.

The following uses may be allowed in the D1 district, subject to the provisions set forth in Section 6-3-5 of this Title:

- Assisted living facility.
- Banquet hall.
- Boarding house.
- Business or vocational school.
- Cannabis Dispensary (subject to the general requirements of Section 6-4-11 of this Title).
- Convenience store.
- Craft alcohol production facility.
- Daycare center—Adult (subject to the general requirements of Section 6-4-3 of this Title).
- Daycare center—Child (subject to the general requirements of Section 6-4-2 of this Title).
- Drive-through facility (accessory or principal).
- Educational institution—Private.
- Educational institution—Public.
- Funeral services excluding on site cremation.
- Independent living facility.
- Long term care facility.
- Neighborhood garden.
- Open sales lot.
- Planned development (subject to the requirements of Section 6-11-1-10 of this Chapter and Section 6-3-6 of this Title).
- Resale establishment.
Retirement home.
Retirement hotel.
Sheltered care home.
Transitional shelter (subject to the special requirements of Section 6-3-5-11 of this Title).
Urban farm, rooftop.
Wholesale goods establishment.

SECTION 5: Subsection 6-11-3-4, “Special Uses”, of the City Code is hereby further amended to read as follows:

6-11-3-4. - SPECIAL USES.

The following uses may be allowed in the D2 district, subject to the provisions set forth in Section 6-3-5 of this Title:

- Assisted living facility (when located above the ground floor).
- Banquet hall.
- Business or vocational school.
- Cannabis Dispensary (subject to the general requirements of Section 6-4-11 of this Title).
- Commercial indoor recreation (at the ground level).
- Convenience store.
- Craft alcohol production facility.
- Daycare center—Child (subject to the general requirements of Section 6-4-2 of this Title).
- Educational institution—Private.
- Educational institution—Public.
- Independent living facility (when located above the ground floor).
- Neighborhood garden.
- Open sales lot.
- Performance entertainment venue.
Planned development (subject to the requirements of Section 6-11-1-10 of this Chapter and Section 6-3-6 of this Title).

Religious institution.

Resale establishment.

Residential care home—Category II (when located above the ground floor and subject to the general requirements of Section 6-4-4 of this Title).

Restaurant—Type 2 (excluding drive-through facilities).

Urban farm, rooftop.

**SECTION 6:** Subsection 6-11-4-3, “Special Uses”, of the City Code is hereby further amended to read as follows:

**6-11-4-3. - SPECIAL USES.**

The following uses may be allowed in the D3 district, subject to the provisions set forth in Section 6-3-5 of this Title:

- Apartment hotel.
- Assisted living facility (when located above the ground floor).
- Banquet hall.
- Business or vocational school.
- Cannabis Dispensary (subject to the general requirements of Section 6-4-11 of this Title).
- Convenience store.
- Craft alcohol production facility.
- Daycare center—Adult (subject to the general requirements of Section 6-4-3 of this Title).
- Daycare center—Child (subject to the general requirements of Section 6-4-2 of this Title).
- Drive-through facility (accessory or principal).
- Educational institution—Private.
- Educational institution—Public.
- Independent living facility (when located above the ground floor).
Neighborhood garden.
Open sales lot.
Performance entertainment venue.
Planned development (subject to the requirements of Section 6-11-1-10 of this Chapter and Section 6-3-6 of this Title).
Religious institution.
Resale establishment.
Residential care home—Category II (when located above the ground floor and subject to the general requirements of Section 6-4-4 of this Title).
Restaurant—Type 2.
Urban farm, rooftop.

**SECTION 7:** Subsection 6-11-5-3, “Special Uses”, of the City Code is hereby further amended to read as follows:

**6-11-5-3. – SPECIAL USES.**
The following uses may be allowed in the D4 district, subject to the provisions set forth in Section 6-3-5 of this Title:

- Assisted living facility (when located above the ground floor).
- Banquet hall.
- Business or vocational school.
- **Cannabis Dispensary (subject to the general requirements of Section 6-4-11 of this Title).**
- Commercial parking garage.
- Convenience store.
- Craft alcohol production facility.
- Daycare center—Adult (subject to the general requirements of Section 6-4-3 of this Title).
- Daycare center—Child (subject to the general requirements of Section 6-4-2 of this Title).
- Drive-through facility (accessory or principal).

~6~
Educational institution—Private.
Educational institution—Public.
Funeral services excluding on site cremation.
Independent living facility (when located above the ground floor).
Neighborhood garden.
Open sales lot.
Performance entertainment venue.
Planned development (subject to the requirements of Section 6-11-1-10 of this Chapter and Section 6-3-6 of this Title).
Religious institution.
Resale establishment.
Residential care home—Category II (when located above the ground floor and subject to the general requirements of Section 6-4-4 of this Title).
Restaurant—Type 2.
Urban farm, rooftop.

SECTION 8: Subsection 6-10-3-3, “Special Uses”, of the City Code is hereby further amended to read as follows:

6-10-3-3. - SPECIAL USES.

The following uses may be allowed in the C1a district, subject to the provisions set forth in Section 6-3-5 of this Title:

Animal hospital.
Aquaponics.
Assisted living facility.
Banquet hall.
Cannabis Dispensary (subject to the general requirements of Section 6-4-11 of this Title).
Commercial outdoor recreation.
Convenience store.
Craft alcohol production facility.

Daycare center—Adult (subject to the general requirements of Section 6-4-3 of this Title).

Daycare center—Child (subject to the general requirements of Section 6-4-2 of this Title).

Drive-through facility (accessory only).

Dwelling—Multiple-family.

Food store establishment.

Funeral services excluding on-site cremation.

Independent living facility.

Long-term care facility.

Media broadcasting station.

Membership organization.

Micro-Distillery.

Open sales lot.

Planned development (subject to the requirements of Section 6-10-1-9 of this Chapter and Section 6-3-6 of this Title).

Recording studio.

Resale establishment.

Residential care home—Category I (when located above the ground floor and subject to the general requirements of Section 6-4-4 of this Title).

Residential care home—Category II (subject to the general requirements of Section 6-4-4 of this Title).

Restaurant—Type 2.

Retirement hotel.

Sheltered care home.

Transitional shelter (subject to the requirements of Section 6-3-5-11 of this Title).

Urban farm, rooftop.
Wholesale goods establishment.

SECTION 9: Subsection 6-10-4-3, “Special Uses”, of the City Code is hereby further amended to read as follows:

6-10-4-3. - SPECIAL USES.

The following uses may be allowed in the C2 district, subject to the provisions set forth in Section 6-3-5, "Special Uses," of this Title:

- Animal hospital.
- Aquaponics.
- Automobile body repair establishment.
- Banquet hall.
- Cannabis Dispensary (subject to the general requirements of Section 6-4-11 of this Title).
- Car wash.
- Commercial parking garage.
- Commercial parking lot.
- Convenience store.
- Craft alcohol production facility.
- Daycare center—Adult (subject to the general requirements of Section 6-4-3 of this Title).
- Daycare center—Child (subject to the general requirements of Section 6-4-2 of this Title).
- Daycare center—Domestic animal.
- Drive-through facility (accessory or principal).
- Hotel.
- Kennel.
- Media broadcasting station.
- Membership organization.
- Micro-Distillery.
- Open sales lot.
Payday loan or consumer loan establishment (subject to the distance and general requirements set forth in Section 6-18-3, "Definitions," of this Title under "Payday Loan or Consumer Loan Establishment").

Planned development (subject to the requirements of Section 6-10-1-9, "Planned Developments," of this Chapter and Section 6-3-6, "Planned Developments," of this Title).

Resale establishment.

Restaurant—Type 2.

Urban farm, rooftop.

**SECTION 10:** Subsection 6-10-2-3, "Special Uses", of the City Code is hereby further amended to read as follows:

**6-10-2-3. - SPECIAL USES.**

The following uses may be allowed in the C1 district, subject to the provisions set forth in Section 6-3-5, "Special Uses," of this Title:

- Animal hospital.
- Aquaponics.
- Automobile repair service establishment.
- Automobile service station.
- Banquet hall.
- Cannabis Dispensary (subject to the general requirements of Section 6-4-11 of this Title).
- Car wash.
- Commercial outdoor recreation.
- Convenience store.
- Craft alcohol production facility.
- Daycare center—Adult (subject to the general requirements of Section 6-4-3 of this Title).
- Daycare center—Child (subject to the general requirements of Section 6-4-2 of this Title).
- Daycare center—Domestic animal.
Drive-through facility (accessory or principal).
Funeral services excluding on-site cremation.
Hotel.
Kennel.
Media broadcasting station.
Membership organization.
Micro-Distillery.
Open sales lot.
Planned development (subject to the requirements of Section 6-10-1-9 of this Chapter and Section 6-3-6 of this Title).
Resale establishment.
Restaurant—Type 2.
Trade contractor (provided there is no outside storage).
Urban farm, rooftop.
Wholesale goods establishment.

SECTION 11: Subsection 6-9-2-3, “Special Uses”, of the City Code as amended, is hereby further amended to read as follows:

6-9-2-3. - SPECIAL USES.

The following uses may be allowed in the B1 district, subject to the provisions set forth in Section 6-3-5, "Special Uses," of this Title:

Animal hospital.
Aquaponics.
Banquet hall.
Bed and breakfast establishments.
Boarding house.
Business or vocational school.
Cannabis Dispensary (subject to the general requirements of Section 6-4-11 of this Title).
Convenience store.
Craft alcohol production facility.
Daycare center—Adult.
Daycare center—Child.
Daycare center—Domestic animal.
Dwelling—Multiple-family.
Dwelling—Single-family detached.
Food store establishment.
Funeral services excluding on-site cremation.
Government institutions.
Kennel.
Membership organization.
Micro-Distillery.
Open sales lot.
Planned development.
Public utility.
Religious institution.
Resale establishment.
Residential care home—Category II.
Restaurant—Type 2 (excluding accessory drive-through facilities).
Urban farm, rooftop.

Uses permitted pursuant to Section 6-9-2-2 of this Chapter and this Section exceeding seven thousand five hundred (7,500) square feet.

SECTION 12: Subsection 6-9-5-3, “Special Uses”, of the City Code is hereby further amended to read as follows:

6-9-5-3. – SPECIAL USES.

The following uses may be allowed in the B1a business district, subject to the provisions set forth in Section 6-3-5, "Special Uses," of this Title:
Animal hospital.
Aquaponics.
Banquet hall.
Cannabis Dispensary (subject to the general requirements of Section 6-4-11 of this Title).
Commercial indoor recreation.
Commercial outdoor recreation.
Convenience store.
Craft alcohol production facility.
Daycare center—Adult.
Daycare center—Child.
Daycare center—Domestic animal.
Drive-through facility (accessory or principal).
Dwelling—Multiple-family.
Food store establishment.
Funeral services, excluding on-site cremation.
Independent living facility.
Kennel.
Membership organization.
Micro-Distillery.
Planned development.
Public utility.
Resale establishment.
Restaurant—Type 2.
Trade contractor (provided there is no outside storage).
Urban farm, rooftop.
Uses permitted pursuant to Section 6-9-5-2 of this Chapter and this Section exceeding twenty thousand (20,000) square feet.
Vocational training facility.

**SECTION 13:** Subsection 6-9-3-3, “Special Uses”, of the City Code is hereby further amended to read as follows:

**6-9-3-3. - SPECIAL USES.**

The following uses may be allowed in the B2 district, subject to the provisions set forth in Section 6-3-5, "Special Uses," of this Title:

Animal hospital.

Aquaponics.

Assisted living facility.

Banquet hall.

Boarding house.

Business or vocational school.

*Cannabis Dispensary (subject to the general requirements of Section 6-4-11 of this Title).*

Commercial indoor recreation.

Commercial outdoor recreation.

Convenience store.

Craft alcohol production facility.

Daycare center—Adult (subject to the general requirements of Section 6-4-3, "Adult Daycare Homes," of this Title).

Daycare center—Child (subject to the general requirement of Section 6-4-2, "Child Daycare Homes," of this Title).

Daycare center—Domestic animal.

Drive-through facility (accessory or principal).

Dwelling—Multiple-family.

Food store establishment.

Funeral services excluding on-site cremation.

Independent living facility.

Kennel.
Long-term care facility.

Membership organization.

Micro-Distillery.

Open sales lot.

Planned development (subject to the requirements of Section 6-9-1-9, "Planned Developments," of this Chapter and Section 6-3-6, "Planned Developments," of this Title).

Public utility.

Resale establishment.

Residential care home—Category II (subject to the requirements of Section 6-4-4, "Residential Care Homes and Residential Residential Care Homes," of this Title).

Restaurant—Type 2.

Retirement home.

Retirement hotel.

Sheltered care home.

Trade contractor (provided there is no outside storage).

Transitional treatment facility—Category III (subject to the requirements of Section 6-4-5, "Transitional Treatment Facilities," of this Title).

Urban farm, rooftop.

Uses permitted pursuant to Sections 6-9-3-2 of this Chapter and this Section exceeding twenty thousand (20,000) square feet.

SECTION 14: Subsection 6-9-4-3, "Special Uses", of the City Code is hereby further amended to read as follows:

6-9-4-3. - SPECIAL USES.

The following uses may be allowed in the B3 district, subject to the provisions set forth in Section 6-3-5, "Special Uses," of this Title:

Animal hospital.

Aquaponics.
Assisted living facility.
Automobile service station.
Banquet hall.
Boarding house.
Business or vocational school.
Cannabis Dispensary (subject to the general requirements of Section 6-4-11 of this Title).
Commercial outdoor recreation.
Commercial parking lots.
Convenience store.
Craft alcohol production facility.
Daycare center—Adult (subject to the general requirements of Section 6-4-3, "Adult Daycare Homes," of this Title).
Daycare center—Child (subject to the general requirements of Section 6-4-2, "Child Daycare Homes," of this Title).
Daycare center—Domestic animal.
Drive-through facility (accessory or principal).
Dwelling—Multiple-family.
Food store.
Funeral services excluding on-site cremation.
Independent living facility.
Kennel.
Long-term care facility.
Membership organization.
Micro-Distillery.
Open sales lot.
Planned development (subject to the requirements of Section 6-9-1-9, "Planned Developments," of this Chapter and Section 6-3-6, "Planned Developments," of this Title).
Public utility.
Recording studio.
Religious institution.
Resale establishment.

Residential care home—Category II (subject to the requirements of Section 6-4-4, "Residential Care Homes and Child Residential Care Homes," of this Title).

Restaurant—Type 2 (excluding accessory drive-through facilities).
Retirement home.
Retirement hotel.
Sheltered care home.
Trade contractor (provided there is no outside storage).

Transitional shelters (subject to the requirements of Section 6-3-5-11, "Additional Standards for a Special Use for Transitional Shelters," of this Title).

Transitional treatment facility—Category III (subject to the requirements of Section 6-4-5, "Transitional Treatment Facilities," of this Title).

Urban farm, rooftop.

SECTION 15: Subsection 6-15-2-3, "Special Uses", of the City Code is hereby further amended to read as follows:

6-15-2-3. - SPECIAL USES.

The following uses may be allowed in the O1 district, subject to the provisions set forth in Section 6-3-5, "Special Uses," of this Title:

Banquet hall.
Business or vocational school.

Cannabis Dispensary (subject to the general requirements of Section 6-4-11 of this Title).

Child daycare centers.
Commercial indoor recreation.
Commercial parking garage.

~17~
Commercial parking lot.
Drive-through facility (accessory only).
Dwelling, multiple-family.
Media broadcasting station.
Open sales lot.
Planned development (subject to the requirements of Section 6-15-1-9, "Planned Developments," of this Chapter and Section 6-3-6, "Planned Developments," of this Title).
Retail goods establishment.
Retail services establishment.
Urban farm, rooftop.

SECTION 16: Subsection 6-15-10-7, “Special Uses”, of the City Code is hereby further amended to read as follows:

6-15-10-7. - SPECIAL USES.

The following uses may be allowed in the oH district subject to the general provisions set forth in Section 6-3-5 of this Title, and the special provisions contained herein:

Any expansion or change in a hospital service or program causing the average number of patients treated daily at such hospital as reported in the current annual hospital report to exceed by ten percent (10%) the average daily number of patients treated in 1978: Evanston Hospital, 1070; St. Francis Hospital, 702.

Any new construction that constitutes a physical expansion to the gross floor area of any hospital building.

Cannabis Dispensary (subject to the general requirements of Section 6-4-11 of this Title).

Clinics, provided they shall not be used for the private, for-profit practice of medicine.

Commercial parking garage.

Daycare centers - adult (subject to the general requirements of Section 6-4-3 of this Title).

Daycare centers - child (subject to the general requirements of Section 6-4-2 of this Title).
Heliports (hospital).
Private utility substations and transmission facilities.
Short-term residential facilities operated by a hospital.
Staff examination rooms provided they shall not be used for the private, for-profit practice of medicine.

SECTION 17: Subsection 6-15-14-7, “Active Ground Floor Uses”, of the City Code is hereby further amended to read as follows:

6-15-14-17. – ACTIVE GROUND FLOOR USES.

<table>
<thead>
<tr>
<th>USES:</th>
<th>Allowed In:</th>
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<tbody>
<tr>
<td>B1A (Subareas 4, 5, and 6)</td>
<td>B1A (Subareas 4, 5, and 6)</td>
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<tr>
<td>Cannabis Dispensary</td>
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NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS, THAT:

SECTION 18: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 19: If any provision of this ordinance or application thereof to any person or circumstance is held unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this ordinance is severable 126-O-19 shall be in full force and effect after its passage and approval.
SECTION 20: The findings and recitals contained herein are declared to be prima facie evidence of the law of the City and shall be received in evidence as provided by the Illinois Compiled Statutes and the courts of the State of Illinois.

Introduced: ___________________, 2019
Adopted: ___________________, 2019

Stephen H. Hagerty, Mayor
Devon Reid, City Clerk

Approved: ___________________, 2019
Approved as to form:

Michelle L. Masoncup, Corporation Counsel
Proposed Cannabis Dispensary Zoning Districts with 500', 750' & 1,000' buffers around Schools

School Property Buffers
- 500'
- 750'
- 1000'
- Existing Dispensary
- Existing Dispensary 1500' Buffer

Zoning Districts
- B1a - Business
- B2 - Business
- B3 - Business
- C1 - Commercial
- C1a - Commercial Mixed-Use
- C2 - Commercial
- D1 - Downtown Fringe
- D2 - Downtown Retail Core
- D3 - Downtown Core Development
- D4 - Downtown Transition
- O1 - Office
- RP - Research Park

This map is provided "as is" without warranties of any kind. See www.cityofevanston.org/mapdisclaimers.html for more information.
To: Zoning Board of Appeals
From: Melissa Klotz, Zoning Administrator
Subject: 2020 Zoning Board of Appeals Proposed Schedule
Date: November 4, 2019

The Zoning Board of Appeals has regularly scheduled meetings once a month, typically on the third Tuesday of the month. Additional meetings may be scheduled as necessary.

<table>
<thead>
<tr>
<th>Month</th>
<th>Third Tuesday</th>
<th>Notes</th>
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<tbody>
<tr>
<td>January</td>
<td>21</td>
<td>Day after MLK (City holiday)</td>
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<tr>
<td>February</td>
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<td>August</td>
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<td>1st Tuesday due to City break</td>
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